

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 axon-academy@p1academy.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. The navigation bar at the top is dark with white text for 'HOME', 'TRAINING EVENTS', 'COURSE CATALOG', 'DOCUMENTS', and 'MY DASHBOARD'. The 'TRAINING EVENTS' tab is highlighted in yellow. Below the navigation bar, the 'Events' section is displayed. On the left, there is a search filter sidebar with a 'Search query' input field. The sidebar has sections for 'Status' (with checkboxes for 'Already registered to attend', 'Hosted by my organization', 'Open for registration', 'Allowed to edit', and 'Where I'm an instructor'), 'Dates' (with a dropdown menu set to 'Upcoming'), 'Place' (with a dropdown menu set to 'Any'), 'Country' (with a dropdown menu set to 'United States'), 'State' (with a dropdown menu set to 'Arizona'), and 'Zip Code' (with a text input field). A red arrow points to the 'Open for registration' checkbox. On the right, there are three event listings, each with a thumbnail image, a title, a type, dates, and location. A blue button labeled 'Create Event Host Request' is located in the top right corner of the event listings area.

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 Offlinepayment)
 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"

New Registration Order

Add your attendees

Register me
 Register other person

Taser CEW Instructor Certification for X2 and X26P / \$325 / Mon, Jul 16, 2018 8:00 AM - 5:00 PM MST
 Taser CEW Instructor Certification for X2 / \$325 / Mon, Jul 16, 2018 8:00 AM - 5:00 PM MST
 Taser CEW Instructor Certification for X26P / \$325 / Mon, Jul 16, 2018 8:00 AM - 5:00 PM MST

Register me
 Register other person

Taser CEW Instructor Certification for X2 and X26P / \$325 / Mon, Jul 16, 2018 8:00 AM - 5:00 PM MST
 Taser CEW Instructor Certification for X2 / \$325 / Mon, Jul 16, 2018 8:00 AM - 5:00 PM MST
 Taser CEW Instructor Certification for X26P / \$325 / Mon, Jul 16, 2018 8:00 AM - 5:00 PM MST

Add Attendee

Select a payment method

ACH/eCheck or Credit Card
 Offline payment (Check)

Save
Cancel

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

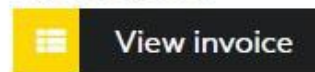
Created by: Billy Taze III

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