

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.) Make sure to check the box next to “Enable Group Purchase”






Step 4.) 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

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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 *
1234 1234 1234 1234 

Expiry Date *
MM / YY

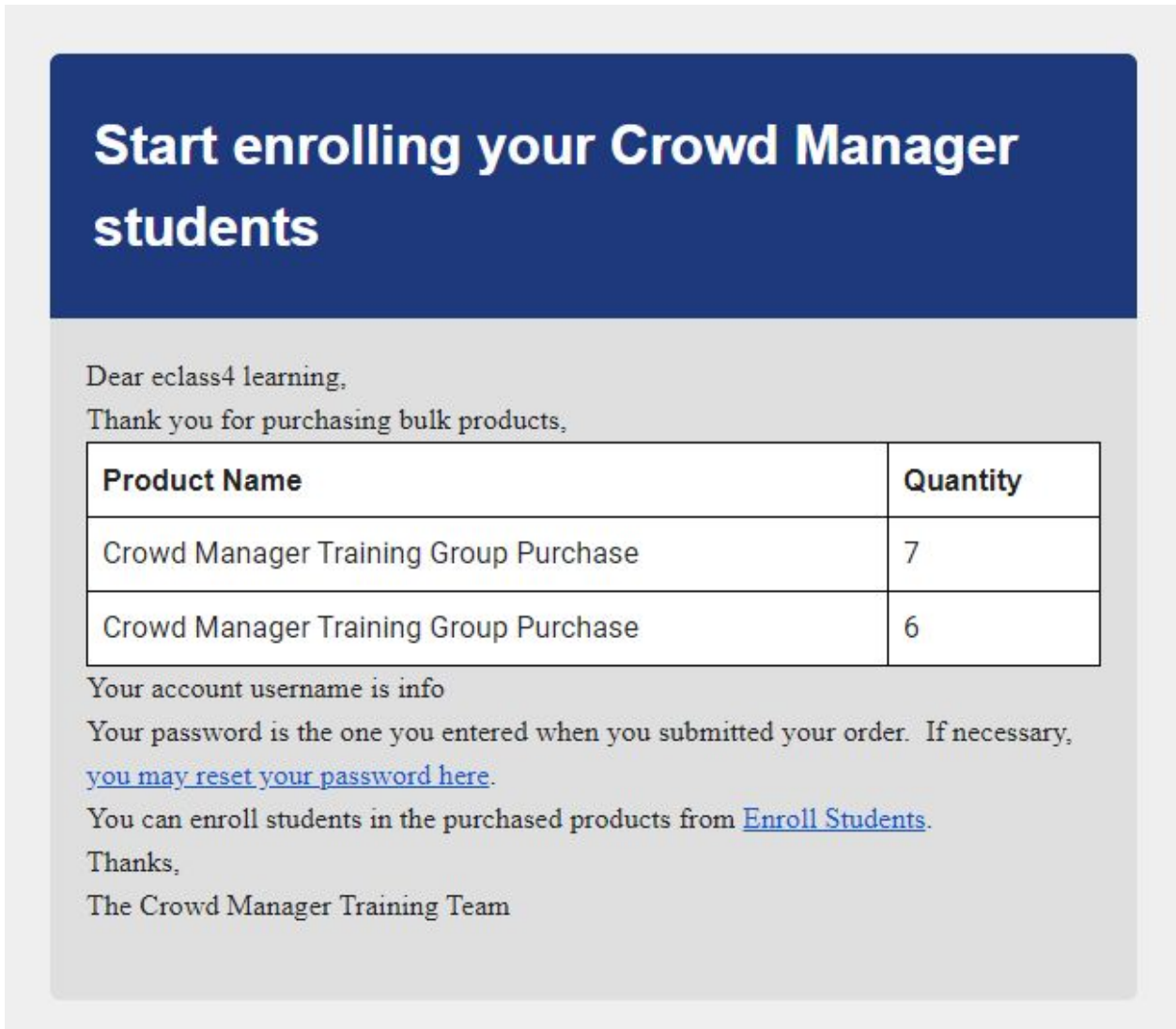
Card Code (CVC) *
CVC 

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



Step 6.) Click the link in the email sent to start enrolling your students.

****Important: use only lower case letters in the email addresses****



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.

Enroll User

Enroll Multiple Users

Step 8.) If you are enrolling multiple users please download the sample CSV to guide how you create your CSV.

[Download Sample CSV](#)

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

 Upload

Enroll User

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

[View Progress](#)