Using LearnUpon – Setting Up Your Profile & Purchasing Tickets

1. Click Add

   ![Manatee Conference on Young Children 2022](image)

   Content: 3 modules
   Price: $25.00

   Add

2. Click Proceed to Cart

   ![Shopping Cart](image)

   Manatee Conference on Young Children 2022
   1x
   $25.00

   Total $25.00

   Proceed to Cart

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

   ![Create an account](image)

   Email: [redacted]
   Password: [redacted]
   Confirm Password: [redacted]

   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

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**Purchasing 1 Ticket**

1. Click “Next Step: Checkout”
2. Then click “Next Step: Payment” to put in your credit card information

| Subtotal: | $25.00 |
| Total:    | $25.00 |

Next Step: Checkout

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**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.

Bulk Purchase

If you are purchasing for someone else or require bulk purchasing [Click Here].
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.