Using LearnUpon – Setting Up Your Profile & Purchasing Tickets

1. Click Add

![Add button for Manatee Conference on Young Children 2023]

2. Click Proceed to Cart

![Shopping Cart with Manatee Conference on Young Children 2022]

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

![Create an account form]

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Content: 3 modules
Price: $25.00
4. A popup will appear for you to check your email to confirm your account

   An email has been sent to
   Please follow the link in this email in order to confirm your account.
   If you do not receive an email within a few minutes, please check your spam folder.

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

<table>
<thead>
<tr>
<th>Subtotal:</th>
<th>$25.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total:</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

[Next Step: Checkout]