Training Registration
Quick Start Guide

Registration Procedure	Registration Procedure (continued)

**1** IMPORTANT: If you do not have a myBarco account, click on **New to myBarco** at the top right of the page and register. You will receive a return email with steps to create your password and activate your account.
<u>Note</u>: It will take 3 hours for your account to synchronize for a "guest" status on the site and can take up to 24 hours for your specific "Market Segment" site request to be approved.
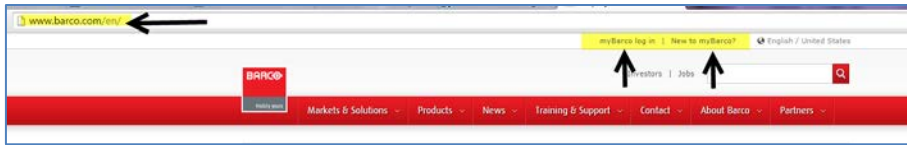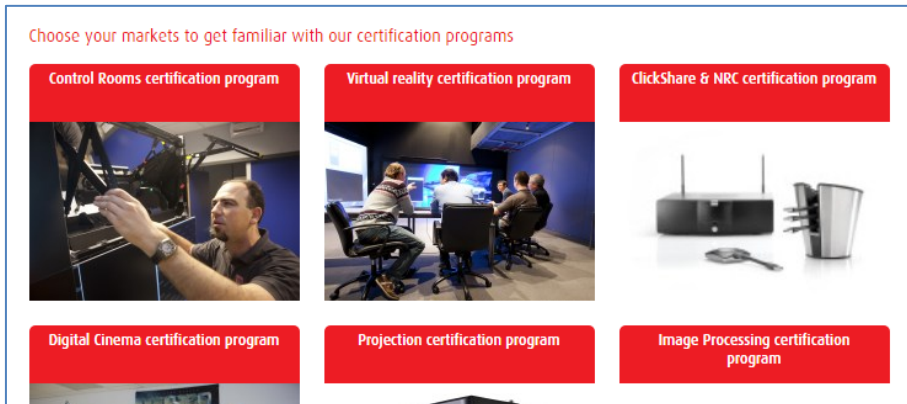

2 Log onto www.barco.com. Click **Training & Support** > **Training**, to display the training and certification program's page.
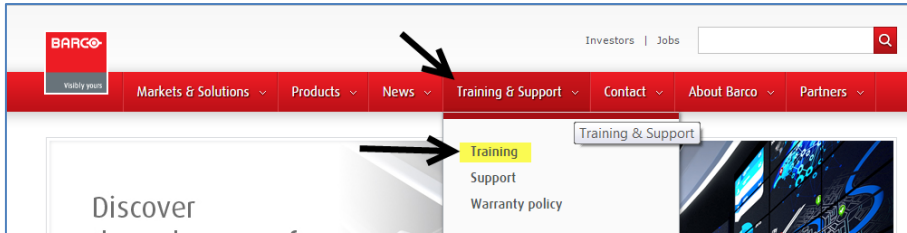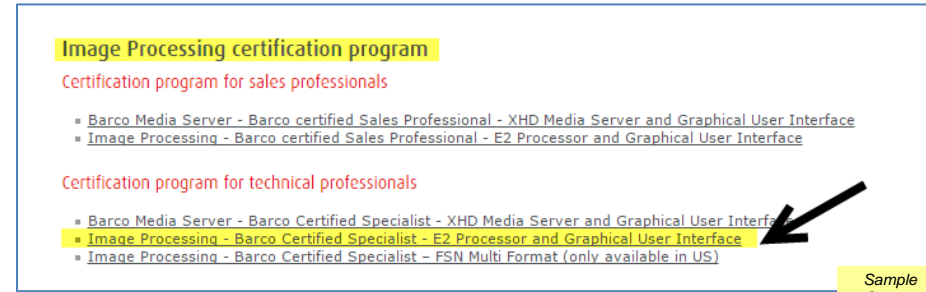

3 Scroll down to choose your market for certification training.
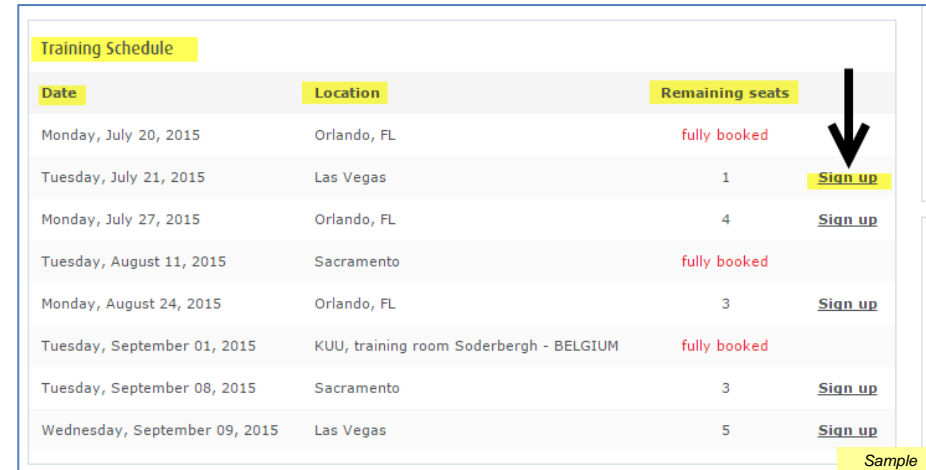

4 Choose a training course.

Sample Screen

5 When the course description page appears, scroll down to the bottom to view the Training Schedule. Click on the **Sign up** link to be taken to MyLearning.

Training Schedule

Date	Location	Remaining seats	
Monday, July 20, 2015	Orlando, FL	fully booked	
Tuesday, July 21, 2015	Las Vegas	1	Sign up
Monday, July 27, 2015	Orlando, FL	4	Sign up
Tuesday, August 11, 2015	Sacramento	fully booked	
Monday, August 24, 2015	Orlando, FL	3	Sign up
Tuesday, September 01, 2015	KUU, training room Soderbergh - BELGIUM	fully booked	
Tuesday, September 08, 2015	Sacramento	3	Sign up
Wednesday, September 09, 2015	Las Vegas	5	Sign up

Sample Screen

6 You will be taken to the Items Details on MyLearning. Click on **Register Now.**

Image Processing - Barco Certified Specialist - E2 Processor and Graphical User Interface

| Overview | Item Details |

This certification training course introduces a AV Professional to the E2 processing system and its control software, the Show Master GUI Software.
It also covers common use cases for such a system.
Topics Specifically include:
- Technical overview of the Processors layout including processing capabilities
- Technical overview of the Processor parts including how to more

16 HRS LENGTH

CERT TS1018C
(rev.1 26/Jun/2014)

👤 Instructor-led Course

✉ Questions? Contact
training.barco@barco.com

View 2 subject areas, more »

Assign to Me >   You may also: Register Now >   Recommend >

Sample Screen

7 Locate the date and location of course and click on **Add to Cart.**

Day(s)	Start ▲	End	Location	Available Seats	Price	Action
2	20/Jul/2015 09:00 AM US/Eastern	21/Jul/2015 05:00 PM US/Eastern	Evolve Media Group - Orlando, FL	0	1,200.00 (USD)	View Details / Add to Cart
2	21/Jul/2015 09:00 AM PST	22/Jul/2015 05:00 PM PST	Video Equipment Rentals - Las Vegas	1	1,200.00 (USD)	View Details / Add to Cart
2	27/Jul/2015 09:00 AM US/Eastern	28/Jul/2015 05:00 PM US/Eastern	Evolve Media Group - Orlando, FL	4	1,200.00 (USD)	View Details / Add to Cart
2	11/Aug/2015 09:00 AM PST	12/Aug/2015 05:00 PM PST	Sacramento - Sacramento	-1	1,200.00 (USD)	View Details / Add to Cart

Sample Screen

8 Verify again you have selected the correct course and click **Checkout.**

← Back

Shopping Cart

When you have finished updating the contents of your Shopping Cart, click Checkout to purchase. You may not update the quantity of scheduled offering registrations.

Title	Unit Price (USD)	Quantity	Total Price (USD)	Add to Learning Plan	Action
Image Processing - Barco Certified Specialist - E2 Processor and Graphical User Interface					
View Scheduled Offering Details 21/Jul/2015 9:00 AM PST Video Equipment Rentals	1,200.00	1	1,200.00	The item associated with the schedule will be added to the Learning Plan.	✕

Total Before Savings: 1,200.00
You Saved: 0.00
Payable: 1,200.00

Enter Coupon Code:
[   ] Apply

Checkout

Sample Screen

9 Select your Payment Method and click **Next.**

Checkout

Select Payment Method

Select Payment Method

Select a Payment Method and click **Next** to continue with the Checkout Process.

○ I would like to receive an invoice from Barco
⦿ Use a credit card

Return to Shopping Cart   Next

Sample Screen

10 Complete your Credit Card Information and click **Next.**

Checkout

Select Payment Method → Credit Card Information

Credit Card Information

Credit card transactions are handled by a third-party financial institution and their vendors, which receive the credit card number and other personal identifying information only to verify the credit card numbers and process transactions.

Enter Credit Card Information and click **Next** to continue with the Checkout Process.

* = Required Fields
* Name On Card: [   ]
* Card Type: [American Express ▾]
* Card Number: [   ]
* Expiration Month: [Jan ▾]
* Expiration Year: [2015 ▾]
* Security Code: [   ] What is a security code?

Return to Payment Method Selection   Next

Sample Screen

11 If you paid via credit card, you will receive a payment CONFIRMATION, DIRECTIONS & INFORMATION ON LOCAL HOTELS emailed directly from the Training Coordinator.

If you choose the "to be invoiced" option, you will receive a REGISTRATION & PAYMENT email directly from the Training Coordinator that will have a credit card authorization form you will need to fill out and return. NOTE: you can only be invoiced if you are a current Business Partner and are already set up in our accounting system.
Once your payment form has been returned, you will receive a payment CONFIRMATION, DIRECTIONS & INFORMATION ON LOCAL HOTELS email.