

How to Register and Pay for an Event

1. Go to the Events page, and make sure the "Open for registration" checkbox is checked
2. Use the search fields to find events in the location you're training in, for example the entire state, city, or zip code

The screenshot shows the 'Events' page with a navigation bar at the top containing 'Home', 'Events', 'Topics', 'Training', 'Policies', 'My Dashboard', and 'Admin'. The 'Events' section has a filter sidebar on the left and a list of events on the right. The filter sidebar includes sections for Status, Dates, Place, Format, Country, State, Zip Code, and City. The 'Open for registration' checkbox is checked and highlighted with a red box. The 'Country' dropdown is also highlighted with a red box. The event list on the right shows several 'TASER CEW V20 Instructor Course' events with details like dates, times, and locations. A 'Create New Event' button is visible in the top right corner.

3. After your search has been applied, click on the Event you want to register for
4. In the right-hand column, click the "New registration" button

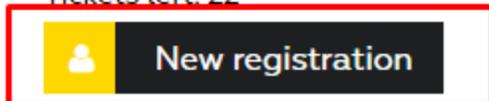
Registration

This event is open for registration

Close date: Tuesday, January 24, 2017

12:00 AM MST

Tickets left: 22



5. In the "New Registration Order" window that appears (screenshot below), fill in the following fields:
 - a. Choose your payment method (Credit Card, Offline payment, etc.)
 - i. If you select Offline payment (P.O.), you'll need to provide an address and you have the option of providing a P.O. number. These will populate our P.O. invoice.
 - b. Choose who you are registering for the event:
 - i. To register yourself for the event, select "Register me"
 1. Coupon code is optional
 - ii. To register someone else, select "Register other person"
 1. Fill in the email address, first name and last name of the person – coupon code is optional
 2. Note: Only verified users in our system are allowed to be registered. If the user is not found by email address, they will not be registered for the event

- iii. To register additional people, use the "Add Attendee" button
- c. Select the training package for each person being registered, i.e. New Certification vs. Re-Certification
- d. When you're ready to place your order, click "Save"

- 6. On the order details page:
 - a. If you selected Credit Card as your payment option:
 - i. you can view your invoice first, or go ahead and click the "Make Payment" button

Events > Registration Order #35

Information

Created by: Billy Taze III

Event: Scottsdale, AZ - TASER CEW V20 Instructor Course

Payment method: Credit Card

Status: Created

\$ [Make payment](#)
☰ [View invoice](#)

- ii. fill in your credit card details and click the "Pay" button

Card number

Expiration

CVC

 Pay \$435.00

- b. If you selected Offline Payment (P.O.):
 - i. Click the "View invoice" button

Events > Registration Order #36

Information

Created by: Billy Taze III

Event: Scottsdale, AZ - TASER CEW V20 Instructor Course

Payment method: Offline payment (Check, PO)

PO Number: 135235213

Status: Created

 [View invoice](#)

- ii. Print the P.O. invoice and provide it to your account/finance department
 - iii. Your accounting/finance department will need to make a check payable to PoliceOne.com and mail it to 200 Green Street, Suite 200, San Francisco, CA 94111
 - iv. Your account/finance department will use the P.O. number as a reference number in their own records
 - v. Once your payment is received and processed, our team (PoliceOne.com accounting team) will mark payment as complete in the system
- c. If you selected ACH/echeck (coming soon)
 - i. you can view your invoice first, or go ahead and click the "Make Payment" button
 - ii. You have two options:
 1. fill in your checking account details and click the "Pay" button
 2. Securely log in via your online banking account username and password, which will automatically populate your bank account details and click the "Pay" button