



DISTRIBUTING COURSES

DISTRIBUTING COURSES

www.nfhslearn.com

NFHSLearn offers users the opportunity to purchase courses for others to take. This feature allows Athletic Directors, Principals, head coaches and others to purchase courses for their staff to complete, taking the burden off of individual coaches to pay for certification.

Step 1: Go to www.nfhslearn.com, sign in or register for a new account.

Step 2: Click “Courses” at the top of the page and use the search box on the Courses page to find the one you want.

Type in the name of the course you'd like to take here

When you find the course, hover your mouse over the image and a blue “View Course” button will appear

Step 3: On the course page, select your state and click “Order Course”.

Select your state from the drop down menu

Click “Order Course”

Step 3: When prompted, select “Others” and click “Continue”.

This course(s) will be completed by:

Myself

Others

Select “Others” and click “Order Course”

Step 4: Use the following screen to enter the number of instances that you’d like to purchase. You’ll need one instance for each coach that you’d like to take the course.

Your Shopping Cart

Courses for distribution

Course	State	Unit Price	Quantity	Item Total
First Aid, Health and Safety	Indiana	\$45.00	3	\$135.00

Courses for distribution Subtotal: \$135.00

Total: **\$135.00**

Type the quantity that you’d like to purchase. The total will automatically update.

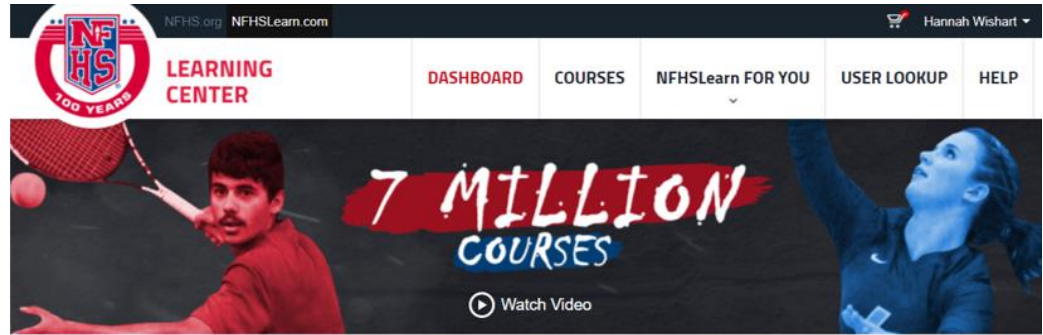
Click “Checkout”

Step 5: Follow the steps on the following screens to complete your order.

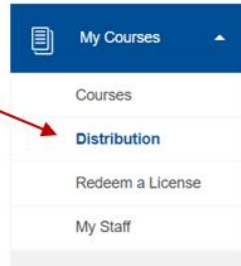


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Step 6: Return to your Dashboard and find your courses for distribution.



Click "Distribution" beneath "My Courses"



Distribute Licenses

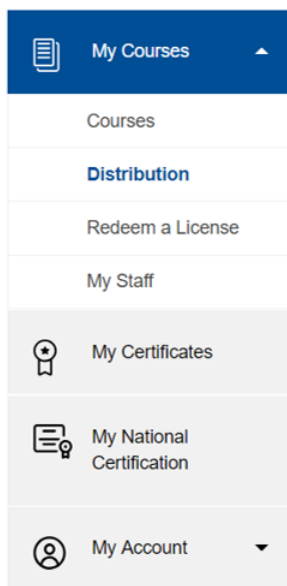
Select a course below to begin distributing licenses.

First Aid, Health and Safety
NFHS Core Courses

3 Available 0 Pending 0 Redeemed

Click on the course you'd like to distribute

Step 7: Fill out the coaches' information and send the course(s).



[Back](#)

First Aid, Health and Safety

You may send a license by filling in the recipients' email, first name, and last name and then pressing the "Send" button. You will receive a carbon copy of all the licenses you distribute for your records.

Select Invoice :

N/A 02/06/19 1128485

State : Indiana

Available ▲

Number	Invoice Date	First Name	Last Name	Email	Action
1	02/06/2019	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Send"/>
2	02/06/2019	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Send"/>

Fill in the coach's information and click the "Send" button

After you complete these steps, the recipient will receive an email prompting them to accept their course. They'll need to check their email for a link and instructions on how to accept it.

Questions?

If you have any questions or get stuck in this process. Please get in touch with the NFHS Help Desk: 317-565-2023.