

SPONSOR A GROUP OF LEARNERS

Your company pays for training places for a group (ESD).

BEFORE YOU START

HAVE THESE READY (ABOUT 20 MINUTES)

- ✓ Your company's details for the invoice.
- ✓ The municipality the learners are in.
- ✓ Their names and cellphones (later is fine).

STEP BY STEP

9 STEPS

Step 1 of 9

Screen: Declined a deal that was almost there? Send it to us.

How to get there: Funders & ESD at the top.

What you see: "Sponsor a group".

Tap: Sponsor a group

What happens next: Buy training places opens.

If something goes wrong: If it still does not work, tap "WhatsApp us" at the bottom of the guide and tell us what you see.

Step 2 of 9 Screen: Buy training places

How to get there: From Sponsor a group.

What you see: The course, the municipality and how many places.

Tap: Show the price

Type: 10 places on Business Planning in Polokwane.

What happens next: The price. 10 or more places include a Standard Account for each learner.

If something goes wrong: If it still does not work, tap "WhatsApp us" at the bottom of the guide and tell us what you see.

Step 3 of 9 Screen: Buy training places

How to get there: The same page.

What you see: The price for your places.

Tap: Hold these places and pay

What happens next: The places are held for you.

If something goes wrong: If it still does not work, tap "WhatsApp us" at the bottom of the guide and tell us what you see.

Step 4 of 9 Screen: Pay for your places

How to get there: From the hold.

What you see: What you pay for.

Tap: Continue to PayFast

What happens next: PayFast opens.

If something goes wrong: If PayFast says no, nothing is charged. Try again, or pay by EFT and WhatsApp us the reference. If the page says payments cannot be taken right now, nothing is wrong on your side: WhatsApp us.

Step 5 of 9 Screen: Thank you

How to get there: PayFast brings you back.

What you see: We are confirming your payment.

Tap: Go to my home

What happens next: Your places are paid. You get a tax invoice.

If something goes wrong: If it still does not work, tap "WhatsApp us" at the bottom of the guide and tell us what you see.

Step 6 of 9 Screen: Your training places

How to get there: My home.

What you see: Places paid and names added.

Tap: Add names

What happens next: Add your learners opens.

If something goes wrong: If it still does not work, tap "WhatsApp us" at the bottom of the guide and tell us what you see.

Step 7 of 9 Screen: Add your learners

How to get there: From Add names.

WORDS EXPLAINED

Facilitated week

The same course over five days, with a trainer and other business owners.

Tax invoice

The paper that shows what you paid and the VAT in it. Every payment gets one.

ESD

Enterprise and supplier development: a company helping small suppliers grow.