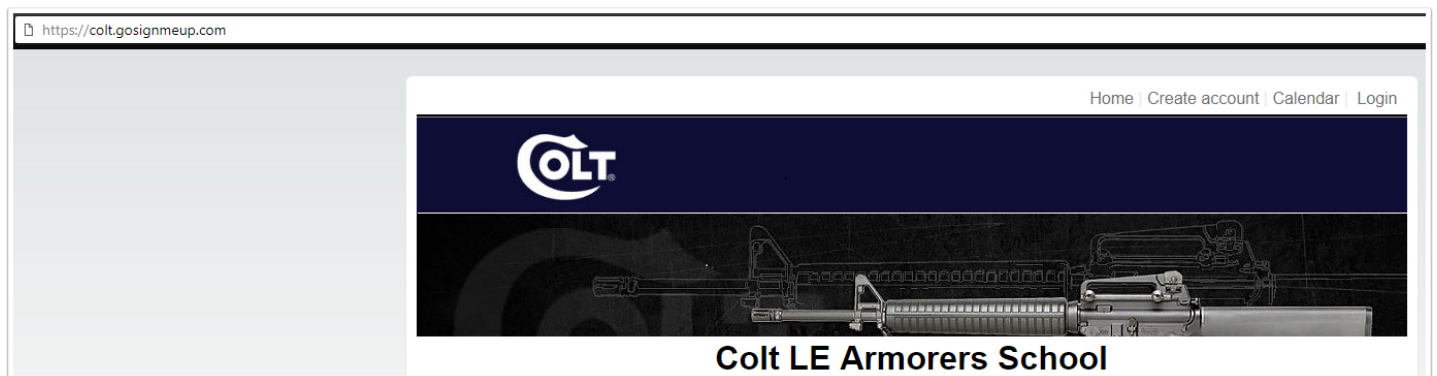


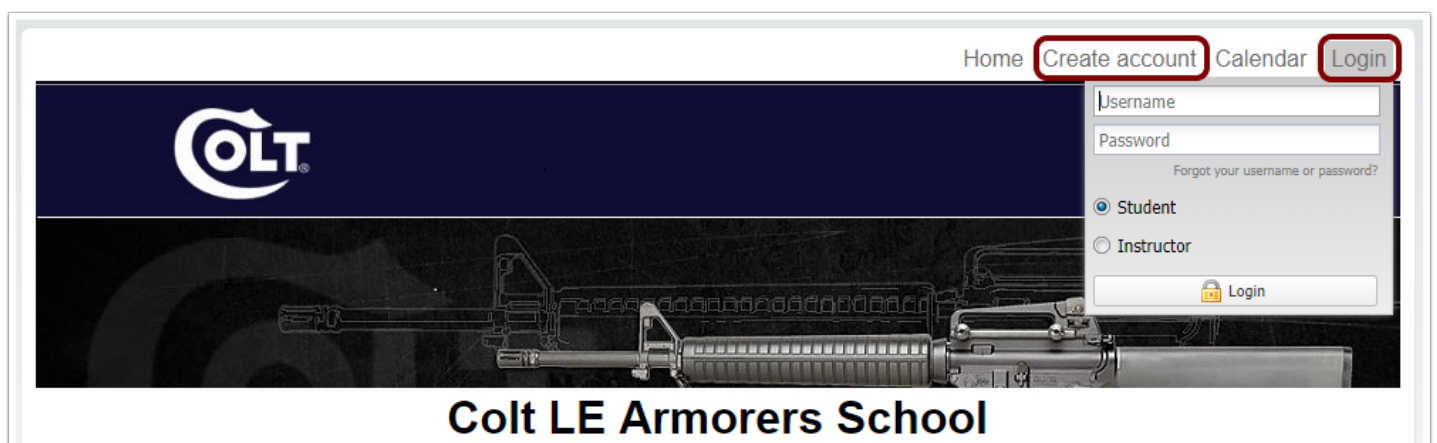
How Do I Register for a Colt LE Armorers School Course

This lesson will show you how to use our registration software. You may wish to open another window at the registration site so that you can complete the steps as you read them.

1) Make sure you are on our registration site at:
<https://colt.gosignmeup.com>



2) The first thing you will want to do is create an account, or login if you already have one.



3) On the create account page, please fill in all required information. Click on "Agree and Create Account" to proceed.

Welcome Visitor

User Registration

Please enter information required.

Student Information

First Name *

Last Name *

Username *

Password *

Confirm Password *

E-mail Address *

Confirm E-mail Address *

Phone Number *

Demographic

Address *

City *

State *

Zip *

Are you a US Citizen? *

Select only from the list

Agency Information

Agency Name *

Agency City, State *

Training Coordinator Name *

Training Coordinator Phone *

Cancellation Policy

Course Cancellation Policy

1. Colt Cancellation Policy: Colt reserves the right to cancel the course at any time for any reason. In the event Colt cancels the course, student registration fees will be refunded to the payment method used at the time of registration, or applied to an alternate course subject to availability.

2. Student Cancellation Policy: Students may cancel their registration any time prior to the course. If students cancel more than 30 days prior to the class, 100% of their tuition is refundable. If a student cancels their registration within 30 days of the course, 50% of course tuition is non-refundable, the remaining registration fee will be refunded to the payment method used at the time of registration.

3. Students that fail to withdraw from a course prior to the start, and do not show up to complete the course will forfeit 100% of their tuition for the course.

4. All students must register with Colt including host agency students. Students are not authorized in the course if they have not registered with Colt in advance. Walk-ins are not allowed under any circumstances.

5. Colt Law Enforcement Armorers courses are restricted to active Law Enforcement, Corrections, US Military and Nuclear Security only. Students are expected to bring evidence of the applicable credentials to the course.

[COLT'S MANUFACTURING COMPANY LLC TERMS AND CONDITIONS OF SALE](#)

[COLT'S MANUFACTURING COMPANY LLC TERMS AND CONDITIONS OF PURCHASE](#)

Do you agree to the terms and conditions of our [Cancellation Policy](#)?

Agree and Create account

You must agree to our Registration Policy to continue.

4) On the home page, you can search for courses in different ways.

Courses limited to Active Law Enforcement, Corrections, Military, Nuclear Security Only.

Welcome Visitor

1 Search

Empty

Browse Courses

Show All

2

+ CLASS LOCATIONS

+ CLASS TYPE

Course#	Course name	Start date	Time	Location	Default sort
R-76557	<u>Colt M4/M16 Armorer's Course</u>	5/29/2018	8:00 AM	Natl Institutes of Health (NIH) - MT	Class full
R-76913	<u>Colt M4/M16 Armorer's Course</u>	6/6/2018	8:00 AM	Allentown Police Academy	Register
R-76555	<u>Colt M4/M16 Armorer's Course</u>	6/12/2018	8:00 AM	Cramerton PD	Register
R-76808	<u>Colt M4/M16 Armorer's Course</u>	6/19/2018	8:00 AM	Delta College Public Safety	Register
R-76564	<u>Colt M4/M16 Armorer's Course</u>	7/10/2018	8:00 AM	Scottsdale PD	Register
R-77138	<u>Colt M4/M16 Armorer's Course</u>	7/25/2018	8:00 AM	Meriden Police Department	Register
R-76747	<u>Colt M4/M16 Armorer's Course</u>	8/6/2018	8:00 AM	Ocean County Police Academy	Register
P-76746	<u>Colt 1911 Armorer's Course</u>	8/9/2018	8:00 AM	Ocean County Police Academy	Register
R-76819	<u>Colt M4/M16 Armorer's Course</u>	8/14/2018	8:00 AM	Palm Bay Police Dept Training Range, FL	Register

- 1) You can search for specific courses using the search bar.
- 2) You can search for courses by searching through the categories/locations on the left hand side.

5) Once you find the course you are looking for, you can add it straight to your cart by clicking on "Register". Or See more information by clicking on the Course Name.

Welcome Visitor

Browse Courses

From

Until

Show All

+ CLASS LOCATIONS

+ CLASS TYPE

Course#	Course name	Start date	Time	Location	Default sort
R-76557	<u>Colt M4/M16 Armorer's Course</u>	5/29/2018	8:00 AM	Natl Institutes of Health (NIH) - MT	Class full
R-76913	<u>Colt M4/M16 Armorer's Course</u>	6/6/2018	8:00 AM	Allentown Police Academy	Register
R-76555	<u>Colt M4/M16 Armorer's Course</u>	6/12/2018	8:00 AM	Cramerton PD	Register

6) Here is the courses information page. You can see more information about the course here.

The screenshot displays the course information page for 'R-76913 Colt M4/M16 Armorers Course'. The page is divided into several sections, each highlighted with a red border and a numbered callout:

- 1**: Top navigation bar with social media links and the course title.
- 2**: Course description text, including details about the course length, content, and graduation requirements.
- 3**: Contact information for Sgt. Kyle Pammer, including email and phone number, and a map showing the location of the Allentown Police Academy.
- 4**: Dates and Times section, showing the start date (6/6/2018) and session times (8:00 AM - 5:00 PM).
- 5**: Instructor information for Jason Davis, including a bio and photo.
- 6**: Additional Offerings section, which is currently empty.
- 7**: Register button and availability information, showing 15 open seats left and 0 wait spaces available.

- 1) The top area shows some social media links where you can share this course with others. It also has the path you took to get here in case you want to go back. You can see the Course Number and the name of the course.
- 2) This area shows a description of the course. Be certain to click on the down carat in the lower right corner to see the complete description.
- 3) This area shows the contact, credits, location and any visual icon for the course if any.
- 4) Dates and Times shows additional information including when the course starts and the sessions of the course or whether this is an online course.
- 5) Instructors shows the instructors that will be instructing the course, including a bio if they have one.
- 6) Additional Offerings is where you can see courses with same name but may be offered at different times, if they exist.
- 7) This area is where you can add the course to your cart by clicking "Add to Cart". You will also have to mark required information here including pre-requisites or materials.

7) You can continue adding courses to your cart, or click on the cart to see what is in there. To continue click on "Checkout".

Colt LE Armorers School

Browse courses below. For step-by-step registration instructions, [CLICK HERE](#)
 Courses limited to Active Law Enforcement, Corrections, Military, Nuclear Security Only.

Welcome Visitor

[Show All](#)
[+ CLASS LOCATIONS](#)
[+ CLASS TYPE](#)

Course#	Course name	Start date	Time	Location	
R-76557	Colt M4/M16 Armorers Course	5/29/2018	8:00 AM	Natl Institutes of Health (NIH) - MT	Class full
R-76913	Colt M4/M16 Armorers Course	6/6/2018	8:00 AM	Allentown Police Academy	Checkout
R-76555	Colt M4/M16 Armorers Course	6/12/2018	8:00 AM	Cramerton PD	Register
R-76808	Colt M4/M16 Armorers Course	6/19/2018	8:00 AM	Delta College Public Safety	Register

1 item

Colt M4/M16 Armorers... \$550.00

Sub-total: \$550.00

Empty cart

Checkout

8) When you continue you will be taken to the Checkout section. In the Review area you can review all the items. Make sure it is all correct and click on "Proceed to Payment" to continue.

Welcome Sample User

1

2

3

4

[Log in/ Create Account](#)
[Review](#)
[Payments](#)
[Receipt & Confirmation](#)

[Add more Courses](#)

Review your current order

Course Name	Date(s)	Time(s)	Status	Price
R-76913 Colt M4/M16 Armorers Course - 2548	6/6/2018 6/7/2018 6/8/2018	8:00 AM - 5:00 PM 8:00 AM - 5:00 PM 8:00 AM - 5:00 PM	Open: 15 Open Seats Left: Wait List: 0 Wait Spaces Available	\$550.00

Sub-total:

\$550.00

Coupon Code [\[D\]](#):

Discount:

\$0.00

Sales Tax:

\$0.00

Total:

\$550.00

[Proceed to Payment](#)

Please answer any of the required questions/pre-requisite requests before you proceed. *Note if there is no payment required, this will enroll you in the course.

9) For credit card payments click on "Place Order Now" to be taken to the payment screen.

Welcome Sample User

✓

Log in/ Create Account

✓

Review

3

Payments

4

Receipt & Confirmation

Payment Amount: \$550.00

VISA

MasterCard

AMERICAN EXPRESS

DISCOVER

You must press the button below to complete registration.

Place Order Now

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10) Please enter in all of your payment information.

COLT

Billing

Payment

Review

Receipt

Billing Information

* Required field

First Name *

Last Name *

Address *

City

Country *

Zip/Postal Code *

Email

Next

[Cancel Order](#)

Your Order

Total amount

\$550.00

11) You are now registered! You will be taken to the order confirmation page where you can print this for your records.

Welcome Sample User

✓

✓

✓

4

Log in/ Create Account

Review

Payments

Receipt & Confirmation

Thank you for enrolling!

Order Receipt

Enrollment Details:

Date:

5/11/2018

Registration number:

C5FP8E679775282

Username:

trevor@gosignmeup.com

Participant Information:

Sample User

N/A

N/A , N/A , N/A

trevor@gosignmeup.com

5555555555

Payment Details:

Order Details

Course name	Course #	Dates	Status	Price
Test Course	abc123	5/15/2018 8:00 AM - 11:30 AM	Enrolled	\$0.00
			Total:	\$0.00
			Discount:	\$0.00
			Total Amount Paid:	

Print Receipt

Register for Additional Courses

Back To User Home

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You will also get a confirmation email sent to you.