



Anglican Safe Ministry Online

Pre-Paid Enrolments

Step 1: Click on this link to prepay for multiple course participants

<https://form.jotform.co/91821477273866>

Step 2: Fill in the online form:

Yes, I want to raise an invoice

No, I don't have a purchase number

Request to Pay for Course Enrolment via Invoice

Use this form to if you'd like to enrol **MULTIPLE PEOPLE IN ONE OR MORE COURSES** on OpenLearning, using the **INVOICE** payment method.

Please confirm that you would like to **RAISE** an invoice to be paid by your organisation: *

Yes I want to raise an invoice

Do you have a Purchase Order number? *

Yes
 No

Purchase Order number:

Add your #PO number here

1. Who is the paying organisation?
This section refers to the organisation who will pay the invoice.

a. Organisation's Name: *

b. Organisation's Address: *
Street Address:
Street Address Line 2:
City: State / Province:
Postal / Zip Code:

Note: When this form is submitted, THE person nominated at 1.c. below will receive a confirmation email AND they will be sent the invoice to be paid.

c. Name of the person who will handle the payment: *
First Name: Last Name:

d. Email of the person who will handle the payment: *
 (name@example.com)
Please make sure you enter this email address correctly.

1. Complete contact details:

- a Your name
- b Your address
- c. Name of *person who will handle the payment* (i.e the person responsible for receiving the invoice and organising payment).
- d. Email address of this person

2. Complete course & participant details:

a: Use the relevant URL for each course below:

Course name : Anglican Safe Ministry Induction

URL <https://www.openlearning.com/courses/smr-training-anglican/homepage> Cost \$30

Course name : Safe Ministry eTraining Anglican Refresher

URL <https://www.openlearning.com/courses/smr-anglican-safe-ministry-refresher/homepage> Cost \$15

b Participants to enrol

Type the number of enrolments that you are pre-paying for on that this invoice. E.g. "30 enrolments" (in each 'name' field).

You can then add the second course clicking on the 'CLICK HERE' button.

You do not enter a discount code, leave that field empty.

Enter the message 'shown below' to prove you are not a robot

Click "Submit"

This section refers to the courses participants need to be enrolled in.

a. Course 1 Details: *

Course Name *	Course URL *	Cost *	Current *
<input type="text"/>	<input type="text"/>	<input type="text"/>	AUD

b. Participants to Enrol: *

First Name *	Last Name *	Email Address *
<input type="text"/>	<input type="text"/>	<input type="text"/>

+ Add more participants to enrol

Add another course?
 Click here

If you have a discount code, please enter it here.

The discounted cost will be reflected on the invoice.

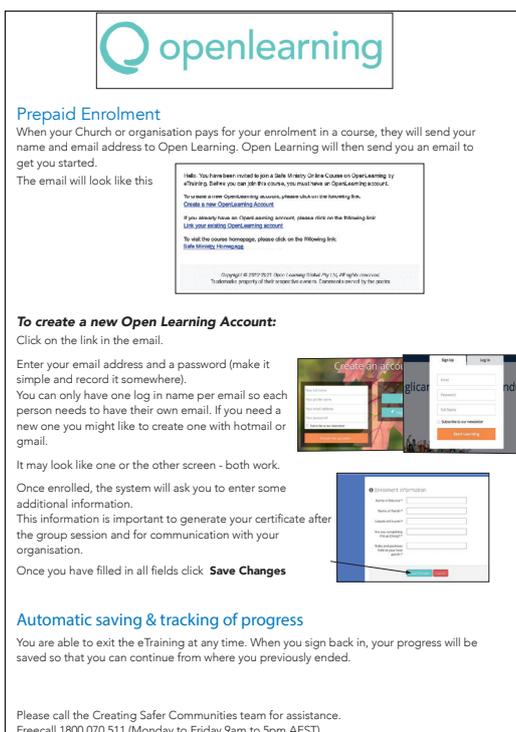
Enter the message as it's shown: *

Step 3: The person will receive a confirmation email that OpenLearning have received the completed form.

Step 4: OpenLearning will generate an invoice and email it to the person nominated for payment.

Step 5: Once OpenLearning has received payment, the OpenLearning team will email the person nominated and the *Creating Safer Communities - eTraining* team (etraining@safercommunities.net.au).

Step 6: The number of enrolments on the invoice are now available. For participants to access the course, the Parish will need to email etraining@safercommunities.net.au with the names and email addresses of the people needing to be entered into the course.



The image shows a screenshot of an email from OpenLearning. At the top is the OpenLearning logo. Below it is the heading "Prepaid Enrolment" followed by text explaining that the Church or organisation has paid for the enrolment and that the user will receive an email to get started. A small box contains instructions: "Info: You have been invited to join a Safe Ataris or the Course on OpenLearning by eTraining. Before you can get the course, you must have an OpenLearning account. To create a new OpenLearning account, please click on the following link: [Create a new OpenLearning Account](#). If you already have an OpenLearning account, please click on the following link: [Link your existing OpenLearning account](#). To visit the course homepage, please click on the following link: [Safe Ataris homepage](#). Copyright © 2017 2018 Open Learning Global Pty Ltd. All rights reserved. Trademarks: property of their respective owners. Content owned by the parties." Below this is the heading "To create a new Open Learning Account:" followed by instructions to click the link in the email, enter an email and password, and save changes. Two screenshots of the OpenLearning website are shown: one for "Create an account" and one for "Enrolment information" with fields for Name, Email, Organisation, and Telephone number.

This process will take a few days to be completed so make sure that it is started with adequate time before training is required.

Step 7: The *Creating Safer Communities - eTraining* team will enter the participants into the course and email the PDF *Prepaid Individual Instructions* to the participants so that they can complete their enrolment and commence the course.

Please contact the Creating Safer Communities team for assistance.

Email: eTraining@safercommunities.net.au

Freecall 1800 070 511
(Monday to Friday 9am to 5pm AEST)