



# Gippsland Anglican Safe Church Induction



## Pre-Paid Enrolments

**Step 1:** Click on this link to prepay for multiple people to be added to a course  
<https://form.jotform.co/91821477273866>

**Step 2:** Fill in the online form with your details

- Yes, I want to raise an invoice
- No, I don't have a purchase number

**openlearning**

**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. a Your name

1. b Your address

1. c Name of contact person who will be responsible for receiving the invoice and organising payment.

1. d Email address of contact person who will be responsible for receiving the invoice and organising payment.

2. a Course details

- **Course name** *Anglican Safe Ministry Induction*
- **Course URL** <https://www.openlearning.com/courses/smr-training-anglican/homepage/?cl=1>
- **Cost** \$30

2. b Participants to enrol

To pay for multiple enrolments (not specified individuals), in the 'First name' field, type the number of enrolments that are being paid for on that particular invoice.  
E.g. "20 enrolments"

Enter the message, and hit "Submit"

**2. About the courses to enrol participants in**

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

**a. Course 1 Details: \***

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

**b. Participants to Enrol: \***

**First Name \***

**Last Name \***

**Email Address \***

**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 who will handle the invoice payment for the Diocese (added at 1c in the form) will receive a confirmation email that Open Learning have received the completed form.

**Step 4:** Open Learning will generate an invoice and email it to the person nominated (at 1c in the form) for payment.

**Step 5:** Once Open Learning has received payment, the team will email the person nominated (at 1c in the form), and the *Creating Safer Communities* team.

**Step 6:** The number of enrolments on the invoice are now available. The Diocese will need to email the *Creating Safer Communities* team with the names and email addresses of the people needing to be entered into the course. CSC will enter them into the course and email the PDF *Participant information for Anglican Prepaid Enrolment* to the participants so that they can complete their enrolment and the course.

Please call the *Creating Safer Communities* team for assistance. Freecall 1800 070 511 (Monday to Friday 9am to 5pm AEST)