



FIG 2 Academy Payment Guide 2021

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Payment and Fee information

GYMSPORT	COURSE PACKAGE	FEE	GST	TOTAL
ALL	Course ONLY	\$1750	\$175	\$1925
MAG/WAG	Residential program accommodation & meals package	\$500	\$50	\$550

Payment Dates

Please note: these payments MUST be made by their due dates. If you do not pay the deposit instalment within five days of applying for the course, your spot will no longer be guaranteed, and you may lose your spot in the course.

Course Fee

The four course fee instalments apply to all candidates.

- **25% deposit/instalment 1** - \$481.25 due within 5 business days of submitting application.
- **Instalment 2** - \$481.25 due 11 July 2021.
- **Instalment 3** - \$481.25 due 5 September 2021.
- **Instalment 4** - \$481.25 due 31 October 2021.

MAG & WAG Residential Program Package

This payment applies ONLY to MAG and WAG coaches who have chosen to stay at the AIS. This payment covers the food and accommodation at the AIS.

- **MAG & WAG accommodation & meals package** - \$550 due 30 September 2021.


Instalment 1/Deposit Early Bird Discount Coupon

If you pay Instalment 1 prior to 31st May 2021 you will receive a 20% discount off Instalment 1. If you would like to take advantage of this discount, make sure to input **FIG22021EARLYBIRD** into the Payment page **before** clicking Process Payment. This code will only work for GA - FIG 2 Academy – Deposit.

If you are a Club Admin paying the instalments for a coach at your club, you can only use this coupon for payments made using the [Paying FIG Academy fees for one coach from your Club method](#).

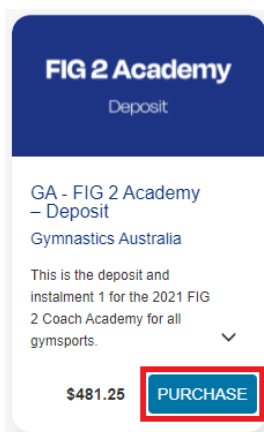
Paying the Deposit and Four Instalments (ALL Participants)

All coaches who attend the FIG 2 Academy 2021 will need to pay these four instalments by their respective due dates.

1. Login to Gymnastics Online at gymnastics.org.au, then click Courses in the blue menu bar to access Flex. If this is your first-time logging into Flex, you will need to accept the Terms and Conditions before proceeding.
2. Access the Training Library via the bookshelf icon  on the left-hand side menu bar.
3. Locate the FIG 2 Coach Academy Category and select **View Courses**.




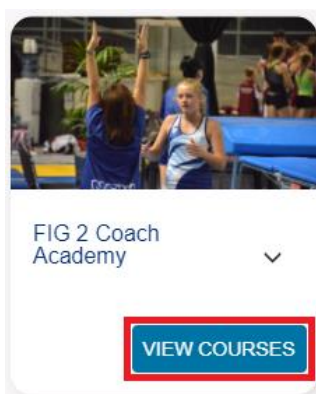
4. Select the instalment you wish to pay and click **Purchase**.



5. Enter your payment details and select **Process Payment**. Once the payment has been completed, you will receive an email with your receipt for the payment attached. If you do not receive an email with a receipt attached, please email helpdesk@etrainu.com and they will be able to provide you with the receipt.
6. You will need to repeat these steps with all four instalments, making sure they are paid before their due dates. If you do not pay the deposit instalment within five days of applying for the course, your spot will no longer be guaranteed, and you may lose your spot in the course.

Paying the MAG & WAG Accommodation/Meals package fee (MAG & WAG Residential Candidates ONLY)

1. If you are MAG or WAG FIG 2 Academy candidate who has chosen to stay onsite at the AIS for the duration of the practical course, you will need to make an additional payment for the MAG/WAG Residential program.
2. Login to Gymnastics Online at gymnastics.org.au, then click Courses in the blue menu bar to access Flex. If this is your first-time logging into Flex, you will need to accept the Terms and Conditions before proceeding.
3. Access the Training Library via the bookshelf icon  on the left-hand side menu bar.
4. Locate the **FIG 2 Coach Academy Category** and select **View Courses**.



5. Locate **GA – FIG 2 Academy – MAG/WAG Residential Program** and click **Purchase**.



6. Enter your payment details and select **Process Payment**. Once the payment has been completed, you will receive an email with your receipt for the payment attached. If you do not receive an email with a receipt attached, please email helpdesk@etrainu.com and they will be able to provide you with the receipt.

Making FIG Academy Payments using a Club Admin Flex account

If you are a Club Administrator using your Club Flex account to make payments for one of your coaches, use this section of the guide.

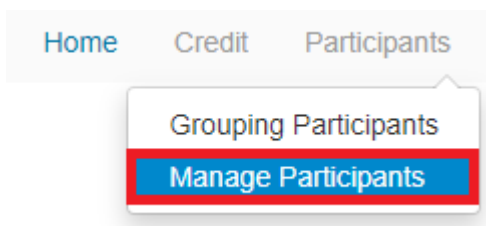
1. Login to Gymnastics Online at gymnastics.org.au, then click Courses in the blue menu bar to access Flex. If this is your first-time logging into Flex, you will need to accept the Terms and Conditions before proceeding.


- You will need to make sure you are logged into the **Sub-Organisation** level of the LMS. You can do this from the Home page by the blue icon next to Sub-Organisation.



Paying FIG Academy fees for one coach from your Club

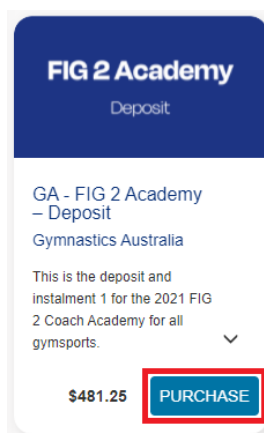
- Once you have logged into your Sub-Organisation level account, click **Participants** then select **Manage Participants**.



- On the Manage Users page, search for the coach using their full name. Once you have located their account in the results, click the **Send Keys** icon .
- Locate the **FIG 2 Coach Academy Category** and select **View Courses**.



- Select the instalment you wish to pay and click **Purchase**.

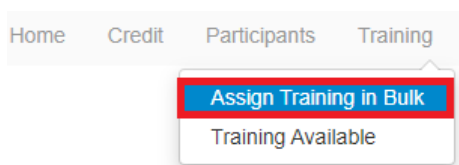


- Enter your payment details and select **Process Payment**. You will receive an email with the receipt for your payment the Sunday after the payment is made. If you have not received an email with the payment by the next Monday, please email helpdesk@etrainu.com
- If you are paying all instalments for the coach, repeat the above steps for each instalment.

Paying FIG Academy fees for multiple coaches from your Club.

Please note: this will only work if you are paying for the same instalment for multiple coaches (ie, you wish to pay Instalment 3 for two or more coaches registered to your club).

1. Once you have logged into your Sub-Organisation level account, click **Training** then select **Assign Training in Bulk**.



1. Locate the **FIG 2 Coach Academy Category** and select **View Courses**.



2. Select the instalment you wish to pay and click **Assign**.



2. A window will now pop-up with all members registered to your club. Locate the coaches you wish to pay the instalment for and make sure the check box next to their name is selected.
3. Enter your payment details and select **Process Payment**. You will receive an email with the receipt for your payment the Sunday after the payment is made. If you have not received an email with the payment by the next Monday, please email helpdesk@etrainu.com