How to Redeem a Safeguarding Course Voucher

This guide is for users who have been provided with a voucher code but are unsure how to redeem it.

1. Once you have logged in, click on the Qualifications & CPD tab on the left hand side of the page:



2. Enter **Safeguarding** into the Search field and leave all other fields blank. Click the red Search button

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3. For further details, click on the 'Read More' button. Or click on 'Book Now' to add the course to your basket:



4. Click 'Proceed to Checkout'









5. Select payment method 'Voucher'

| Please select a payment method | | × |
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| ONLINE PAYMENT | | • VOUCHER |
| | PLEASE ENTER VOUCHER CODE | |
| | *Please note this voucher is valid for a single transaction only | |
| | | I agree with the Terms and Conditions. |
| | | E Continue |

Enter your voucher code, click the 'I agree with the Terms and Conditions' checkbox and click 'Continue'.

PLEASE NOTE – vouchers are only redeemable against courses run by the organisation from whom they are purchased. Vouchers for Safeguarding must be purchased from British Athletics in order to be redeemed.

6. Your booking is complete. A confirmation email will be sent to you and you will be taken to your profile showing that the booking is confirmed. To access the course, please select Online Courses and then Go To MyLearning in the main menu.





