

How to Register and Pay for an Event

1. Two ways to access the site:
 1. Go to www.axon.com/training and choose Axon Academy from the menu bar
 2. Go to Axon Academy direct (<https://academy.axon.com>) to either register for a new account or login. (Submitting a request for access can take one to two business days to complete the approval process. Please note every person needing access to this website is required to go through this approval process as this site is secured. Should you have any difficulties or delay completing your request, contact <https://help.policeone.com>)
2. Once logged into Axon Academy, choose "Open for registration" from the Training Events tab
3. 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 Axon Academy website interface. At the top, there is a navigation bar with the following items: AXON Academy, HOME, TRAINING EVENTS (highlighted in yellow), COURSE CATALOG, DOCUMENTS, and MY DASHBOARD. Below the navigation bar, there is a dropdown menu for "All Events" with options: "Registered to attend" and "Open for registration". The main content area is divided into a left sidebar with search filters and a right column with event listings. The search filters include: Status (with checkboxes for "Already registered to attend", "Hosted by my organization", "Open for registration" (checked), "Allowed to edit", and "Where I'm an instructor"), Dates (with a dropdown set to "Upcoming"), Place (with a dropdown set to "Any"), Country (with a dropdown set to "United States"), State (with a dropdown), Zip Code (with a text input field "Enter at least 2 characters"), and City (with a text input field "Enter at least 2 characters"). The event listings on the right include: "Type: TASER CEW V20 Instructor Course" (THU, APR 13, 2017 8:00 AM - FRI, APR 14, 2017 5:00 PM EDT), "Eau Claire, WI TASER CEW V20 Instructor Course" (MON, MAY 1, 2017 8:00 AM - TUE, MAY 2, 2017 5:00 PM CDT), "Chester, NH TASER CEW V20 Instructor Course" (TUE, MAY 2, 2017 8:00 AM - WED, MAY 3, 2017 5:00 PM EDT), and "Thienville, WI TASER CEW V20 Instructor Course" (THU, MAY 4, 2017 8:00 AM - FRI, MAY 5, 2017 5:00 PM CDT). A red arrow points to the "Open for registration" checkbox in the search filters.

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

Registration

This event is open for registration

Close date: Monday, May 1, 2017 8:00 AM MST

Tickets left: 11

[New registration](#)

6. In the "New Registration Order" window that appears (screenshot below), fill in the following fields:
 1. Choose your payment method (Credit Card or Offline payment)
 1. 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. Choose who you are registering for the event:

2. To register yourself for the event, select "Register me"
 1. Coupon code is optional
3. 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

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
 4. To register additional people, use the "Add Attendee" button
2. Select the training package for each person being registered, i.e. New Certification vs. Re-Certification
3. Choose your payment method (Credit Card or Offline payment. Do not use when utilizing coupon)
 1. 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.
4. When you're ready to place your order, click "Save"

Add your attendees

Register me
 Register other person
 ✕

Taser CEW Instructor Certification / \$435 / Mon, May 22, 2017 8:00 AM - Tue, May 23, 2017 5:00 PM MST
 Taser CEW Instructor Re-Certification / \$225 / Tue, May 23, 2017 8:00 AM - 5:00 PM MST

Add Attendee

Select a payment method

Credit Card
 Offline payment (Check, PO)

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

Events > Registration Order #6105

Information

Created by: Jen Bliven

Event: [Scottsdale, AZ TASER CEW V20 Instructor Course](#)

Payment method: Credit Card

Status: Created

You need to complete your payment within 30 minutes, otherwise your order will be canceled so that other attendees can be registered.

[Pay online](#)

[View invoice](#)

Attendees

Total active: 1

Jen Bliven (j_bliven@yahoo.com)

Taser CEW Instructor Certification \$435

Online status: Incomplete | Training status: - | [View training details](#) | [Cancel](#)

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

Credit Card

Card number

Expiration CVC

MM	YY	
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Pay \$435.00

2. If you selected Offline Payment (P.O.):
 1. Click the "View invoice" button

Events > Registration Order #36

Information

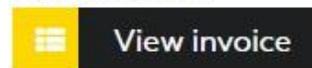
Created by: Billy Taze III

Event: Scottsdale, AZ - TASER CEW V20 Instructor Course

Payment method: Offline payment (Check, PO)

PO Number: 135235213

Status: Created



2. Print the P.O. invoice and provide it to your account/finance department
3. 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, CA94111
4. Your account/finance department will use the P.O. number as a reference number in their own records
5. Once your payment is received and processed, our team (PoliceOne.com accounting team) will mark payment as complete in the system