

Student Enrollment Instructions for Group Orders

Please follow the instructions below to enroll students after having completed your group order.

Step 1: You must enter a group name at the bottom of the checkout page before proceeding to the payment.

GROUP NAME

Group Name for Posidonia Masterclass in Shipping CORPORATE SUBSCRIPTION (2) product *

Step 2: When you have completed the payment, you will receive the below email (please also check your spam folder):

Start enrolling students in courses

Hi **Xxxx** ,

Thank you for purchasing bulk products.

Product Name	Quantity
Posidonia Masterclass in Shipping CORPORATE SUBSCRIPTION	2

Associated courses :

Posidonia Masterclass in Shipping CORPORATE SUBSCRIPTION

- [Posidonia Masterclass in Shipping](#)

You can enroll students in the purchased products from [Enroll Students](#).

Eshop Posidonia Masterclass

Please click on the link “Enroll Students”.

You can also access the “Enroll Students” button through “My account” on Posidonia Masterclass website (<https://www.posidoniamasterclass.com/my-account/>):

The screenshot shows the 'My Account' dashboard on the Posidonia Masterclass website. The page has a dark blue header with the logo and navigation links. The main content area is white and features a sidebar on the left with a list of menu items. The main content area includes a greeting, a brief description of the dashboard, and a grid of buttons for various account functions. The 'Enroll Students' button is highlighted with a red circle.

My account - Eshop Posidonia M x +
posidoniamasterclass.com/my-account/

Posidonia Masterclass in Shipping
About the project | Modules | Lecturers | Contact | FAQs
ENROLL NOW
MY ACCOUNT
CART 1

MY ACCOUNT

DASHBOARD

Hello #70

From your account dashboard you can view your recent orders, manage your billing address, and edit your password and account details.

ENROLL STUDENTS

DASHBOARD

ORDERS

DOWNLOADS

ADDRESS

ACCOUNT DETAILS

MY COURSES

VAT NUMBER - COMPANIES ONLY

LOGOUT

Enroll Students

Orders

Downloads

Address

Account details

My Courses

VAT number - Companies only

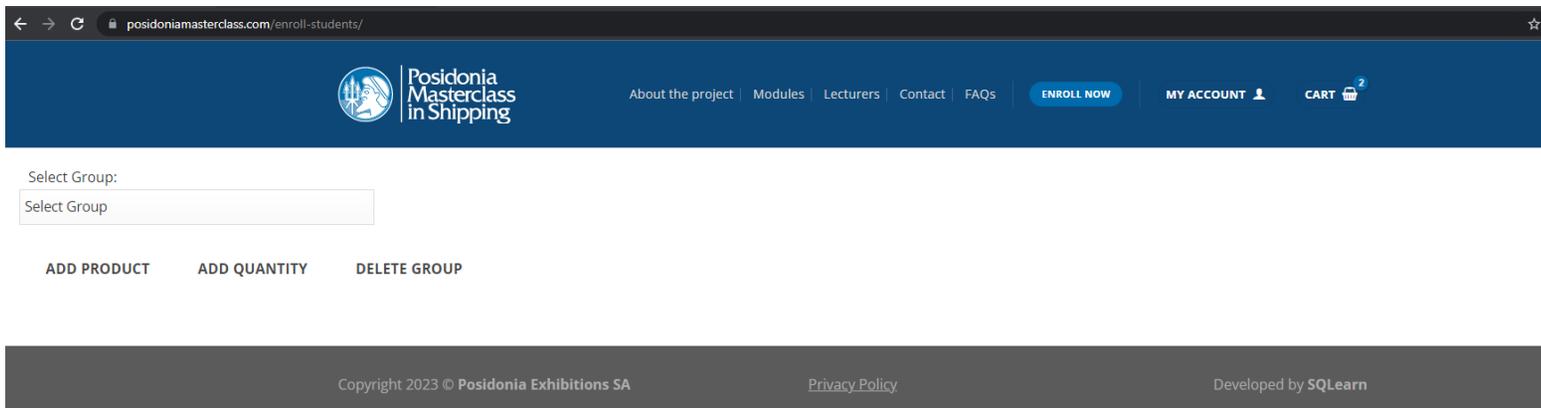
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FE.MH.: 44367107000

Privacy Policy

Developed by SQLearn

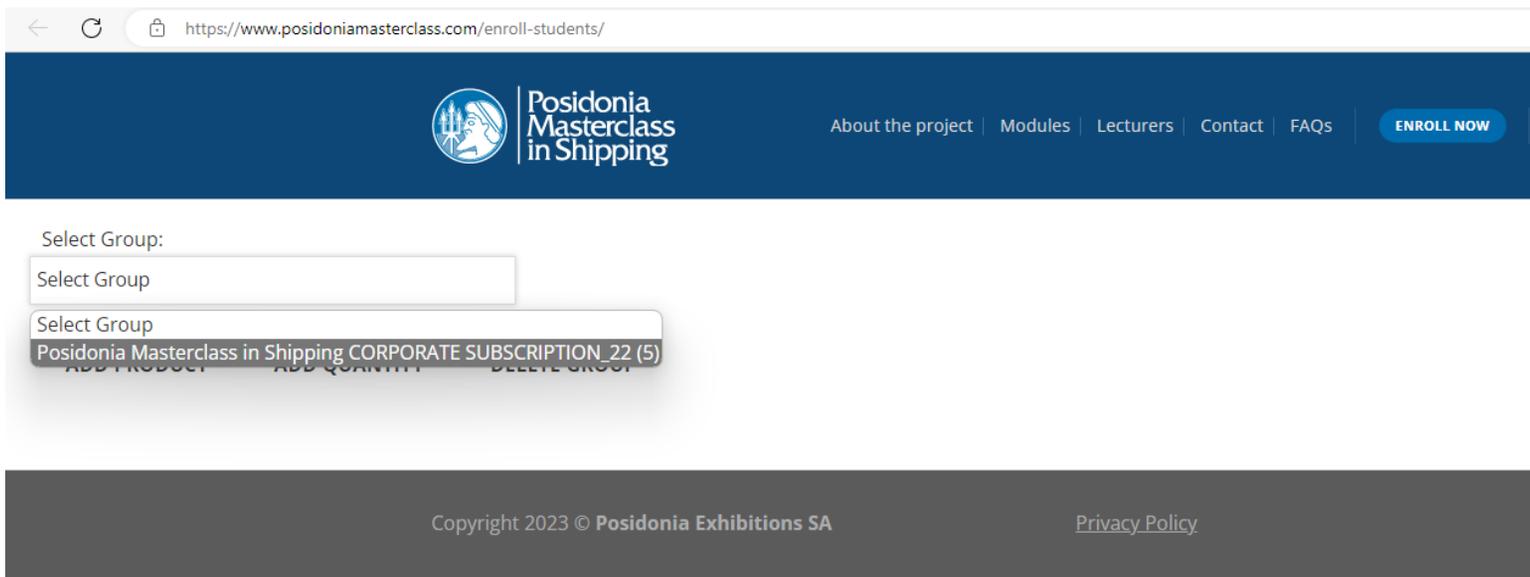
Step 3:

You will be redirected to the following page:



A screenshot of a web browser showing the enrollment page for the Posidonia Masterclass in Shipping. The browser's address bar displays "posidoniamasterclass.com/enroll-students/". The page features a dark blue header with the logo on the left and navigation links: "About the project", "Modules", "Lecturers", "Contact", "FAQs", "ENROLL NOW", "MY ACCOUNT", and "CART 2". Below the header, there is a "Select Group:" label and a dropdown menu. Underneath the dropdown are three buttons: "ADD PRODUCT", "ADD QUANTITY", and "DELETE GROUP". The footer is dark grey and contains the text "Copyright 2023 © Posidonia Exhibitions SA", a link to "Privacy Policy", and "Developed by SQLearn".

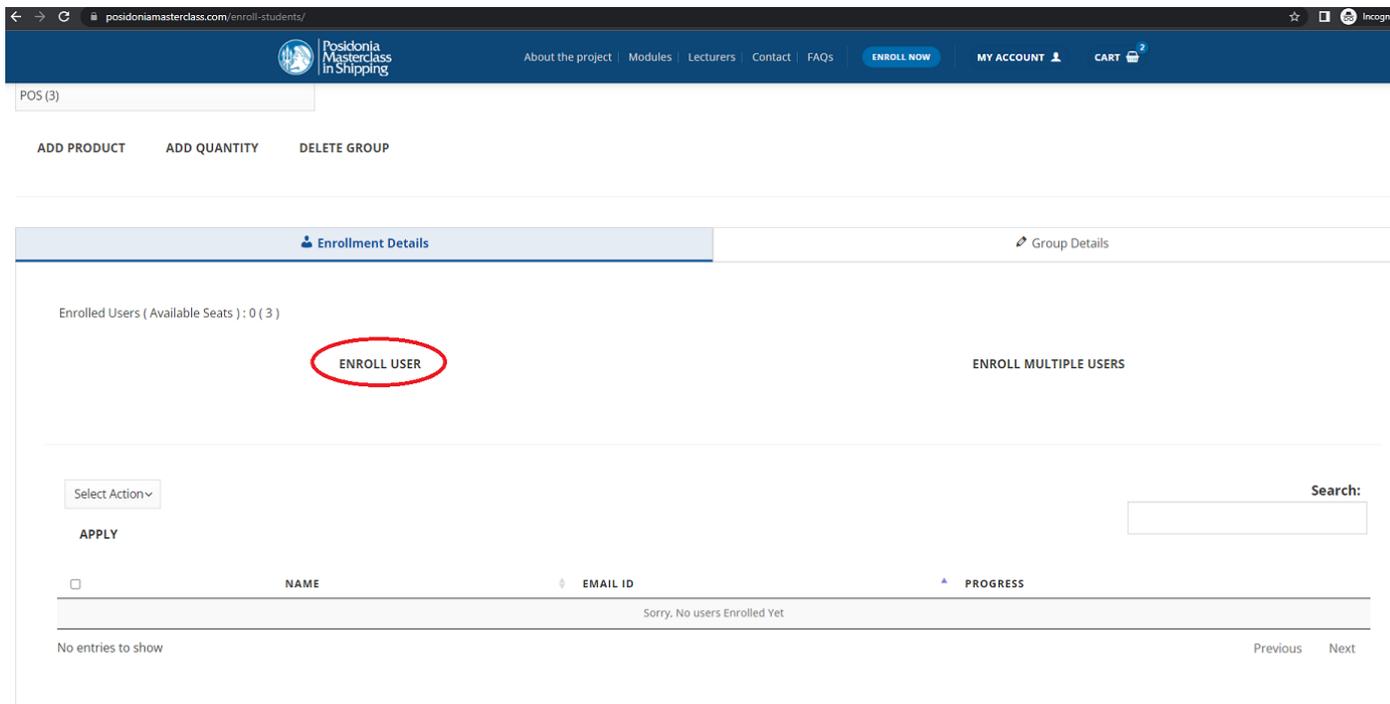
Select the group name you entered on the checkout page:



A screenshot of the same web browser page as above, but with the "Select Group:" dropdown menu open. The dropdown menu shows a list of options, with "Posidonia Masterclass in Shipping CORPORATE SUBSCRIPTION_22 (5)" selected and highlighted. The rest of the page layout, including the header, navigation, buttons, and footer, remains the same as in the previous screenshot.

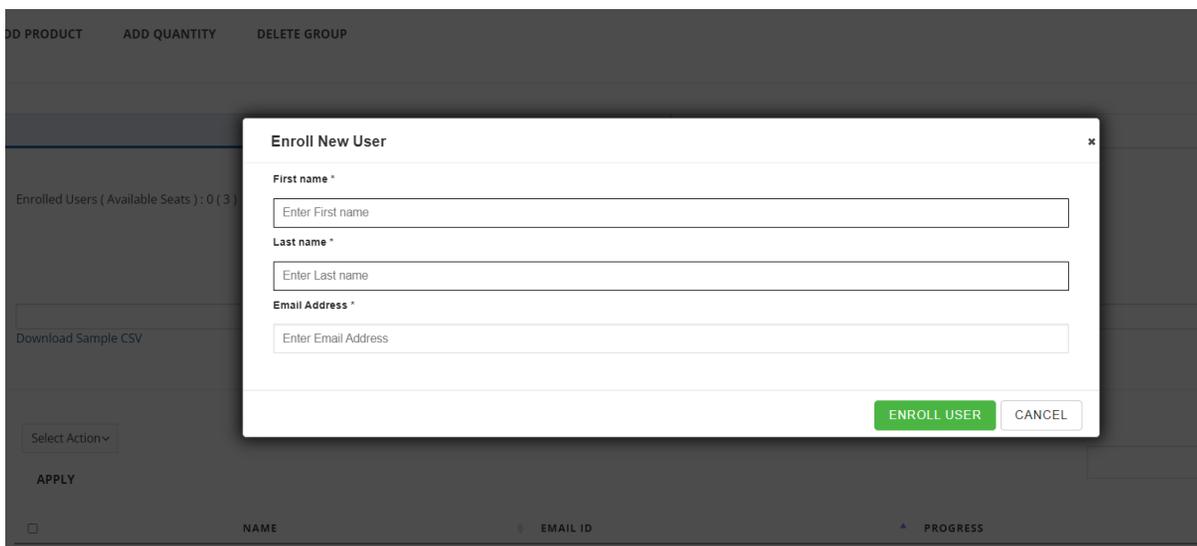
Step 4:

Click on “Enroll User”:



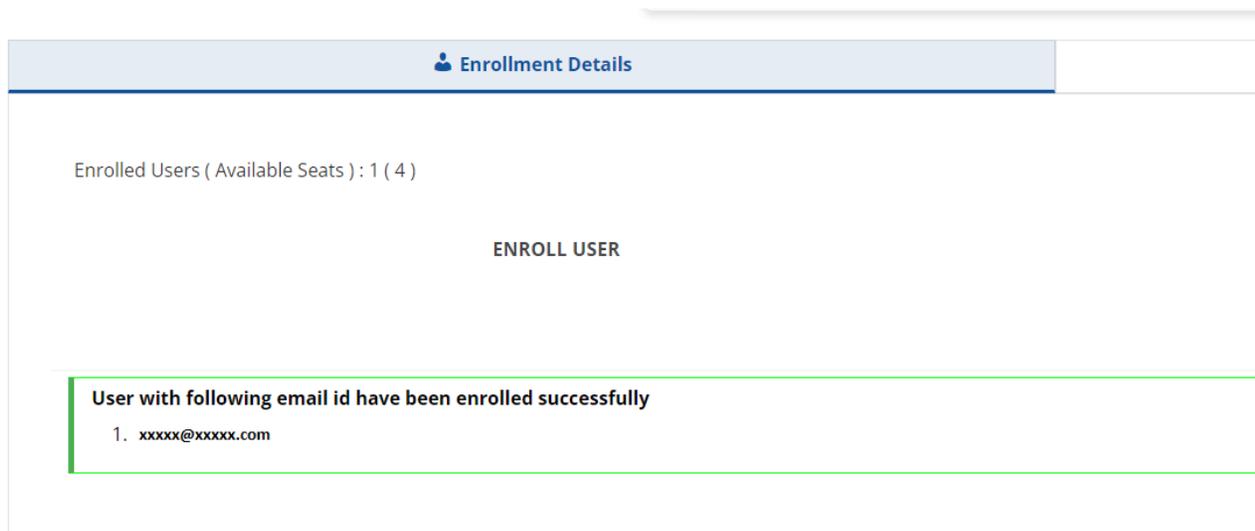
The screenshot shows the Posidonia Masterclass enrollment interface. At the top, there is a navigation bar with the logo and links for 'About the project', 'Modules', 'Lecturers', 'Contact', and 'FAQs'. A blue 'ENROLL NOW' button is visible. Below the navigation bar, there are buttons for 'ADD PRODUCT', 'ADD QUANTITY', and 'DELETE GROUP'. The main content area is titled 'Enrollment Details' and shows 'Enrolled Users (Available Seats): 0 (3)'. A red circle highlights the 'ENROLL USER' button. To the right of this button is the 'ENROLL MULTIPLE USERS' button. Below the buttons, there is a 'Select Action' dropdown menu and an 'APPLY' button. A search bar is also present. At the bottom, there is a table with columns for 'NAME', 'EMAIL ID', and 'PROGRESS'. The table is currently empty, displaying the message 'Sorry, No users Enrolled Yet'.

Fill in the fields accordingly for each user who will receive a subscription and click the “Enroll User” button:



The screenshot shows the 'Enroll New User' modal form. The form has three input fields: 'First name *', 'Last name *', and 'Email Address *'. Each field has a placeholder text: 'Enter First name', 'Enter Last name', and 'Enter Email Address'. At the bottom of the modal, there are two buttons: 'ENROLL USER' (highlighted in green) and 'CANCEL'. The background shows the same enrollment page as the previous screenshot, but it is dimmed.

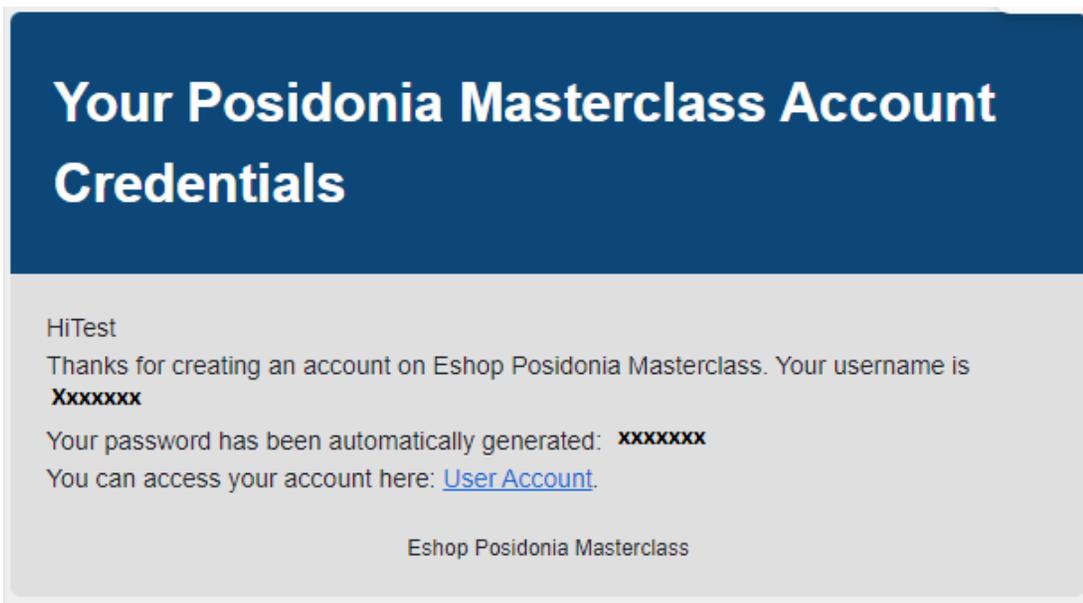
The following message will be displayed on your screen:



The screenshot shows a web interface titled "Enrollment Details". It displays "Enrolled Users (Available Seats) : 1 (4)" and a button labeled "ENROLL USER". A green-bordered box contains a success message: "User with following email id have been enrolled successfully" followed by a list item "1. xxxxx@xxxxx.com".

The users that you have enrolled will receive the following two emails:

- **First email:** The users will receive their user credentials:



The screenshot shows an email with a dark blue header containing the text "Your Posidonia Masterclass Account Credentials". The body of the email is light gray and contains the following text: "HiTest", "Thanks for creating an account on Eshop Posidonia Masterclass. Your username is **Xxxxxxx**", "Your password has been automatically generated: **XXXXXXXX**", and "You can access your account here: [User Account](#)". The footer of the email reads "Eshop Posidonia Masterclass".

- **Second Email:** The users will receive the link to the course that they have been enrolled in:

You have been successfully enrolled in TEST

Hi Test,

You have been enrolled by **Xxxx Xxxxx** to courses

- Posidonia Masterclass in Shipping

You can access your courses from [My Courses](#).

Eshop Posidonia Masterclass

To access the course, the users must log in with the User Credentials they received in the first email.