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
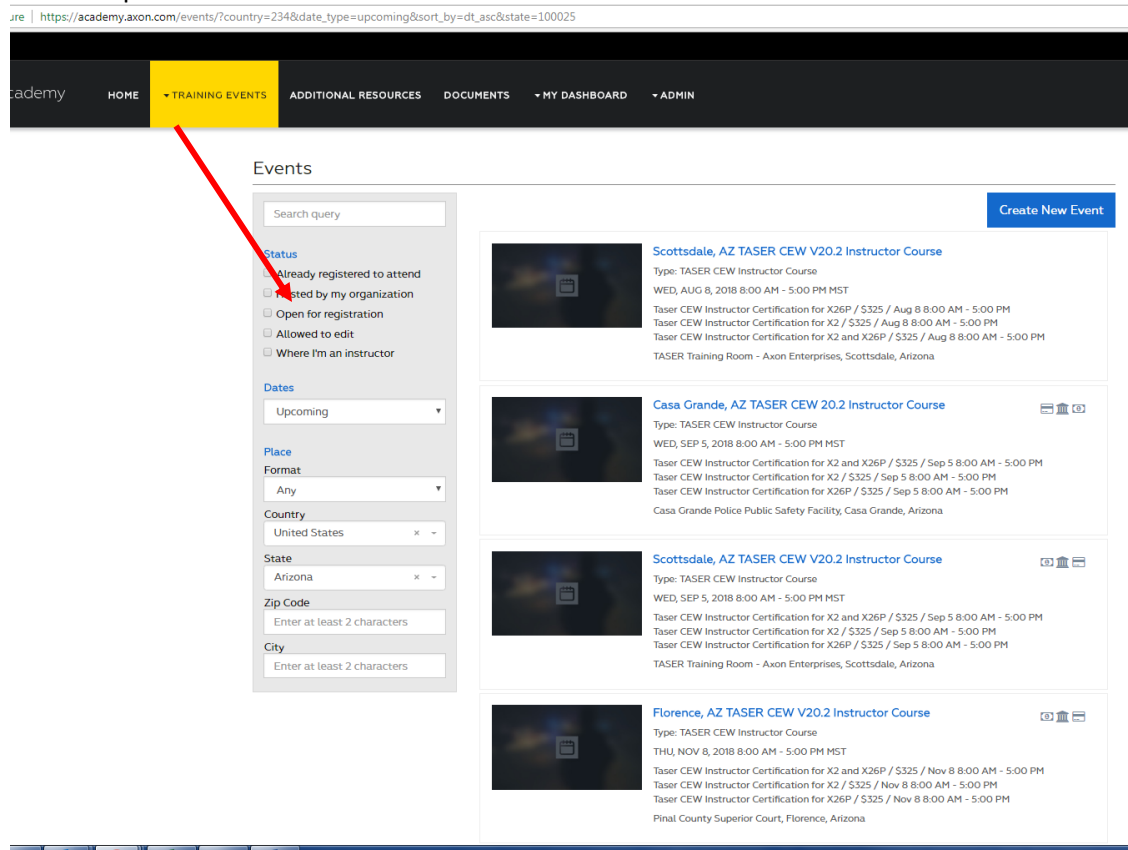
4. After your search has been applied, click on the Event you want to register for
5. In the right-hand column, click the "New registration" button

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"

New Registration Order

Add your attendees

◉ Register me ○ Register other person

| 4809052072 | | Coupon code |

○ 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

| smorrell@taser.com | 4809052000 ✕ | Coupon code |

○ 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

Pay online   **View invoice**

Attendees
Total active: 1
Jen Bliven (j_bliven@yahoo.com)   Taser CEW Instructor Certification $
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   ]   [   ]

Pay $435.00

2. If you selected Offline Payment (P.O.):
    1. Click the "View invoice" button

Events > Registration Order #36
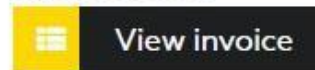
Information

Created by: Billy Taze III

Event: Scottsdale, AZ - TASER CEW V20 Instructor Course

Payment method: Offline payment (Check, PO)

PO Number: 135235213

Status: Created

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, CA 94111
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