



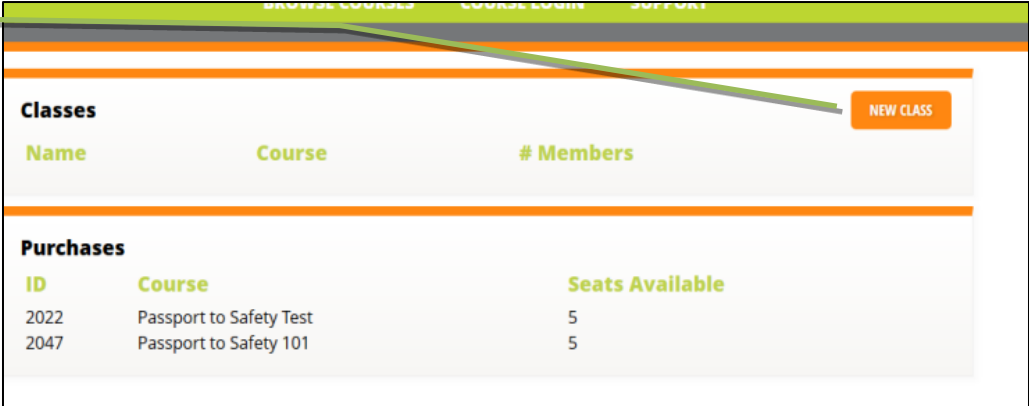

How to Create Quick Register Codes

1. Login to your account.



2. To create Quick Register codes for a new class, click 'New Class'.

You can also create new Quick Register codes within an existing class.

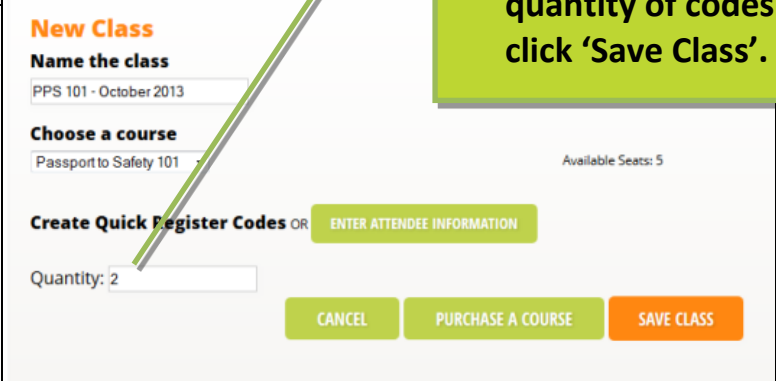


3. Create a class name and select a course.

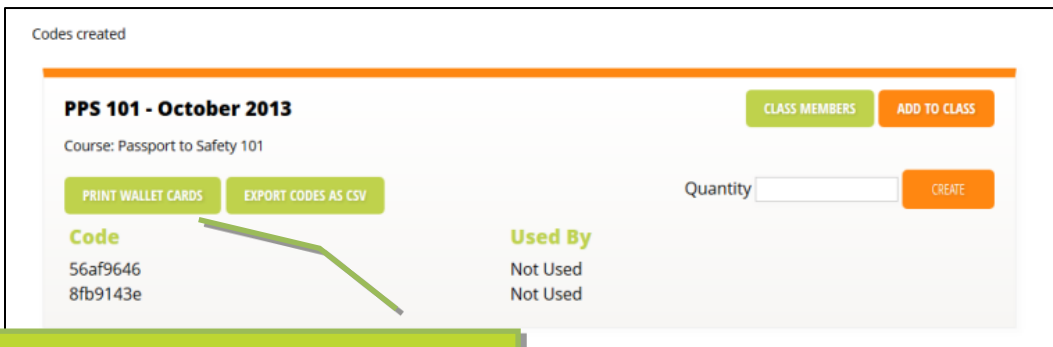
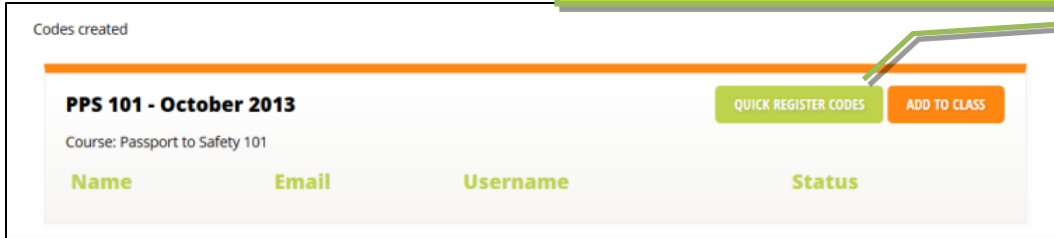
Click 'Create Quick Register Codes'.



4. On the next screen, enter the quantity of codes you want and click 'Save Class'.



5. On the next screen, you will see a 'Codes created' message. To view the codes, click on "Quick Register Codes".



6. To print the Quick Register codes on cards to distribute to your students/ employees, click 'Print Wallet Cards'.

You may also export the codes into an Excel csv file.

Once a Student/Employee registers to the course using the Quick Registration Code assigned to them, their name will appear under the Class name.



Printable wallet cards

Need Assistance?
Just contact the Parachute Support Desk at:
eMail: passporttosafety@parachutecanada.org
Toll-Free Tel: 1-866-767-0073
Hours of Operation: Monday – Friday, 9am - 5pm EST

