


Step 1.) Head to <https://crowdmanagers.com>

Step 2.) Select the green “Multiple Purchase” option

Multiple Purchase: Select this to purchase multiple registrations for your entire organization, including yourself and others.






Step 3.) Enter a number for how many users in your organization that will be taking the course. This number must be at least 2. Once complete press “Proceed to Checkout.”


Enable Group Purchase




Proceed to Checkout


Step 4.) Fill out the information in the Checkout screen

Credit Card (Stripe)     

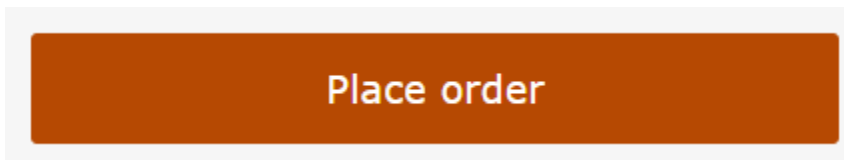


Pay with your credit card via Stripe.

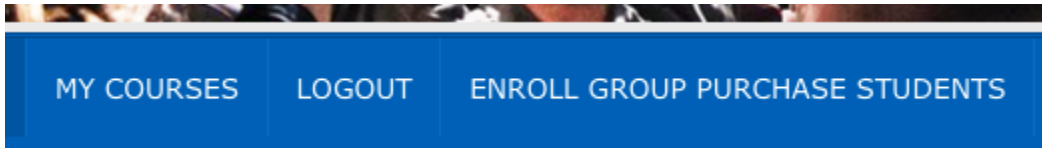
Card Number *
 

Expiry Date * Card Code (CVC) * 

Step 5.) Enter in your credit card details then press “Place Order.”



Step 6.) After placing your order, click the Enroll Group Purchase Students tab, or the link you received in email to start enrolling your students.



Step 6.) Select the group that you created to edit the enrolled users.

Select Group:

Step 7.) You can choose to enroll a single student at a time or you can choose to enroll multiple users by uploading a CSV.



Step 8.) If you are enrolling multiple users please download the sample CSV to guide how you create your CSV. Be sure that all the email addresses listed in the CSV are in lowercase letters

[Download Sample CSV](#)

Step 9.) Once you are complete select upload or enroll users to complete enrolling users.



Step 10.) Once you have enrolled a user, they will receive an email with access instructions and you can track their progress on the report by selecting View Progress

