

Snap Franchising Ltd – Online Training

Sign Up and Getting Started Instructions

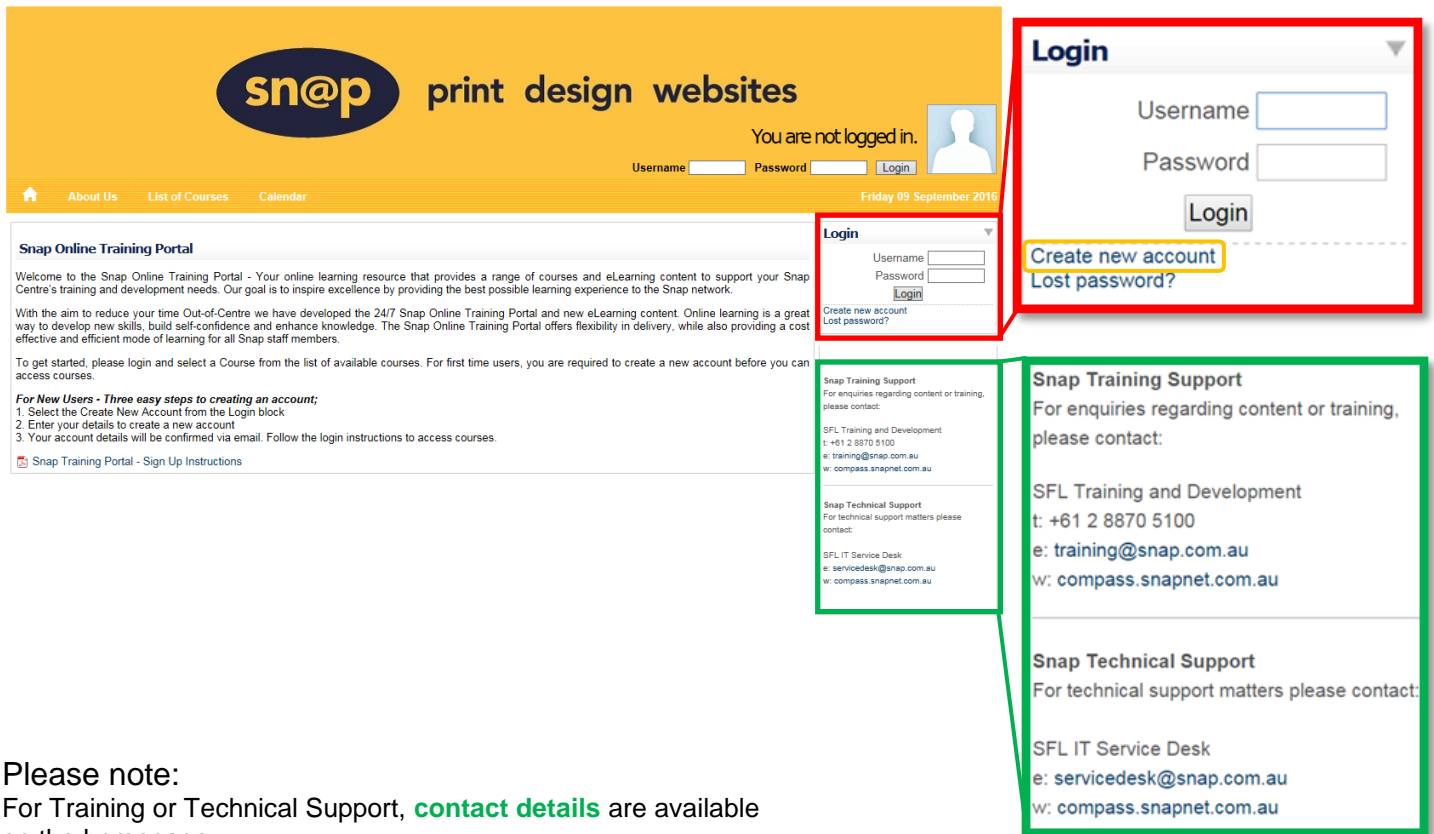
Welcome to the Snap Online Training Portal, our online learning resource that provides a range of courses and eLearning content to support your Snap Centre's training and development needs. Our goal is to inspire excellence by providing the best possible online learning experience to the Snap network around the world.

You can access online training by following **three simple steps**.

1. Create a new account.
2. Complete the registration form.
3. Your account will be approved and confirmed via email (within 24 hours).

Snap Online Training Portal homepage – academy.snap.com.au

Step 1. Create a new account - Click "Create new account" from the **Login block**



The screenshot shows the Snap Online Training Portal homepage. The top navigation bar includes the Snap logo, the text 'print design websites', and a user status indicator 'You are not logged in.' with a profile icon. Below the navigation bar are links for 'About Us', 'List of Courses', and 'Calendar', along with a date 'Friday 09 September 2016'. The main content area features a 'Snap Online Training Portal' heading and a welcome message. A 'Login' block is highlighted with a red box, containing fields for 'Username' and 'Password', a 'Login' button, and links for 'Create new account' and 'Lost password?'. A green box highlights the 'Snap Training Support' and 'Snap Technical Support' contact information, including phone numbers, email addresses, and website URLs.

Please note:

For Training or Technical Support, **contact details** are available on the homepage.

The teams at SFL are here to help and we look forward to speaking with you.

Step 2. Complete the registration form to create a new account

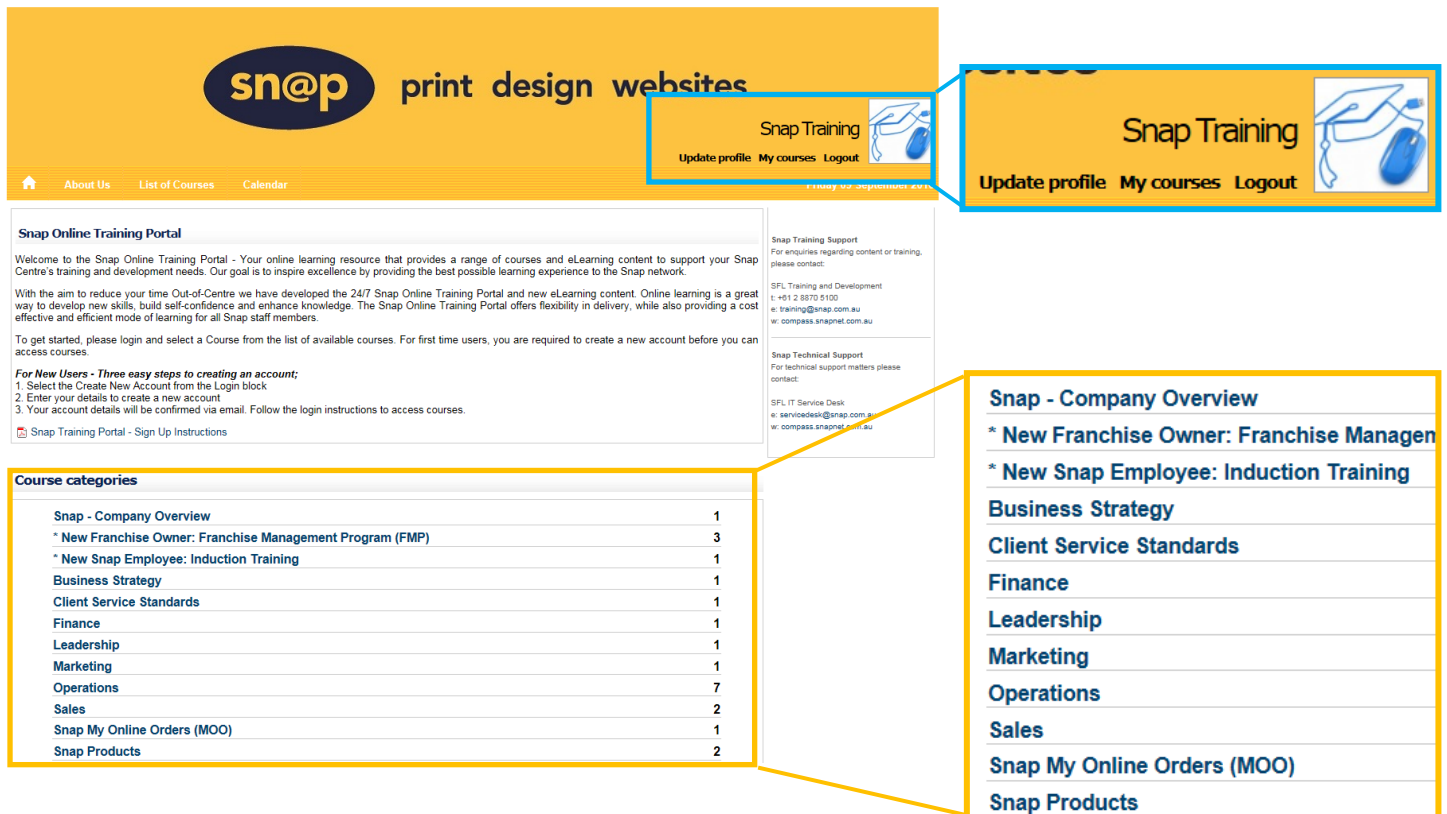
(Each user requires a unique email address)

Step 3. Your account will be approved and confirmed via email.

The Snap IT Service Desk will approve your registration. This step ensures our intellectual property is secure and is available only to Snap team members.

Once you are granted access, confirmed via email, simply login with your Username and Password. Your name will appear at the top of the screen each time you log in.

You can edit your profile and contact details - Click '[Update profile](#)'; you can even personalise the homepage by adding a photo.



The screenshot shows the Snap Training Portal interface. Callouts highlight the following elements:

- Navigation Bar:** Home, About Us, List of Courses, Calendar.
- Header:** Snap Training, Update profile, My courses, Logout.
- Course categories table:**

Course categories	Count
Snap - Company Overview	1
* New Franchise Owner: Franchise Management Program (FMP)	3
* New Snap Employee: Induction Training	1
Business Strategy	1
Client Service Standards	1
Finance	1
Leadership	1
Marketing	1
Operations	7
Sales	2
Snap My Online Orders (MOO)	1
Snap Products	2
- Support Information:** Snap Training Support, SFL Training and Development, Snap Technical Support, SFL IT Service Desk.
- Company Overview:**
 - * New Franchise Owner: Franchise Management Program (FMP)
 - * New Snap Employee: Induction Training
 - Business Strategy
 - Client Service Standards
 - Finance
 - Leadership
 - Marketing
 - Operations
 - Sales
 - Snap My Online Orders (MOO)
 - Snap Products

☆☆☆☆ Registration and Log In Complete ☆☆☆☆

Getting Started...

Now that you are logged in, you can access all online **Course categories**.

Why not take a look around and see all the courses available and plan your training for the next few weeks.

Spending 15-30 minutes per day will help you improve your performance and you will learn many ways how you can help grow the business and add value to your clients.

There are many topics covering all areas of Snap including Employee Inductions, Product Training, Client Service Standards, Leadership, Finance, Operations, Sales, Marketing, Snap Website Centre, My Online Orders and so much more.

There is something for all team members...why not spread the word?