

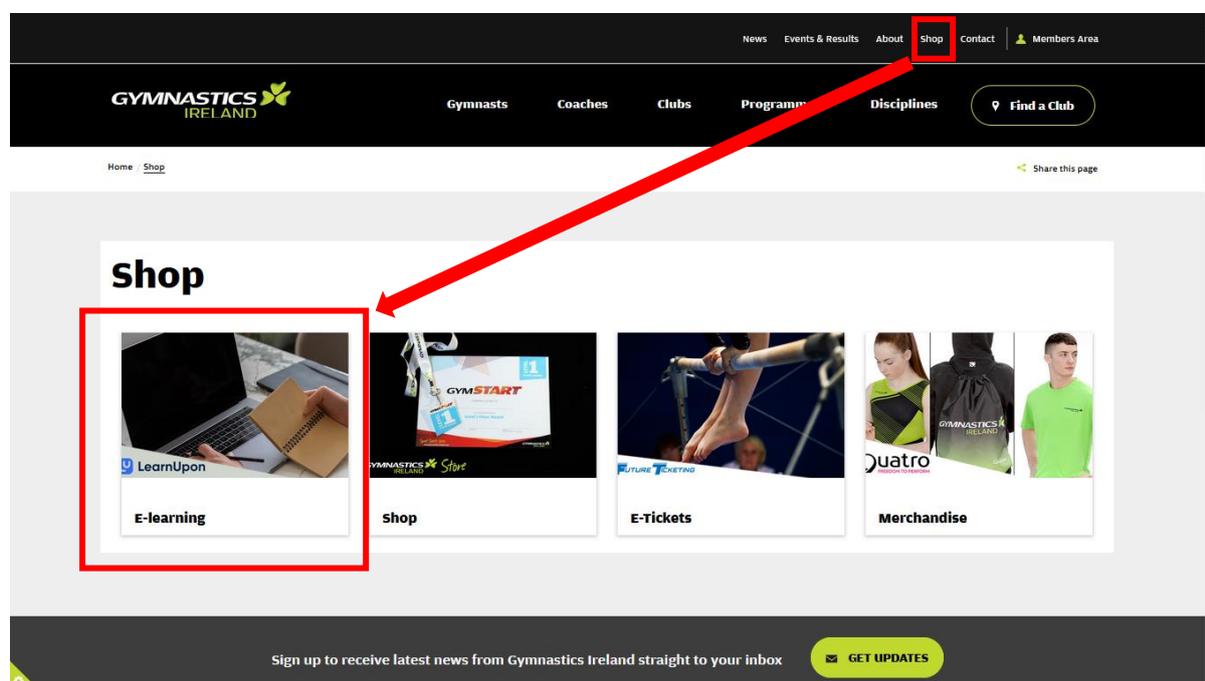
E-Learning Management System Guide

How to make a booking using LearnUpon

For a step-by-step guide to booking on any course, webinar or workshop and to access the LMS platform please follow the information below:

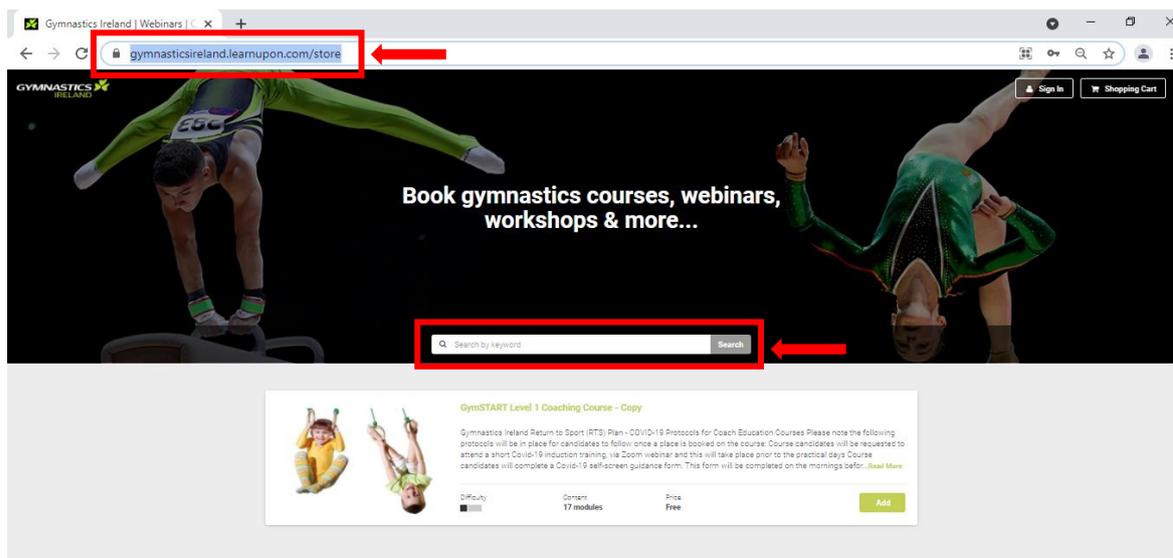
Step 1.

- Go to the Gymnastics Ireland website - <https://www.gymnasticsireland.com/>
- Select the shop button at the top of your screen - <https://www.gymnasticsireland.com/shop>
- Select the E-learning icon below



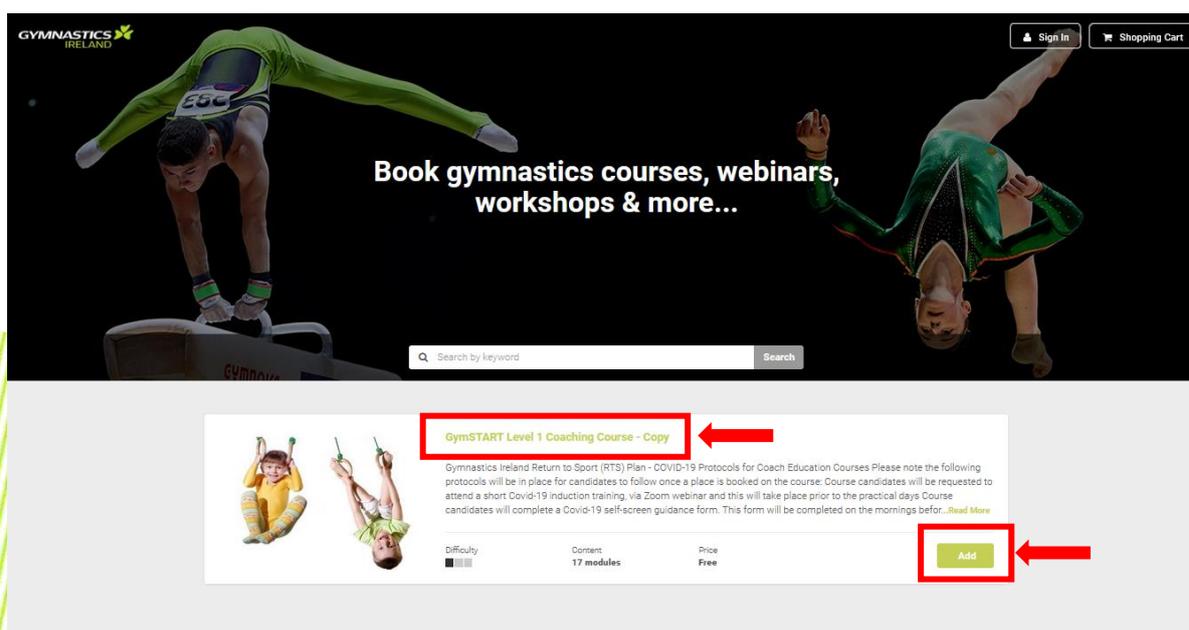
Step 2.

- Once you select the E-learning icon you will land on the Gymnastics Ireland - LearnUpon LMS platform - <https://gymnasticsireland.learnupon.com/store>
- Having landed on the LearnUpon store front, there will be a list of current education programmes available for booking and purchasing
- To search for a specific programme from the list advertised, type in the search function if needed



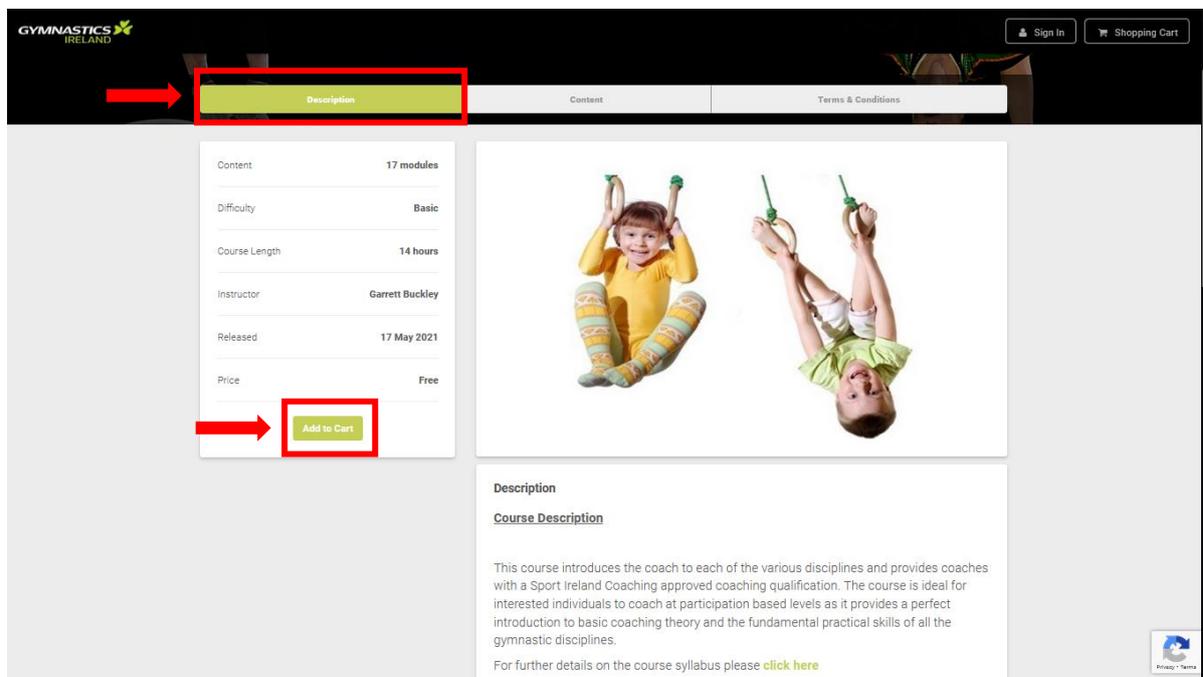
Step 3.

- Click on the programme title to find further details on the description and content
- If you already know the specific description or content and would like to proceed directly to purchasing the programme, then select the Add button



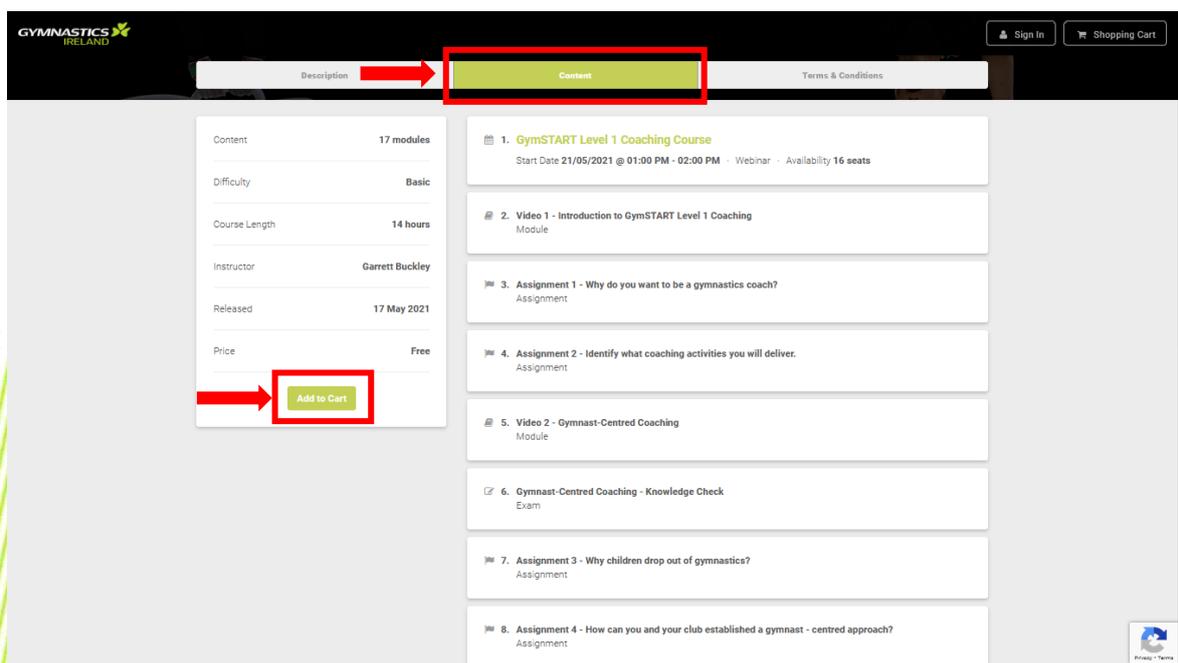
Step 4.

- Once you click on the title of a programme - 3 options will appear that include **Description, Content, Terms and Conditions.**
- Select the **Description** section for specific details, prerequisites, dates, duration and cost
- If you prefer to directly purchase the programme, select the **Add to Cart**



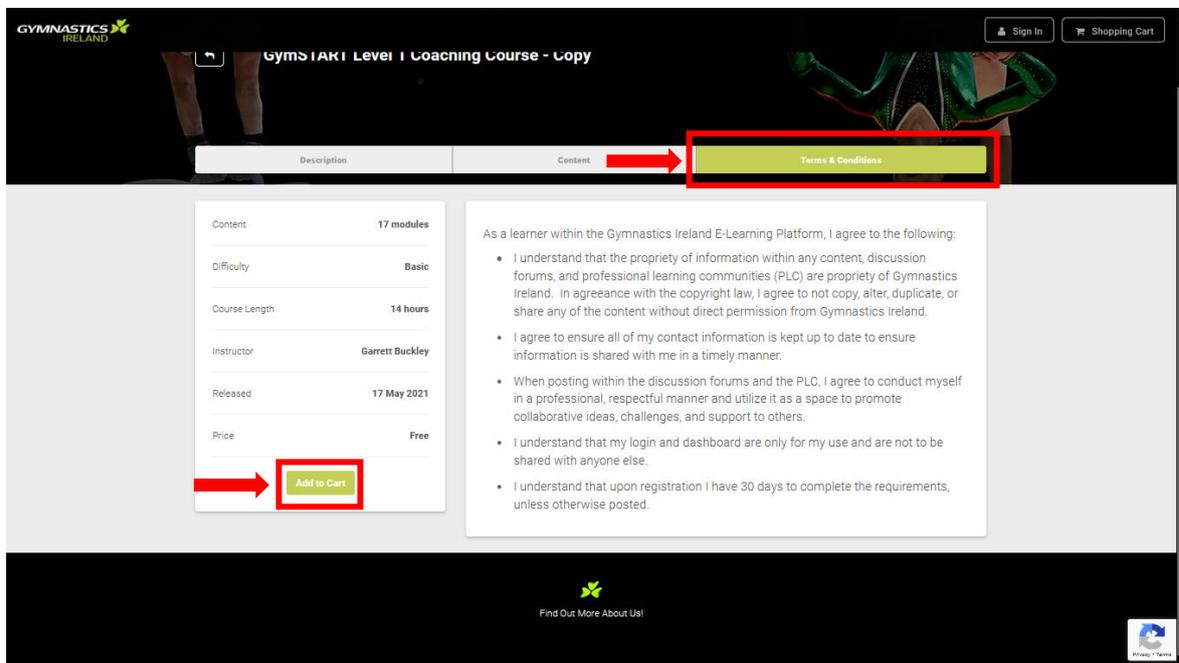
Step 5.

- Select the **Content** section for a list of specific content that will be delivered
- If you prefer to directly purchase the programme, select the **Add to Cart**



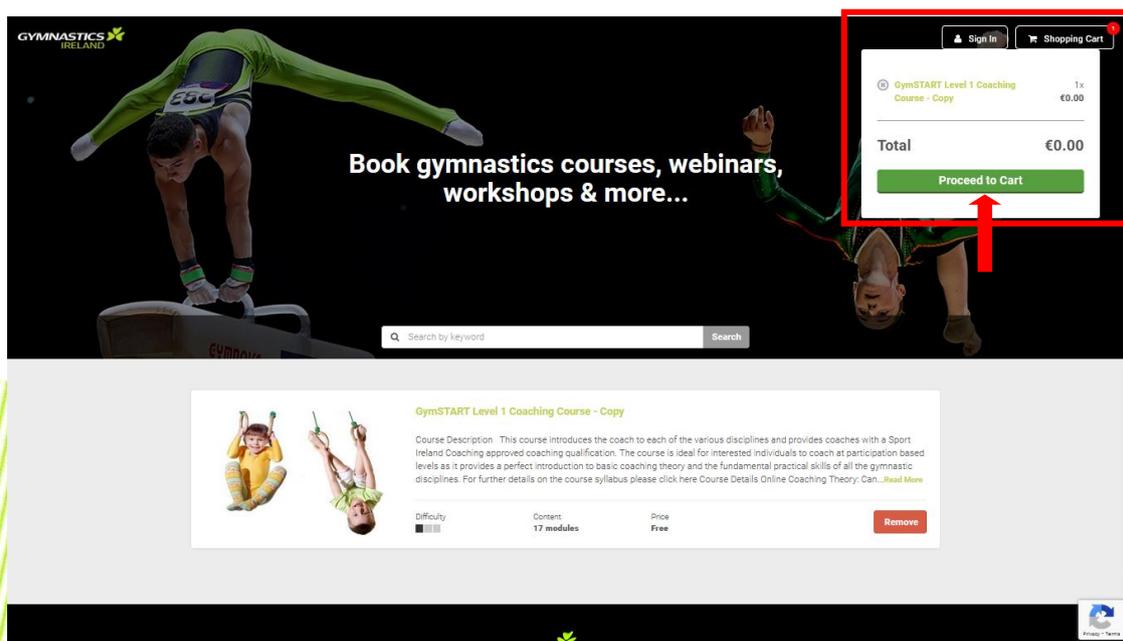
Step 6.

- Selecting the **Terms and Conditions** section will outline the specific terms and conditions you must agree to before purchasing any programme
- If you prefer to directly purchase the programme, select the **Add to Cart**
- When completing any purchase you must agree to the terms and conditions



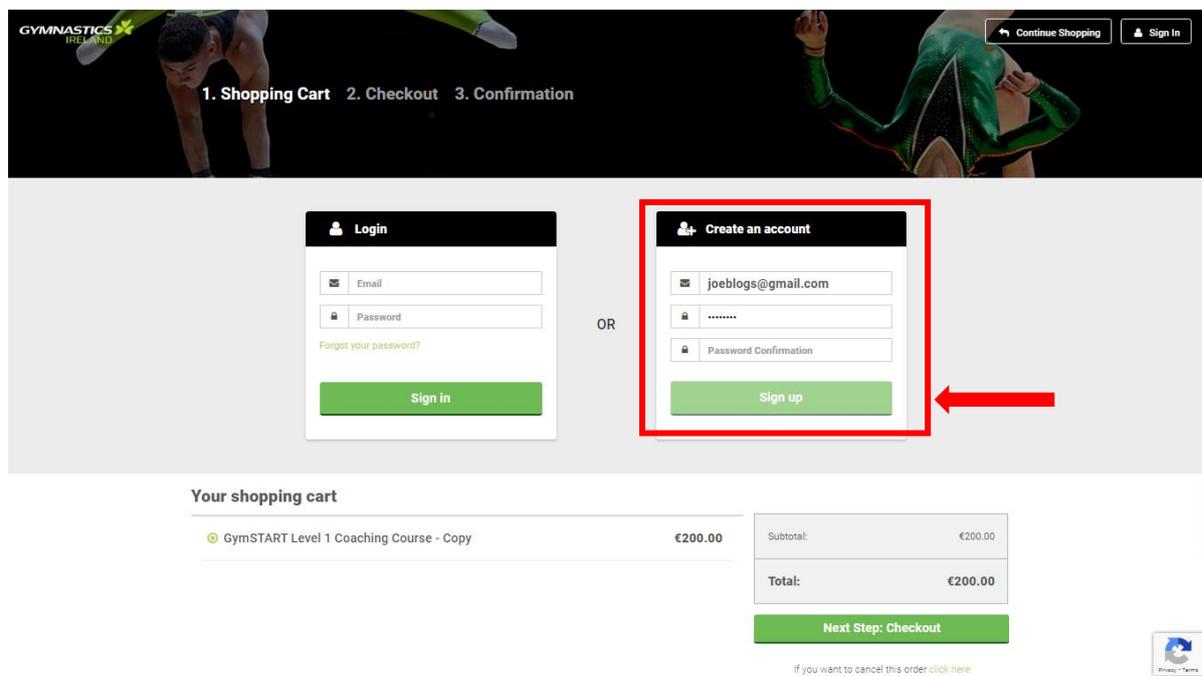
Step 7.

- Once you decide on the programme to purchase, select the **Add button**
- The programme you selected will then show up in your **Shopping Cart**.
- Select the **Proceed to Cart** button



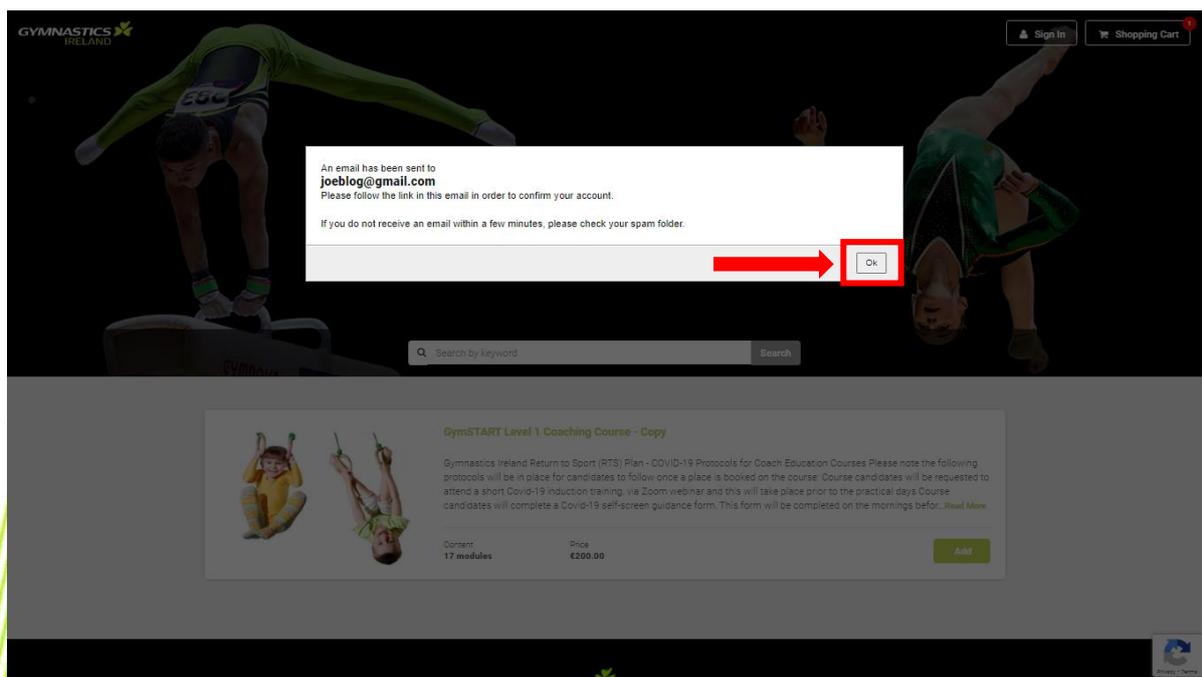
Step 8.

- You will then be asked to **Create an account**.
- To create an account, enter an email address and password and select **Sign up**
- Please note that if you have already previously created an account, you can **login** at this point by entering your email address and saved password, followed by selecting **Sign in**



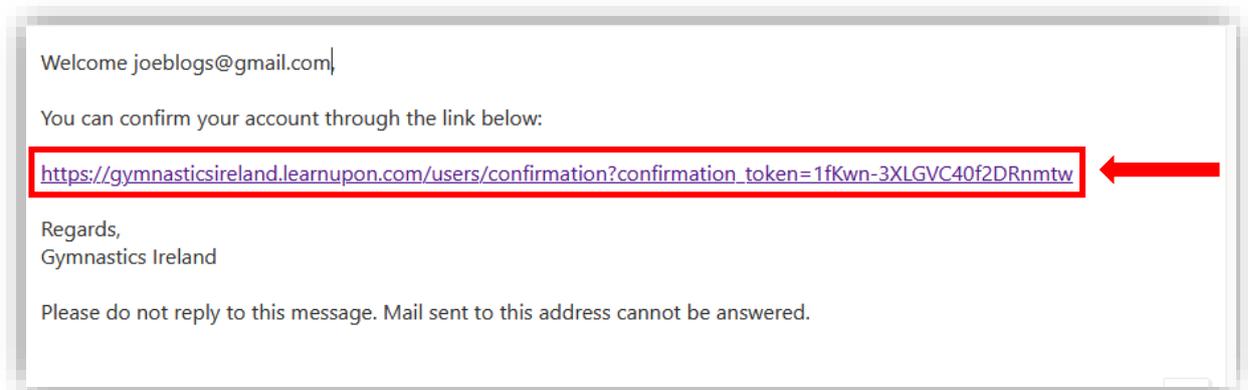
Step 9.

- You will then be asked to **accept the terms and conditions** before proceeding
- A message will then appear indicating that an email has been sent to your email account
- Select **Ok** and then open up your email inbox



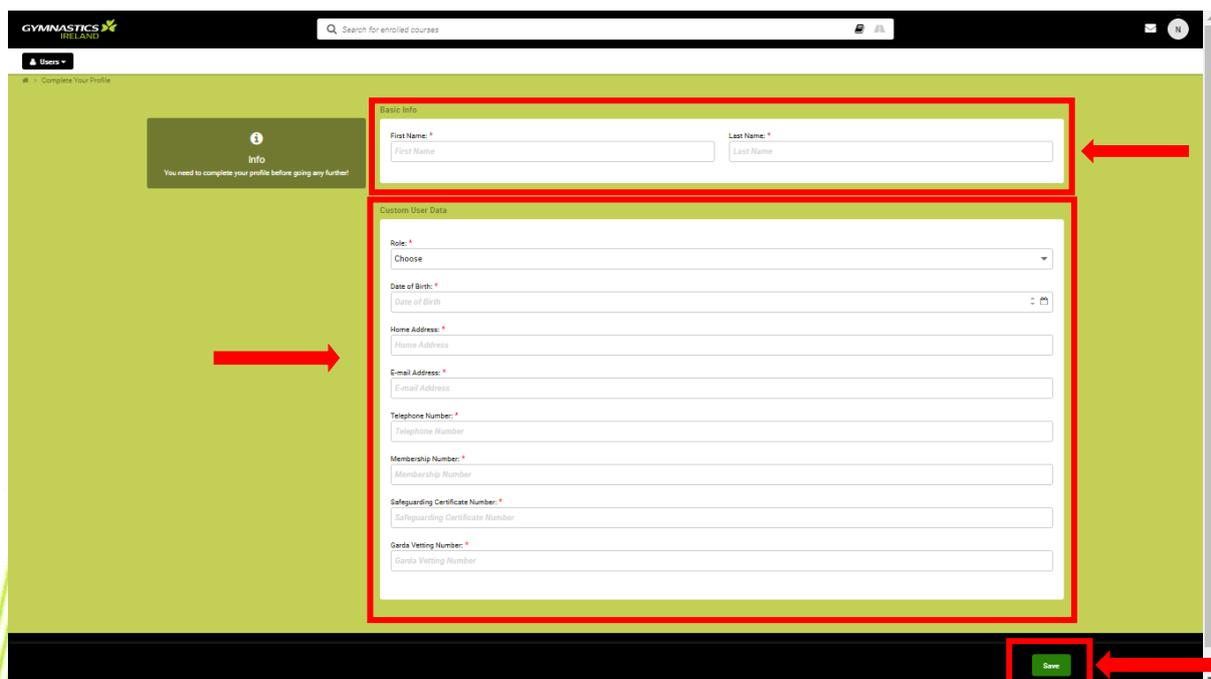
Step 10.

- You will receive an email in your inbox titled **Gymnastics Ireland Confirmation Instructions** (check your junk mail if it is not in your inbox)
- **You must confirm your account through the link in this email**



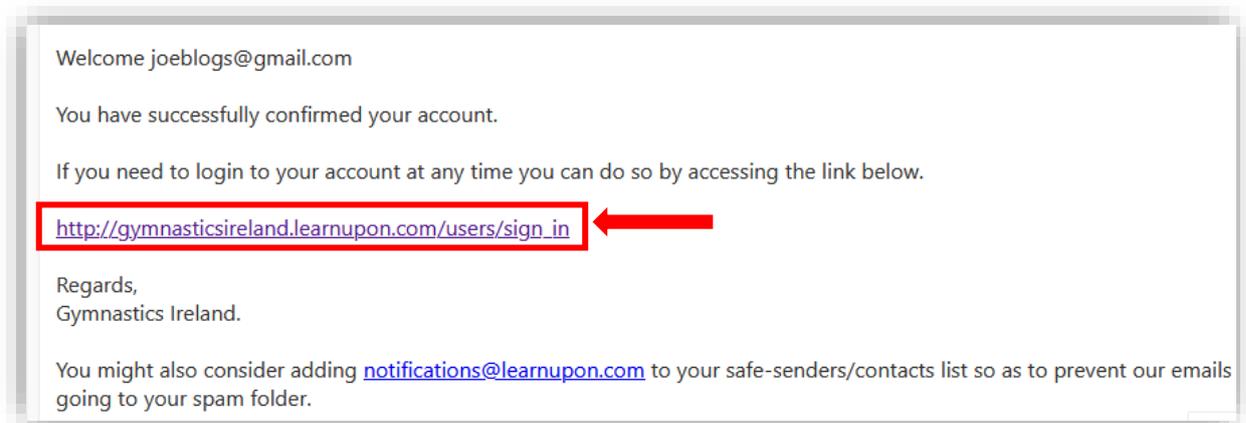
Step 11.

- To confirm your account, you must fill in the **Basic Info** section followed by the **Custom User Data**
- Make sure to select the **Save button (in green)** at the bottom of your screen when this information completed
- The information you provide must be completed correctly in order to confirm your account
- **Any false information entered into these two sections will result in your account being blocked and permanently deleted**



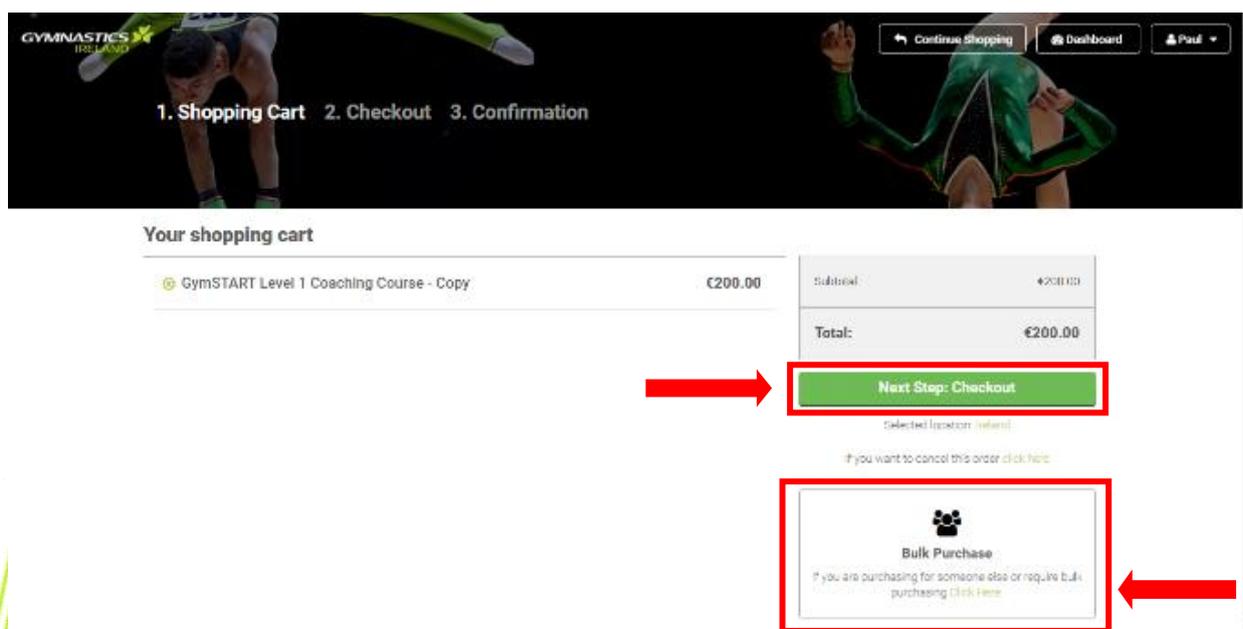
Email Confirmation

- Once you complete and save your **Basic Info** and **Custom User Data** you will then receive an email in your inbox titled **Gymnastics Ireland Account Confirmed** (check your junk mail if it is not in your inbox)
- Accessing this link will allow you to login to your account at any time



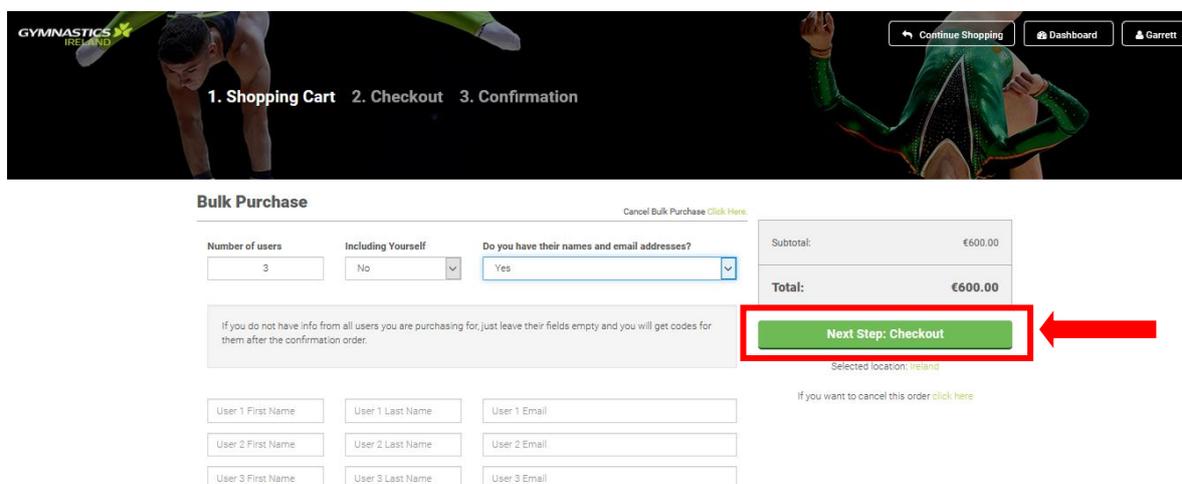
Step 12.

- After completing **Step 11.** you will then automatically proceed to the **Shopping Cart** page
- At this point you have two options
- Option 1 - if you are only purchasing one item you can then select **NEXT Step: Checkout**
- Option 2 - if you are purchasing for someone else or require bulk purchasing you select **Click Here** in the **Bulk Purchase** section



Bulk Purchase

- This option allows buyers to buy a specific programme in volume. For example, a club manager can order places on a course for a number of coaches in their club
- Upon payment the buyer receives a link, and login codes for each place on a course, to share with their learners.
- In the **Bulk Purchase** dialog:
 - enter the **Number of users**
 - state if that number includes the buyer, **Yes** or **No**
 - state if the buyer is providing learner names and email addresses or not: if **Yes**, the dialog changes to let the buyer enter names and email addresses
- Select **Next Step: Checkout** to continue the buying process to **Next Step: Payment**. You can also add a Coupon Code if applicable at that point (see information above)



Bulk Purchase Cancel Bulk Purchase [Click Here](#)

Number of users: Including Yourself: Do you have their names and email addresses?:

Subtotal: €600.00
Total: €600.00

Next Step: Checkout

Selected location: Ireland

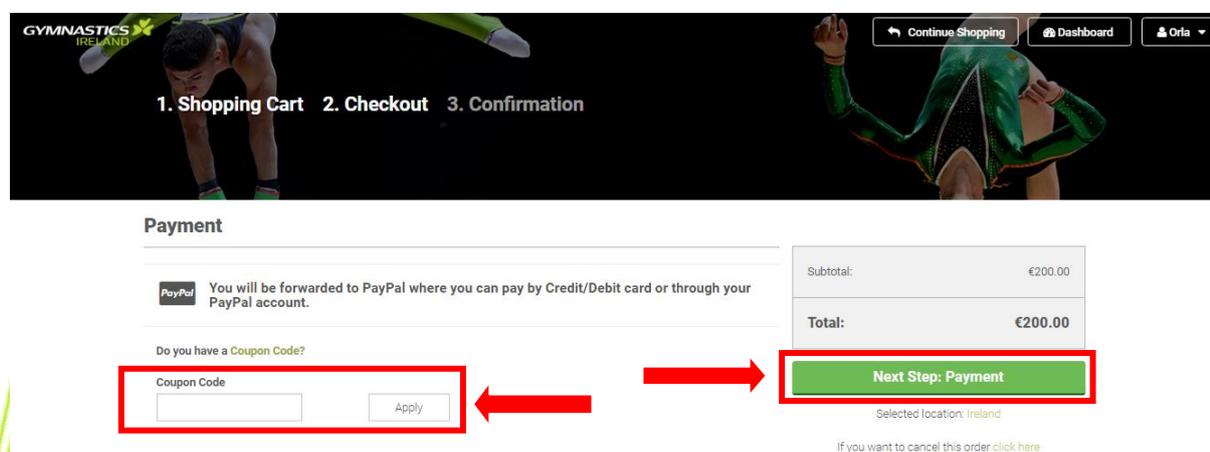
If you do not have info from all users you are purchasing for, just leave their fields empty and you will get codes for them after the confirmation order.

User 1 First Name, User 1 Last Name, User 1 Email
User 2 First Name, User 2 Last Name, User 2 Email
User 3 First Name, User 3 Last Name, User 3 Email

If you want to cancel this order [click here](#)

Step 13.

- After completing either option in **Step 12**, you will then proceed to **NEXT Step: Payment**
- At this point you will be given the option to select and insert a **Coupon Code**
- Please note that some programmes may be advertised with a **Coupon Code**. Applying this coupon code can provide specific discount towards the final payment
- If applicable - insert the specific coupon code followed by selecting the **Apply** button. This will add the discount before the final payment is made



Payment

 You will be forwarded to PayPal where you can pay by Credit/Debit card or through your PayPal account.

Do you have a Coupon Code?

Coupon Code:

Subtotal: €200.00
Total: €200.00

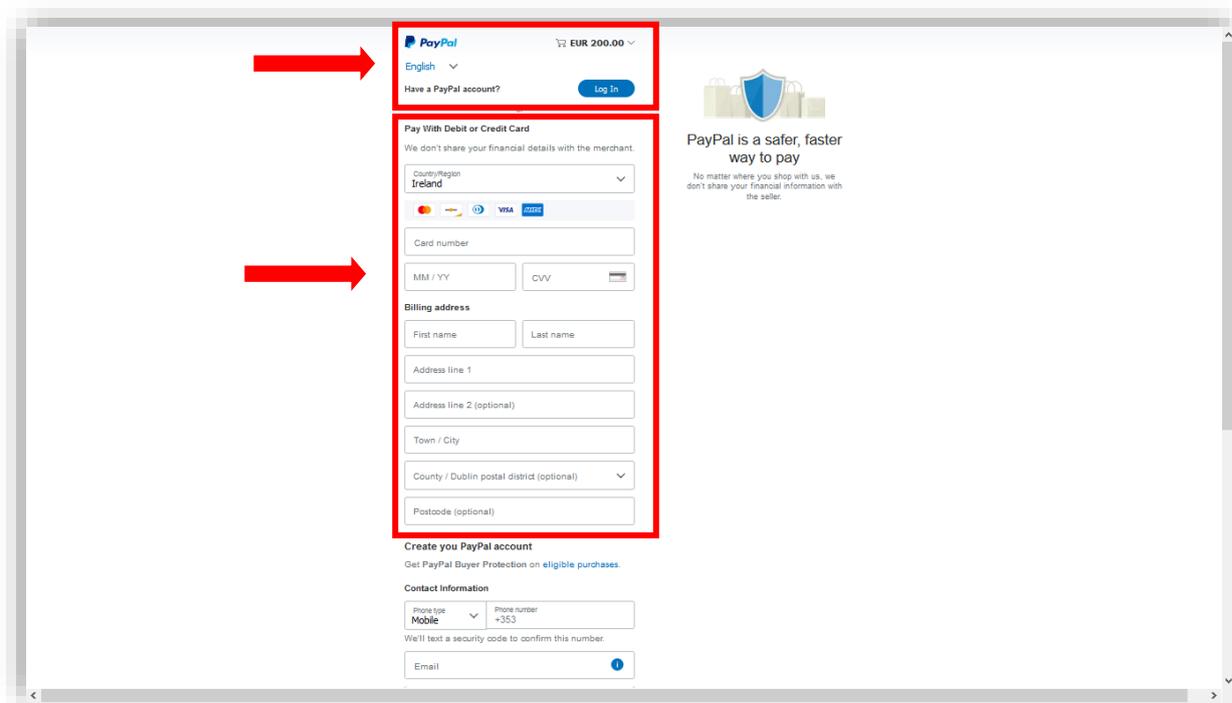
Next Step: Payment

Selected location: Ireland

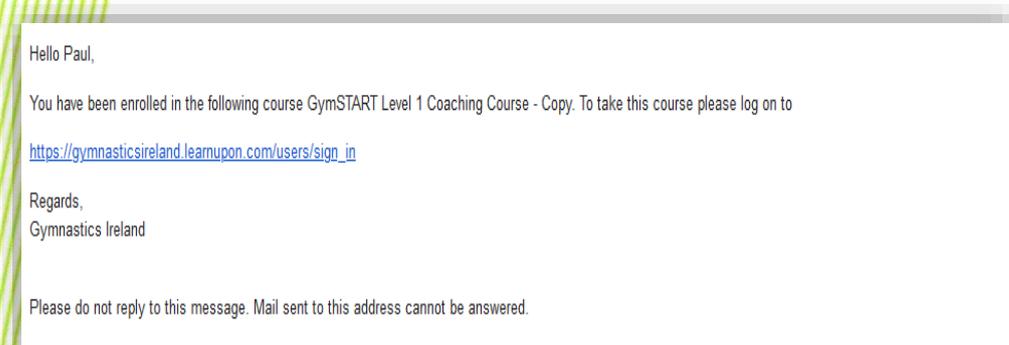
If you want to cancel this order [click here](#)

Step 14.

- After **Step 13.** when you selected **Next Step: Payment** you will then land on to the payment gateway
- At this point you can log into your **PayPal** account or **Pay With Debit or Credit Card** by filling in your details in order to to **complete** and **confirm** the payment

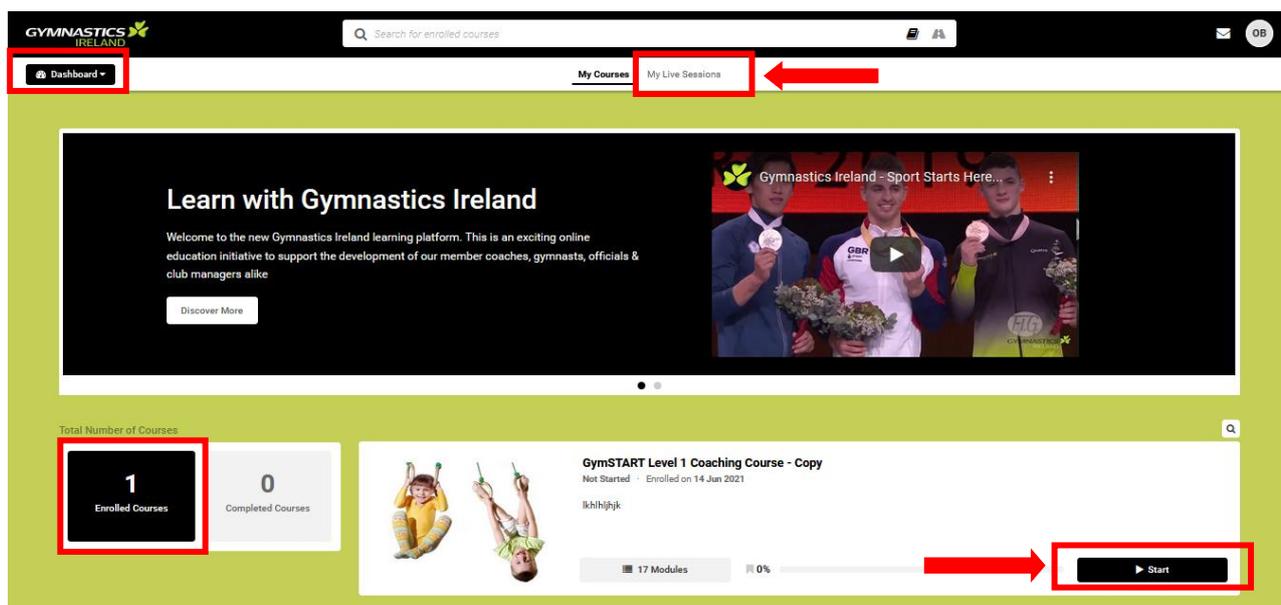


- When your payment is confirmed, you will then receive two emails in your inbox
- One titled **Your Purchase with Gymnastics Ireland** - this email confirms your purchase
- The second email titled **You have Been Enrolled** – this email confirms your enrolment
- (Check your junk mail if both emails do appear not in your inbox)



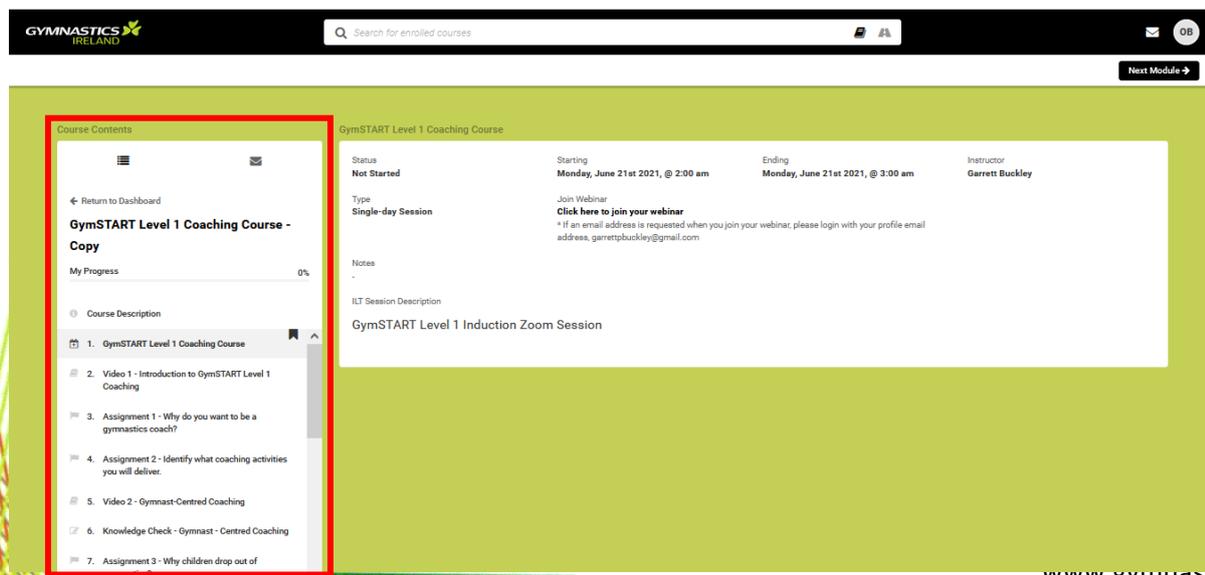
Step 15.

- Once you login to access your purchased programme you will land on your account **Dashboard**
- At this point you will see the number of programmes you have purchased and enrolled on – this will apply to any course, live or pre-recorded webinar and workshops you may have purchased
- Click the **Start** button to access the programme content
- If a programme you purchased consists of, any scheduled live webinars or zoom sessions with a tutor, you can also access the scheduled dates/times by clicking on **My Live Sessions**



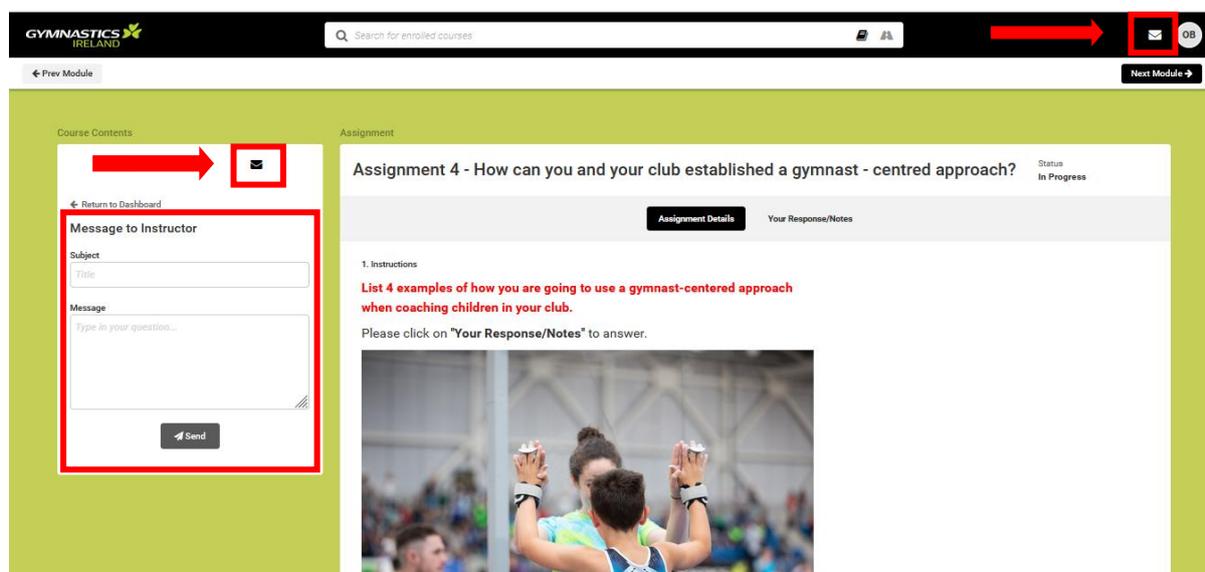
Step 16.

- After you click the **Start** button you will land on the **Content Page**
- On the left side of the screen page, you will see the list of content made up of **Modules**
- Progress is tracked across each module (applies more specifically to courses)
- Depending on the programme you purchase, modules can consist of: specific links to a live webinar/zoom sessions, pre-recorded webinars/digital content and a series of assignments/exams to be completed as part of a course or workshop



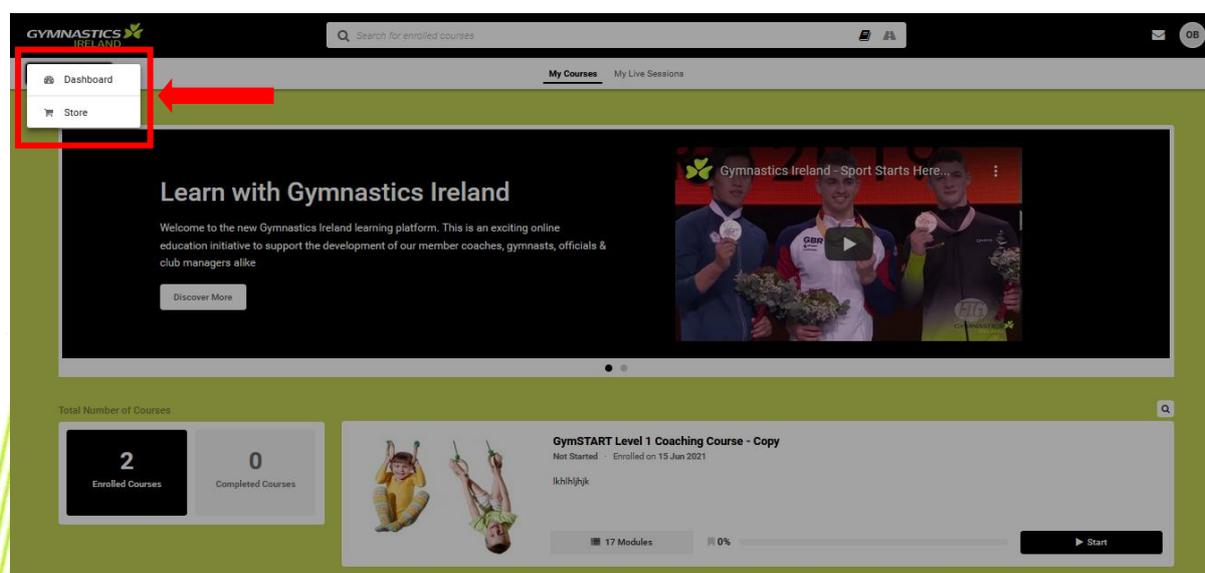
Step 17.

- If at any stage, you have a question or need help in relation to your account or the programme purchased, you can send a **Message to your Instructor (tutor)**
- Click on the **message image**, fill in the **Subject** and **Message** and then click **Send** button
- You will receive a message in response from your instructor (tutor) by email and through a message on your dashboard which will be located by clicking on the envelope in the top right side of your screen



Step 18.

- When you are logged into your account and want to purchase another programme you can click on your **Dashboard** button
- Follow this by clicking on the **Store** button. This will take you directly to the **Store Page** where you can select and purchase further programmes



Step 19.

- If you click on your initials in the top right side of your dashboard you will given the option to **View My Profile**
- This will open up your profile page
- You can add a picture to your profile, change your password or update any of your basic info or custom user data
- Remember to click save after you make any changes

GYMNASTICS IRELAND

Search for courses

Dashboard

My Summary

GB

Garrett Buckley

Timezone Select your Timezone

Change Password

Review Terms

About

You can use the account page to update your profile information, change your password and more!

Basic Info

First Name: Garrett

Last Name: Buckley

Email: garrett@gymnasticsireland.com

Membership type: Member

Custom User Data

Club Name: * Test

Membership Number: * Test

Role: * Coach

Date of Birth: * 18/06/2021

Home Address: * Test

Email Address: * Test

Telephone Number: * Test

Garda Vetting Number: * Test

Safeguarding Certificate Number: * Test