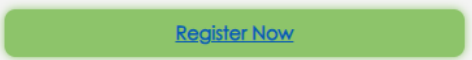


## Tutorial for Registration for Comprehensive Certificate Course for BEAM Plus on Health and Wellbeing ("HWB") – for Supporting Organisation

- 1) Access to the [course introductory page](#) and choose your desired course (Full Course) / specific course session(s) at individual event page(s).
- 2) Click  on the right-hand side of the course introduction
- 3) Fill in your personal details and choose the tab “**Supporting Organisation**” as the category under the “**Fee**” Section.
- 4) Enter the **Name of the Professional Institution**, which you are a member of it in the field of “**Discount Code**”.

Fee

<input type="button" value="Standard: HK\$"/>	<input type="button" value="Council Member: HK\$"/>	<input type="button" value="Corporate Member: HK\$"/>
<input type="button" value="General Member: HK\$"/>	<input type="button" value="Affiliate Member: HK\$"/>	<input type="button" value="Co-organiser: HK\$"/>
<input type="button" value="Supporting Organisation:"/>		
<input type="text" value="Discount Code&lt;br/&gt;e.g. &lt;b&gt;BEC&lt;/b&gt;"/>		

- 5) Recheck inputted data, and agree with the Terms and Conditions.
- 6) Click “**Submit**” button.
- 7) Course coordinator from the Business Environment Council Institute of Environmental Education (“BEC IEE”) will handle the registration and process with the payment stage in another email in due course.

For any inquiries, please contact Ms. Giovanna Lau at 2784 3971 (email: [beciee@bec.org.hk](mailto:beciee@bec.org.hk))