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

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9 STEPS

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1 **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 "Talk to a person" on the Help page and tell us what you see.

2 **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 Standard for each learner.

If something goes wrong: If it still does not work, tap "Talk to a person" on the Help page and tell us what you see.

3 **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 "Talk to a person" on the Help page and tell us what you see.

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4 **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 send us the reference through "Talk to a person". If the page says payments cannot be taken right now, nothing is wrong on your side: talk to a person at RMK.

5 **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 "Talk to a person" on the Help page and tell us what you see.

6 **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 "Talk to a person" on the Help page and tell us what you see.

7 **Step 7 of 9** **Screen: Add your learners**

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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.

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