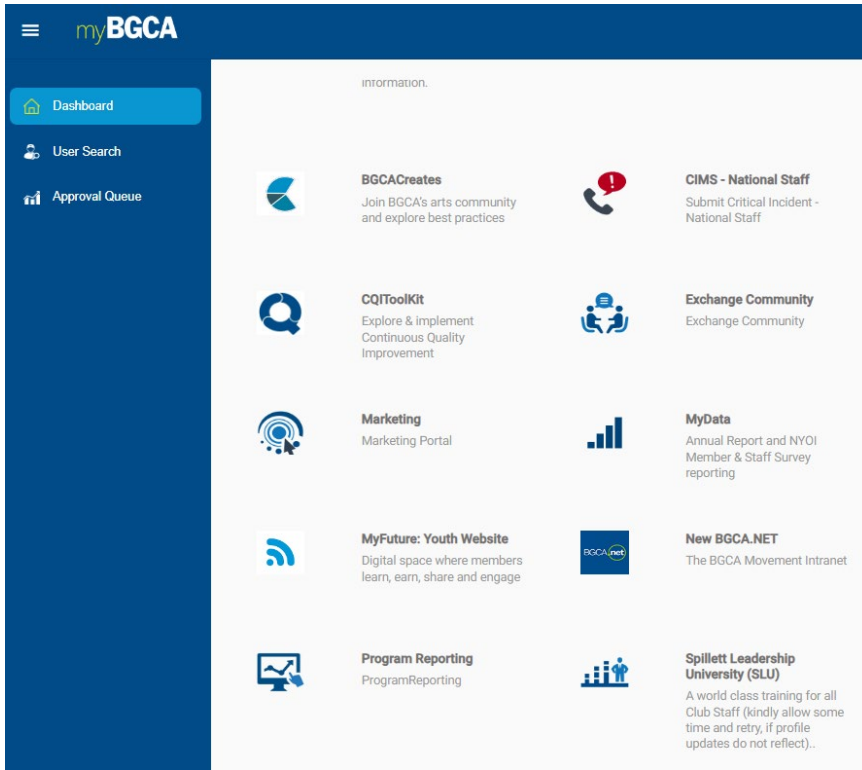



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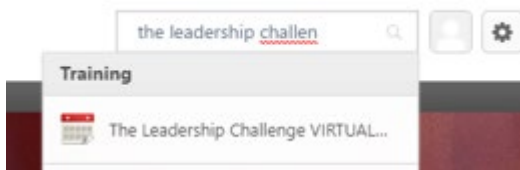
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Getting Started

1. Log on to myBGCA.net and click on the SLU banner on the Dashboard as indicated below:



2. In the Search box (top, right), type the curriculum name “The Leadership Challenge Virtual Training” and your selection will appear. **Please note** that if your selection does not immediately appear, click on the Search icon  right of the field.



3. Click the link to ‘Select a Session.’

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EVENT

The Leadership Challenge VIRTUAL Training

\$40.00

Select a Session ▼

- Click 'View Details' to register for the desired session.

MAY 26

TLC May 26

Wed, May 26, 2021, 11:00 AM - 4:00 PM CDT

Register by Sun, May 16, 2021, 11:00 AM CDT

Leadership Challenge, Virtual Training Rooms (Parent)

English (US)

\$40.00

View Details ▼

33 seats available

- Click 'Add to Cart.'

\$40.00

Add to Cart ▼


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6. Select option for 'Myself' and click the 'Submit' button.

The screenshot shows a modal titled "Add to Cart" with a close button (X) in the top right corner. Below the title is a small icon of a laptop and the text "The Leadership Challenge Virtual Training". A message states: "Select if this item is for you or others. If for others, enter the number of users you are pre-purchasing training for." Below this message is a form with two radio button options: "Myself" (which is selected) and "Others: Pre-Purchase for" followed by a text input field containing the number "1" and the word "Users". At the bottom right of the modal are two buttons: "Cancel" and "Submit".

****PLEASE NOTE:** If you are purchasing seats on behalf of your staff or colleagues, please click [HERE](#) and follow the instructions indicated on pages 17 – 23 of the attached Org Admin job aid. If you do not have org admin permissions, please contact the Help Desk at sluhelpdesk@bgca.net. This permission requires CEO approval.**

7. Confirm order and select 'Proceed to Checkout.'

Title	Provider	Recipient	Quantity & Price	Subtotal
 The Leadership Challenge Virtual...	Adobe Connect 2021	Easter, Ty	1 x \$40.00	\$40.00 ✕
Subtotal:				\$40.00
Enter coupon code <input type="text"/> <input type="button" value="Apply"/>				Total: \$40.00

8. Choose the PayPal payment option and click 'Next.'

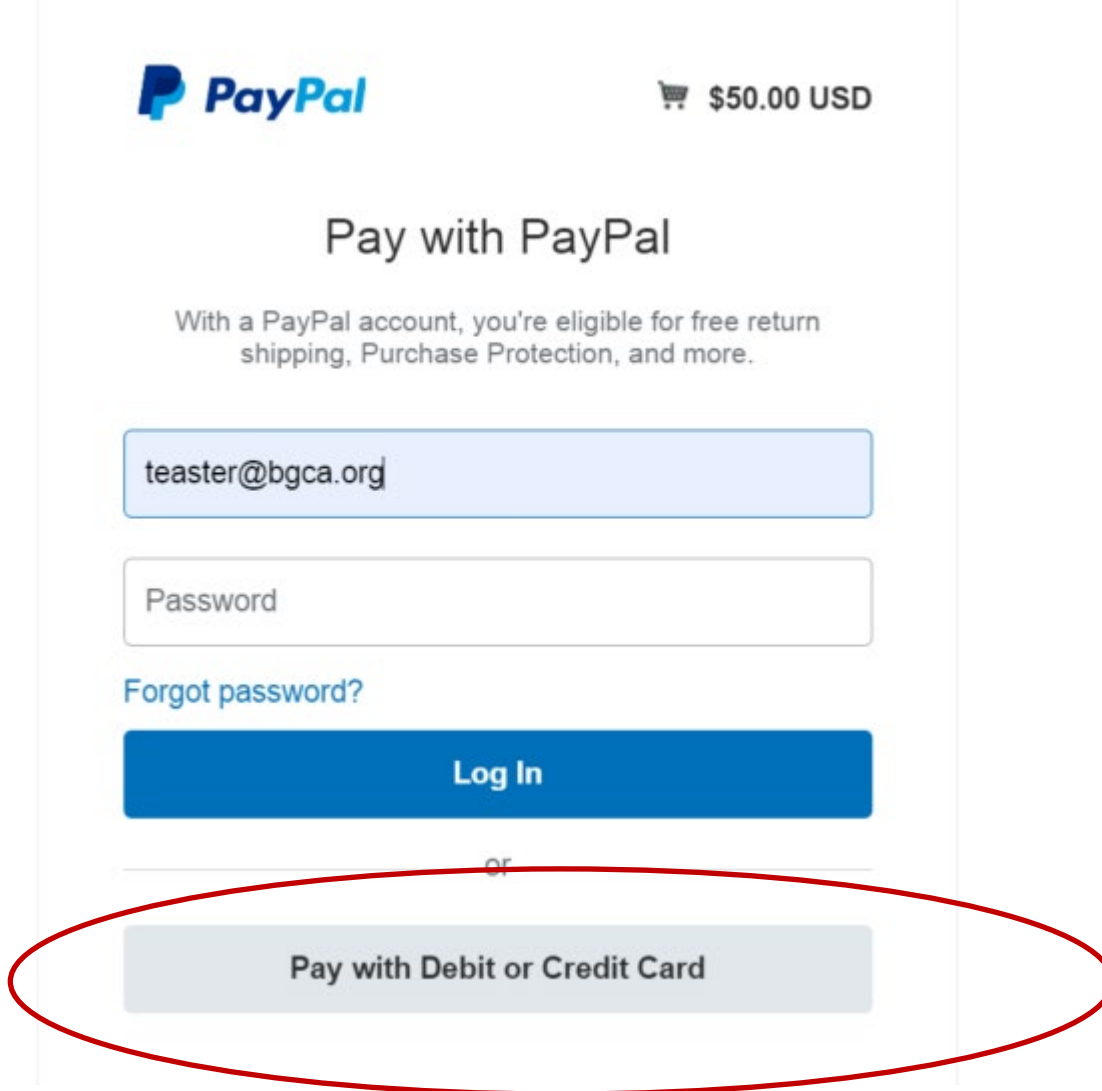
Payment Method

Please select your desired method of payment and click Next to proceed.

The screenshot shows a dropdown menu with the label "Select" and a downward arrow. The menu is open, showing three options: "Select", "PayPal" (which is highlighted), and "Training Unit (Key Code)".

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9. On the PayPal login page, choose the option to 'Pay with Debit or Credit Card.'



The image shows a screenshot of the PayPal login page. At the top left is the PayPal logo, and at the top right is a shopping cart icon with the text "\$50.00 USD". The main heading is "Pay with PayPal". Below this, a message states: "With a PayPal account, you're eligible for free return shipping, Purchase Protection, and more." There are two input fields: the first contains the email "teaster@bgca.org" and the second is labeled "Password". Below the password field is a link that says "Forgot password?". A blue "Log In" button is positioned below the links. A horizontal line with the word "or" in the center separates the login options. Below the line is a light gray button labeled "Pay with Debit or Credit Card", which is circled in red.

PayPal

🛒 \$50.00 USD

Pay with PayPal

With a PayPal account, you're eligible for free return shipping, Purchase Protection, and more.

teaster@bgca.org

Password

[Forgot password?](#)

Log In

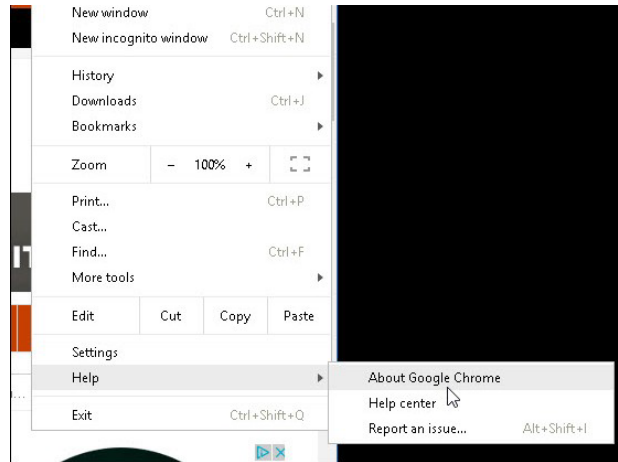
or

Pay with Debit or Credit Card

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Note: Due to recent technical issues recently identified, Cornerstone onDemand recommends that learners install the latest google chrome update as this includes coding to correct previously identified bugs. Please following the instructions noted below to verify current version and install most recent version if needed.

To manually update to the latest version click the *Options > Help > About Google Chrome*.



If you have any problems launching the courses, please do the following:

1. Go to the address bar at the top of the page, and click on the lock icon on the left side.
2. In the pop-up box that appears, click on 'Site Settings' with the gear icon.
3. In this new tab, find the Flash entry, and click on the drop arrow on the right, and set it to 'Allow'
4. Also in this tab, find the Pop-Ups and Redirects entry, and click on the drop arrow on the right, and set it to 'Allow'
5. Close this tab, and go back to your Transcript. You'll see a bar near the top of the screen with a 'Reload' button, which you should click.
6. Click on the 'Launch' button next to a training you want to take.
7. When the training loads, look in the address bar at the top, towards the right side this time, where a 'plug-in blocked' text should display next to an icon that looks like a puzzle piece with a red X in the bottom right. Click on this.
8. In the pop-up that appears, click on the text that says 'Run Flash this time'.
9. The training will refresh, and the videos will load.

NOTE: This may reset the next time you close the browser. Please keep these instructions as you may need to do this again if it does not load the videos the next time you visit the site.