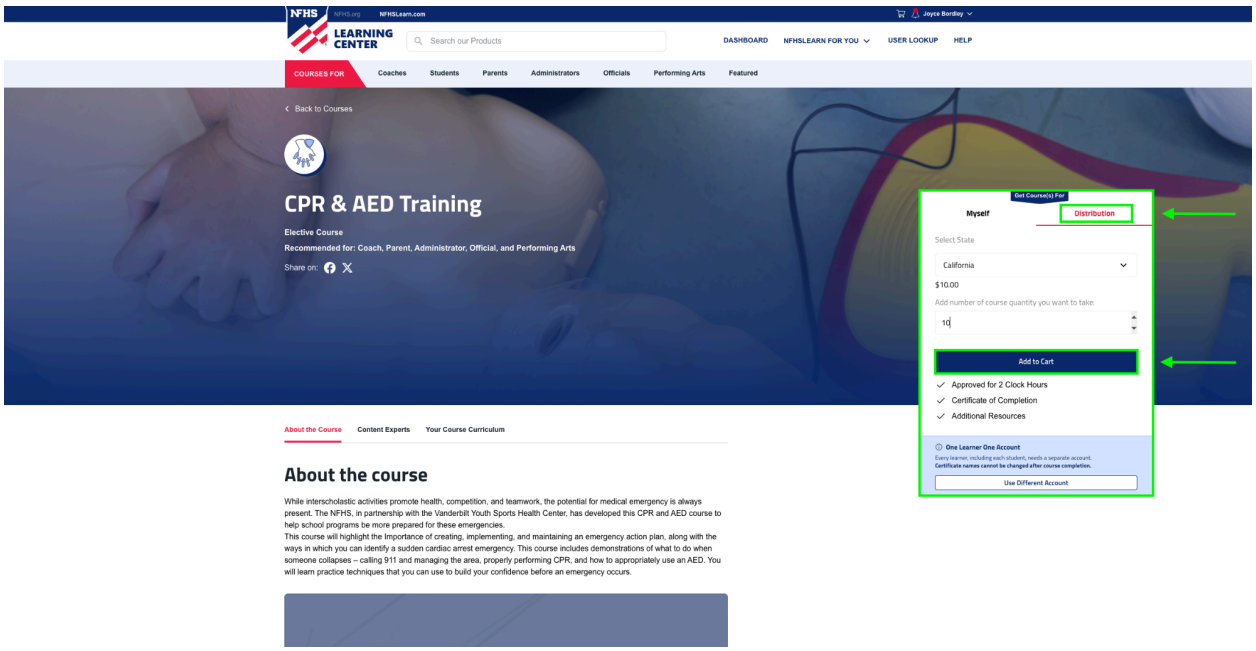
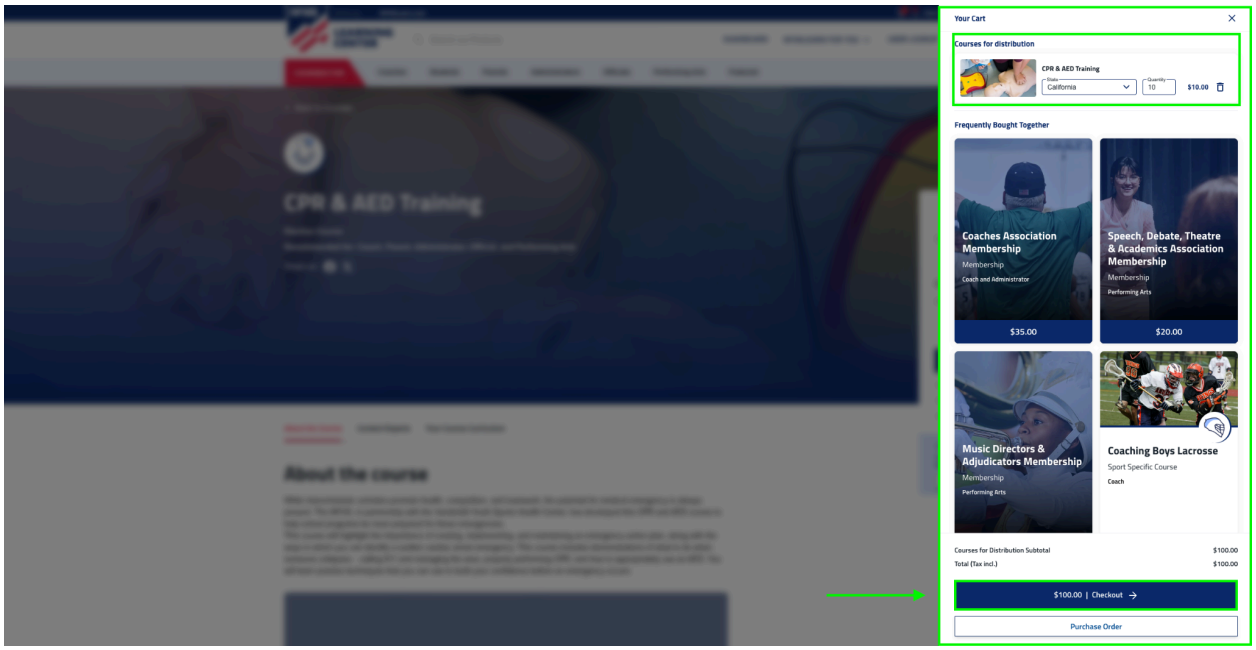
Step by Step Guide: Purchasing & Distributing CPR/AED Courses in Bulk

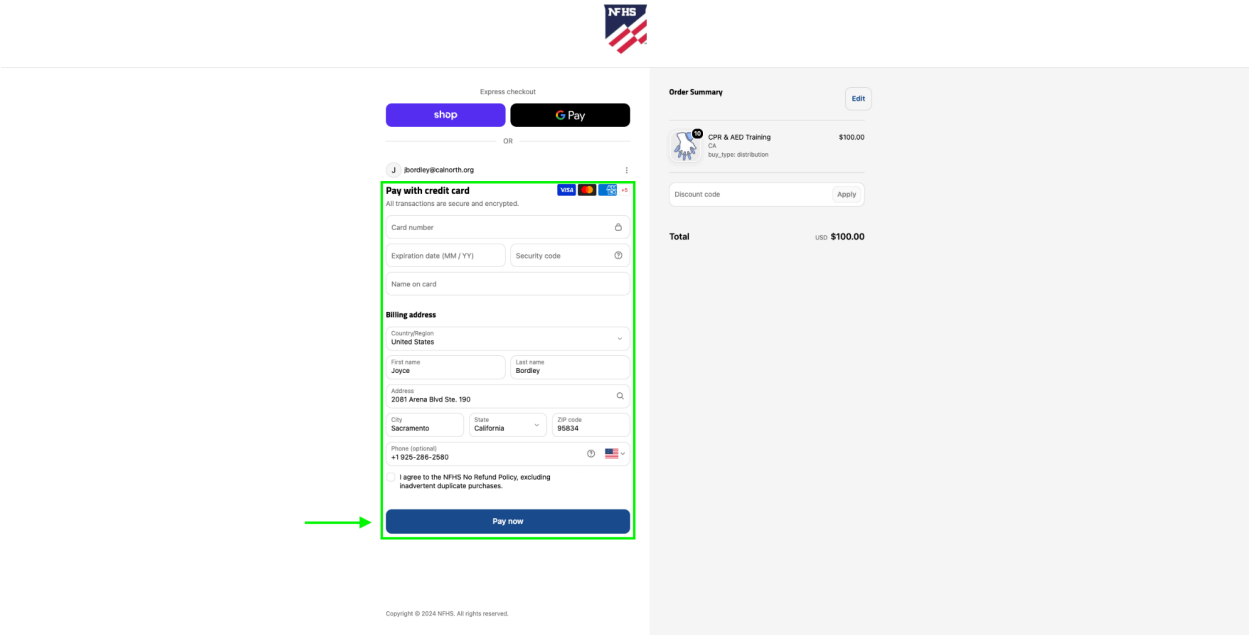
✅ **Step 1:** Visit the [NFHS Learning Center CPR/AED Training Course page]. On the right side of the page, locate **"Get Courses For"** and select **"Distribution."** Enter the number of courses you wish to purchase, then click **"Add to Cart"** to proceed.



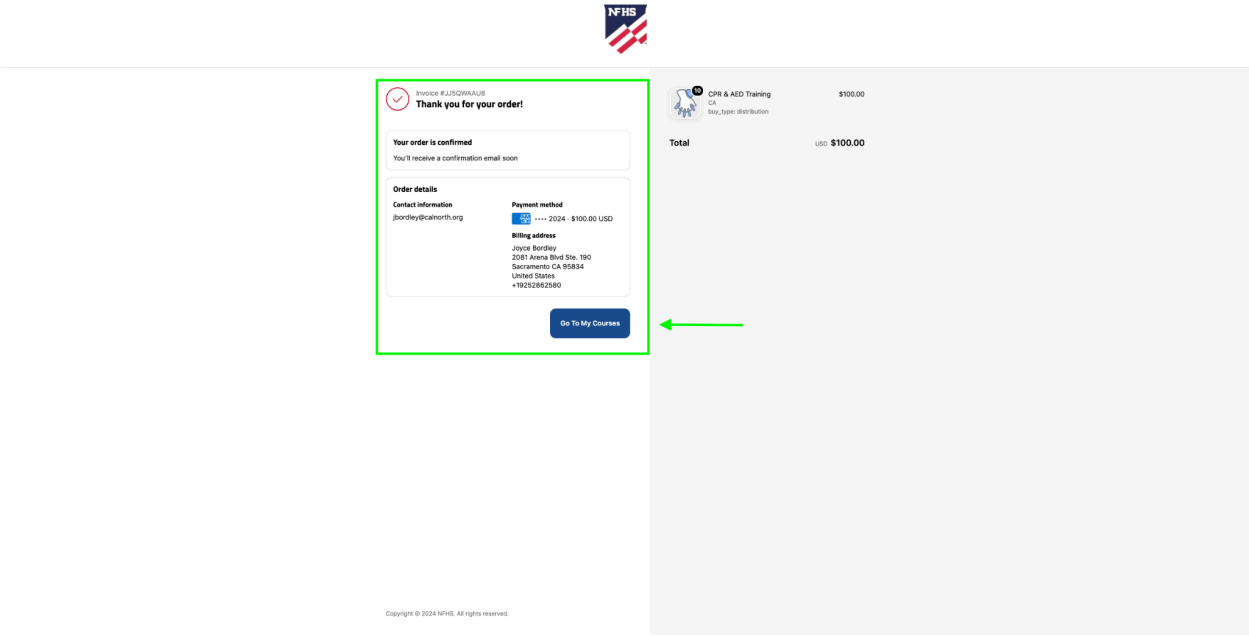
✅ **Step 2:** On the right side of the next page, click **"Checkout."**



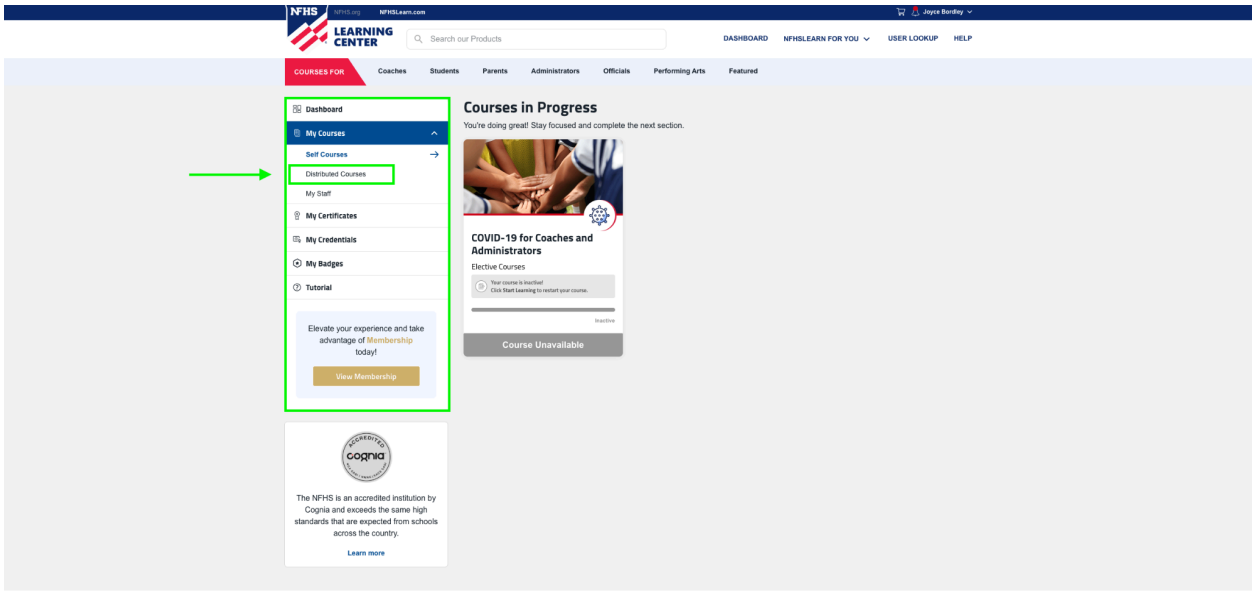
✅ **Step 3:** Enter your Credit Card information and click **“Pay Now.”**



✅ **Step 4:** Once your payment has been successfully processed, a payment confirmation will appear on the next screen. Click **“Go To My Courses”** to access your purchased courses.

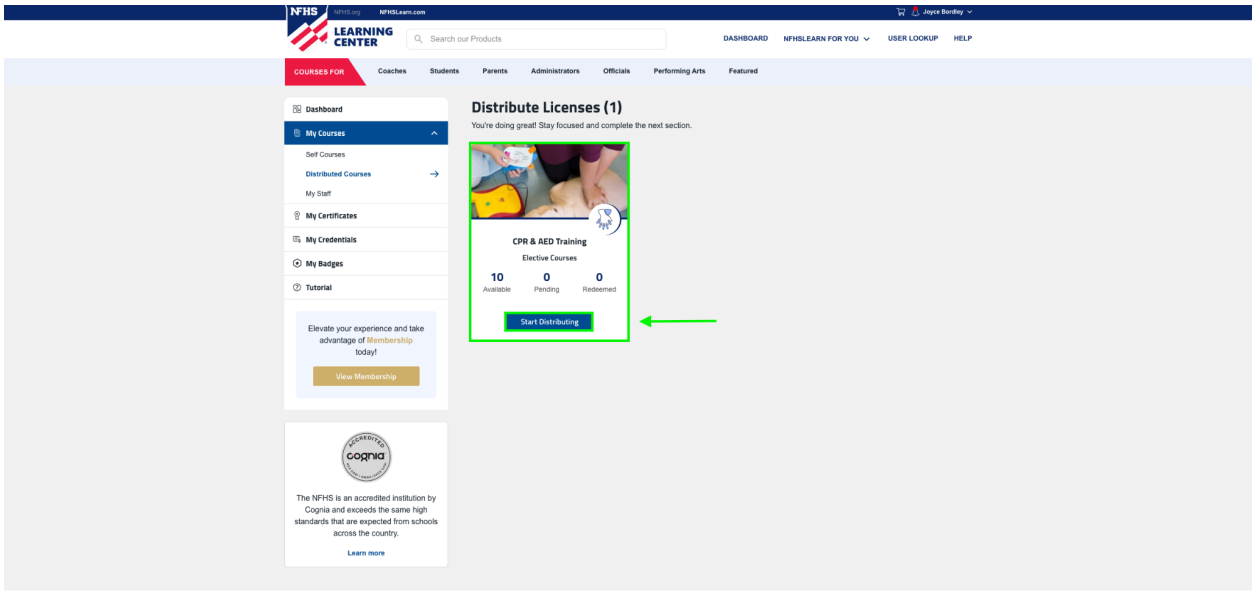


✅ **Step 5:** Under **“My Courses,”** click **“Distributed Courses”** to access your purchased CPR/AED courses. From here, you can distribute the courses to your coaching staff for completion.



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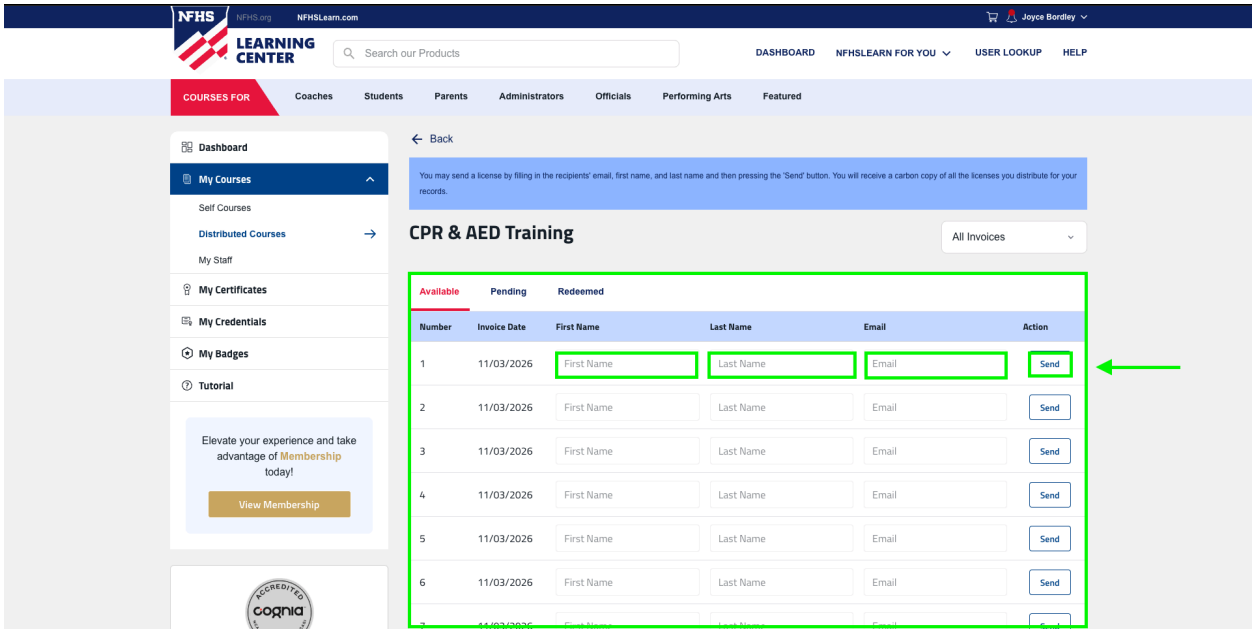
✅ **Step 6:** Under **“Distribute Licenses,”** click **“Start Distributing”** to begin assigning your purchased CPR/AED courses to your coaching staff.



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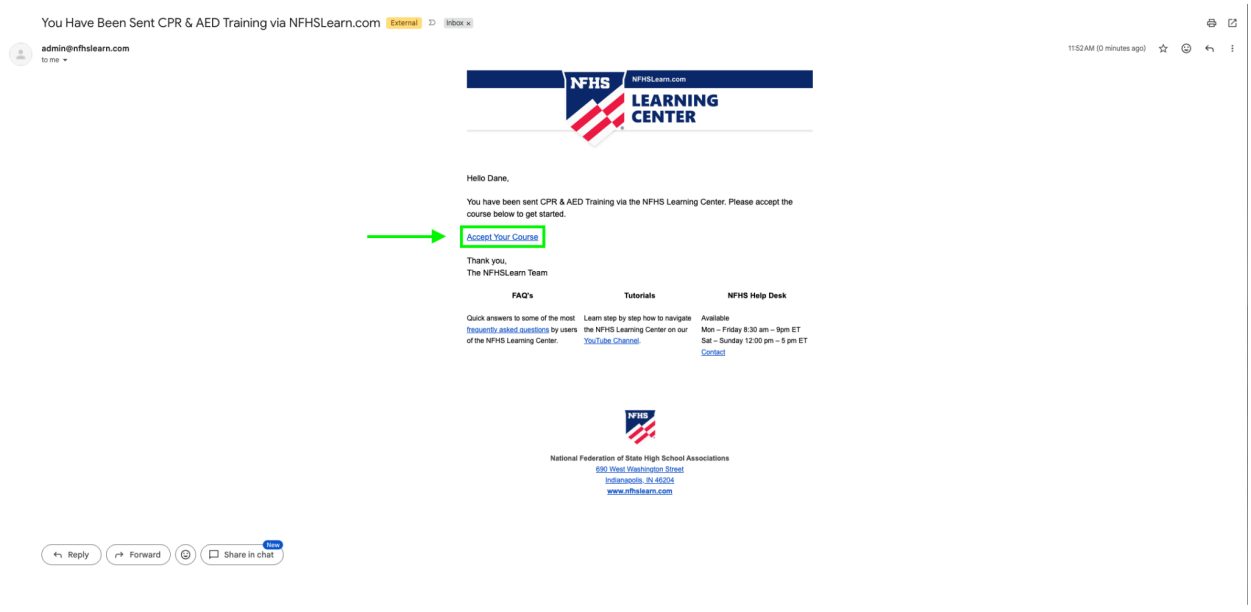
✅ **Step 7:** Begin assigning **CPR/AED courses** to your coaching staff by entering each coach's first name, last name, and email address, then clicking **"Send"** to distribute their course.

⚠️ **IMPORTANT:** We strongly recommend that coaches create a **FREE NFHS Learning Center account** before accessing their assigned course. Coaches will be prompted to **register or sign in** to their NFHS account before they can access and complete the training.

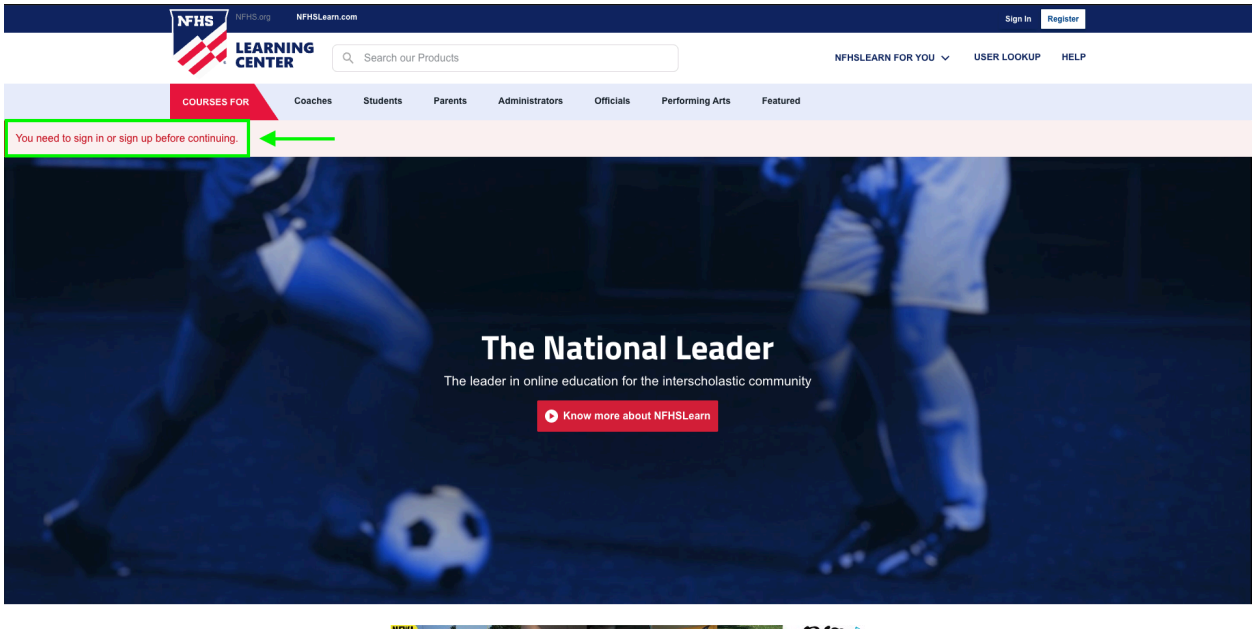


✅ **Step 8:** Your coach will receive an **email invitation** similar to the example below. They must click **"Accept Your Course"** to claim their assigned CPR/AED training.

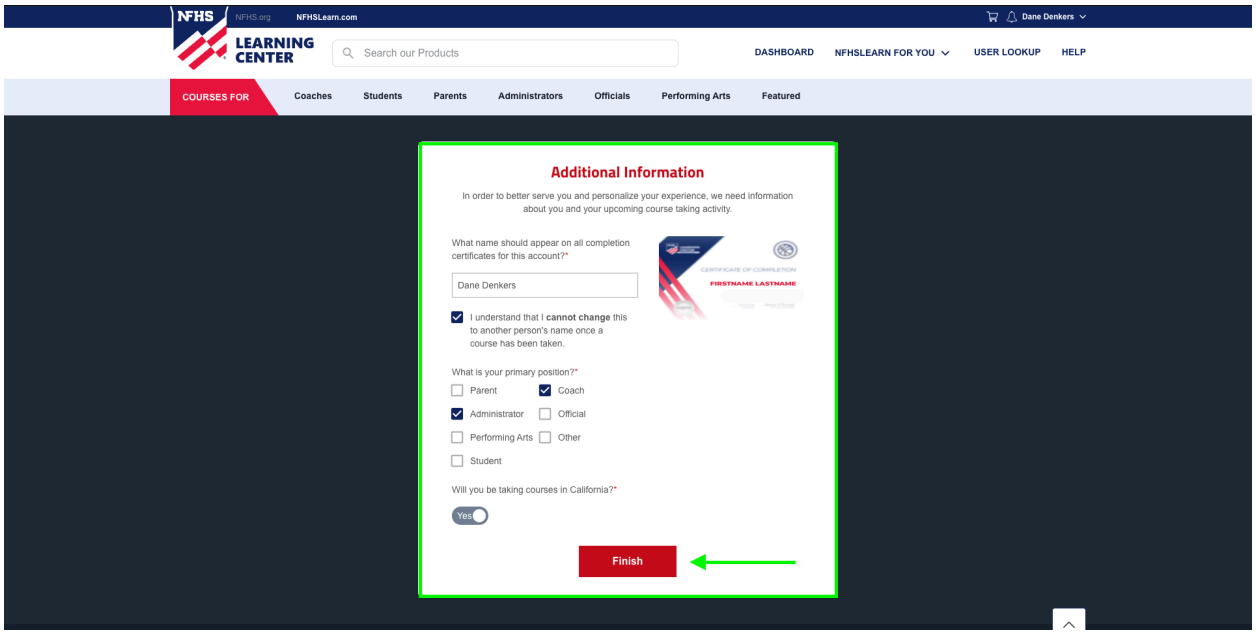
⚠️ **IMPORTANT:** Coaches must create a **FREE NFHS Learning Center account** or sign in to an existing account before they can accept and access their course.



✅ **Step 9:** If the coach has not yet created an **NFHS Learning Center account**, clicking **“Accept Your Course”** will prompt them to **sign in** or **create** a **FREE accoun**t. Once registered or signed in, they can accept their assigned course and access the CPR/AED training.



✅ **Step 10:** Once the coach has created their **NFHS Learning Center account**, they will be prompted to select their role as **“Coach”** and enter their full name. Coaches should ensure their **name is entered correctly**, as this is the name that will appear on their CPR/AED completion certificate.



✅ **Step 11:** Once the coach has created their **NFHS Learning Center account** and **accepted** their assigned course, they can navigate to their **dashboard** and click **“Begin Course”** to start their CPR/AED training.

