



Margaret Menner

THE MENNER GUIDED READING GOLD SCHOOL PROGRAM



HOW TO
REGISTER

An Online Program for Teachers

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HOW TO REGISTER TO THE MENNER GUIDED READING PROGRAM

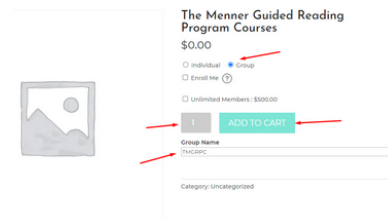
STEP 1

Go to link to register:

<https://advanceteachertraining.com.au/product/the-menner-guided-reading-program-course/>

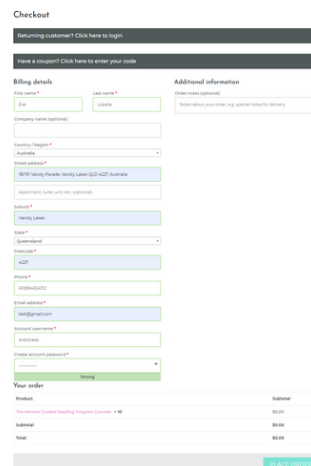
STEP 2

1. Select the group size you wish to register
2. Enter the name of your group.
3. Click “add to cart” to proceed.
4. Add coupon code if you have one
5. Proceed to checkout



STEP: 3

1. Enter the school name & Contact person for administration
2. Complete billing details
3. Create admin password
4. Place order
5. Make payment



STEP: 5

Click “Proceed to Group” button at the bottom part.

Order received

Thank you. Your order has been received.

ORDER NUMBER: 4762	DATE: November 8, 2021	EMAIL: evelozada08@gmail.com	TOTAL: \$0.00
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Order details

Product	Total
The Menner Guided Reading Program Courses × 20 <ul style="list-style-type: none">• Group Registration: ✓• Group Name: TMGRPC	\$0.00
Subtotal:	\$0.00
Total:	\$0.00

ORDER AGAIN

Billing address

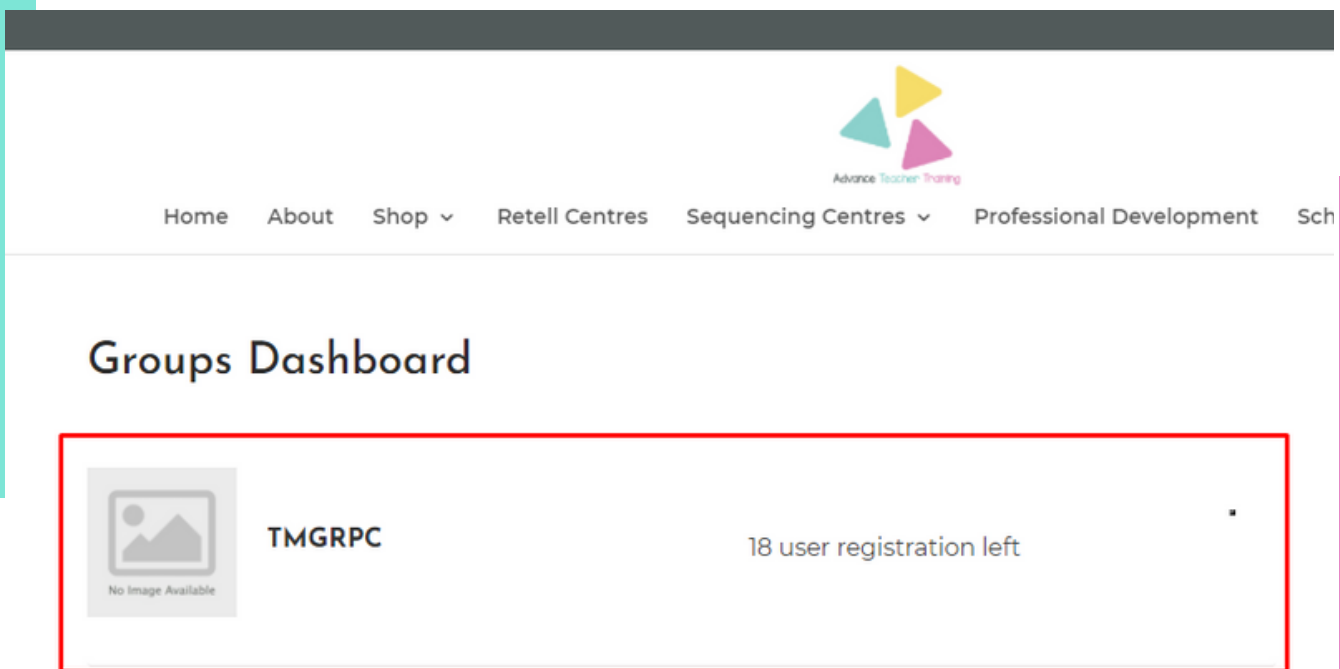
Eve Lozada
1B/191 Varsity Parade, Varsity Lakes QLD 4227, Australia
Varsity Lakes Queensland 4227
📞 610894654312
✉ evelozada08@gmail.com

Proceed to Group

STEP: 6

You are now in your group dashboard, here you will find the group you manage or you are member with.

- Click your group




The screenshot displays the 'Groups Dashboard' for 'Advance Teacher Training'. The navigation menu includes Home, About, Shop, Retell Centres, Sequencing Centres, Professional Development, and Sch. The dashboard title is 'Groups Dashboard'. A red box highlights a group entry for 'TMGRPC'. The group entry includes a placeholder image with the text 'No Image Available', the group name 'TMGRPC', and the status '18 user registration left'.

STEP: 7

After clicking your group, you will see the list of enrolled users.

- Enrolled Users

Groups Dashboard



No Image Available

TMGRPC

18 / 18 user registrations left

[Back to Groups](#)

[Edit group details](#)

Courses Included



The Menner
Guided Reading
Program

Enrolled Users

[Report](#)

[Group Code](#)

[Enroll New User](#)

Show Users

[Bulk Remove](#)


<input type="checkbox"/>	Name	Email	
<input type="checkbox"/>	admin	margaret@menner.com.au	Re-Invite Remove

STEP: 7.1

Check your report to see your enrolments

- Report


Groups Dashboard



TMGRPC
18 / 18 user registrations left

[Back to Groups](#)
[Edit group details](#)

Courses Included



The Menner
Guided Reading
Program

Enrolled Users **Report** Group Code [Enroll New User](#)

SELECT COURSE


The Menner Guided Reading Program [Show Report](#) Show 10 entries

Name	Email ID	Course Progress
admin	margaret@menner.com.au	3 / 149 steps completed

STEP: 8

Enroll new user by click the “Enroll New User” button

Courses Included

 **The Menner Guided Reading Program**

Enrolled Users Report Group Code **Enroll New User**

SELECT COURSE

The Menner Guided Reading Program **Show Report** Show 10 entries

STEP: 9

Manage your group in your group dashboard & enrol users
[you can enrol new users by uploading a CSV file]

Enroll New Users [Close]

• Add Users • Upload via CSV

FIRST NAME: Everette LAST NAME: Alivio

EMAIL: tadhanacreatives@gmail.com Remove User

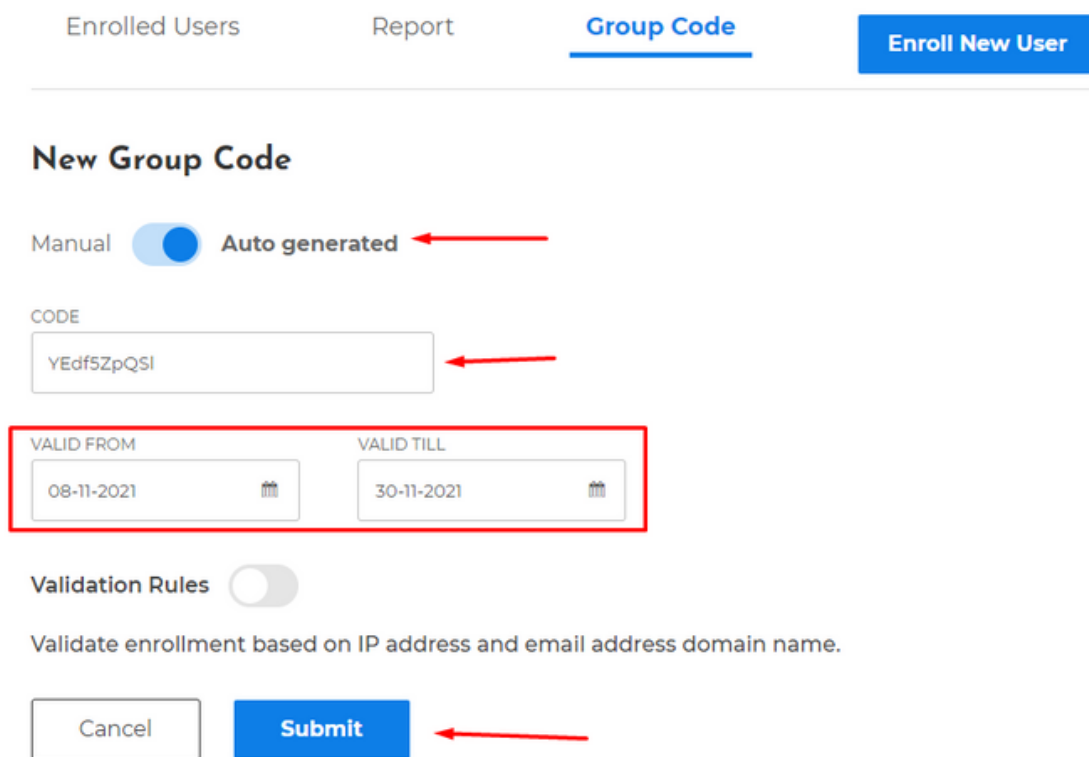
+ Add more users

Cancel **Submit**

STEP: 10

Create your group code – this is valid 12 months from the date of enrolment
[only group administration can generate codes]

1. Enter your desired group code or auto-generate it.
2. Input group code validation date.
3. Input group code expiration date.
4. Click submit.



Enrolled Users Report Group Code Enroll New User

New Group Code

Manual Auto generated

CODE
YEdf5ZpQSl

VALID FROM: 08-11-2021 VALID TILL: 30-11-2021

Validation Rules

Validate enrollment based on IP address and email address domain name.

Cancel Submit


Remember:

You can generate codes as many as you can as long as you have not met the maximum number of members in your group, you can still invite new people.

STEP: 10.1




Make your code active

Courses Included

 The Menner Guided Reading Program

Enrolled Users Report Group Code **Enroll New User**

`YEdf5ZpQSI` Code status Create New Group Code

 Copy  Edit  Delete

Note:
Only group leaders can generate these codes.

STEP: 11

You can remove users who no longer work at your school and enrol new users

Courses Included



Enrolled Users Report Group Code **Enroll New User**

Search user by name or email Show 10 Users Bulk Remove

<input type="checkbox"/>	Name	Email	
<input type="checkbox"/>	admin	margaret@menner.com.au	Re-Invite Remove
<input type="checkbox"/>	Everette Alivio	tadhanacreatives@gmail.com	Re-Invite Remove

Note:

Delete old users that are no longer in your organization and add new users by Enrolling them.

Remember that only group leaders have permission to delete/remove user.

STEP: 12

Send this link to your teachers with the code

<https://advanceteachertraining.com.au/group-registration/>

STEP: 13

Invite teachers to register and set up a password and username

Group Registration

FIRST NAME	LAST NAME
<input type="text"/>	<input type="text"/>
USERNAME	USER EMAIL
<input type="text"/>	<input type="text"/>
USER PASSWORD	CONFIRM PASSWORD
<input type="text"/>	<input type="text"/>
GROUP CODE	
<input type="checkbox"/> By using this form you agree with the storage and handling of your data by this website in accordance with our Privacy Policy	
<input type="button" value="Cancel"/>	<input type="button" value="Submit"/>

Note:

An email will be sent to you with your login details and with your receipt.

STEP: 14

You will be asked to login to your account using this link

<https://advanceteachertraining.com.au/login-here>

STEP: 15


Send teachers the link to the dashboard so they can access the training

<https://advanceteachertraining.com.au/course-list/>

STEP: 16



The administrator can verify if the teacher has successfully joined the group by visiting the group dashboard

Courses Included

 **The Menner
Guided Reading
Program**

Enrolled Users Report Group Code **Enroll New User**

Search user by name or email Show 10 Users Bulk Remove

<input type="checkbox"/>	Name	Email	
<input type="checkbox"/>	admin	margaret@menner.com.au	Re-Invite  Remove
<input type="checkbox"/>	Everette Alivio	tadhanacreatives@gmail.com	Re-Invite  Remove

You're set to go – if you have any technical difficulties, please contact Eve@tadhanacreatives.com

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HOW TO REGISTER



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