



HOW TO ORDER YOUR ONLINE CLASSES

1. Sign into the NIAAA site (you need to be a member to do so)

Navigation: Home, Events, Classroom, Directory, **Joseph Thomson Retired**

Profile: Joseph Thomson CAA CMAA

Membership Card, 0, Edit

✉ jthomson@eta356.com 📞 302-362-2077

LTCs TAKEN (23): LTC 501 LTC 502 LTC 506 LTC 511 LTC 601 LTC 608 LTC 610 LTC 612 LTC 614 LTC 618 LTC 626 LTC 630 LTC 640 LTC 703 LTC 705 LTC 706 LTC 707
LTC 710-A LTC 716 LTC 721 LTC 726 LTC 790 LTC 799

2. go to the Classroom Tab and Enter the Classroom

Navigation: Home, Events, **Classroom**, Directory, **Joseph Thomson Retired**

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LTC 710-A LTC 716 LTC 721 LTC 726 LTC 790 LTC 799

3. Once in the Classroom REGISTER for the Online Class you would like to take then go to Checkout

Navigation: Home, Events, Classroom, Directory, **Joseph Thomson Retired**

Online Events (14 Records)

SEARCHABLE LISTING OF ALL ONLINE EVENTS.

Q By name...

Name	Event Dates & Location	Registration Period	Register
CAA Practice Test ✉ info@niaaa.org	Online Course ☑ Access Online Exam	Open	Not Completed
2024 NIAAA Online Course - LTC 904: Guiding Foundations and Philosophies for International School Athletic Programs ✉ info@niaaa.org	Online Course	Open	Register
2024 NIAAA Online Course - LTC 903: Enhancing Organization Management and Effectiveness in International School Athletic Programs ✉ info@niaaa.org	Online Course	Open	Register
2024 NIAAA Online Course - LTC 902: Strategies for Organizational Management in International School Athletic Programs ✉ info@niaaa.org	Online Course	Open	Register

Footer: https://niaaa.finalforms-amp.com/events?events.category_id_in=7%2C8 Google Chrome, (127.0.6533.88 (6533.88))
August 13, 2024 at 12:07:49 PM macOS 14.5.0
Joe Thomson

4. Checkout - select the **DISCOUNT CODE** button and apply the **DAAD####** code (### = course number, ex. LTC506) . Once the code is applied you will see the balance due is \$0.00 😊 Hit **Process Fees** . You will be given a link to your course on your home page

The screenshot shows a checkout receipt page with several red annotations: 1. A red circle around the user profile 'Joseph Thomson Retired' in the top right navigation bar. 2. A red circle around the 'Discount Code' input field in the '1. Review Fees' section. 3. Red text '3. enter code DAAD####' and '### = course number' pointing to the discount code field. 4. A red circle around the '\$0.00' amount for the 'Total' row. 5. A red circle around the 'included: DAAD 506 Voucher Discount' text in the fee list. A green banner at the top of the receipt area says 'No Charge! Since your balance is \$0.00, please simply click Process Fees below to mark all fees as paid.'

6. You are ready to take the course - hit the link to access!

The screenshot shows a user profile for Joseph Thomson. It includes contact information (email: jthomson@eta356.com, phone: 302-362-2077), a list of 'LTCS TAKEN (23)' with buttons for LTC 501 through LTC 799, and 'NIAAA Membership: 845'. At the bottom, a yellow highlighted link reads '2024 NIAAA Online Course - LTC 504: Legal Issues I (Liability for Sports Injuries & Risk Management) Registration: Access'.