

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

Registration Information

REGISTRATION TYPE	SALES END	PRICE	FEE	QUANTITY
Early Bird-Full Conference Registration <small>Early Bird Registration is available until 3/27/2020. Choose this registration if you will be attending both days of the conference.</small>	Mar 27, 2020	\$175.00	\$0.00	1 ▾
Early Bird-One Day Conference Registration <small>Early bird registration is available until 3/27/2020. Choose this registration if you will be attending only one day of the conference. Do not choose if you are attending both days of the conference.</small>	Mar 27, 2020	\$100.00	\$0.00	0 ▾

[Enter promotional code](#)


Offline payments available


 **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.

Payment (Your card info is not stored on Eventbrite's servers)

Payment Method: *

Card: *



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