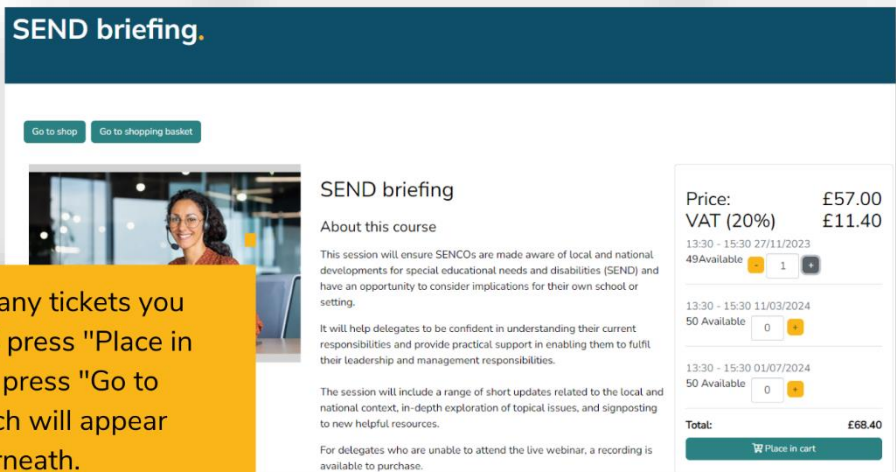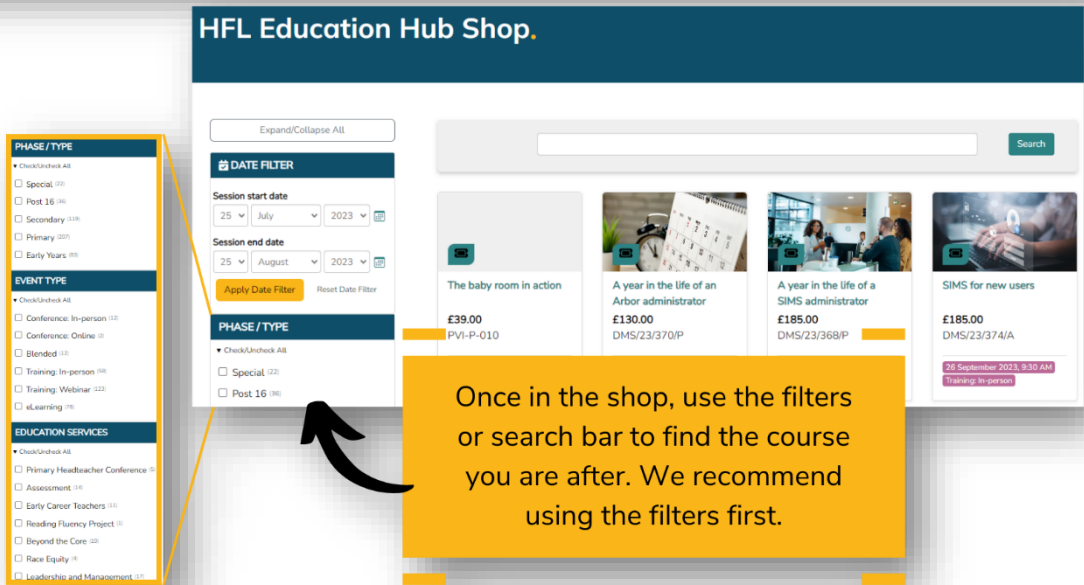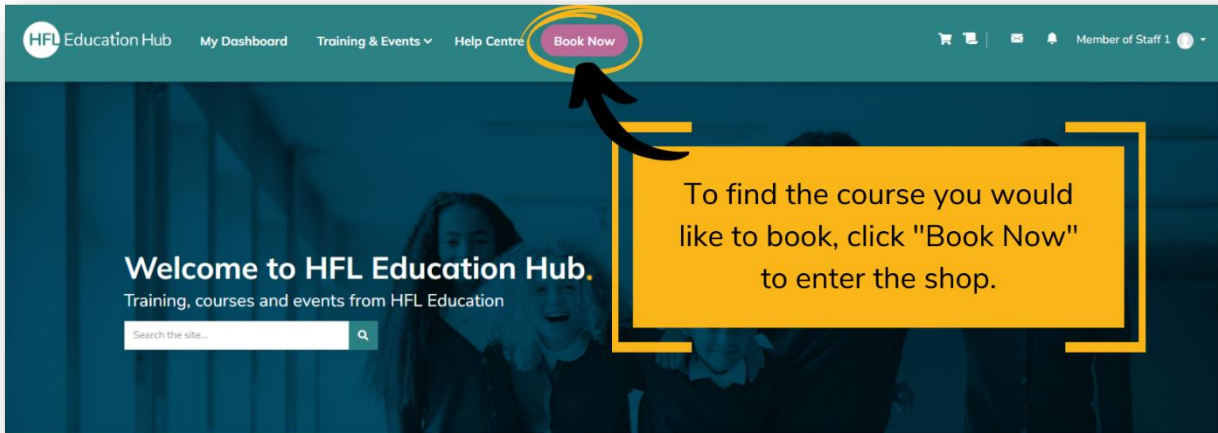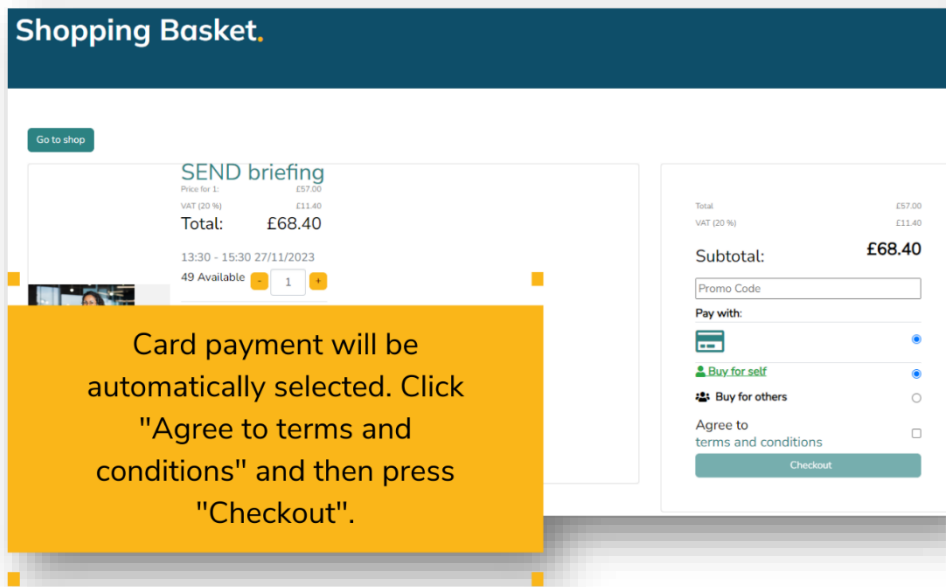## Who is this guide for?

- **Users (members of staff)** who are looking to purchase a course for themselves via card payment. This could be a personal card or an organisation credit card.

What is in this guide?

- How to book a course for yourself when paying by card.

To find the course you would like to book, click "Book Now" to enter the shop.

Once in the shop, use the filters or search bar to find the course you are after. We recommend using the filters first.

Select how many tickets you would like and press "Place in cart". Then, press "Go to basket" which will appear underneath.

Card payment will be automatically selected. Click "Agree to terms and conditions" and then press "Checkout".

Fill in the relevant details and select "Pay".
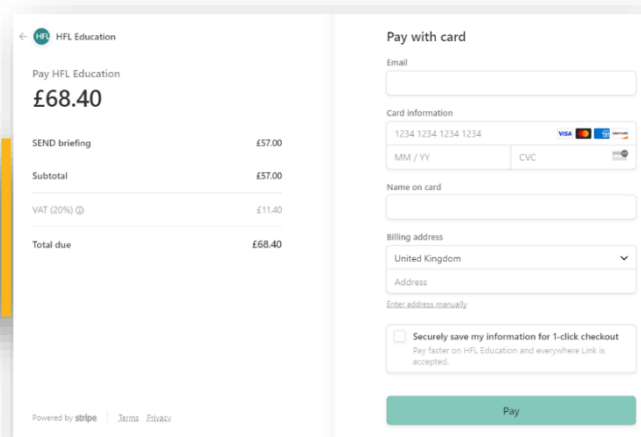
Outcome

- Completing these steps will purchase you a license for a course.

How will I know it has worked?

- You will receive a confirmation email and the course will appear in your dashboard on HFL Hub.

Troubleshooting (common errors)

- If you have tried searching for a course using the search bar and it hasn't appeared, try using the filters on the left-hand side instead.