REGISTERING FOR A COURSE
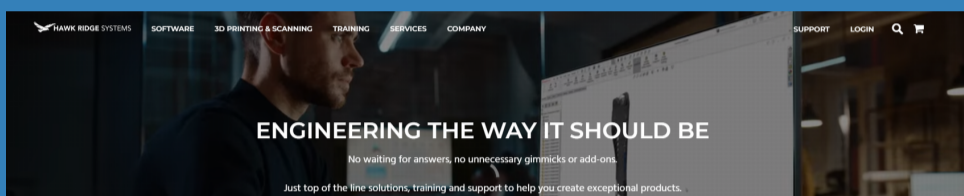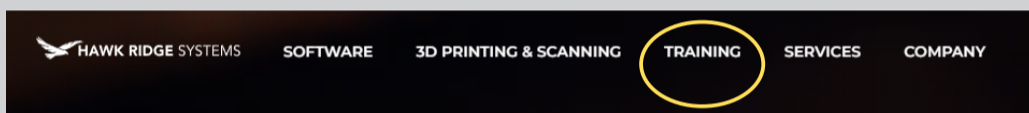
Having trouble getting registered?
Follow this step-by-step guide on how to register for a course at Hawk Ridge Systems.

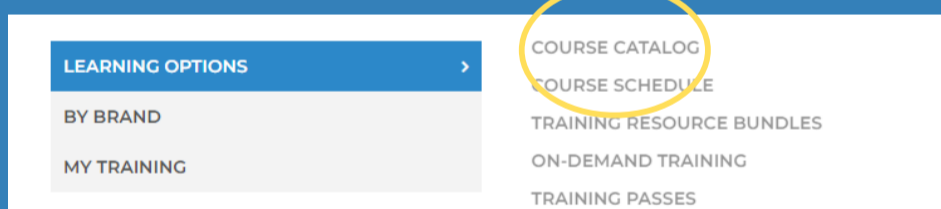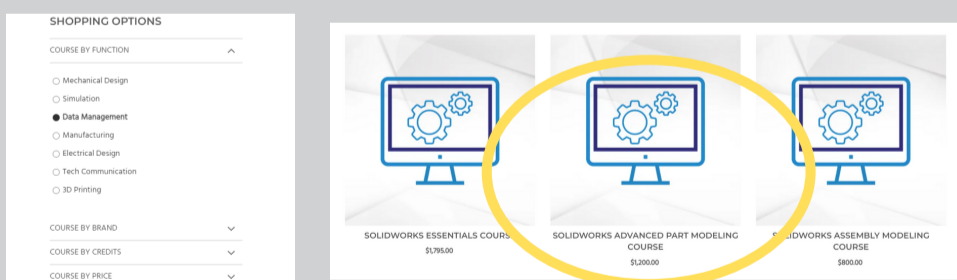## STEP 1. HEAD TO OUR WEBSITE

Visit https://hawkridgesys.com/
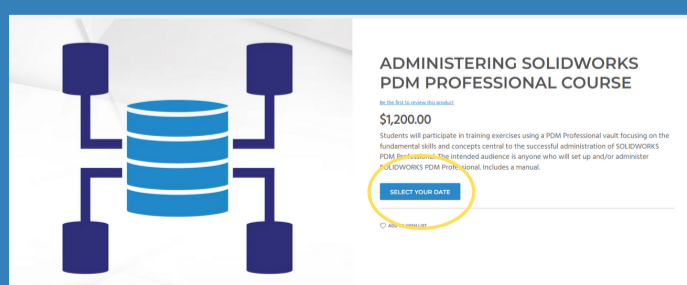

STEP 2. CLICK ON THE TRAINING TAB

STEP 3. CLICK "LEARNING OPTIONS -COURSE CATALOGUE"

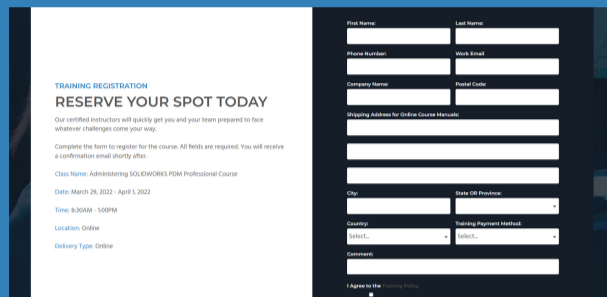## STEP 4. FILTER OR SCROLL TO FIND YOUR COURSE & CLICK

STEP 5. CLICK "SELECT YOUR DATE"

STEP 6. SCROLL AND CLICK "REGISTER" ON YOUR CHOICE

STEP 7. FILL OUT THE FORM WITH YOUR INFORMATION

NOT SURE WHICH PAYMENT OPTION TO CHOOSE?

Here's a key to help you choose:

Purchase Order	You sent/are sending a <u>new</u> PO
Credit Block	Your company has an existing credit block
Training Pass	You have an existing training pass
Previous Purchase	You previously paid for a specific course
Rescheduling	You are already scheduled for an upcoming course and need to change it
Elite-Training-Credit	Your company has existing Elite Credits open
Other-Please Contact Me	None of those fit or you're still not sure? Pick me!

DON'T FORGET

We ship your training manual to the address you provide when registering, please make sure this is a location you can access! *

*PO Boxes not accepted

Still have questions?

Reach out us at training@hawkridgesys.com

See you in class!

HAWK RIDGE SYSTEMS