

How to Register and Log In

Paint Club Training Portal – training.paintclub.co.za

This guide covers creating a new account and, for Group Leaders, accessing your team's reports.

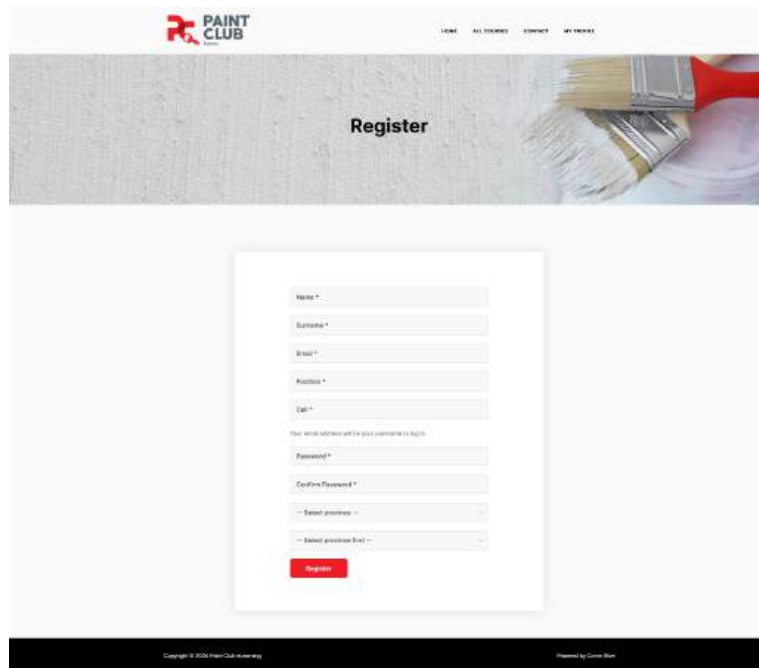
Part 1: Create Your Account

1. Go to the registration page

<https://training.paintclub.co.za/register/>

2. Fill in your details

- Enter your Name, Surname, Email, Position, and Cell number.
- Choose a Password and enter it again under Confirm Password.
- Select your Province, then select your store from the second dropdown once it loads.

A screenshot of the Paint Club registration page. The page has a header with the Paint Club logo and navigation links: HOME, ALL TOOLS, CONTACT, MY PROFILE. The main heading is 'Register'. Below it is a registration form with the following fields: Name *, Surname *, Email *, Position *, Cell *, Password *, Confirm Password *, a dropdown for 'Select province', and another dropdown for 'Select province (if)'. A red 'Register' button is at the bottom of the form. The footer contains copyright information: 'Copyright © 2020 Paint Club Group' and 'Powered by Green Blue'.

The registration form.

Note: Your email address becomes your username for logging in – use one you check regularly, since that's also where your password reset link will be sent.

3. Click Register

- Click the red Register button at the bottom of the form to create your account.

Note: You'll be logged in automatically once registration is successful – no need to log in separately afterwards.

Part 2: Group Leader Access

Group Leaders register the same way as students (see Part 1). The extra steps below only apply once someone's account has been set up as a Group Leader.

4. Group Leader role will be approved by the Paint Club Team

- This step is done by the Paint Club team, not by you – no action is needed on your part.

Note: You'll only get access to the reports below once your account has actually been switched to the Group Leader role.

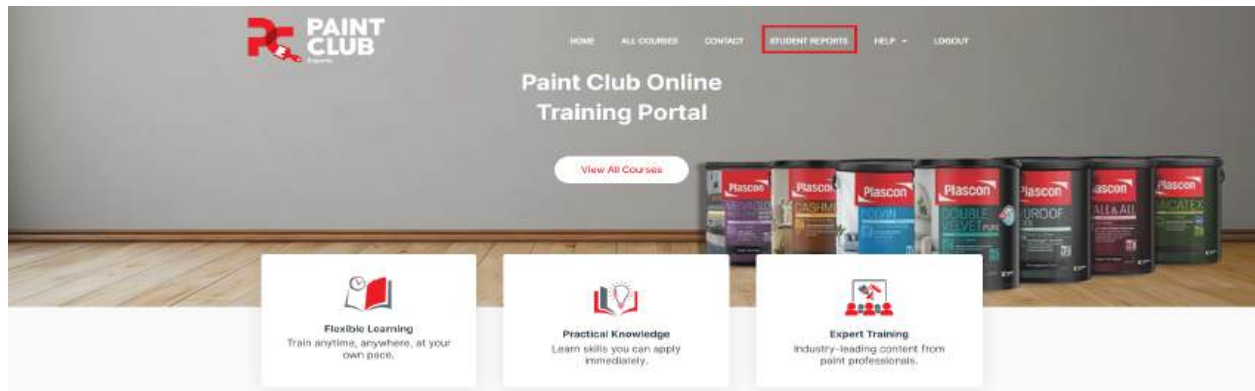
5. Re-log in

- You will receive an email confirming your role has been changed to Group Leader. Re-log in on <https://training.paintclub.co.za/login/> using the same username/email and password you registered with.

Note: You'll be logged in automatically once registration is successful for 7 days – if you select 'remember me', it will be 14 days. No need to log in separately afterwards.

6. Access your reports any time

- On the top menu bar next to login, you will see Student Reports. Click it and choose which report from the dropdown menu that will appear.
- <https://training.paintclub.co.za/reports/> to view your team's progress.



The Help menu, with Student Reports at the top of the dropdown.

Quick summary: New users register at /register/ – your email becomes your username.

Group Leaders register the same way, then log in again once their role is changed – they'll land on the Reports page automatically and can get back to it any time: Home → Student Reports.