# WNYPGA Academy User Manual

**Step #1: Create an account or login to access the provided Courses. (All provided courses are listed under the Courses tab at the Top Left of the login page)**
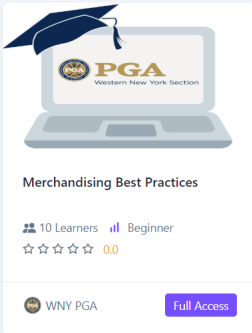


**Step #2: After logging in, click the "Courses" tab on the top of the page to access the Courses**



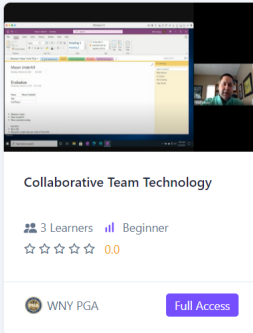**Step #3: On the Courses Screen, select the course you would like to take**
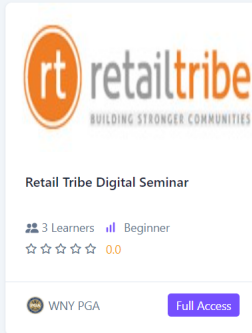
**Step #4: When you access the course, select "Take This Course" to begin the Chapter**
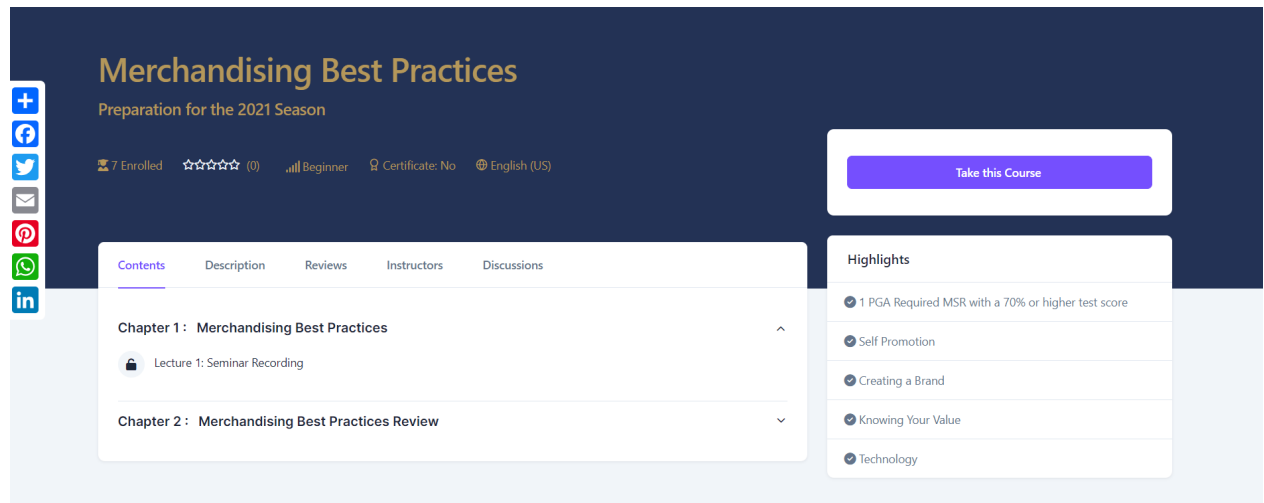


**Step #5: Select Lecture 1 and watch the full video to move forward**
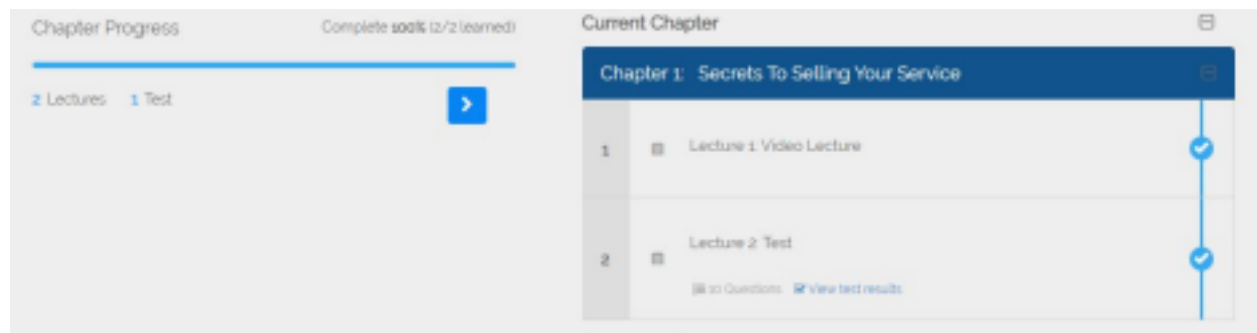


**Step #6: After finishing the video, click the forward arrow in the top right corner of the page to continue with the course**

**Step #7: When you arrive at the Test Lecture, click the "Start Test" button to begin**

Brian Jacobs Golf

Chapter 1: Secrets To Selling Your Service | Lecture 2: Test                    ☑ LEARNED
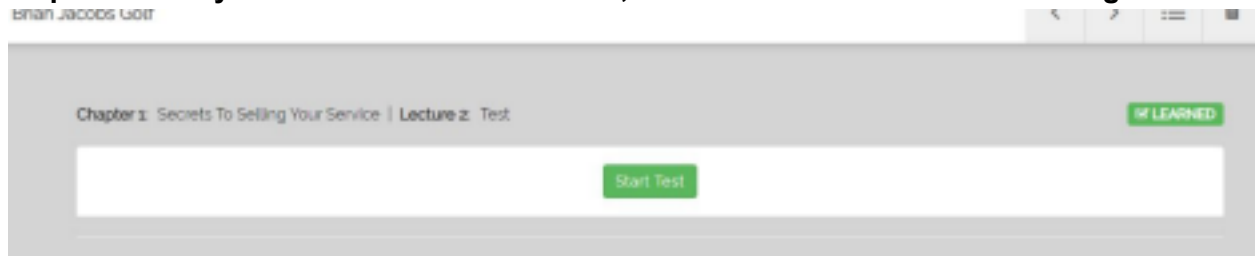
Start Test

**Step #8: Read the instructions and then click the "Start Test" button at the bottom of the page**

Instruction

**Step 1.** We recommend using either Chrome or Firefox for a better test taking experience.

**Step 2.** Do Not Use the "**Back**" Button on your browser during the test once you have begun taking the test. This will produce negative results.

**Step 3.** Review all of your answers before submitting the test. Make sure you have not accidentally changed your response to a question or made a typographic mistake.

**Step 4.** When you are satisfied with the result make sure you finish by clicking the SCORE TEST button at the right bottom of the screen. Click the SCORE TEST Button ONLY ONCE! After you submit the test answers, you will receive a score immediately.

Start Test        Total time : Timer off  |  Total questions : 10

**Step #9: Select the best answer and then move to the next question by clicking "Next"**

Question 1 of 10   - True/False                                    ⊘ Time remaining:  Timer Off

The best approach to students is humility.

Answer

A. ◯  True

B. ◯  False

☐ Mark this item for later review

← Previous        Next →                              ☰ Review All

**Step #10: After completing all of the questions, click "Review All" to go over your answers. Then click "Score Test," to finish the test.**



**Step #11: Review Test score and click "Review Answers" at the bottom of the page to see correct answers. Then click on the Forward Arrow in the Top Right corner to finish the test**

**Step #12: Click the "x" symbol in the top right corner to return to the Course Home Page**



**Step #13: Click the "< Back" button to return to the Courses Home page**
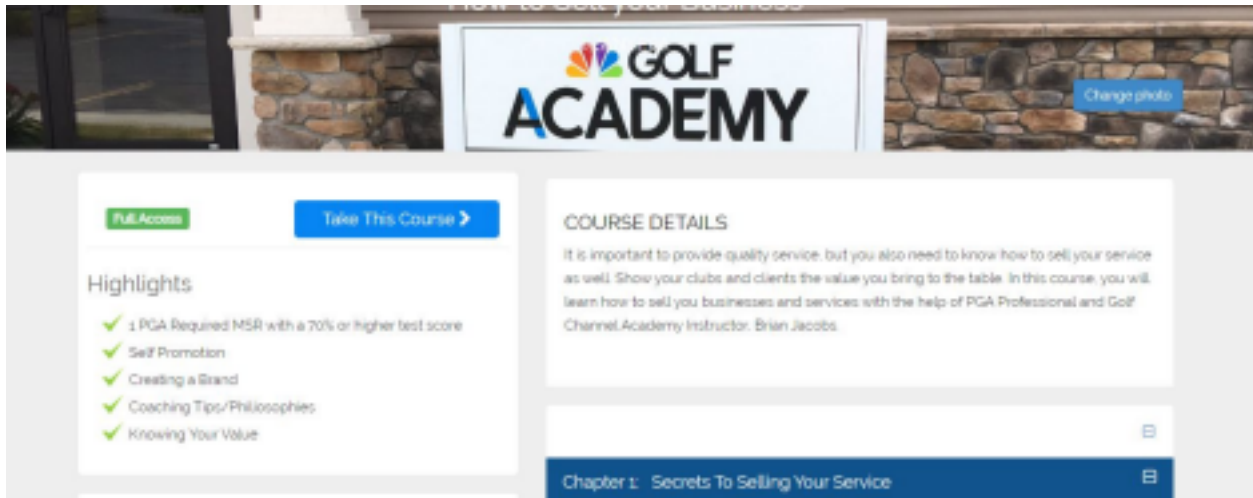


**Step #14: Repeat steps 3-13 for additional courses**



**For additional information or any questions, please contact Tori Schiro at vschiro@pgahq.com.**