1. Login to your account



2. Enter your username and password

Member Login

Email			
ioan@mediaktive.com			
Password			
•••••			
Remember Me			
LOG IN			

3. Select the event you want to register for by going to the Event page



- 4. Once you click on any of the available events you will be taken to the event's page, where the quantity of discounted tickets will be shown in the Price column. See examples below
 - a. Example Discounted tickets: Member Cost: \$299 Non-Member Cost: \$399

Available Tickets	Price	Qty*
Regular ticket	\$399 (the next 4 tickets are \$299)	0 🗸

NOTE: You will have the ability to register additional attendees

	BUY	
Example – Free Tickets Member Cost: Free (*) Non-Member Cost: \$99		
🎄 Available Tickets	Price	Qty*
Ticket	\$99 (the <u>next 4</u> tickets are FREE)	0 ~

NOTE: You will have the ability to register additional attendees



5. In the eventuality that **Discounted** or **Free** tickets are no longer available, company quota has already been used, you will only see the regular event price.

Available Tickets	Price	Qty*
Ticket	\$99	0 🗸

NOTE: You will have the ability to register additional attendees



- 6. The next step is to select the required quantity of tickets > Click the BUY TICKETS button to enter the Personal Information for all attendees > Proceed to finalize the registration.
- 7. Payment:

b

- a. **No payment info is required** if the total price of the tickets you selected is \$0 your attendees will be automatically registered
- b. If payment is required you will have the ability to pay with your **credit card** or for convenience with **PayPal**.