HOW TO: REGISTER ON THE MATCHBOX PLATFORM

Helpful Hints

- Each attendee should be registering for only themselves and not for anyone else
- The “Continue Shopping” button at the end of the registration process should not be considered a call-to-action

Registration Steps:

1. From the registration form, select the item to purchase (example used here: PTA Convention & SLI)
2. Add the select item to your cart

3. Review order and proceed to checkout
4. Select “Sign up” on log in page

5. Fill out the sign up form and select “Register”
6. Enter Discount Code (if applicable) then select “Continue”

7. Select “Continue”
8. Enter payment information and complete order

**Order Summary**
- Items (1):
  - PIA Convention + The State Leadership Institute
  - Price: $80.00
  - Qty: 1
  - Total: $80.00
- Additional discounts: $0.00
- Sub Total: $80.00
- Order Total: $80.00
- Total Due: $80.00

**CONFIRM CART AND ADD PAYMENT INFORMATION (BELOW)**
- Name on Card
  - [ ] [Input]
- Credit Card Type
  - [ ] Visa
  - [ ] MasterCard
  - [ ] American Express
  - [ ] Discover
- Credit Card Number
  - [Input]
- Expiration Month
  - 1- January
- Expiration Year
  - 2020
- CVV
  - [Input]

Choose from your existing addresses:
- [ ] 110.0 (Default) Edit
- [ ] Or, Add a new address

If you would like a copy of your receipt sent to another email, enter it here.
Additional Receipt Email
  - [Input]

[Click here to complete this order]
9. Confirm payment and complete order

10. Automatically brought into event platform, click “Launch Virtual Conference” (All of the events associated with the registration will be present as delineated line items)
11. Welcome to the virtual conference!