Step by step instruction guide to booking and paying for a class online New participants.

NOTE: Share does not have any participant details from the Northern Sydney Health District. All participants will have to register as NEW to enrol in a class provided by Share.

1. Go to share.org.au web site.

2. Click on the "Enrol Online" button.

3. On the Share Enrolment Platform click on the Courses tab.

4. Select the region and type of class you wish to attend to see a list of available Classes.

5. Locate the day and time of class you wish to attend.

6. Click on the Add to Cart button.

7. Your Class is now added to your Cart.

8. Click on the Checkout button.

9. You are now ready to complete your enrolment. If you are a new participant click register under item 2

10. Registration Screen. Please enter your details here. Asterix * fields are compulsory.

11. Enter your details then click save.

12. Please answer the Questionnaire by clicking on the **No** or **Yes** buttons. All 8 questions are compulsory.

    a. If you have answered Yes to any of the Questionnaire questions, click on the Acknowledge Consent button.

    b. You will now need to upload your medical clearance form. Please click on the 'Click here to upload your medical clearance button'.

    c. Upload your medical clearance form.

13. Now click on the Acknowledge Consent Button. If you have answered **Yes** to any of the questions, please go to step **17** as you will need to upload a medical clearance.

14. Now you confirm your enrolment class details. If you are happy with your choice, click on the Confirm/Calculate Cost button. If not, click on the Remove this course button, then select another course via the courses tab, as in Step 1.

15. You can now use the drop-down box to agree to SHARE's Terms and Conditions.

16. You can now click on the Pay Online button. You will be transferred to PayPal payment portal where you can pay a a guest or if you already have a PayPal account you can log in to make payment.

17. You will receive an automatically generated receipt and other class information if necessary to your email account.