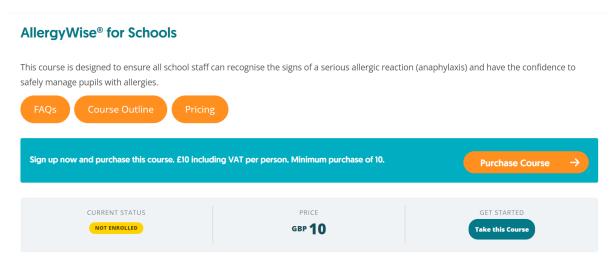
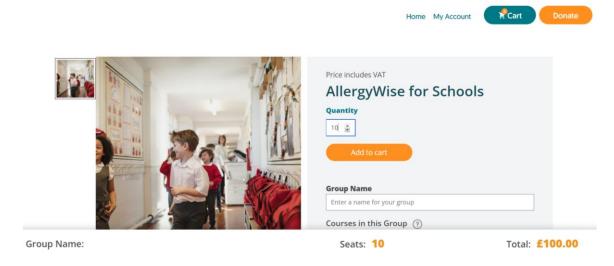


How to purchase AllergyWise® for Schools

1) Click here: https://www.anaphylaxis.org.uk/course/allergywise-for-schools/



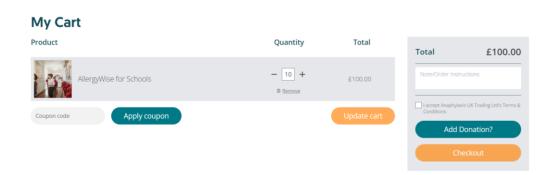
- 2) Click either 'Purchase Course' or 'Take this Course' which takes you to: https://www.anaphylaxis.org.uk/product/allergywise-for-schools/
- 3) Use the Quantity box arrows to select how many users to purchase for. There is a minimum purchase of 10.
- 4) In the Group Name box type the name of your school.
- 5) Click Add to cart.



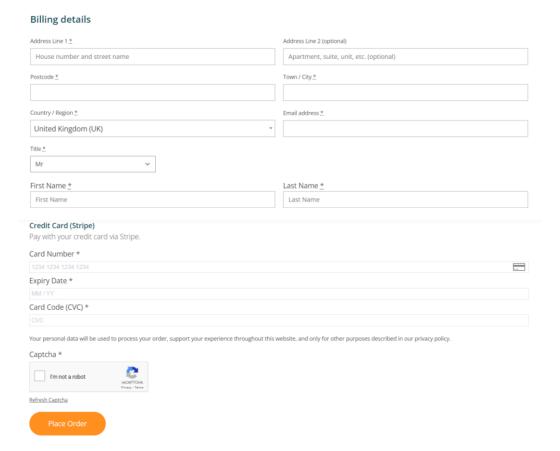
6) On the next Cart page you can apply a coupon code if eligible. If you have bulk purchased our AllergyWise® for Schools for a minimum of 10 staff in the past, please get in touch using this contact form for a 20% discount coupon code. This coupon code must be applied before purchasing. If you are large school or Multi Academy Trust looking to purchase the course for 50 or more staff, please get in touch using the contact form for bespoke pricing.



- 7) Tick the box to accept the <u>terms and conditions</u>.
- 8) Click the Checkout button. You can also add an optional donation if you would like to.



9) On the next Checkout page you need to enter your billing details (address, email address, name and card payment details).

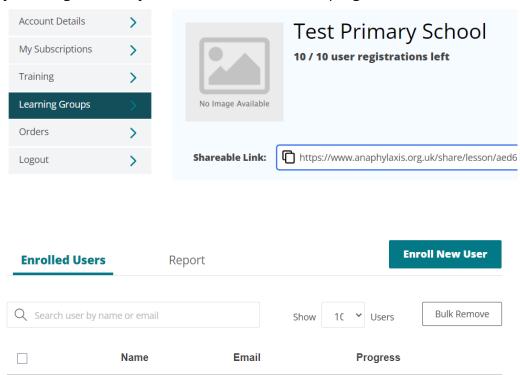


10) Tick the Captcha box then click the Place Order button.



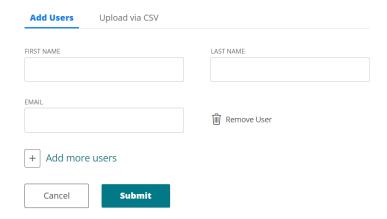
How to enrol users

- 1) After clicking 'Place Order', scroll to the bottom of the page and click the Proceed to Group button. This will take you directly to your Groups Dashboard.
- 2) After clicking 'Place Order' you will also receive an email from Anaphylaxis UK to say your account has been created. In this email is a link for you to set your password. You need to click this link and set your password before you click on the link in the email to access your account area. Once logged in to your account area, click on 'Learning Groups' for access to your Groups Dashboard.
- 3) From your Groups Dashboard you can enrol users onto the course, view how many user registrations you have left and view user progress.



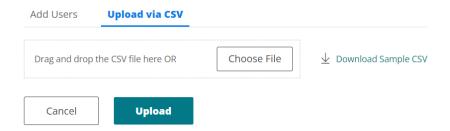
- 4) There are 3 options to enrol users:
 - a. Click the Enrol New User button and add users manually by entering their name and email address. You can add more users by clicking the + button.





b. Click the Enrol New User button and upload multiple users via a CSV document. You can download a sample CSV file as a template.

Enroll New Users

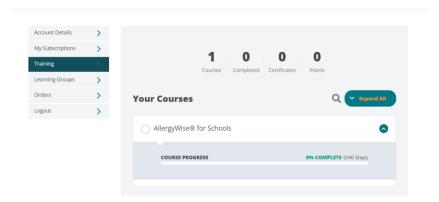


c. Copy and paste the shareable link and distribute this to users.

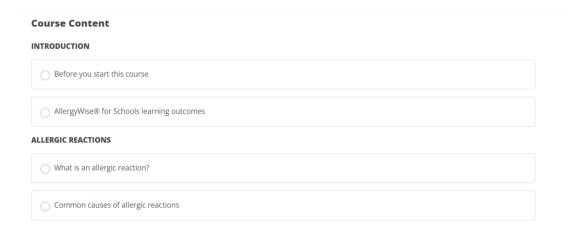
What a user needs to do:

1) When a user is enrolled directly, via options a) and b) above, they will receive an email from Anaphylaxis UK to tell them their account has been created. The email includes a username and password, plus a link to access their account area. They can login to their account using the login details in the email. Once logged in, click on Training, then click AllergyWise® for Schools to access the course.

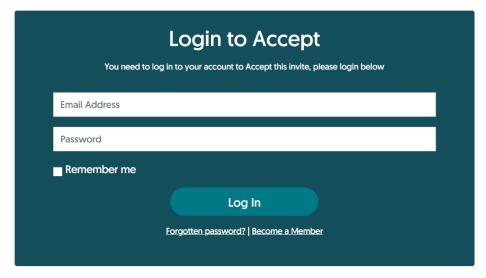




After clicking on AllergyWise® for Schools, scroll down and click on the first course lesson to start the course.

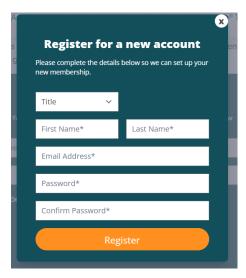


2) When a user is sent the shareable link by the group leader, they need to go to the link. If they already have an account with Anaphylaxis UK they can login. If they don't already have an account with Anaphylaxis UK they need to click the 'Become a Member' link on the bottom right.





After clicking 'Become a Member', enter their name, email address and password. Then click Register.



On the next page click the Join & Gain Access button.

They will then see the Training area of their dashboard where they can click on the AllergyWise® for Schools course to access it.



After clicking on AllergyWise® for Schools, scroll down and click on the first course lesson to start the course.

