NFHSLearn offers users the opportunity to purchase courses for others to take. This feature allows Athletic Directors, Principals, head coaches and others to purchase courses for their staff to complete, taking the burden off of individual coaches to pay for certification.

**Step 1:** Go to [www.nfhslearn.com](http://www.nfhslearn.com), sign in or register for a new account.

**Step 2:** Click “Courses” at the top of the page and use the search box on the Courses page to find the one you want.

**Step 3:** On the course page, select your state and click “Order Course”.

![Course Details Image]
**Step 3:** When prompted, select “Others” and click “Continue”.

Select “Others” and click “Order Course”

**Step 4:** Use the following screen to enter the number of instances that you’d like to purchase. You’ll need one instance for each coach that you’d like to take the course.

Type the quantity that you’d like to purchase. The total will automatically update.

Click “Checkout”

**Step 5:** Follow the steps on the following screens to complete your order.
Step 6: Return to your Dashboard and find your courses for distribution.

Click “Distribution” beneath “My Courses”
Click on the course you’d like to distribute

Step 7: Fill out the coaches’ information and send the course(s).

Fill in the coach’s information and click the “Send” button

After you complete these steps, the recipient will receive an email prompting them to accept their course. They’ll need to check their email for a link and instructions on how to accept it.

Questions?
If you have any questions or get stuck in this process. Please get in touch with the NFHS Help Desk: 317-565-2023.