

Convenience Training Retailer User Guide

Creating an Account (Store Owner)

1. Visit the Website
 - Click on the following link: <https://conveniencetraining.com>
 2. Enter Your Details
 - Fill in the required fields:
 - Full Name (must include at least a first and last name)
 - Email
 - Password
 - Check the box to agree to the Terms and Privacy Policy.
 - Click Get Started Now.
 3. Set Up Your Store
 - Provide the following information:
 - Store Name
 - Store Number (optional)
 - Click Continue.
 4. Complete Your Profile
 - Input all applicable fields.
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Buying a Course

1. Browse Courses
 - From the Dashboard, select Browse Courses.
 - Choose the course you wish to purchase.
2. Purchase the Course
 - Select the + sign to add courses for each employee, including yourself (note: more course assignments can be added later).

- Enter your credit card information (if there is a cost).
 - Review the total cost and select Purchase for \$XXX (note: all course purchases are non-refundable).
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Inviting Your Employees

1. Access Available Seats

- From the Dashboard, select Available Seats.

2. Send Invitations

- Click Invite at the top of the page.
 - A window will appear:
 - Add employee email(s) and an optional message.
 - Select Invite People.
 - Employees will receive an email (ask them to check their junk/spam folder if it doesn't appear). If they don't already have an account, they'll need to create one before completing the course.
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Assigning the Course

1. Select Assign

- From the Dashboard, click Assign.

2. Complete the Assignment Process

- In the pop-up window:
 - To assign the course to yourself, select Assign. You'll be taken to a new page to begin training.
 - To assign the course to a single store employee:
 - Click Invite.
 - Enter their email (one email at a time) and an optional message.
 - Select Invite People.

Store Employee Account Creation

When invited to join your store and assigned a course, employees will receive an email. (If they don't see the email, remind them to check their junk/spam folder.)

Employees must complete the following steps:

1. Open the Email
 - Click the link labeled [HERE](#).
2. Create an Account
 - On the account creation page, provide the following details:
 - Full Name (must include at least a first and last name)
 - Email
 - Password
 - Agree to the Convenience Training Terms and Privacy Policy by checking the box.
 - Click Get Started Now.

Example Email for Employees

Below is an example of the email your employees will receive when you assign them a course:

Subject: Welcome to the Convenience Training Platform

Body: John has invited you to join the Convenience Training platform. To accept the invitation and create your Convenience Training account for John's Store, simply click [[HERE](#)].

After clicking Claim Course, employees can begin their training.
