INSTRUCTIONS ON HOW TO ACCESS OUR MOODLE COURSE

1. Access our online platform: https://training.bgci.org/ and click on the name of the module you wish to access. As an example in these instructions, we will use the newly created course titled: ‘Programa de capacitación para los guardianes de los encinos:’

![Welcome to BGCI's Online Training Platform](image)

_Courses_

- Botanic Garden Basics
  - Defining a Botanic Garden
  - Introduction to Master Planning
  - Plant Collection Policy Overview
  - Introduction to International Environmental Policies
  - Applying for a Global Botanic Garden Fund Grant
  - Managing Collections Data
- Fundamentos de los Jardines Botánicos
  - Cómo definir un Jardín Botánico
  - Política de Colección de Plantas
  - Gestión de Datos de las Colecciones
- Public Engagement
  - Introduction to Science Communication
  - Introduction to Evaluation
  - Introduction to Interpretation
- Tree Conservation
  - Vegetative Propagation of Threatened Trees
  - Ecological Restoration
  - Scaling Up Biodiverse Forest Restoration
- Seed Conservation
  - An Introduction to Seed Conservation
  - Protegiendo los árboles del mundo
  - Programa de capacitación para los guardianes de los encinos
- Plant Health
  - The International Plant Sentinel Network (IPSN)
2. Once you click on the course, the following box will appear. Click where it says SheepCRM as shown here:

![SheepCRM login screen]

3. When you click, the following box will appear. Click where it says 'Register' at the bottom left:

![BGCI registration screen]
4. Register your Sheep account, including the following data as indicated in this box: first name, last name, and an email address. Once you have entered the data, click on 'Register':

Register for BGCI

First name: 
Prueba

Last name: 
Sheep

Email address: 
pruebasheep@yahoo.com

By registering for an account, I confirm that I have read the sheepCRM terms & conditions and agree to them.

Register
5. As soon as you do this, a six-digit code will be sent to the email address you provided in the previous step. Please, write it down.

6. Enter the code that was sent to you on the page that appears on Sheep, and once you have done so, click 'Submit code'.
7. You will see the following box prompting you to add your password.

8. Once you enter your password, click on ‘Set Password’:
9. And with this, you will have created your account on Sheep and accessed the main page.

10. If you are a member of BGCI and click on ‘Members benefits’, it will take you to this page. At the end of the paragraph where it says ‘Online Training Platform’, you will see the Enrolment Key that will be used to access courses that are only for members. Please, write it down. If you are a member, watch this video that also details all the steps: https://vimeo.com/852388276?share=copy
11. Now that we have created the account on Sheep, let’s see how to access our courses on the platform. Go back to our online platform: https://training.bgci.org and click on the course you want to access. In this case it’ll be the course titled: ‘Programa de capacitación para los guardianes de los encinos:

Welcome to BGCI’s Online Training Platform
Here you will find a range of training modules specifically designed for botanic garden professionals. Browse our list of modules below to find the module that is right for you.

Courses

- Botanic Garden Basics
  - Defining a Botanic Garden
  - Introduction to Master Planning
  - Plant Collection Policy Overview
  - Introduction to International Environmental Policies
  - Applying for a Global Botanic Garden Fund Grant
  - Managing Collections Data

- Fundamentos de los Jardines Botánicos
  - Cómo definir un Jardín Botánico
  - Política de Colección de Plantas
  - Gestión de Datos de las Colecciones

- Public Engagement
  - Introduction to Science Communication
  - Introduction to Evaluation
  - Introduction to Interpretation

- Tree Conservation
  - Vegetative Propagation of Threatened Trees
  - Ecological Restoration
  - Scaling Up Biodiverse Forest Restoration
  - Seed Conservation
  - An Introduction to Seed Conservation
  - Protegiendo los árboles del mundo

- Programa de capacitación para los guardianes de los encinos

- Plant Health

- The International Plant Sentinel Network (IPSN)
12. It will show you this box again, and access it by clicking where it says SheepCRM:

13. Since you've already created your Sheep account, enter your details in the following box and click 'Sign in':
14. You will see this box where you have to click 'Authorize', and you will receive a notification saying that an email has been sent to you:
15. Check your email, and you will have received an email similar to this one. In the email, you will see a link that you need to click. If the link doesn't appear automatically, please select the address and copy and paste it into the navigation bar to access it:

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Botanic Gardens Conservation International: account confirmation

Hi Prueba Sheep, Thank you for accessing BGCI’s Training Platform.

A new account (linked to your SheerCRM details) has been created. To confirm your new account, please go to this web address: https://training.bgci.org/auth/oauth2/confirm-account.php?token=3d018HscZ5rFyC&username=pruebasaheem%44@yahoo.com In most mail programs, this should appear as a blue link which you can just click on. If that doesn’t work, then cut and paste the address into the address line at the top of your web browser window. If you need help, please contact the training team on training@bgci.org.

Thanks,
The training team
BGCI
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16. Once you have done this, you will be ready. You will be redirected to the course page where you will see an option that says: ‘Enrol me’. Click on that option:
17. When you click 'Enrol me', it will take you directly to the course, and you will be ready to start. Enjoy!