HOW TO BOOK WORKSHOPS TOWARDS YOUR

ONLINE ACCREDITATION

Welcome to the MA Training Hub!

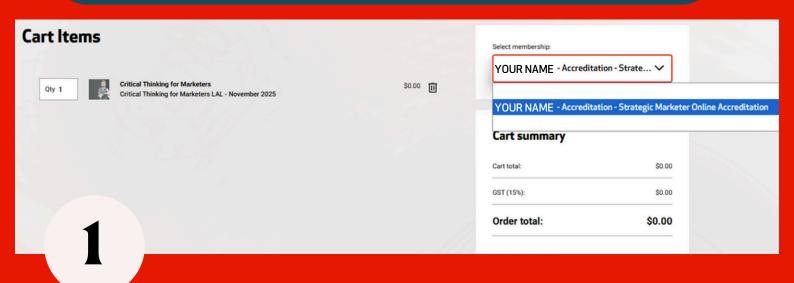
Thank you for choosing the NZ Marketing Association for your development journey. For any questions please contact: educate@marketing.org.nz

How to book your workshops once you've purchased your Accreditation

- 1. Visit our website and locate the workshop you wish to attend (online only).
- 2. Add the workshop to your cart.
- 3. Before proceeding to checkout, navigate to the 'Select Membership' section.
- 4. Choose the option labeled '[Your Name] Accreditation [Accreditation Name]'.

 This ensures that the workshop is associated with your Professional Certification.
- 5. Confirm that your 'Order Total' reflects \$0.

Please note: REGISTER FOR ONLY ONE WORKSHOP AT A TIME. Adding multiple workshops to your cart will prevent the application of your bulk-workshop discount.



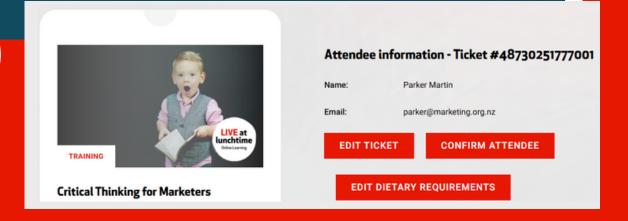


2. Assign Attendee:

After going through checkout, please ensure that your're set as the workshop attendee. This will add your name is onto your workshop ticket.

Under 'orders' or 'tickets' on your dashboard, you simply choose 'confirm attendee'.

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Your dashboard & Training Hub

Under the Training Hub tab on your dashboard, you can follow your certification journey.

Once you have attended a workshop, a progress bar will indicate how much you've completed.

