

OVERTON

SAFETY TRAINING, INC.

If you need help registering for a class, please use the steps below or call our office at (866) 531-0403.

Choose a calendar to start from:

- Our main course calendar lists all open enrollment classes.
 - To view this calendar, hover over “Course Schedules” on the navigation bar and select “Full Training Course Calendar”
- There are pre-filtered calendars for: Forklift, Aerial & Scissor Lift, Crane General Industry, and Rigging on their designated webpages.
 - To view a pre-filtered calendar, hover over “Course Schedules” on the navigation bar and select the Program you are looking for.
 - *Note: Some of our classes offer multiple programs, so you may see a “Forklift and Aerial Lift” class on both the Forklift and Aerial & Scissor Lift calendars. You can still opt to take only one of the courses (Forklift OR Aerial & Scissor Lift) or register for both.*
- We currently do not offer online registration for our Preparatory classes and NCCCO National Certification Exams.
 - To view the National Certification class schedule, hover over “Course Schedules” on the navigation bar and select “Preparatory Courses and NCCCO National Certification Exams”. Please call John at (866) 531-0403 to register for a National Certification course.

Finding a class:

1. Use the filters on any calendar to help narrow down the class schedule list. Filters include: Date range, keyword, near me, training category, class state, and class city.
2. Scroll through the list until you find a class you are interested in, then click “More Details” on the class listing.
3. A pop up will appear with the class date, location, and full class address. There will be a large blue button labeled “Course Details & Registration – View Website”
4. Click the blue button to be taken to the summary page of a website specific to the event you chose. There are several pages with class information on this website.
 - a. The “Summary” page recaps what is covered in each session, the class date, class location and address, and class coordinator contact information.
 - b. The “Fees” page recaps the fees for each different session you can register for at this class.

Continued on next page...

OVERTON

SAFETY TRAINING, INC.

- c. The “Available Courses” page recaps the different sessions you can register for at this class and the class times for those sessions.
5. To register, click the yellow “Register” button at the bottom of any webpages listed above or click the large black and yellow “Register” button near the top of the Summary page.
(Note: Some events only have the large black and yellow button on the Summary page)

Filling out the registration form:

6. After clicking the “Register” button, you will be taken to the start of the registration process.
7. Enter the student's name and email (email must be unique for each student).
 - a. Check "I am registering on behalf of this person" if you are not the student. Enter your contact information to receive a copy of the confirmation email.
8. Fill out the Registration Information section
 - a. Company Name (or "Individual" if you are not with a company)
 - b. Mailing address
 - c. Billing information (check the box if it's the same).
9. Select your program type (if asked)
10. Select your student type (ie Operator, Trainer, New, or Refresher)
11. Select forklift type (if asked)
12. Trainer students must agree to Terms & Conditions for using our trainer program.
13. Confirm information and either click 1) "Add Person" to add more students or 2) "Finished Adding People" to proceed.
14. When you are done adding students, you will be taken to the Payment page
15. Select payment type (enter Credit Card or PO number if prompted).
16. A social media popup to share this event on Facebook, LinkedIn, or Twitter will come up. We appreciate all shares and likes! (hit "close" to ignore)
17. Next will be a confirmation screen where you can modify the registration, add more people, cancel the registration and view the student schedule.
18. A confirmation email will be emailed to the student (and a copy to whoever registered on behalf of them). Please keep the email as it contains:
 - a. The student's confirmation number which is needed to edit registration
 - b. Class Information
 - c. A link to the class details webpage (where you registered from)
 - d. Payment summary