**Voucher Purchase Process**

For individuals/clubs/groups who wish to purchase a number of places it would be better for one person to create an [Athletics Hub](https://www.athleticshub.co.uk/public/register) account and request codes for courses that way.

**Step 1**: On left hand side of the screen select VOUCHERS and then COURSE VOUCHER

**Step 2**: Select Northern Ireland as the organisation and then in the drop down menu select the relevant course and input how many vouchers you would like to purchase.

**Step 3:** Then go to your shopping basket and select proceed to check out.

**Step 4:** Here you will get the option to pay either by card or by invoice (see image below)

**Paying by card** – You will receive voucher codes immediately. These can then be distributed along with the booking link to the individual who will be completing the course.

**Paying by invoice** – see image below. It is at this stage that individuals should put in the details of who should receive the invoice (club treasurer etc).

When checkout is complete the codes will be released by the Coach Education Administrator. These can then be distributed along with the booking link to the individual who will be completing the course.

