



## Purchasing courses

### Individual course purchases online

The preferred method for certifying coaches is for individual coaches to purchase their own course through the Web site using a personal credit card. It's the preferred method because it's the easiest method for league administrators. As a league administrator, all you need to do is direct your coaches to visit the PONY Coaching Education Center Web site at [www.PONYcoaching.org](http://www.PONYcoaching.org), click on the "Coaches" tab, complete the short site registration, and follow the simple directions for purchasing the course. The cost of the course is only \$19.95.



### Bulk course purchases online

If you prefer, your league has the option to purchase and distribute courses to your coaches. Please remember that bulk purchases through the Web site are with a credit card only. To purchase orders in quantity, follow these steps:

1. Visit [www.PONYcoaching.org](http://www.PONYcoaching.org);
2. Click on the "Administrators" tab;
3. If you have already registered with the site, sign in using the e-mail address and password you created;
4. If you have not registered with the site, click "Register" and complete the simple site-registration process;
5. Select "[Click here](#) to purchase courses in bulk";
6. This screen is defaulted to "Bulk Course Purchases";
7. Enter the desired quantities for the appropriate course(s);
8. Click "Add to Cart";
9. Proceed through the shopping cart;
10. On the order confirmation page, click the "Assign courses" text link (if you plan to distribute the courses to your coaches right away. If so, this link takes you to step 6 in the instructions under "Distributing courses to coaches" area below.)

### Individual or bulk course purchases offline

If you prefer to make your individual or bulk course purchase offline, please call ASEP at 800-747-5698, ext. 2980.

## Distributing courses to coaches

After you've placed your bulk order, you will need to distribute the courses to your coaches. When it's time for you to distribute the courses, you will need to have your coach roster handy, as you will be required to enter the e-mail address of each of your coaches. Follow these steps to distribute courses:

1. Visit [www.PONYcoaching.org](http://www.PONYcoaching.org);
2. Click on the "Administrators" tab;
3. Select "[Click here](#) to assign courses to coaches";
4. If you have already registered with the site, sign in using the e-mail address and password you created;
5. If you have not registered with the site, click "Register" and complete the simple site-registration process;
6. Select "Assign Courses" tab;
7. Enter a coach's e-mail address and click "Assign" button;
8. The coach will automatically be sent an e-mail announcing the availability of the course;
9. Enter the next coach's e-mail address, and repeat the process until all courses have been assigned.

## Verifying coaches' certifications

As an administrator, you have the ability to verify your coaches' certifications through the online coaches' registry found in the Administrator area of the Web site. To verify coaches' certifications, follow these simple steps:

1. Visit [www.PONYCoaching.org](http://www.PONYCoaching.org);
2. Click on the "Administrators" tab;
3. If you have already created an account with the site, sign in using the e-mail address and password you created;
4. If you have not created an account, click "Create an account" and complete the simple site-registration process;
5. To search for an individual coach, enter the coach's name in the field and click the "Search" button;
6. To run a comprehensive report of all coaches, click on "[Click here to access the Coaches Report.](#)" You can export the report to a spreadsheet that you can sort by state, city, and league.

## Contact Information

### Ordering

Order courses online at [www.PONYcoaching.org](http://www.PONYcoaching.org). Order courses via phone by calling ASEP at 800-747-5698.

### Implementation

Questions regarding how to implement the program in your organization? Call Jennifer Mulcahey, ASEP sales consultant, at 800-747-5698, ext. 2304 or e-mail [JenniferM@hkusa.com](mailto:JenniferM@hkusa.com).

### Support

If you're experiencing difficulties related to purchasing or distributing online courses, call ASEP Program Services at 800-747-5698 or e-mail [Support@ASEP.com](mailto:Support@ASEP.com).