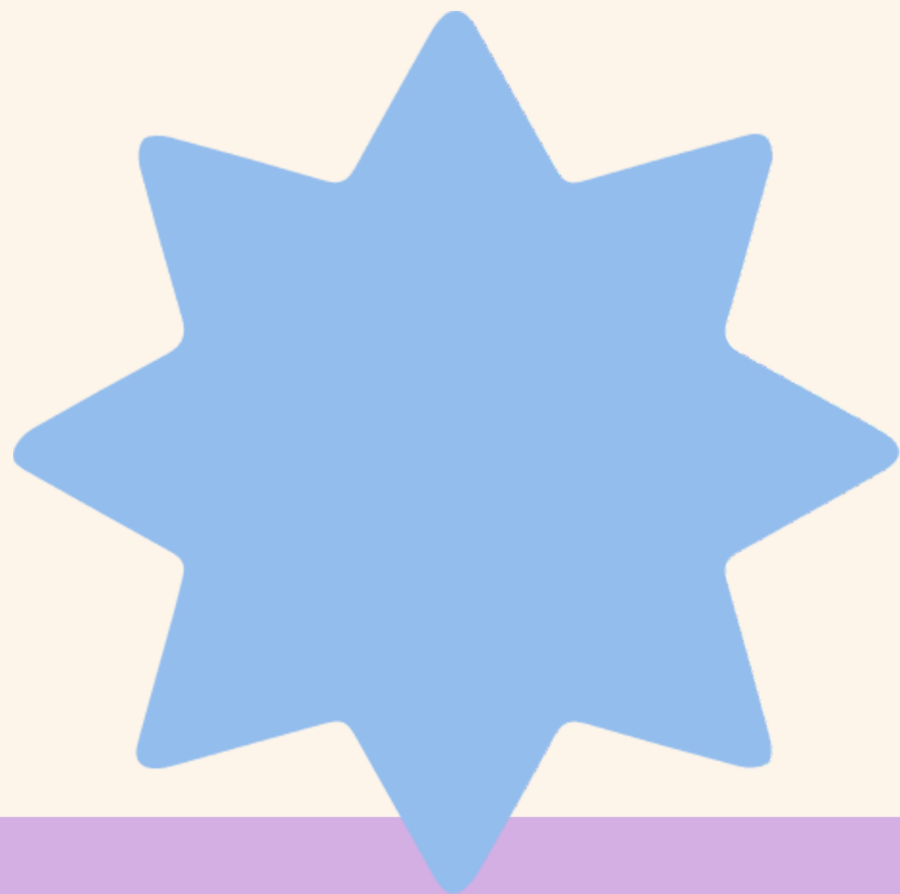




## Tutorial: How to Purchase a Handbook Template

### Please note the following:

- To purchase a handbook, you MUST have an account with Brightspark.org and be logged in.
- Once you have purchased a handbook, you cannot purchase one again. However, you will always have access to it by going to the "My Courses" tab on your profile.



## **Contents:**

### **Part One: Creating and Logging into Your Account**

- Accessing the login portal.....3-4
- Logging in/creating an account.....5
- Resetting your password.....6-7
- Your account dashboard.....8

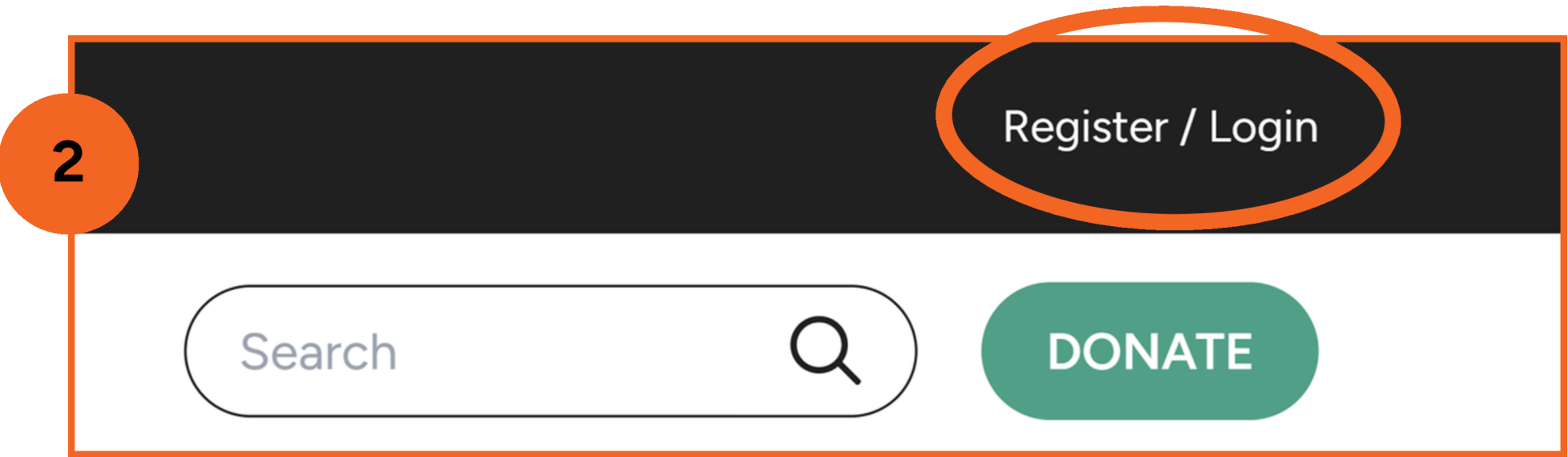
### **Part Two: Purchasing and Accessing your Handbook**

- Where to find handbooks.....9
- Purchase and check out process.....10-12
- Order confirmation.....13
- Finding and downloading your handbook.....14-16

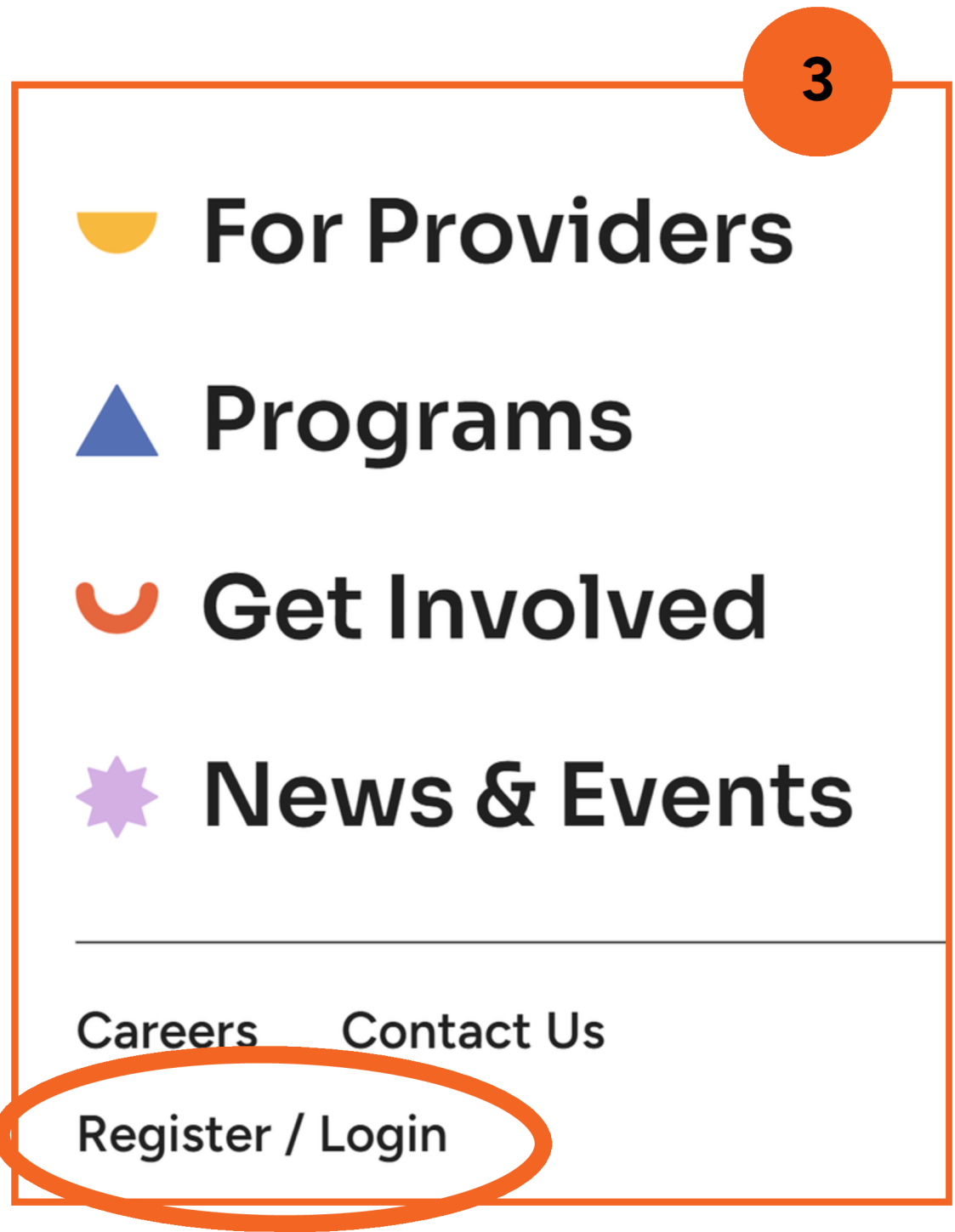
# Part One: Creating and Logging into Your Account

There are three different ways to access the login portal:

- 1. Enter [www.brightspark.org/login](http://www.brightspark.org/login).
- 2. Click the "Register / Login" at the top right of the corner.



- 3. Or finally, open the left menu on the side of the website and click "login" on the bottom.



The image shows a login portal for BrightSpark Early Learning Services. At the top is the logo with the text "brightspark" in a bold, lowercase font and "early learning services" in a smaller font below it. Below the logo are two input fields: "Username or Email Address" and "Password". To the right of the password field is an eye icon. Below the password field is a "Remember Me" checkbox. To the right of the "Remember Me" checkbox is a dark blue "Log In" button. Below the "Log In" button is a link that says "Register | Lost your password?". Below this link is a link that says "← Go to BrightSpark". At the bottom of the page is a link that says "Privacy Policy".

4.1

4.2

4. No matter which way you access the login portal, the screen will always look like this.

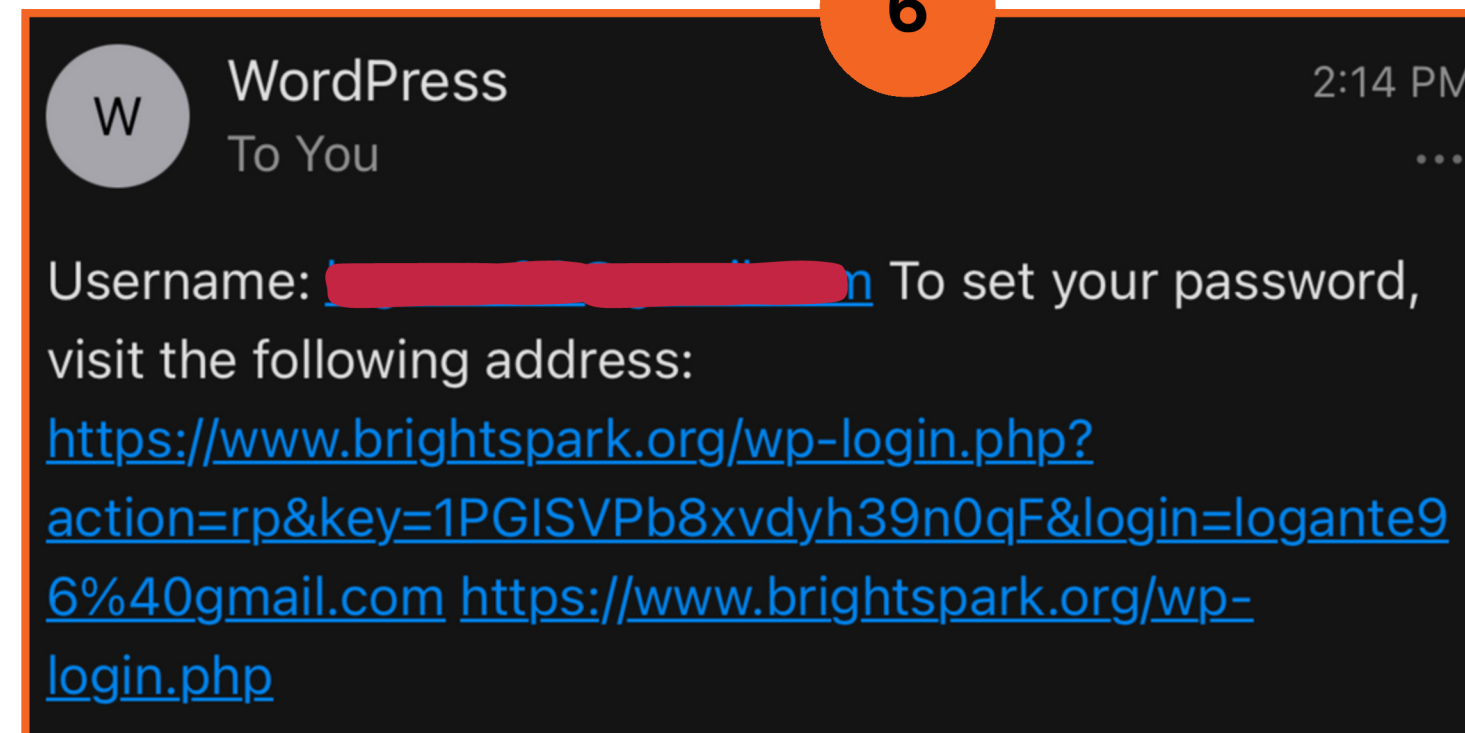
4.1. IF YOU ALREADY HAVE AN ACCOUNT, you can login with your STARS ID use your last name as your password.

4.2. IF YOU ARE CREATING A NEW ACCOUNT, click "Register."



5. When you go to register for an account, you will be prompted to fill out the form to the right. Please fill out each field as completely and accurately as possible.

6. After clicking "Register," a confirmation email will be sent to you from "WordPress" and will have a link to set your password. Your password can be your last name, or anything else you can easily remember.



5

A screenshot of the 'brightspark early learning services' registration form. The form is titled 'Register For This Site' and includes a link for users who already have an account. The form fields are: Stars ID (with a redacted value), Email, First Name, Last Name, Country / Region (set to 'United States (US)'), Street address (with two sub-fields: 'House number and street name' and 'Apartment, suite, unit, etc. (optional)'), Town / City, State (set to 'Washington'), ZIP Code, Phone, Associated Program, and Preferred Instruction. At the bottom, there is a 'Register' button, which is circled in orange. A note at the bottom states 'Registration confirmation will be emailed to you.' The form is highlighted with an orange border.

7. If you forget your password, click “forgot password.” You will be prompted to enter either your username, STARS ID, or email.

7

## My account

Lost your password? Please enter your username or email address. You will receive a link to create a new password via email.

Username or email

Reset password

## My account

✓ Password reset email has been sent.

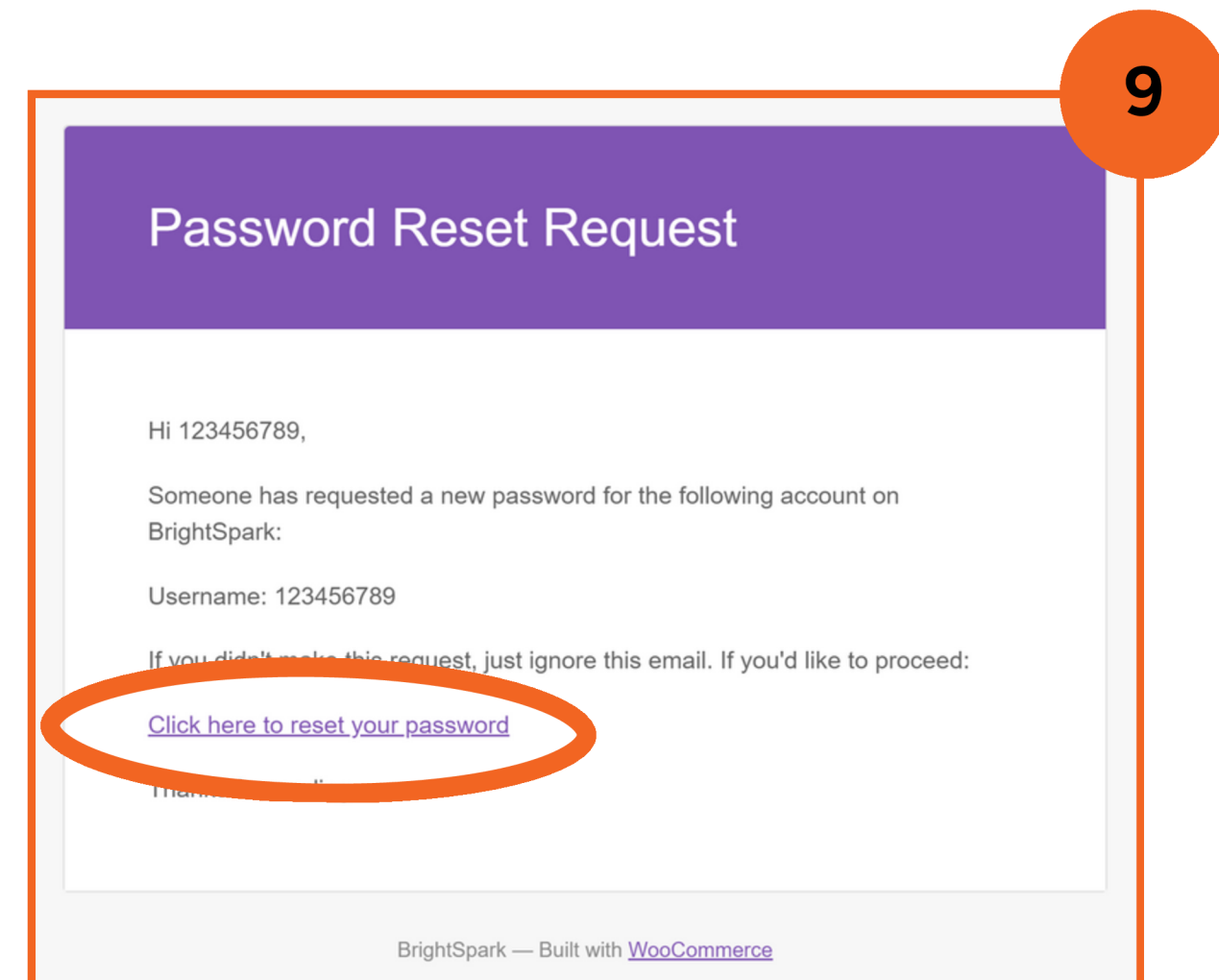
A password reset email has been sent to the email address on file for your account, but may take several minutes to show up in your inbox. Please wait at least 10 minutes before attempting another reset.

8. You'll receive an email from sender "BrightSpark" with the subject line, "Password Reset Request for BrightSpark."\*



*\*Please note: Emails may take 5-10 minutes to send, and can potentially end up in email folders such as "Other," "Clutter," "Spam," or "Junk." Please give the email time to come through, and check these inboxes thoroughly before you contact BrightSpark staff.*

9. When you open the email, it will look like this. Click the link, and you will be prompted to enter a new password. Once you reset your password, you will be prompted to log in again.



10

# My account

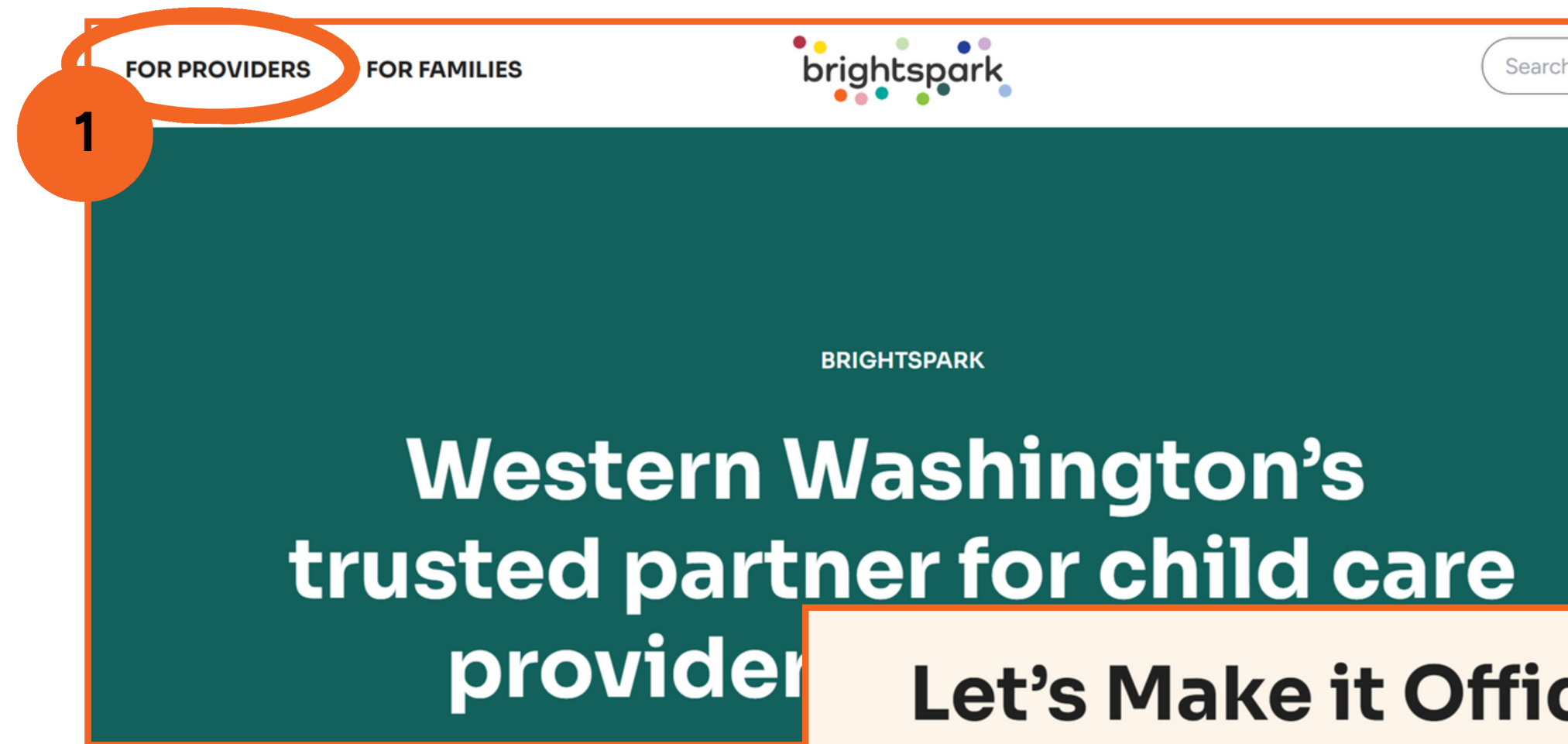
Dashboard  
Orders  
Downloads  
Address  
Payment methods  
Account details  
My Courses  
Log out

Hello [REDACTED] (not [REDACTED]? [Log out](#))

From your account dashboard you can view your [recent orders](#), manage your [billing address](#), and [edit your password and account details](#).

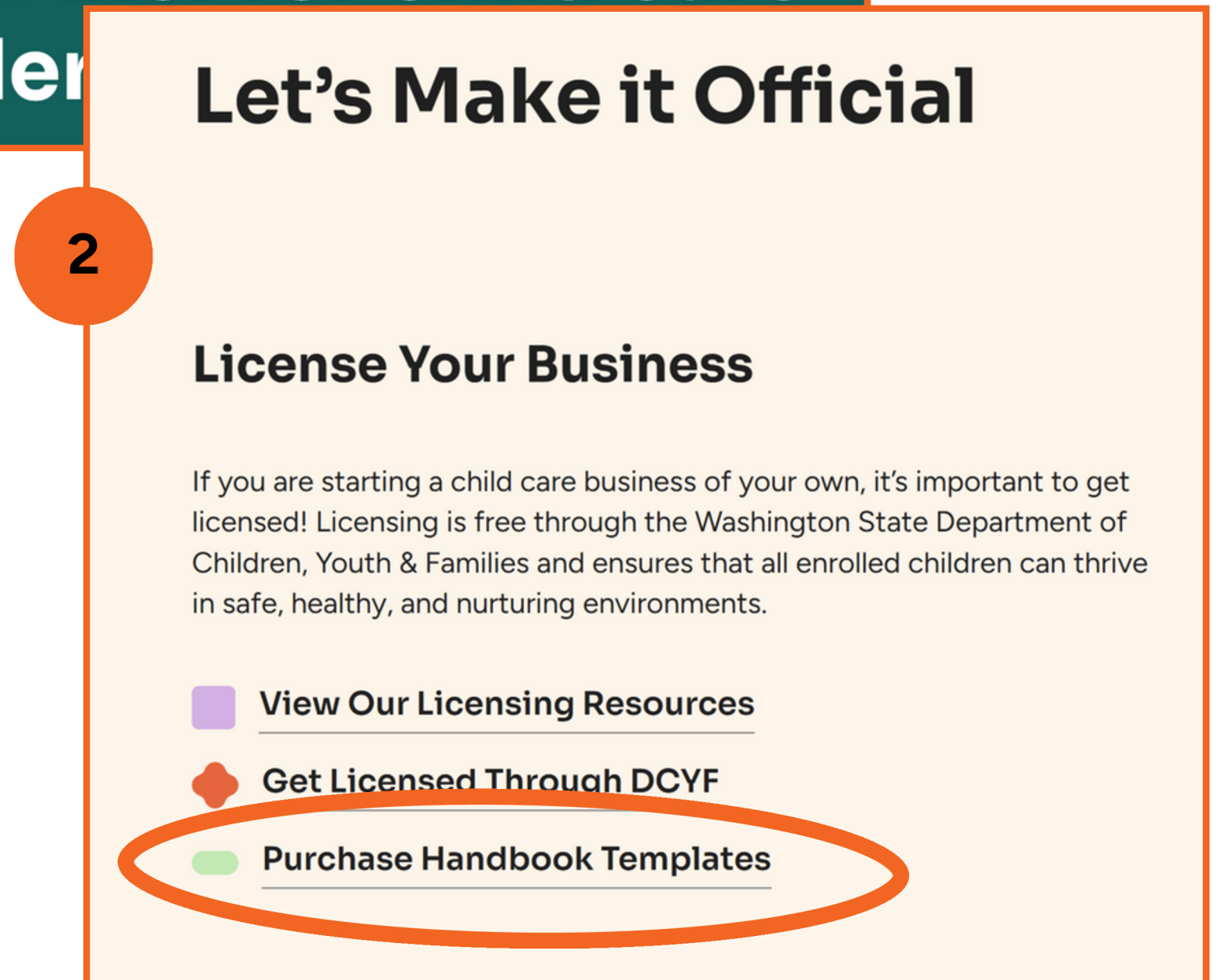
10. Once you login, you will be redirected to this page. Here, you can update your personal information, payment methods, see past courses, and more.

## Part Two: Purchasing and Accessing a Handbook



1. Go to [www.brightspark.org/for-providers](http://www.brightspark.org/for-providers). Or, click [www.brightspark.org](http://www.brightspark.org) and click the "For Providers" tab.


2. Scroll down to the section labeled "Let's Make it Official" and click the link labeled "Purchase Handbook Templates."





3. You will then be directed to a page displaying the handbooks available. If you know immediately which handbook you'd like to purchase, you can click "Add to Cart" from this screen.


# Licensing Templates



Combined Handbook Templates

\$45.00


Add to cart



Parent Handbook Template

\$30.00

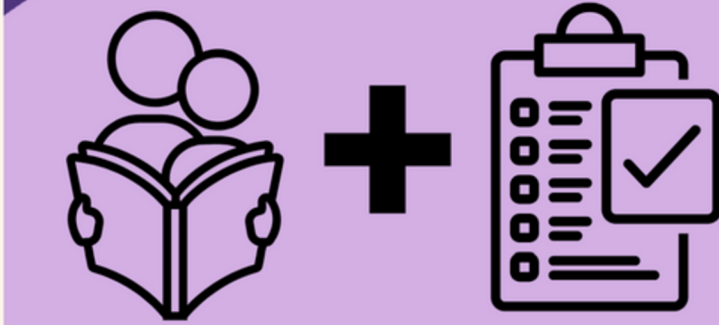
Add to cart



Policies & Procedures Handbook Templates

\$20.00

Add to cart



## Description

4

\$45.00

Buy both and save! These easy-to-use templates will help you create a set of handbooks that meet the specific needs of your child care program as well as basic licensing guidelines.

Add to cart

Category: Licensing Templates

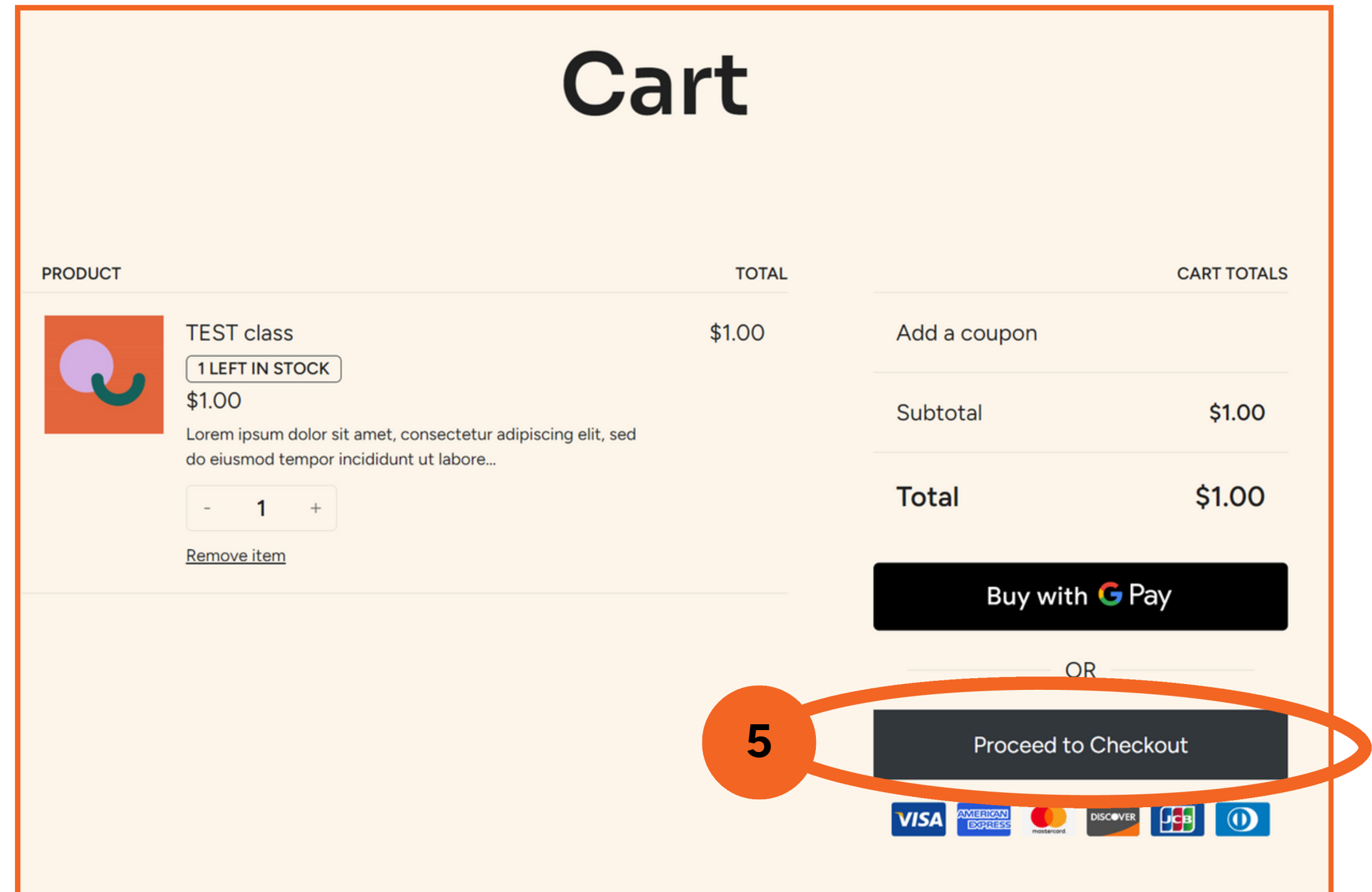
4. If you want to learn more about a class before purchasing access, click on the image to open its landing page.

If you decide you want to take the class, click "Add to Cart" from this page.

10

5. When you are ready to check out, click the cart icon on the top right corner.

Make sure the items in your cart are accurate. Then, click "Proceed to Checkout."





6. Fill out the form with your contact information, billing address, payment information, and then click, "Place Order."

### 1. Contact information

We'll use this email to send you details and updates about your order.

Email address  
lizschondie97@gmail.com

### 2. Billing address

Enter the billing address that matches your payment method.

First name

Last name

Please enter a valid first name

Address

Apartment, suite, etc. (optional)

Country/Region

City

State  
WA

ZIP Code

Phone (optional)

### 3. Payment options

Credit Card (Stripe)

Card Number  
VISA 4242 4242 4242 4242

Expiry Da...  
12 / 24

CVV/CVC  
123

VISA

AMERICAN EXPRESS

mastercard

DISCOVER

JCB

UnionPay

☐ Save payment information to my account for future purchases.

☐ Add a note to your order

By proceeding with your purchase you agree to our Terms and Conditions and Privacy Policy

← Return to Cart

6

Place Order

7. Once you successfully purchase a handbook, you will be redirected to this page. (Hint: You can screenshot and save this page for future reference.)

7

# Checkout

Thank you. Your order has been received.

ORDER NUMBER:	DATE:	EMAIL:	TOTAL:	PAYMENT METHOD:
4451	February 2, 2024	<a href="mailto:schondelmayer@childcare.org">schondelmayer@childcare.org</a>	\$1.00	Credit Card (Stripe)

### Order details

Product	Total
TEST class × 1	\$1.00

8. You will also receive an email confirming your purchase to the account you use to access WordPress. It will be from BrightSpark, with the subject line, “Your BrightSpark order has been received.” The content will look like this:

8

## Thank you for your order

Hi Liz,

Thanks for your order. It's on-hold until we confirm that payment has been received.

[Order #4451] (February 2, 2024)

Product	Quantity	Price
TEST class	1	\$1.00
Subtotal:		\$1.00
Tax:		\$0.00
Payment method:		Credit Card (Stripe)
Total:		\$1.00

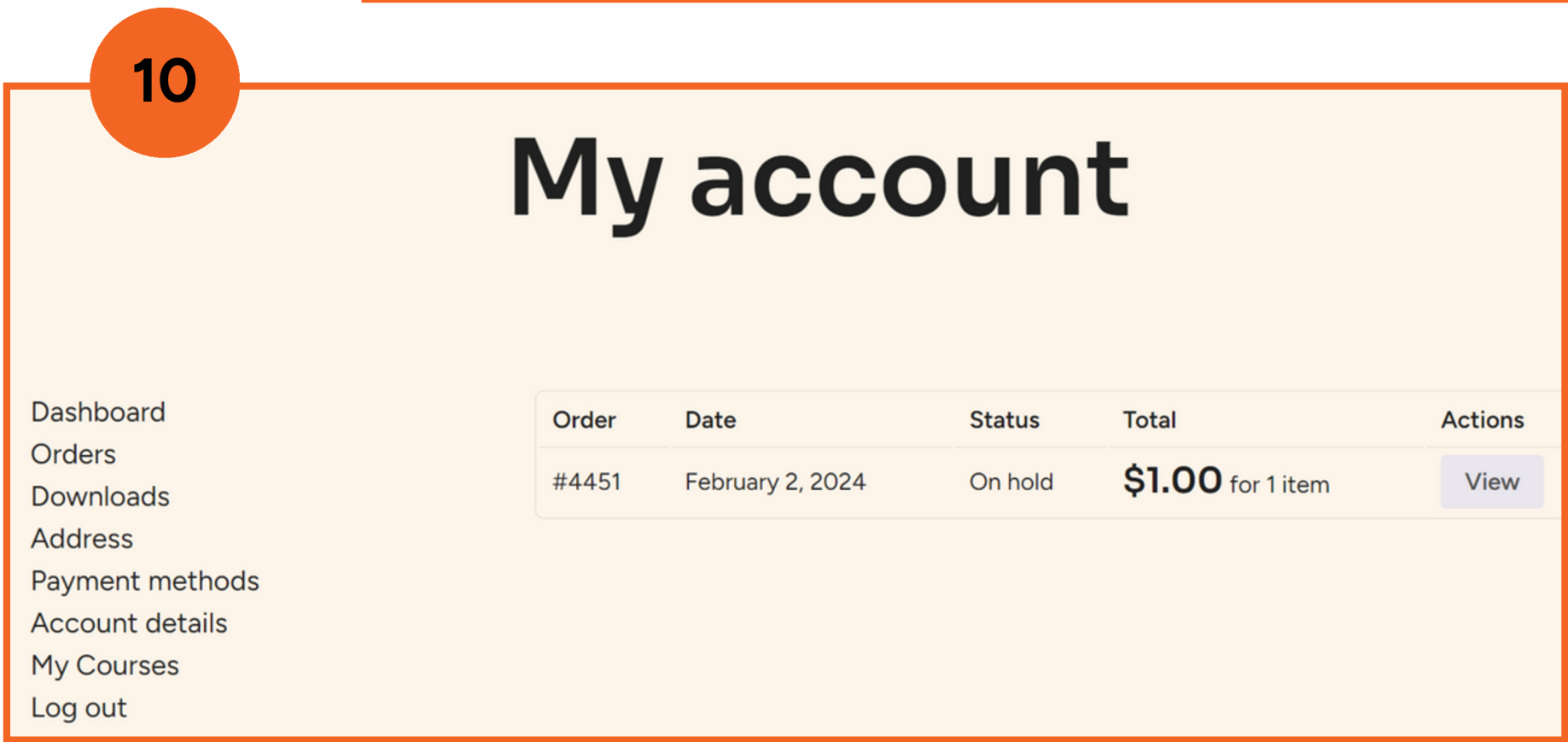
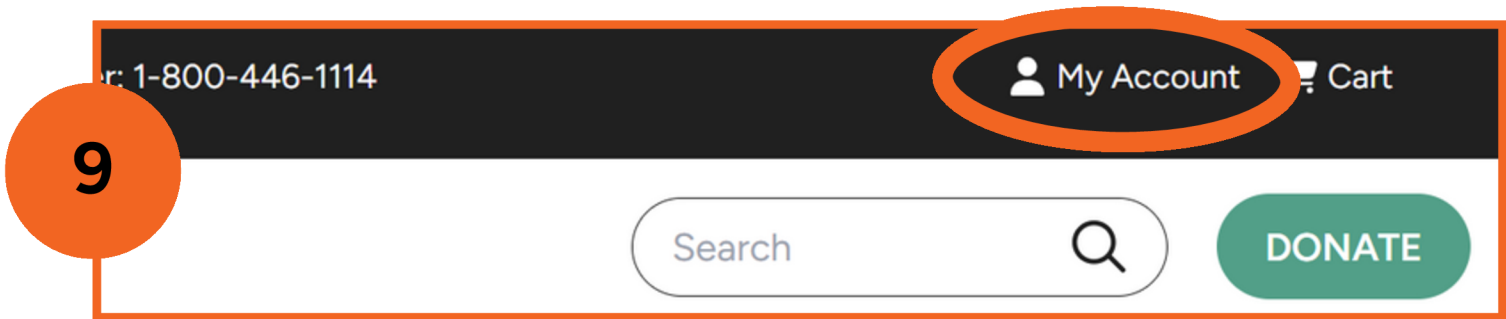
### Billing address

Liz Schondie  
1301 1st Ave  
Apt 410  
Seattle, WA 98101  
[schondelmayer@childcare.org](mailto:schondelmayer@childcare.org)

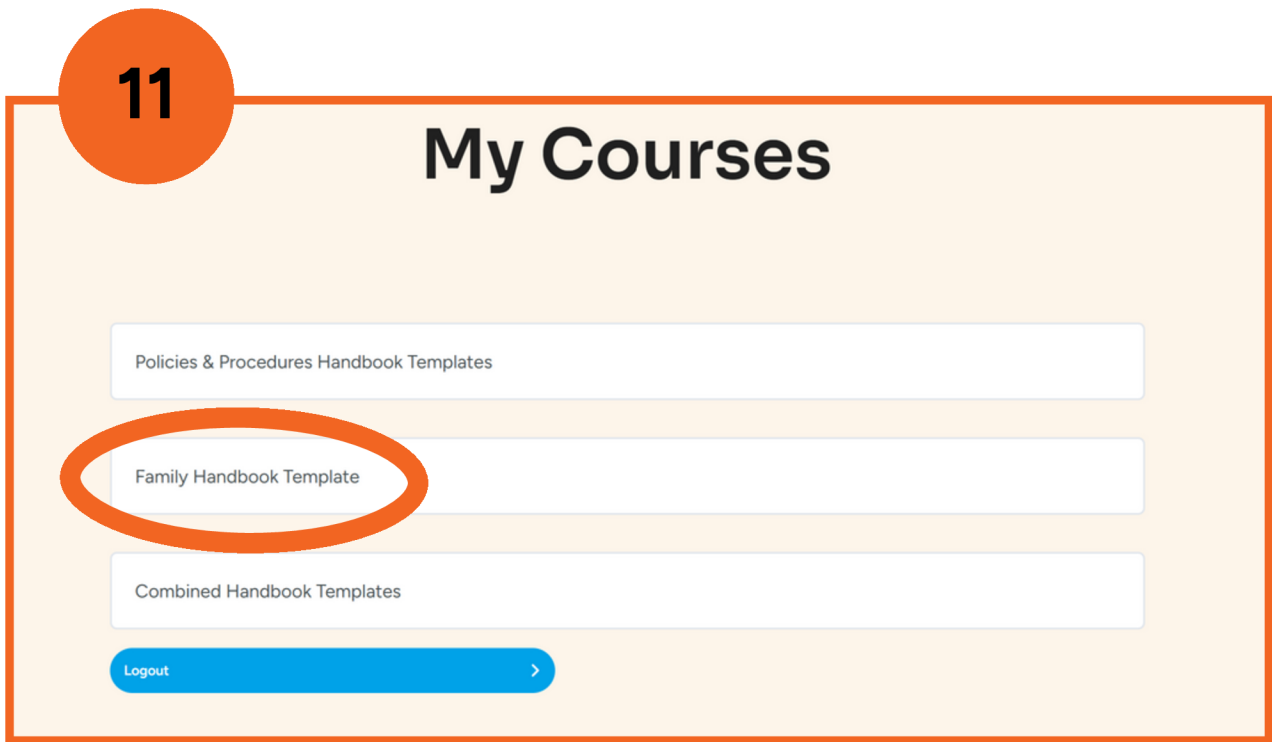
We look forward to fulfilling your order soon.

BrightSpark — Built with [WooCommerce](#)

9. You can find proof of purchase under your account information as well. Navigate to the top right corner of the page, and click the person icon that says “My Account.”

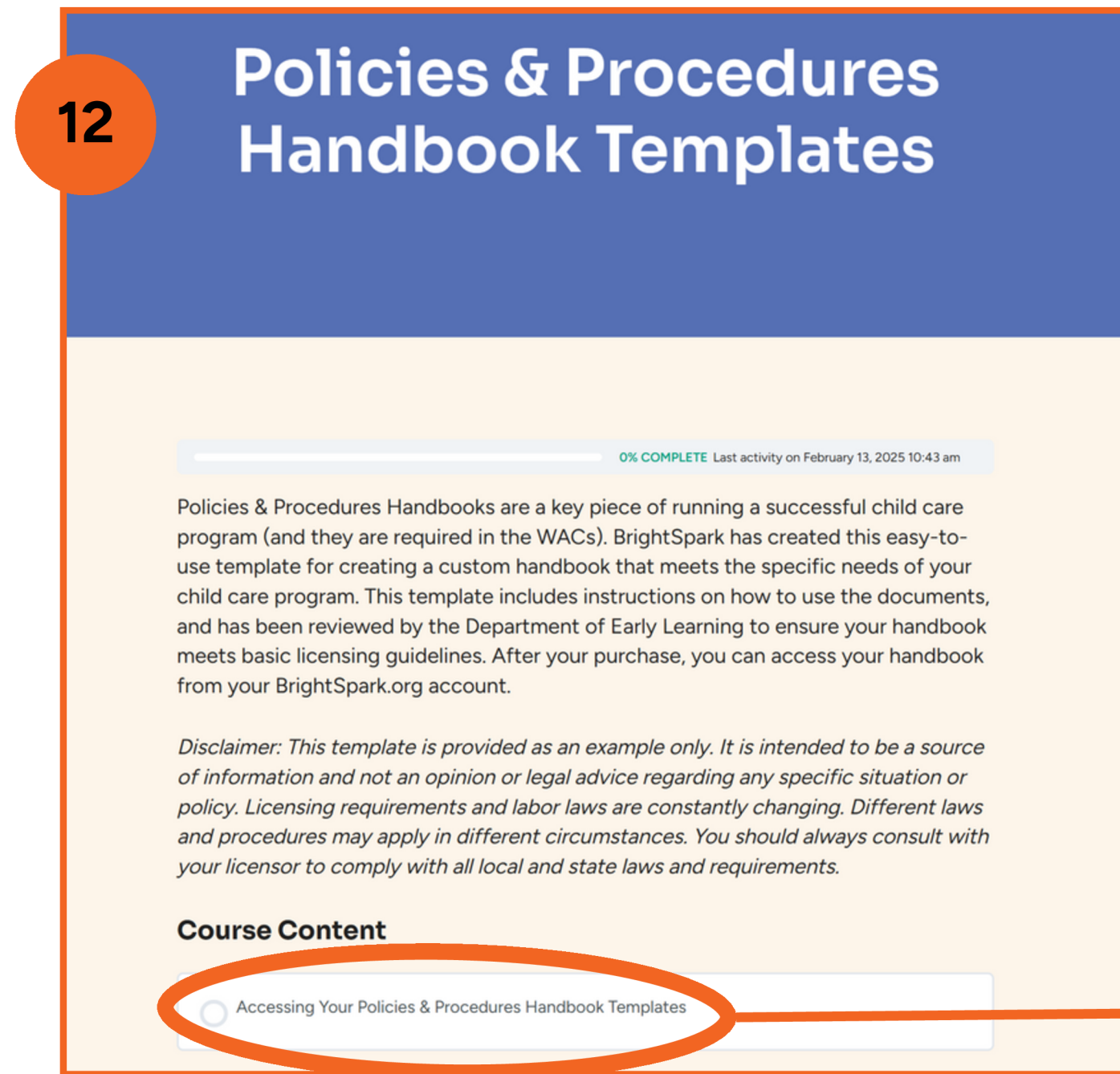


10. Then, select “Orders” on the left menu. You can see your order confirmation here.



11. To access your handbook(s), click “My Courses.” You will be brought to this page listing your Handbooks (as well as any classes you may have purchased through PD).

12. When you are ready to access your handbook, click on it from the “My Courses” options. You will be taken to a page that looks like this:



Here you can find a more detailed description of the course, as well as information regarding terms of use.

To view and download, click this button.

# Accessing Your Policies & Procedures Handbook Templates

Policies & Procedures Handbook Templates > Accessing Your Policies & Procedures Handbook Templates

IN PROGRESS

Click on the black "Download" buttons below to save and edit your templates.

Download – Staff and Program Policies

Download – Health Policies

Download – Emergency Preparedness Policies

13. Finally, click the black "Download" button. Your handbook will automatically download in the form of a usable, editable Word document.

It can be accessed from your browser's Downloads tab, or in the Downloads folder in your