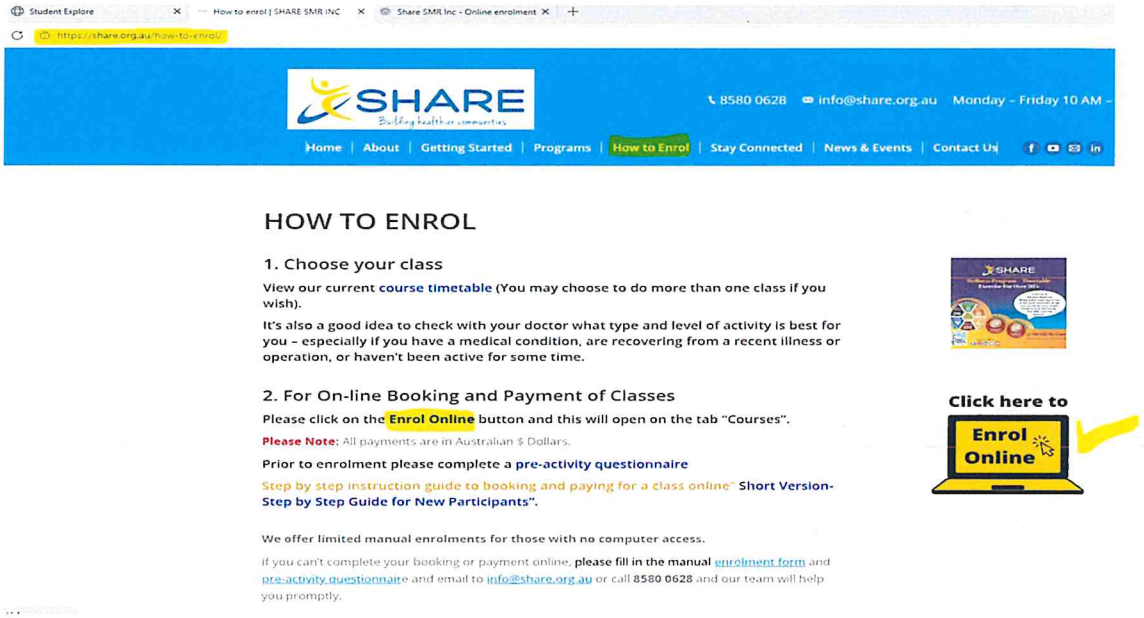
## Step by step instruction guide to booking and paying for a class online

**New Participants** – Follow Steps 1–17.

**Existing Participants** – Follow Step 1 and Steps 5–17.
(For student numbers, please refer to your confirmation letter, which you received confirming your Term 2 class details.)

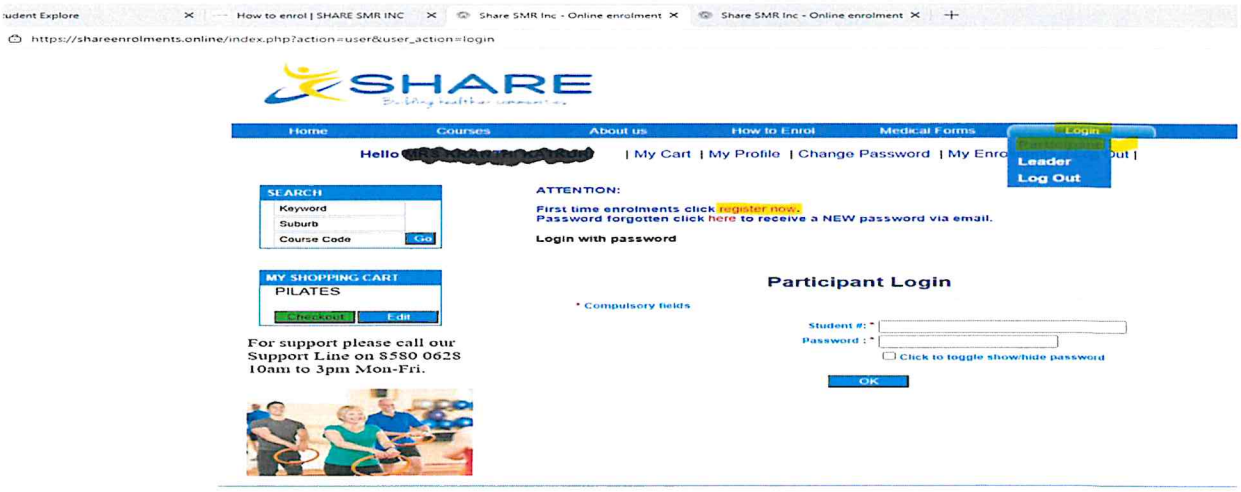
**STEP 1:**

1. Go to share.org.au web site.
2. Click on the "Enrol Online" button.



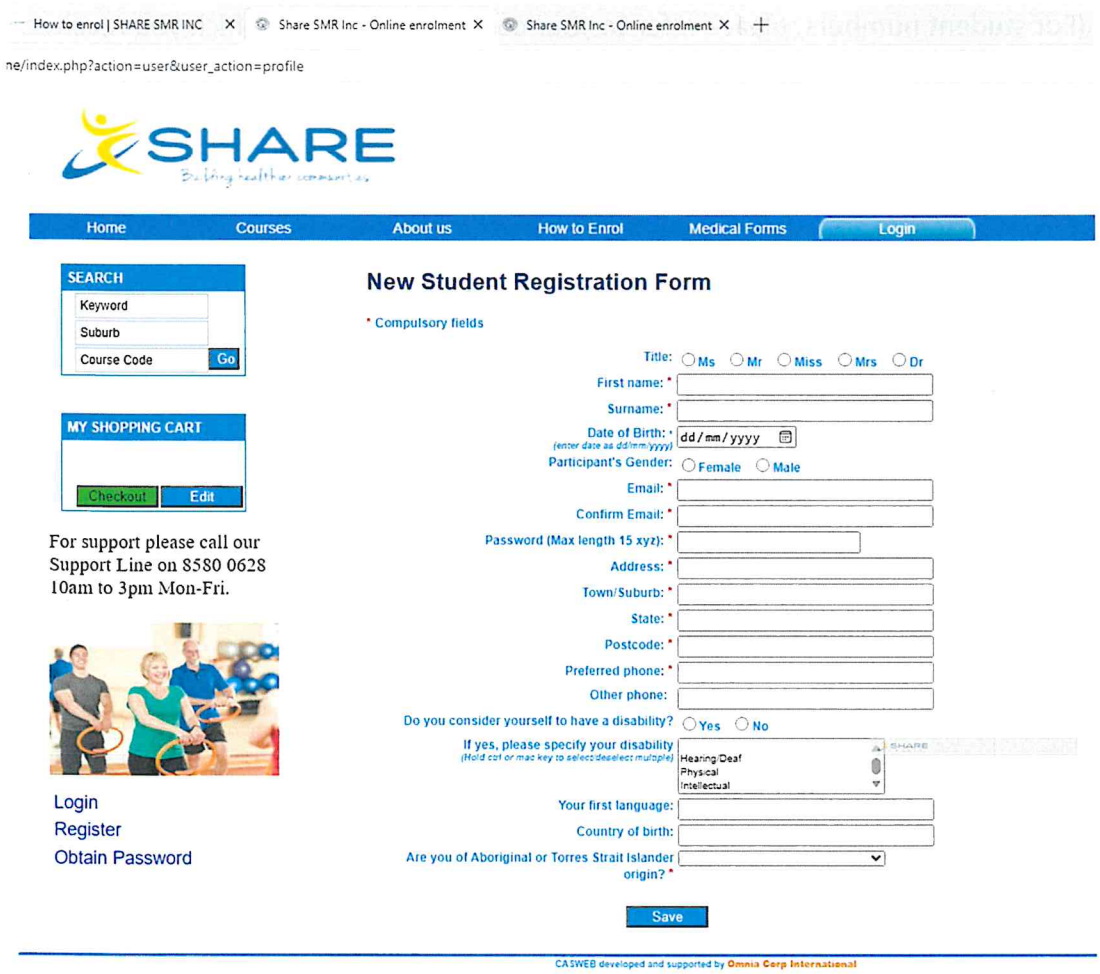

**STEP 2:**

3. Click on the **Login** button and select **Participants** which is highlighted in yellow
4. Click on **register now**, as shown in the Screen Shot below.



**STEP 3:**

5. Complete the **New Student Registration** form by entering your details, then click on the **Save** button.




**STEP 4:**

6. Once you click on the **Save** button, you will receive an email from noreply@sharewebcas.online as shown below, containing your student number.

Email Subject: Share SMR Inc student registration

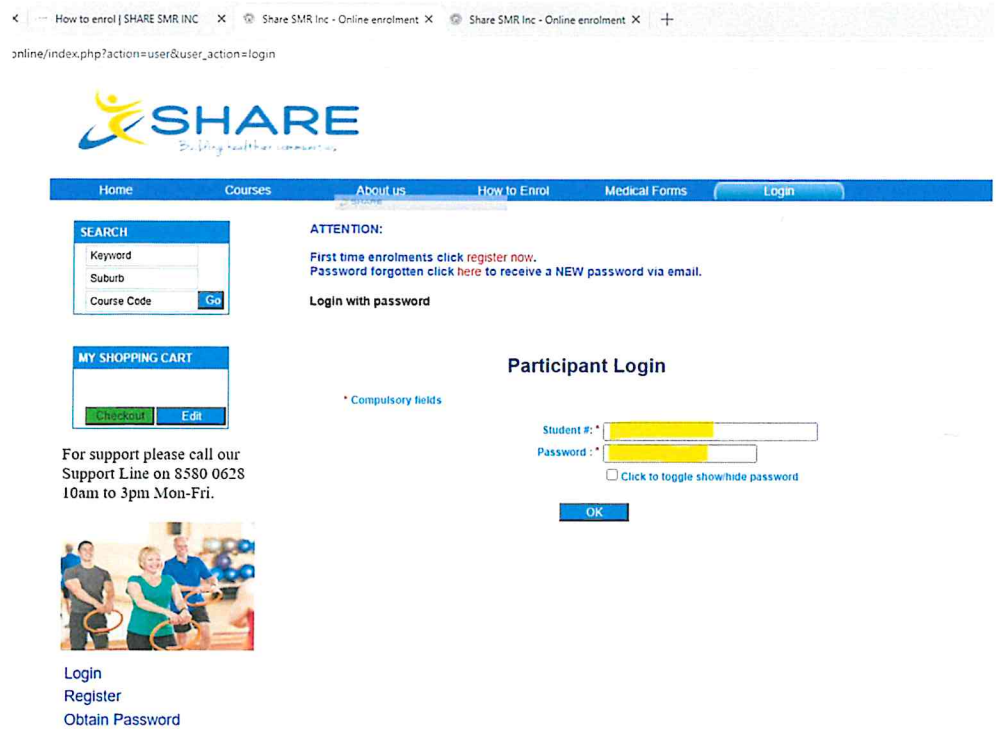
[redacted]

(Participant Name), Thank you for registering with us. You are now able to view/change your profile, enrol in courses and view your enrolments on the web. Please keep the following information, which can be used for login and enrolments. - student number: (Student number) - first name: (Name)- surname: (Surname)

Thank you Share SMR Inc

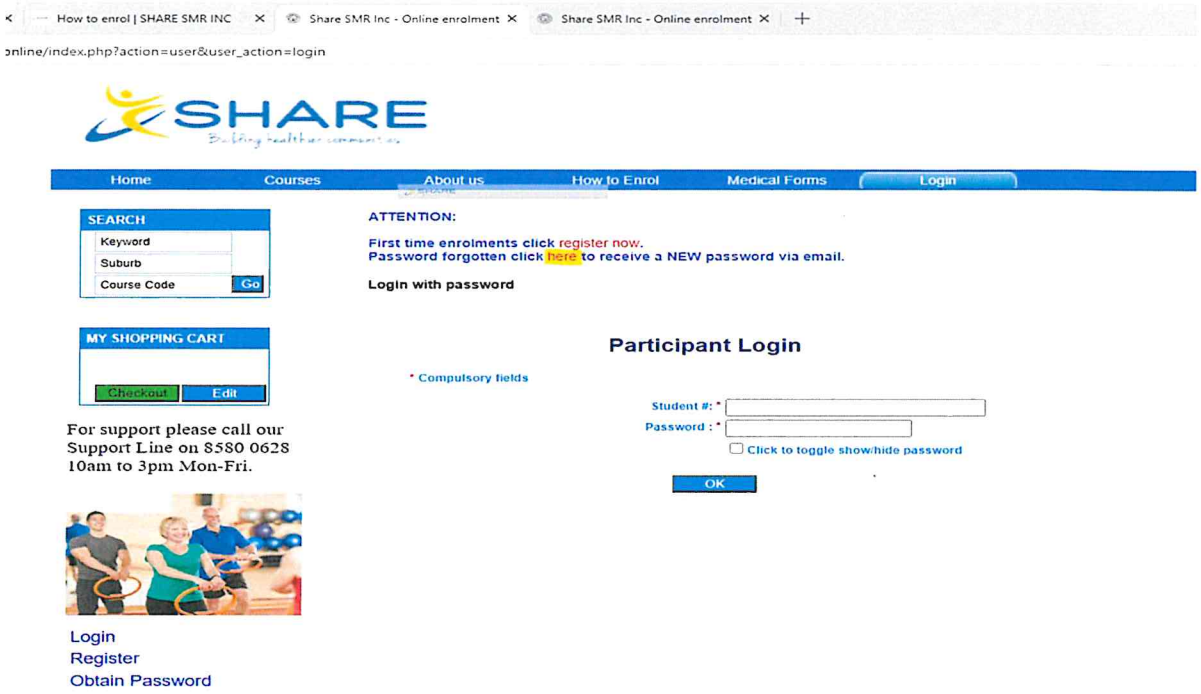
## STEP 5:

7. Enter your Student number and password



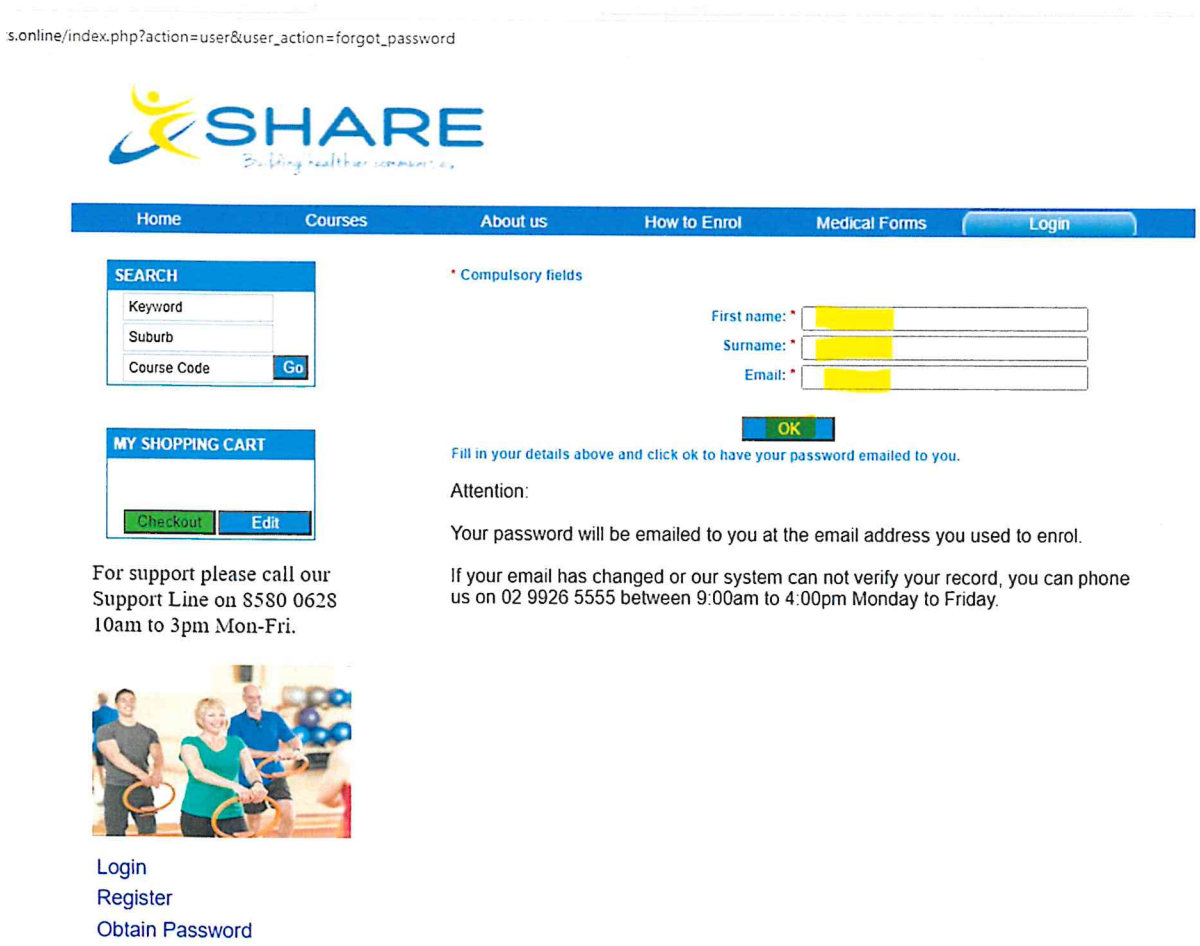

## STEP 6:

8. If you have any issues with your password, please click on Forgotten Password – Click **Here**, as shown in the screenshot below.



**STEP 7:**

9. Enter you First name, surname and Email address and Click ok




**STEP 8:**

10. Once you click on the **ok** button, you will receive an email from info@share.org.au as shown below

**Email Subject: Share SMR Inc - student login reset**

(Participant Name),

You are receiving this email because you have requested your login details.

Please keep the following information, which can be used for login and enrolments.
- student number:number
- first name: Test name
- surname: Test name
- password: 5zzHaZ9#

NOTE: Please log in and change this generated password ASAP

You may use the link below to login:
https://shareenrolments.online/index.php?action=user
Thank you
Share SMR Inc
https://shareenrolments.online

**STEP 9:**

11. Once you log in with your temporary password, please change your password by clicking on **Change Password**.

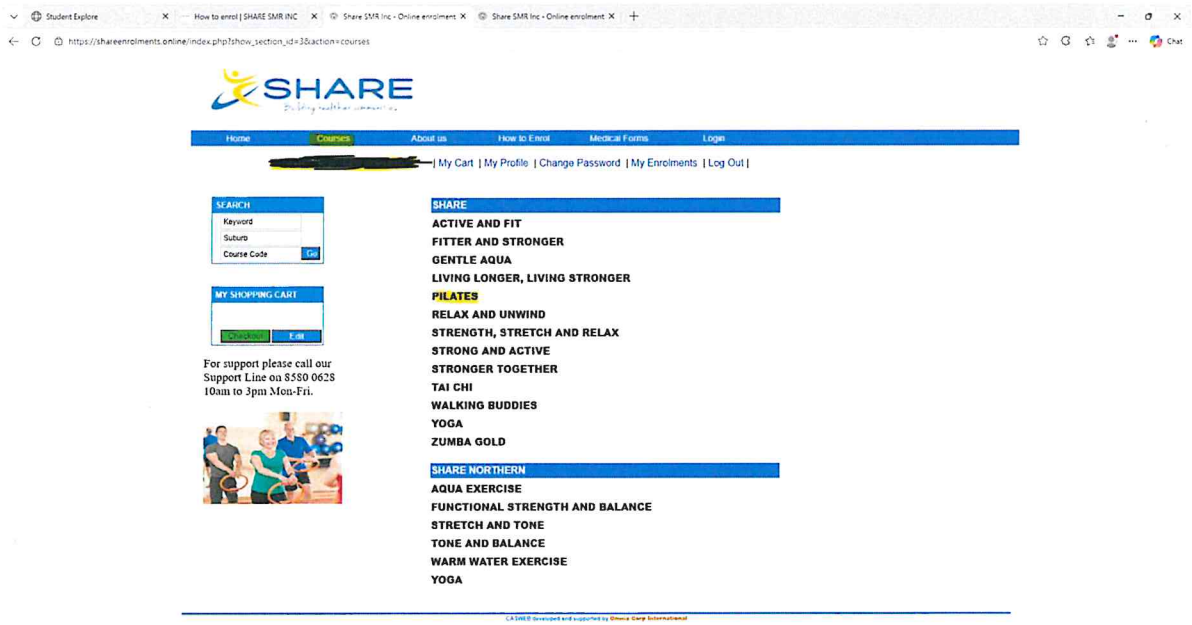






**STEP 10:**

12. On the Share Enrolment Platform, click on the **Courses** tab, as shown below.
    Select the Exercise you wish to attend from the list under **SHARE** and **SHARE NORTHERN** for the available classes.



**STEP 11:**

13. Once you select the exercise, choose your class by checking the location, day, and timings.



**STEP 12:**

14. 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.






If you answered "Yes" to any question you are required to upload a Medical Clearance Form from your Doctor to participate. Medical Clearance Forms are valid for the current year only and must be uploaded with each term enrolment.

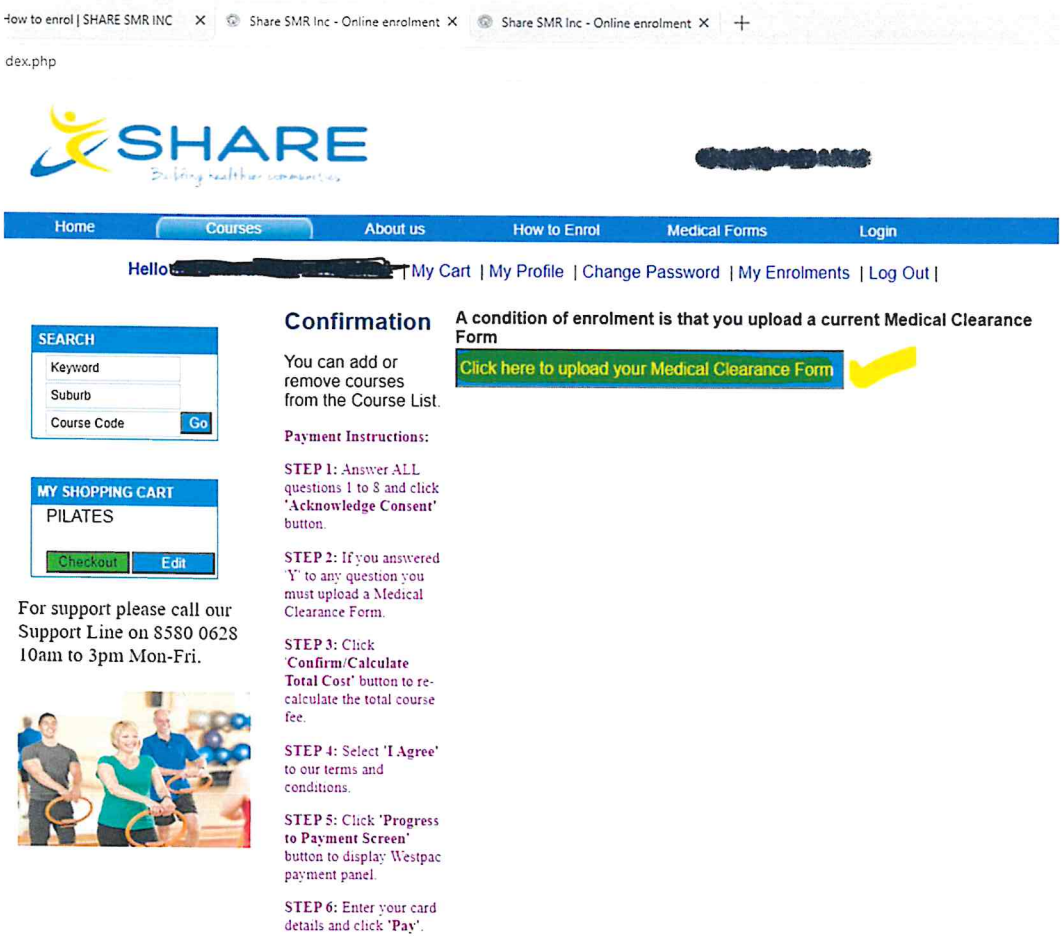
Participants Consent

By clicking the "Acknowledge Consent" button below, I declare that I have completed the above Pre-Exercise Questionnaire, honestly and to the best of my knowledge and will seek the advice of my medical Doctor, where indicated, regarding my suitability to participate in group-based exercise. I acknowledge that I have read all of the above information and I consent to participating in the Share exercise class/es and acknowledge the risks involved.

Acknowledge Consent

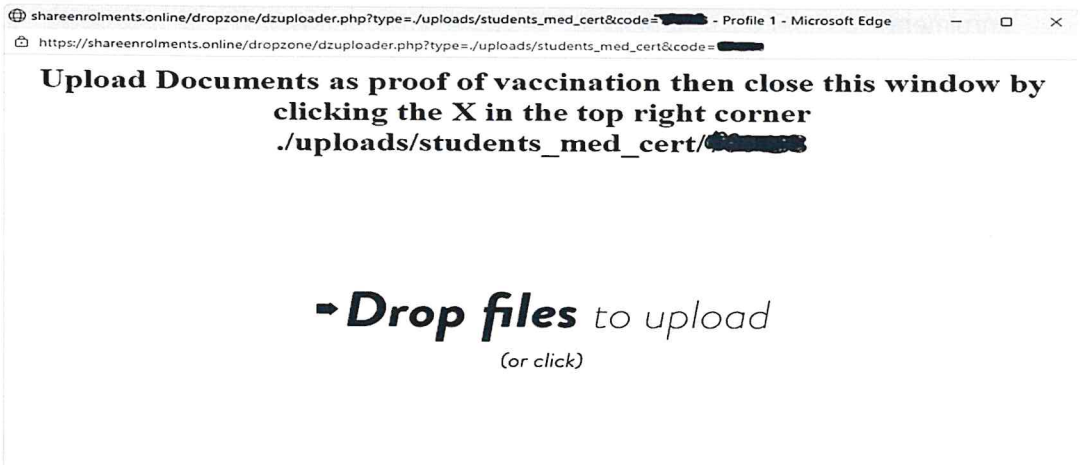
**STEP 13:**

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



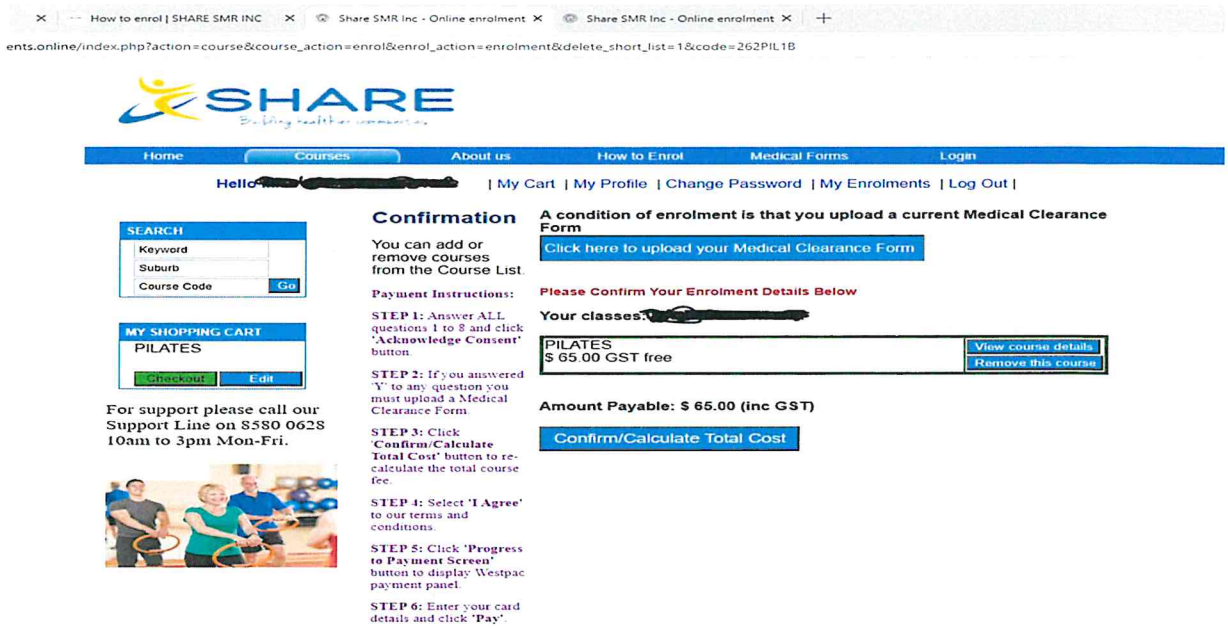

**STEP 14:**

16. Upload your Medical Clearance Form or Pre-Activity Questionnaire form. Save the form on your computer, then drag and drop the document into the upload section.



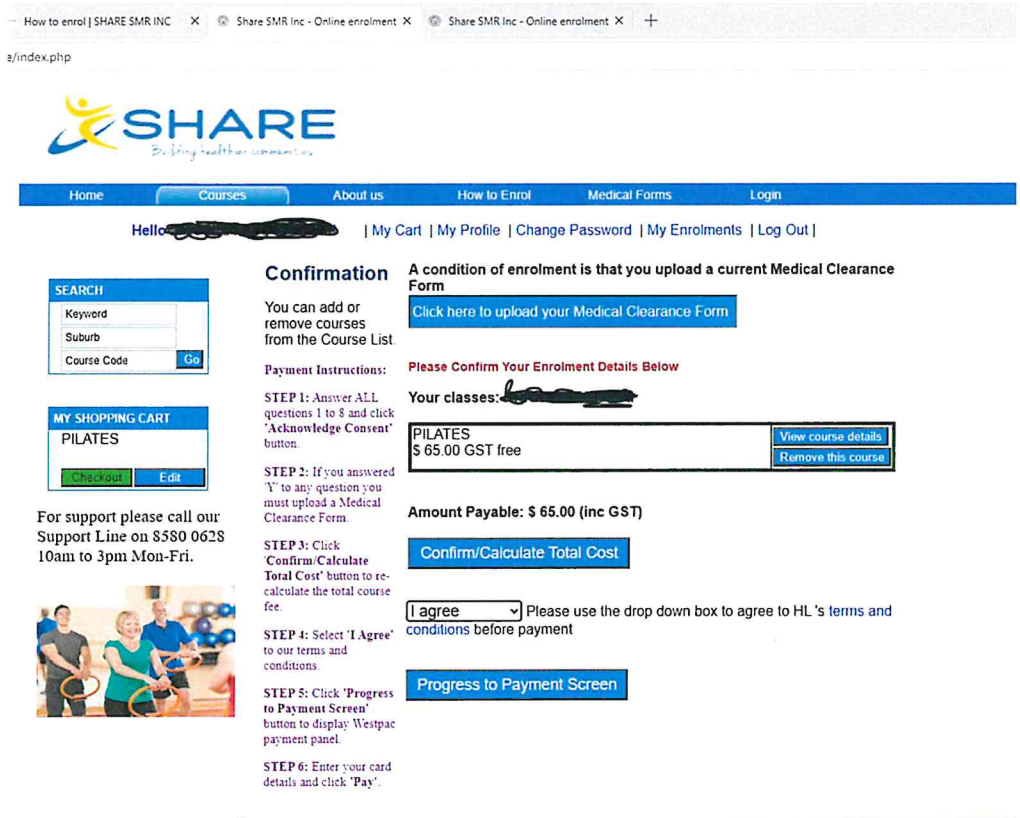
## STEP 15:

17. 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.



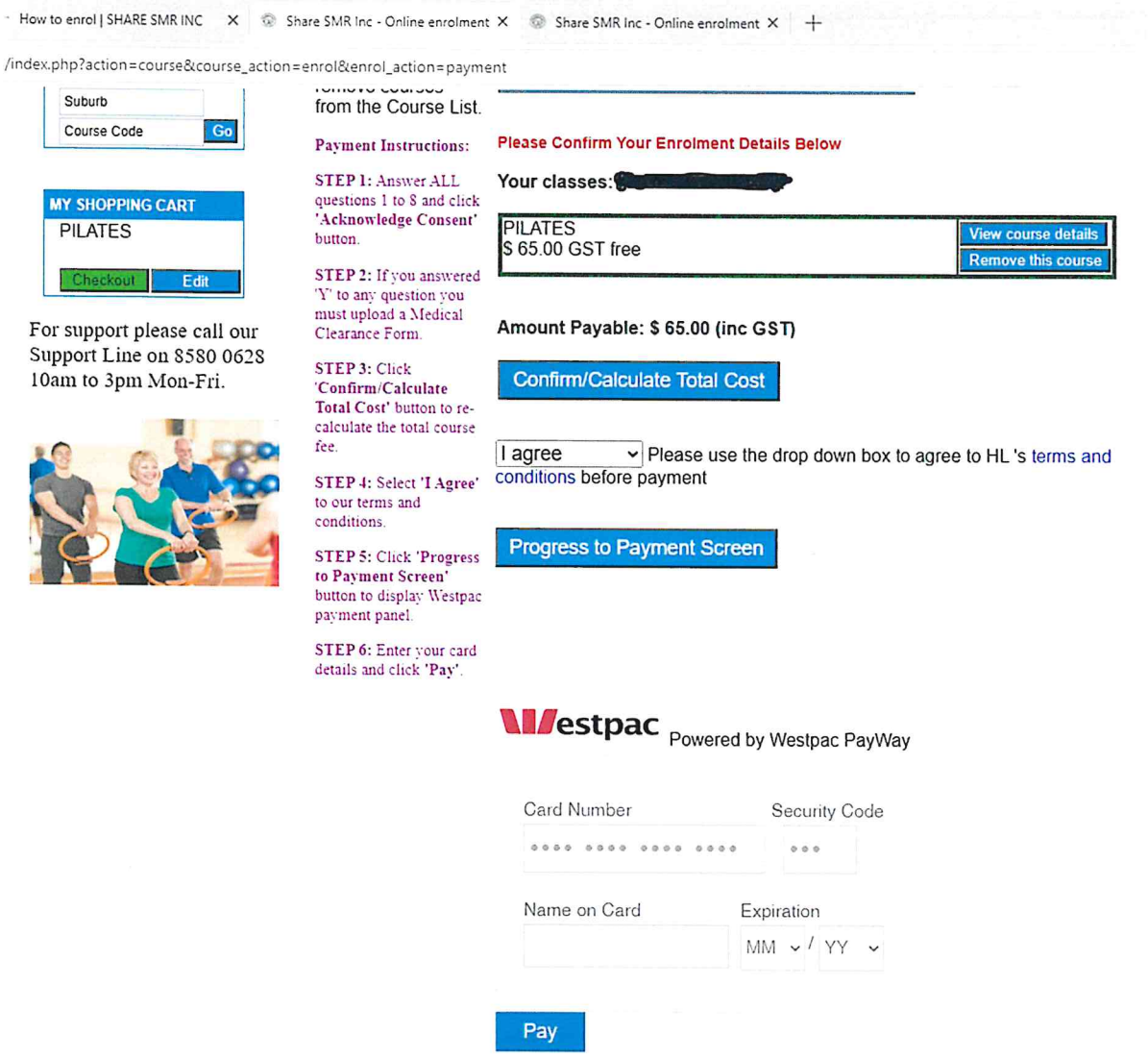

## STEP 16:

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



**STEP 17:**

18. You can now click on the Progress to Payment Screen button.
19. Enter you card details and click on Pay button




**20.** You will receive an automatically generated receipt and class information to your email account.