HOW IT WORKS

Organization
User Registration

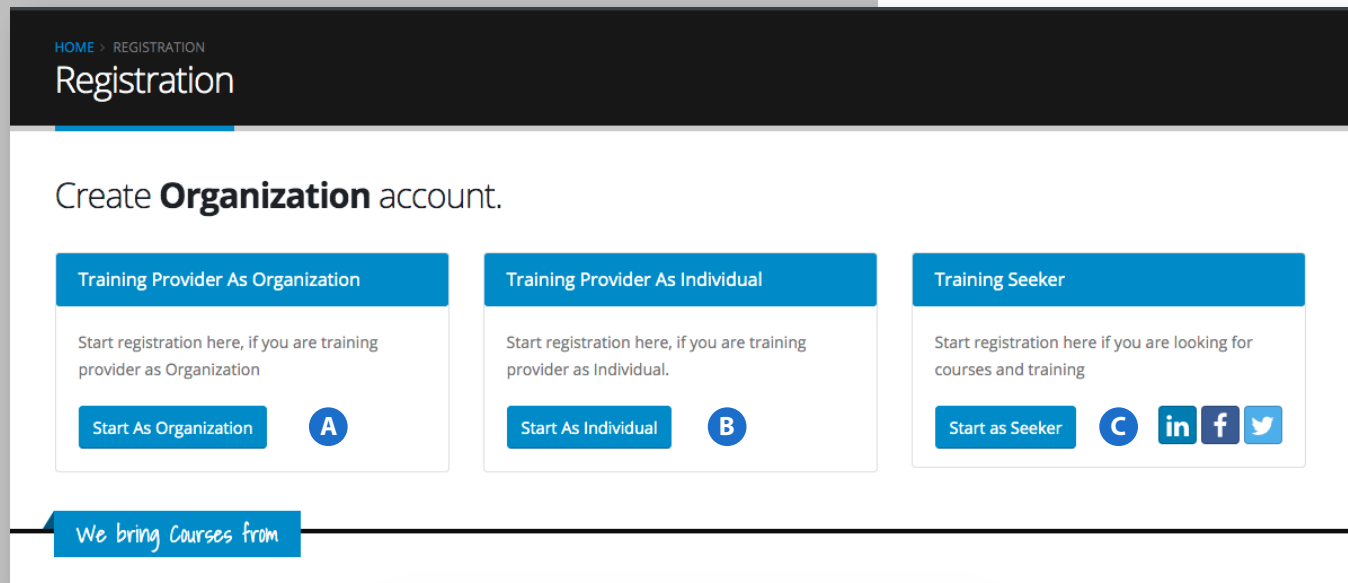GO4

Go to registration page by click on below link:

https://go4course.com/en/account/register

Choose option A, register as Organization

Once you chose to Start As Organization,
a registration page will open as next page

2 Filling Organization Basic Details

Create An Organization Account

A1 & A2: Fill Your Organization Name and Registration Number (Optional)

Basic Details

Organization Name:

A1

Commercial Registration No.:

Optional **A2**

A3-A7 : Organization physical location and address, P.O.BoX and Zip Code is optional to fill

Country:

Russia **A3**

City:

-- select -- **A4**

Address:

A5

P.O.BOX:

Optional **A6**

Zip Code:

Optional **A7**

Contact Number:

007

Contact Email:

Contact Phone Number

Contact Email: this email will be used to contact with website and end users

Add Logo:

Choose File | No file chosen

Maximum Allowable Image Size is 2 MB

Website:

Add your website if available, if not add (N/A)

add high quality Logo with maximum size 2 MB

GO4

Filling Organization Accreditation and Training Areas

In this section, fill information about accreditation acquired by your organization
For example if your organization have ISO, you need to add it and add year of accreditation
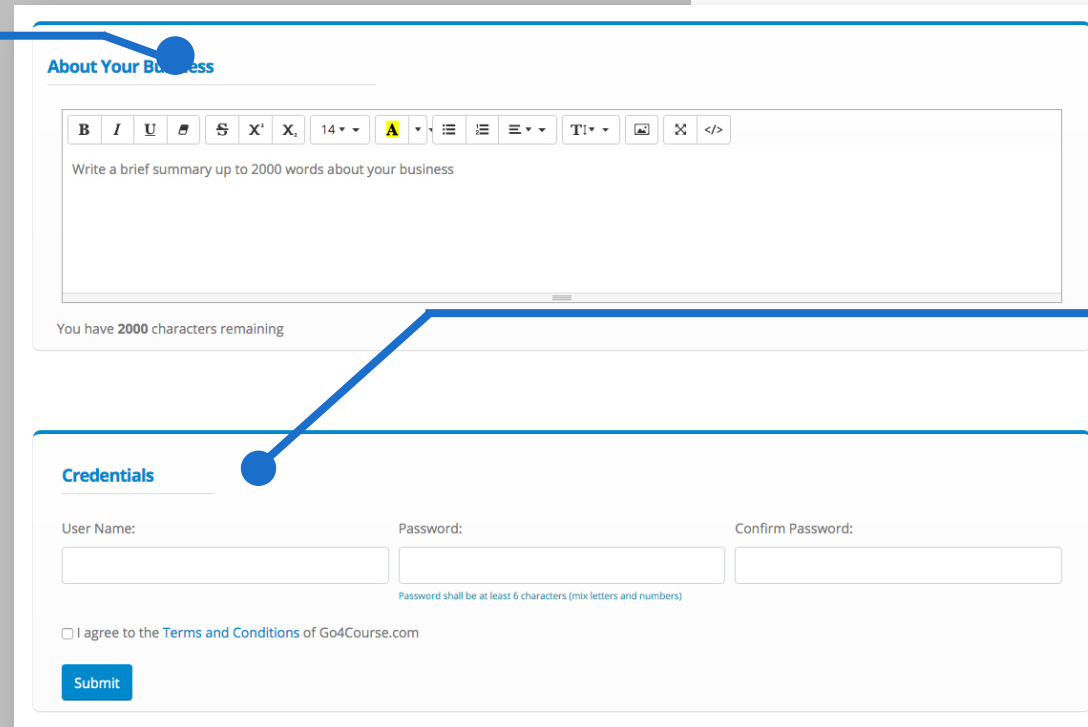More accreditation give your customers more trust about your organization

Accreditation

Accreditation Bo

Accreditation Bo	Year of Accreditation:	
EX: ISO, AMBA, ..etc	-- select --	⊖ Delete Accreditation

⊕ Add Accreditation

In this Section, add all training areas that provided by your organization
For example if you provide Project Management courses then you need to add Business and Management, and if you provide IELTS courses then add Languages courses

Note: Only selected areas will appear when you create new course, so make sure to choose all relative ones.

Training Areas   Add all areas that provided by you to be available when you add courses to the website

☐ Business and Management   ☐ Digital Marketing   ☐ Fashion and Beauty   ☐ Humanities and ARTS

☐ IT, Technology and Software   ☐ Languages   ☐ Math, Science and Engineering   ☐ Media and Photography

☐ Medical, Fitness, Healthcare and Safety   ☐ Personal Development   ☐ Politics and Economy   ☐ Social Sciences

☐ Supply Chain Management   ☐ Training and Education   ☐ Travel, Tourism and Hospitality   ☐ Others

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4 Filling About Your Business and Credentials Information

GO4

Write a brief descriptions about your organization up to 2000 characters, include but not limited to; Establishment year, competitive advantage, provided training areas…etc

About Your Business

| B | I | U | ▱ | S | X' | X, | 14 ▾ | A ▾ | ☰ | ☰ | ☰▾ | Tl▾ | 🖼 | ⛶ | </> |

Write a brief summary up to 2000 words about your business

You have **2000** characters remaining

Choose user name that easy to memorize, and password mix with letters and numbers, more complicated password give you more security. Finally you need to accept terms and conditions then press submit

Credentials

User Name:

Password:

Confirm Password:

Password shall be at least 6 characters (mix letters and numbers)

☐ I agree to the Terms and Conditions of Go4Course.com

Submit

Note: After submit you shall receive verification email, once you verify your email you can access and use your account.