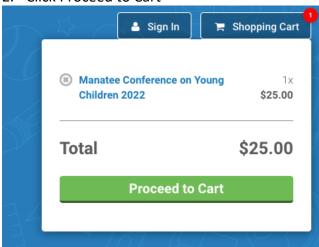
<u>Using LearnUpon – Setting Up Your Profile & Purchasing Tickets</u>

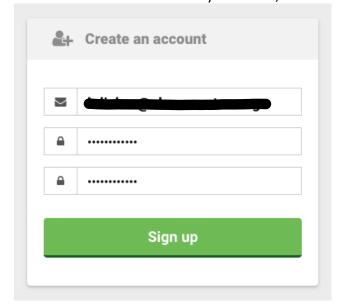
1. Click Add



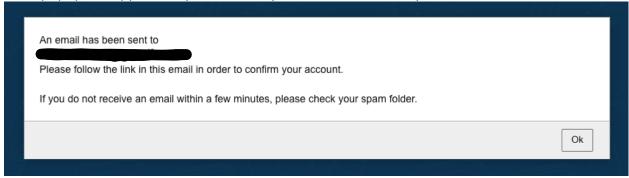
2. Click Proceed to Cart



3. Create an account – fill in your email, create a password and click sign up



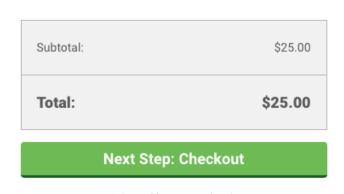
4. A popup will appear for you to check your email to confirm your account



- 5. Click on the link in your email from LearnUpon to confirm your account
- 6. You will be taken back to LearnUpon to complete setting up your profile with information (ex. Place of employment, phone number, etc.)
- 7. Once you completed your profile, you will be taken back to your cart to complete the checkout process

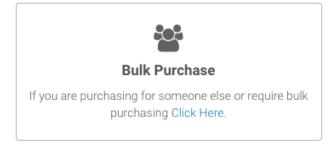
Purchasing 1 Ticket

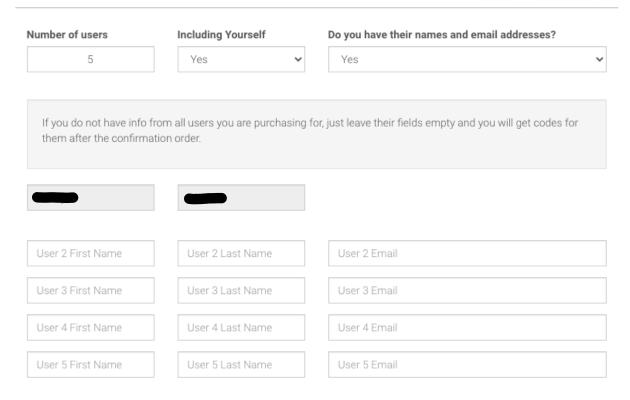
- Click "Next Step: Checkout"
- 2. Then click "Next Step: Payment" to put in your credit card information



Purchasing Multiple Tickets

- 1. Click "Click Here" for bulk purchasing
- 2. Then select how many tickets, if you include yourself, and email addresses for the people you are purchasing tickets for.





- 3. Then click "Next Step: Checkout."
- 4. Click "Next Step: Payment" to put in your credit card information
- 5. For the names and emails you added to your bulk tickets, those individuals will receive an email to use a special code and a link to register for the conference and complete their profile.
- 6. If you did not have the names and emails of the people you would like to give a ticket to, you will get an email with a list of special codes to personally send to the individuals to register for the conference and complete their profile.