

How to Use an Instructor Comp Class Credit and Take an Additional Class that is Paid For

When using an Instructor Comp Class Credit and paying for a class, each enrollment must be processed to completion separately.

1. Select your 1st class from the Class Calendar, <https://gkcdtc.org/training/calendar/>
2. Log in to your Client Record in DogBizPro
3. Select the dog being registered

When you have an Instructor Comp Class Credit on your Client Record, you will see the message “Would you like to use your credit? Yes No”

Click Continue

4. The class will show up in your cart and the Total Due will be \$0.00
5. **Do Not** Click “Add Additional Registration”
Click “Proceed With Registration”
6. The Waiver screen is next. Click “I Agree” then “Agree & Proceed”
7. The final screen appears and the Total due should be \$0.00. Click “Complete Registration”. You will receive a message, “Thank you! Your registration has been received.”

Note that you are still logged in to your Client Record in DogBizPro

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8. To select your 2nd class, click the “Classes” link and select the next class. This is the one you will pay for.
 9. Select the dog being registered

If you have more than one Instructor Comp Class Credit on your Client Record, the message displayed is “Would you like to use your credit? Yes No”

Click **No** to change the answer to not using the credit (see the NOTE below).

Click Continue and go through the remaining screens, waiver, etc.

10. The class will show up in your cart. The Sub-Total should be \$120, less Discount of - \$40, Total of \$80 to be paid. *See Step 12*

Click "Proceed With Registration"

11. The final screen gives you a link "Pay with PayPal" Click that one, make your payment and you are done!
12. If the total due is not \$80, STOP. Click the ✕ to remove the class from your cart.

Either Logout of DogBizPro (upper right corner) and try again, going through Steps 8-11 > OR< Logout and email enrollment@gkcdtc.org letting the Training Secretary know which class you want to take at the Member price of \$80. The Training Secretary can process the enrollment and send an Invoice by email that will allow you to pay by PayPal.

NOTE – Per the Standing Rules, an instructor may train one dog in the session or carry over the comp class for one year. Any additional class is paid for at the member class price. Any exception must be approved by the Training Committee and the Board of Directors.