

Accessing Online Training Courses with a Training Code

1. Open your web browser and go to: www.nspf.org.
2. Click the Log In button and create an account. If you already have an existing account, please log in using your email address and password you created. If you have forgotten your password, click the link to request new password.

E-mail or username *

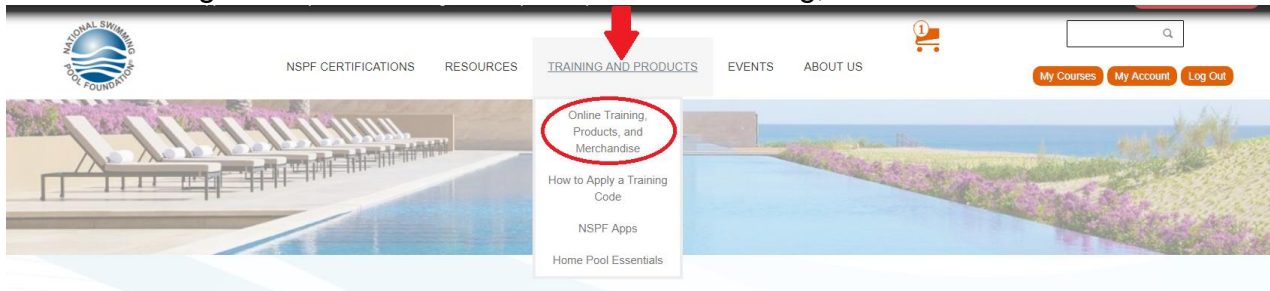
Password *

[Create new account](#)

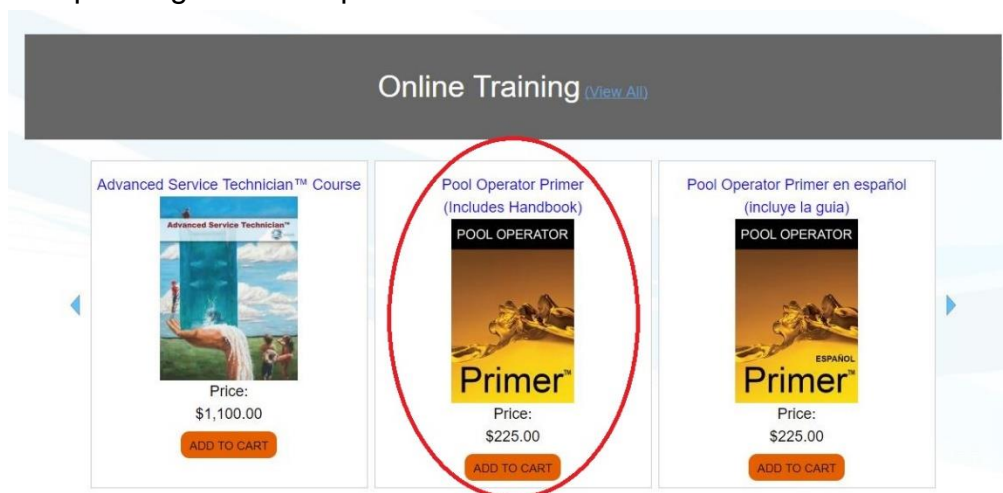
[Request new password](#)

LOG IN

3. Once you have successfully created your account and logged in, hover over Training and Products and click on Online Training, Products and Merchandise.



4. Add to cart the Pool Operator Primer (Includes Handbook), or appropriate course corresponding with code provided:



5. Once course has been added, click on your shopping cart and proceed to checkout:

Shopping cart

Product	Price	Quantity	Remove	Total
Pool Operator Primer (Includes Handbook)	\$225.00	<input type="text" value="1"/>	REMOVE	\$225.00
				Total: \$225.00

[CONTINUE SHOPPING](#) [UPDATE CART](#) [CHECKOUT](#)

6. Enter your code in the Coupon Code field and select the *Add Coupon* button.

Checkout

Product	Price	Quantity	Total
Pool Operator Primer (Includes Handbook)	\$225.00	1	\$225.00
Order total			\$225.00

Coupon Code

Enter your coupon code here.

[ADD COUPON](#)

7. Your balance should read \$0.00

Checkout

Product	Price	Quantity	Total
Pool Operator Primer (Includes Handbook)	\$0.00	1	\$0.00

Subtotal \$225.00
Pool Operator Primer (Includes Handbook) Discount Code -\$225.00
Order total \$0.00

Coupon code applied.

Coupon Code

Enter your coupon code here.

[ADD COUPON](#)

Code	Value
DC12BC17443	• 100.00% off Pool Operator Primer (Includes Handbook) Remove

8. Continue with checkout by following the steps to add your billing and shipping information and clicking Continue to the Next Step.

To access your online course, click on the *My Courses* button at the top of the page.



If you need any further assistance or have any questions, please call NSPF Customer Service at 719.540.9119 or email service@nspf.org.