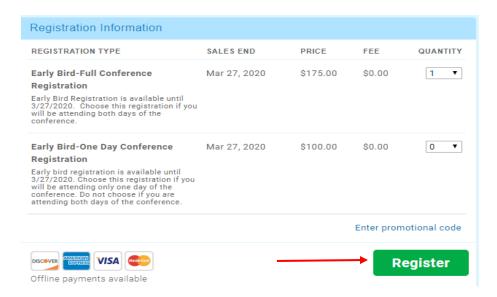
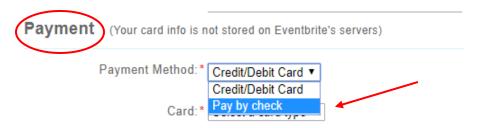
## **EVENTBRITE REGISTRATION - PAY BY CHECK**

Does your school system or governmental entity prefer to pay by check instead of credit card? Here are some tips to help you as you complete the registration process. From the registration home page:

Choose your registration type—Full Conference or One Day. Next, choose the number of registrations you are completing. You can register from 1-10 people; however, you will need to know which sessions each person wants to attend. Then Click Register



On the next screen, under the Payment Information section, there is a drop down box where you can choose Pay by Check. Click the down arrow next to Credit/Debit Card to get the Pay by Check option to show.



The system does not generate invoices. For invoice purposes, you will need to use a copy of the registration confirmation emailed to each person registered for the conference. Please make your check payable to Tennessee Skyward Users Group and send to the address below. **Please note, our mailing address has changed, so you may need to change this in your accounts payable system.** 

Tennessee Skyward Users Group Attn: Tara Smith Johnson City Schools PO Box 1517 Johnson City, TN 37605