



“Shedding Light On Skills Development”

22 May 2018

Kwelanga Training – Public Course On-line Booking Procedure

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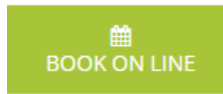


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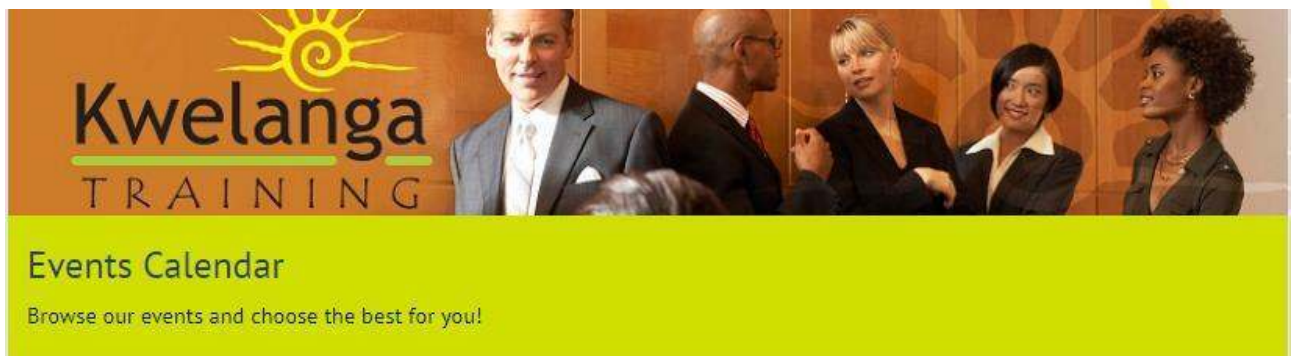
Company Reg No: 2015/239704/07 ♦ **VAT No:** 4540236751
Website: www.kwelangatraining.co.za ♦ **Email:** info@kwelangatraining.co.za

Accessing the On-line Calendar

1. Browse to <https://www.kwelangatraining.co.za/calendar/>



2. Click on the  button to be redirected to the on-line calendar
3. Search for the relevant course using the Filters on the left hand side of the event list, alternatively scroll through the event list as displayed
4. Click on the relevant course title to view a summary of the event
5. Click on the button  to access the event specific webpage
6. You will be directed to the event specific webpage



Keyword Date

Filter Events

Location

- All
- Cape Town
- Durban
- Johannesburg
- Port Elizabeth
- Pretoria

Problem Solving and Decision Making (D2)

🕒 21 May 2018 – 22 May 2018 • Registration Closed

📍 The Hilton Hotel

[More Details](#)

Professional Report Writing Skills (J2)

🕒 21 May 2018 – 22 May 2018 • Registration Closed

📍 Southern Sun: Katherine Street

[More Details](#)

Event Specific Website

Each public course has its own dedicated webpage. This webpage provides all the relevant information related to the course including but not limited to:

- Course Summary – Outline
- Date
- Venue details
- Outlook integration
- Map and Direction assistance
- Rates
- Social Media Sharing
- Registration

Follow ▾ Already Registered?



Information ▸ Information ▸ Summary f t in

Problem Solving and Decision Making (D2)

This event is closed. If you have any questions, please contact the planner directly.


Summary

THIS COURSE IS ACCREDITED TO UNIT STANDARD:

Title: Solve problems, make decisions and implement solutions
Unit Standard ID: 242817
NQF Level: 4
Credit Value: 8

INTRODUCTION

Registering an Individual

1. Click on the  button at the bottom of the Event Webpage.
2. The First Page for the Registration process will open

Quality Customer Service (J4)

Fill out the information below, then click Next to proceed.

Invitee Information

* First Name:

* Last Name:

* Email Address:

I am registering on behalf of this person

[Already Registered?](#)

3. Enter the Attendees FIRST NAME, LAST NAME, and EMAIL ADDRESS in the fields provided.
4. If you are registering delegates for this course as an administrator, select the tick box "*I am registering on behalf of this person*"
5. Enter Your FIRST NAME, LAST NAME and EMAIL ADDRESS in the fields provided

Quality Customer Service (J4)

Fill out the information below, then click Next to proceed.

Invitee Information

* First Name:

* Last Name:

* Email Address:

I am registering on behalf of this person

Enter your information below. Once registration is complete, you will receive a copy of the registrant's confirmation email and be able to view their registration details.

* Your First Name:

* Your Last Name:

* Your Email Address:

[Already Registered?](#)



6. Click NEXT

Attendee Information Sheet

1. Enter all the information required under the following sections
 - a. Attendee Information
 - b. Contact Information
 - c. Registration Questions
2. Click NEXT

Note: when booking with the intention of using pre-purchased discount vouchers, please ensure you entire the corresponding **Company Name**, which would have been provided to you by our admin team.

Registrant Summary Page

1. The registrant summary page displays all the relevant information supplied in the previous step.
2. Should the need arise to add additional people to this course, you can select the  button
3. Repeat the Attendee Information sheet for the additional attendees.
4. Once all attendees are added click on this  button.

Payment Confirmation Page

ORDERS

John Smith

Registration Items

Name	Price	Total
Course Registration	ZAR 3,990.00	ZAR 3,990.00

Order Subtotal: ZAR 3,990.00
Value Added Tax (VAT) (VAT): ZAR 558.60
Total: ZAR 4,548.60

Discount Code

Discount Code:

 Apply

Payment Method

- Credit Card - Enter your information in the section below.
- Bank Transfer / EFT [?](#)

Terms and Conditions

Postponement & Cancellation Policy:

- No shows on the day of the event will be liable for the FULL charge of the event.
- Substitution is welcome at no extra charge. (please inform our event organiser, in writing, of any substitutions)
- Registrations can be cancelled up to 10 days prior to the event at no charge. (Please use the on-line event management tool to un-register)
- Cancellations received within the 10 day period will be liable for the full fee.
- Once your registration is received, you will be issued with a tax invoice. Payment, or proof thereof must be received at least 1 day prior to the event. (If you have not received your invoice at least 5 days before the event, please inform the event organiser)
- As the registrant of this event you confirm that you have authorisation from your company to incur costs on their behalf, if this is not the case you confirm that you accept personal liability for the costs incurred for this registration.

* I hereby acknowledge that I understand and agree to the Terms and Conditions of my registration.

The Payment confirmation page shows a summary of the cost incurred for the booking, any default promotional discounts will be taken into consideration and the discounted fee will display if applicable.

1. Enter DISCOUNT CODE if you have one available
 - a. Clients booking with Pre-purchased Vouchers must enter the Discount Code provided to them to affect the discount.
2. Specify Payment Method by selecting Bank Transfer / EFT
 - a. When paying by EFT, an offline invoice will be generated and emailed to the client, payment is due on invoice.
3. Accept the Term and Conditions
4. Click FINISH to finalise the booking.

General Assistance

Please contact our office on 0861 KWELANGA or info@kwelangatraining.co.za for any registration queries.

