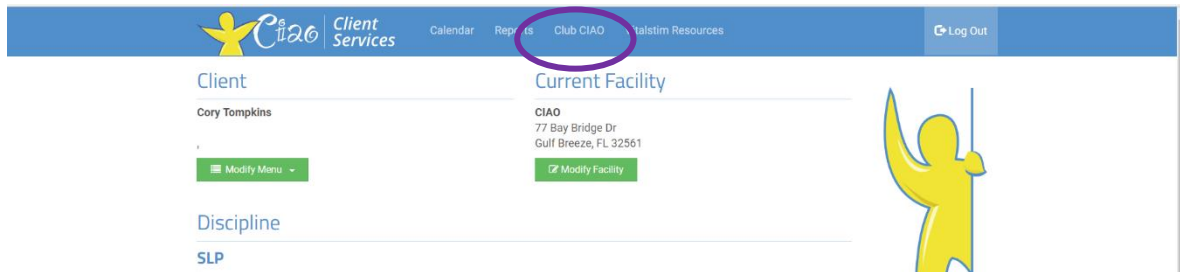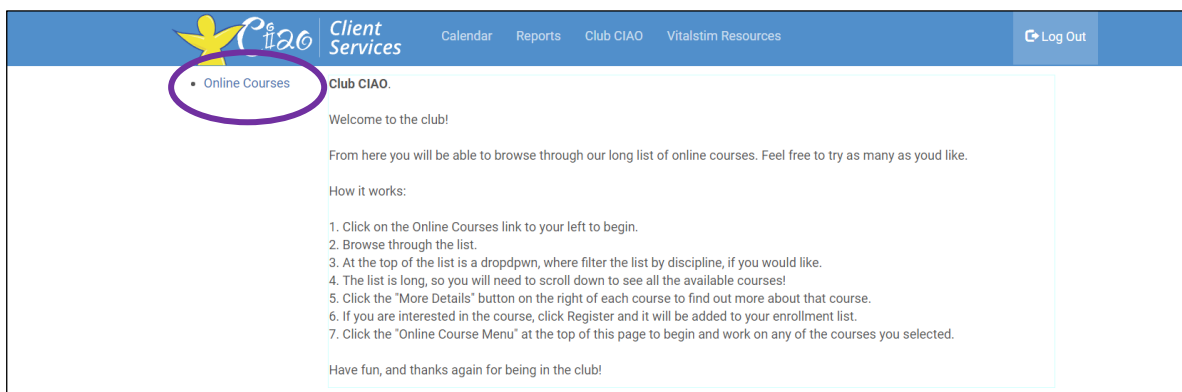# CLUB CIAO Tutorial
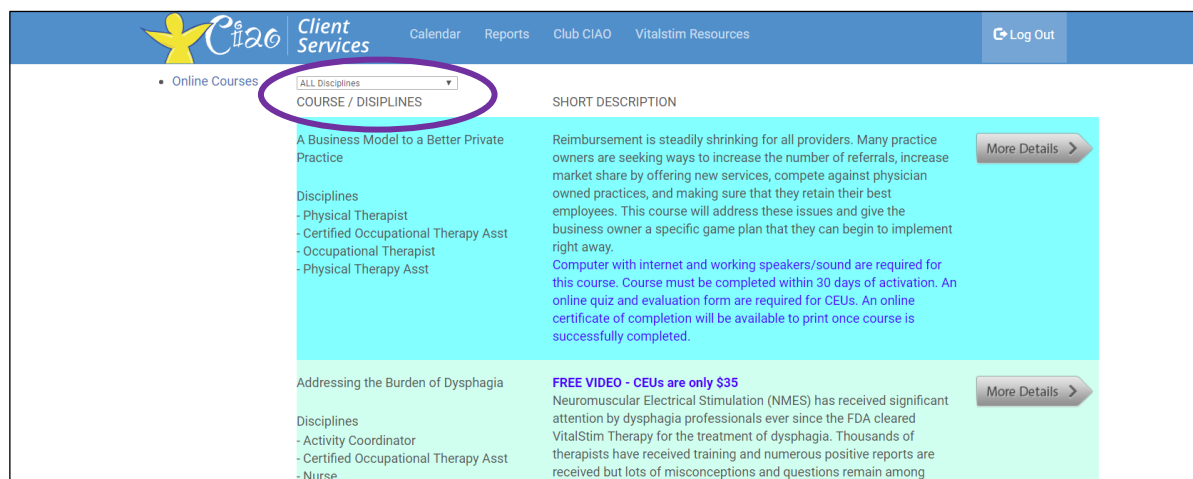
1. Go to: www.ciaoseminars.com to LOGIN
2. Enter your email and password
   *Use **ciaotemp** for the password if you have not created a password yet*

3. Once you are logged in click the **CLUB CIAO** link in the top blue bar.

4. Click the Online Courses Link to browse through the list of available Club CIAO courses

5. At the top of the list is a drop down, where you can filter the list by discipline. The list is long, so you will need to scroll down to see all the available courses!

Adding Courses to your list:
- Click **More Details** to the right of each course to find out more about that course.
- If you are interested in the course, click **Register** and it will be added to your enrollment list.
    - You will see a note saying: *Your Enrollment Has Been Successfully Completed*
- *Ready To begin the course?*
    - Click on **Client Services** in the top blue bar and follow the instructions below for **Activating Courses**.
- *Want to add another course to your list?*
    - Click on the **Online Courses** link to the left again.
- Courses added to your enrollment list will remain available for 6 months.
- Once a course is **Activated** it will be open for 30 days to complete.
- You can add courses to your list whenever you like during your membership.

Activating Courses:
- Click the **Client Services** link in the top blue bar
- Click on the course title you would like to activate (make sure pop-ups are enabled)
    - Agree to the terms
    - Activated courses remain open for 30 days to complete

Stopping and starting courses:
- You may log in anytime during your membership to start a course or resume a course that has already been started.
- Courses are not technically complete until you have passed the test and submitted the online evaluation form.
- Courses not complete at the end of your Club CIAO Membership will no longer be available to complete.

Questions? email mail@ciaoseminars.com or call us at 850-916-8886 (toll free 888-909-2426).

Have fun, and thanks for being in the club!