



Guideline for the implementation of online course registrations

Dear course participant!

We thank you for your interest in our training courses and want to support you for your **online course registration** with this guide.

Our intention is to simplify and speed up the administrative processes as much as possible and to provide you with this new interface a unified control center with which you can handle all matters related to communication and data exchange with the Tyrolean Ski Instructors Association.

We hope that this guide will make course registration as easy as possible for you. If you have any questions, feedback, problems or suggestions, please contact info@tirolerskilehrerverband.at

With kind regards

Your Tyrolean Ski Instructors Association

You want to register for a course?

a) You are not yet a member of the Tyrolean Ski Instructors Association or have not received a password yet?

Step 1: Create an account

Step 2: Photo upload

Step 3: Book course

b) You are already a member of the Tyrolean Ski Instructors Association and have received a password?

Step 1: Check your personal data

Step 2: Change personal data (if necessary)

Step 3: Change password (if desired)

Step 4: Book course

What happens after you register for a course:

- You will receive a booking confirmation by e-mail
- If the course is already fully booked, we will take the liberty of putting you on the waiting list; you will be informed about this by e-mail.
- You will receive days before the start of the course information regarding the meeting point, equipment list and other important information about the course.