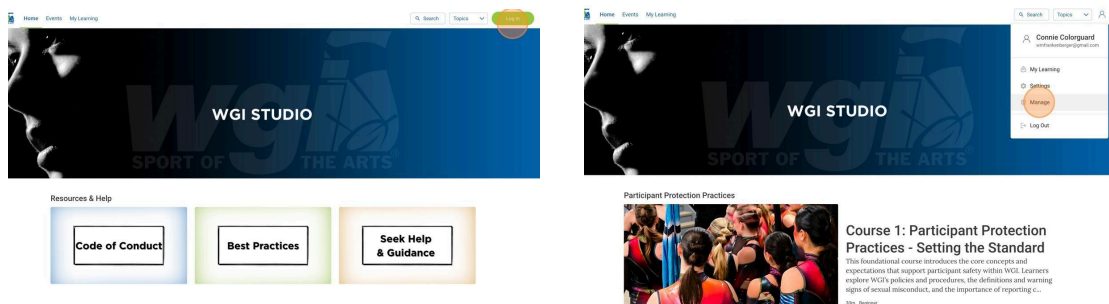


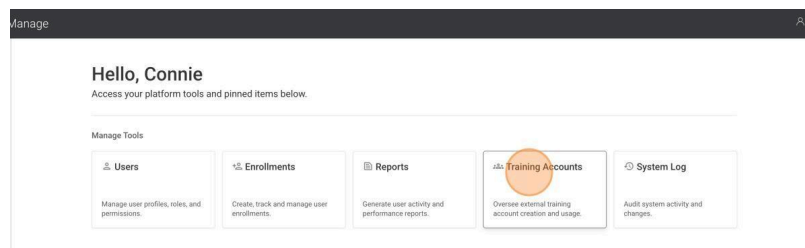
Purchasing & Sharing Training Credit Codes

Group admins wishing to purchase courses for their staff may do so by first creating their own account at wgistudio.org, and then requesting a training account at www.wgi.org/wgistudiotrainingaccount. Your training account will be created within 3 to 5 business days. Once the training account has been created, admins should follow these steps to purchase training account credits.

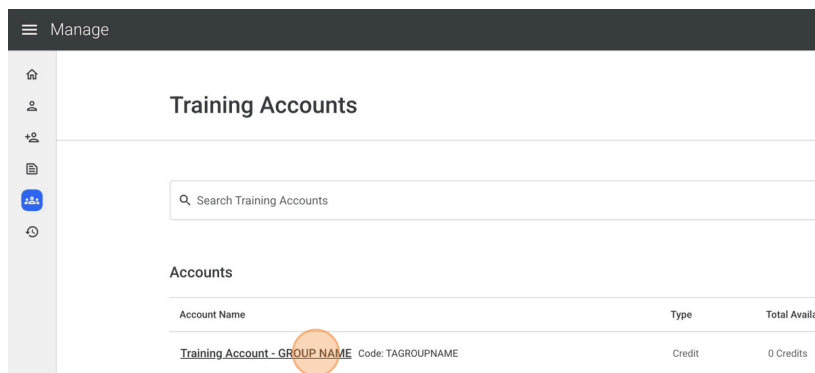
1. To start, navigate to <https://www.wgistudio.org> and log in. Once logged in, click on your profile image in the upper right corner then click "Manage"



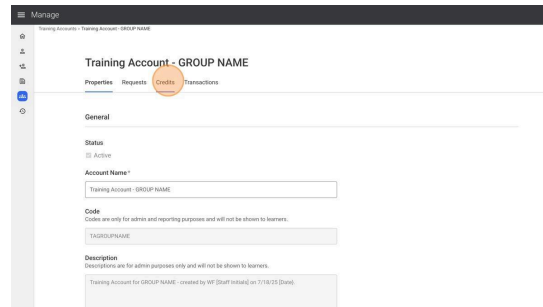
2. This is your Restricted Admin dashboard. To review used credits, purchase new credits, and see transaction history, click "Training Accounts."



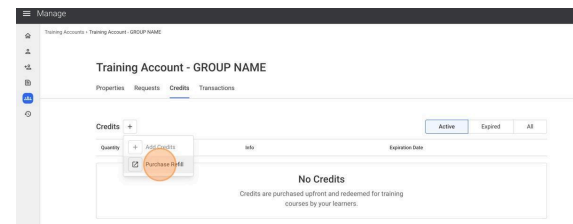
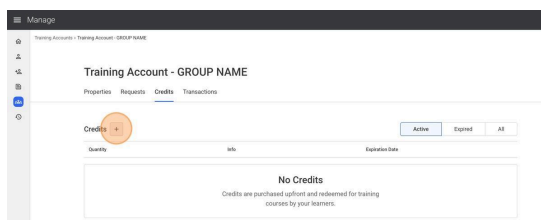
3. Select the training account you wish to access.



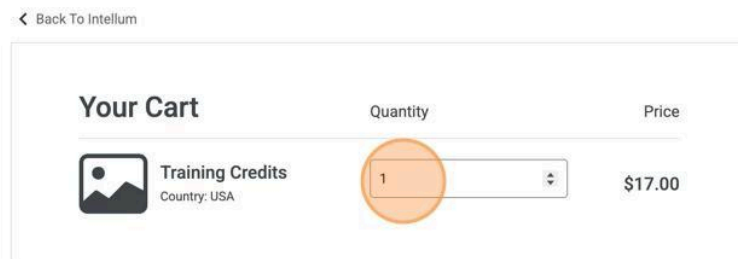
4. To purchase credits: In the top navigation bar, click on "Credits."




5. Click on the "+" next to Credits then click "Purchase Refill"



6. Enter the number of credits you wish to purchase.
Please note - each credit is equal to \$1. 17 credits are required for one learner to enroll in one course. For example, to purchase for 10 staff members, you would need 170 credits.



- Under Payment Type, enter your credit card number, expiration date, and CVV number, then complete your billing address and all other information. All fields are required.



Training Credits
Country: USA


10

\$10.00

Payment Type

☒ Stripe Integration Payment

Connie Colorguard

 CARD NUMBER [Autofill link](#)

- Click "Review Purchase"

Address Line 2 (Optional)

City

Anywhere

Country

United States

State

Ohio

Zip Code

45056

Phone Number

555-555-5555

Summary


Subtotal	\$170.00
Total:	\$170.00

Review Purchase

- Click "Confirm Purchase"

Address Line 2 (Optional)

Review and Confirm



Training Credits (10)
Country: USA
Payment Method: Stripe Integration Payment

USD \$170.00

Subtotal

\$170.00

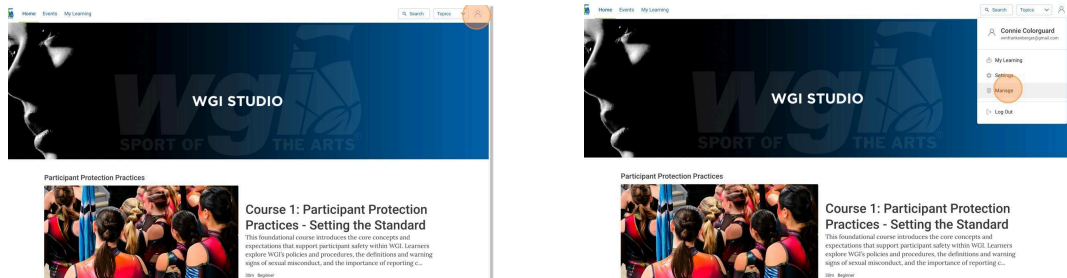
Total

\$170.00

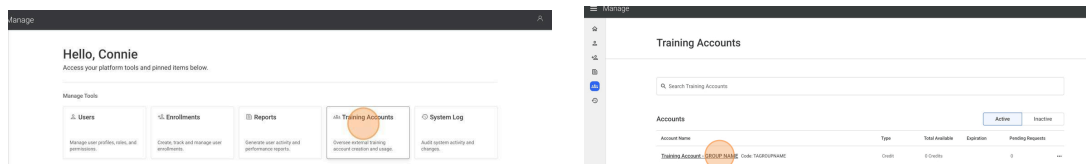
Confirm Purchase

TO SHARE TRAINING CREDIT CODES

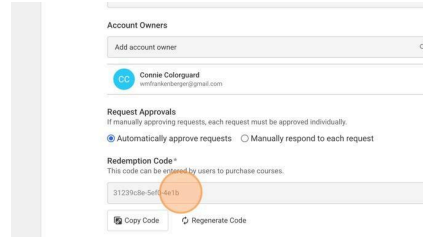
1. Navigate to www.wgistudio.org and log in. Once logged in, click on your profile image in the upper right corner then click "Manage"



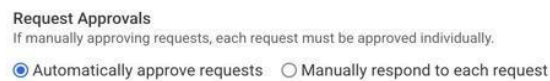
2. This is your Restricted Admin dashboard. Click "Training Accounts" and select the training account you wish to access



3. In the main "Properties" tab you will find your group's redemption code. This code should be distributed to your adult supervisors.



4. Training account admins may choose to automatically approve requests or manually respond to each request. If you choose to manually respond to each request, you must approve each request to use training credits.



To manually approve requests, go to the "Requests" tab. Select the checkbox beside the user name, click Approve, then confirm your approval in the dialogue box.

