

## How to Register and Pay for an Event

1. Two ways to access the site:
  1. Go to [www.axon.com/training](http://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. A red arrow points to the "Open for registration" checkbox in the "Status" filter section. The event listings include:

- TASER | AXON** Type: TASER CEW V20 Instructor Course  
THU, APR 13, 2017 8:00 AM - FRI, APR 14, 2017 5:00 PM EDT  
Taser CEW Instructor Certification / \$435 / Apr 13 8:00 AM - Apr 14 5:00 PM  
Taser CEW Instructor Re-Certification / \$225 / Apr 14 8:00 AM - 5:00 PM  
Baroda-Lake Township Police Department, Bridgman, Michigan
- TASER | AXON** Eau Claire, WI TASER CEW V20 Instructor Course  
Type: TASER CEW V20 Instructor Course  
MON, MAY 1, 2017 8:00 AM - TUE, MAY 2, 2017 5:00 PM CDT  
Taser CEW Instructor Certification / \$435 / May 1 8:00 AM - May 2 5:00 PM  
Taser CEW Instructor Re-Certification / \$225 / May 2 8:00 AM - 5:00 PM  
Chippewa Valley Technical College, Eau Claire, Wisconsin
- TASER | AXON** Chester, NH TASER CEW V20 Instructor Course  
Type: TASER CEW V20 Instructor Course  
TUE, MAY 2, 2017 8:00 AM - WED, MAY 3, 2017 5:00 PM EDT  
Taser CEW Instructor Certification / \$435 / May 2 8:00 AM - May 3 5:00 PM  
Taser CEW Instructor Re-Certification / \$225 / May 3 8:00 AM - 5:00 PM  
Chester Fire Department, Chester, New Hampshire
- TASER | AXON** Thiensville, WI TASER CEW V20 Instructor Course  
Type: TASER CEW V20 Instructor Course  
THU, MAY 4, 2017 8:00 AM - FRI, MAY 5, 2017 5:00 PM CDT  
Taser CEW Instructor Certification / \$435 / May 4 8:00 AM - May 5 5:00 PM  
Taser CEW Instructor Re-Certification / \$225 / May 5 8:00 AM - 5:00 PM

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)

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

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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

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## Events > Registration Order #36

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### Information

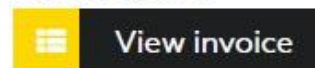
Created by: Billy Taze III

Event: Scottsdale, AZ - TASER CEW V20 Instructor Course

Payment method: Offline payment (Check, PO)

PO Number: 135235213

Status: Created

 View invoice

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