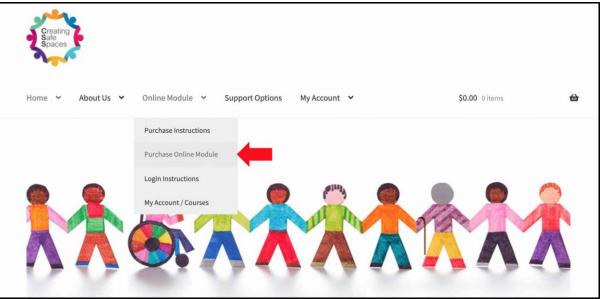
## **CSS Online Module Purchase Guide**

- 1. Start web browser and go to https://creatingsafespaces.org.au/
- 2. Move mouse cursor over "Online Module" and then click "Purchase Online Module"

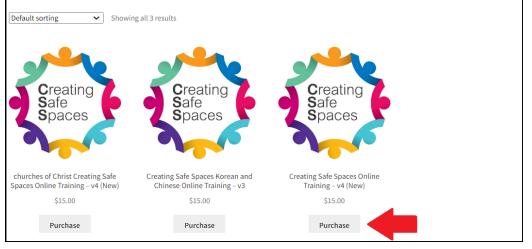


3. Under the online module that you want to purchase click the "Purchase" button Course

If you have not yet purchased the module, select the "Purchase" button for the online module that you wish to purchase in the list below. For detailed purchase instructions select "Online Module" | "Purchase Instructions" from the menu above.

If you have already purchased the online module you can login by clicking "My Account" from the menu. For detailed login instructions select "Online Module" | "Login Instructions" form the menu.

Participants in Victoria should complete the Victorian version of the training hosted by the Baptist Union of Victoria



4. Fill in Billing details. Note that all fields marked with "\*" are mandatory. Please note that a unique email address is required for each individual user. If a user does not already have their own unique email address, we would recommend registering for a free email address at an email provider such as gmail.com or outlook.com.

Billing details	Your order	
Diting details	Tour order	
First name	Product	Total
Company name	Creating Safe Spaces Online Training ×1	\$10.00
Country 📩	Subtotal	\$10.00
Australia 👻	Total	\$10.00 (includes \$0.91
Address *		Tax)
Street address		Taxj
Apartment, suite, unit etc. (optional)	• Credit Card	
Suburb 🙏		
	Pay securely using your credit card. Use a new credit card	
State *		
New South Wales		
Postcode 📩	Place order	

## 5. Click "Place order"

Billing details		Your order	
First name 📩 Last	t name 📩	Product	Total
Company name		Creating Safe Spaces Online Training × 1	\$10.00
Country		Subtotal	\$10.00
Australia	Ŧ	Total	<b>\$10.00</b> (includes \$0.9
Street address			Tax)
Apartment, suite, unit etc. (optional)		• Credit Card	
Suburb			
		Pay securely using your credit card.	
State			
New South Wales	▼.		
Postcode 🗶		Place order	

6. Enter your payment details and click "PAY NOW"

Transaction	Payment	
Merchant Details	Purchase Amount	\$15.00 (\$AUD)
Baptist Churches	Credit Card Details	VISA 🌒
The Association of Baptist Churches NSW and ACT	Card Number	
eWAY - your online payment gateway	A > Name on Card	
ewar - you onine payment gateway	Expiry Date	
Customer Details	Month ~ 2024	~
First Name	CCV Last 3 digits on of your credit car	back d
Last Name		
Email		
Q Address	Cancel	PAY NOW
0		

7. Click on the words "Creating Safe Spaces" in the grey bar which will take you to the online module

Order received	
<ul> <li>You have purchased the following course:</li> <li>Creating Safe Spaces</li> </ul>	
Thank you. Your order has been received.	
ORDER NUMBER:	

Once an order for the online module is placed, the user should be automatically logged in and have access to the online module content. An email receipt of the purchase will be sent by our system to the email address provided in the billing details. Sometimes, these emails may be trapped by spam filters and sent to your junk mail folder. Please check your junk mail folder if the emails do not arrive in your inbox.

For further queries about purchasing the Creating Safe Spaces online module, please contact the Creating Safe Space Coordinator Joseph Lam at css@nswactbaptists.org.au or 9868 9221.