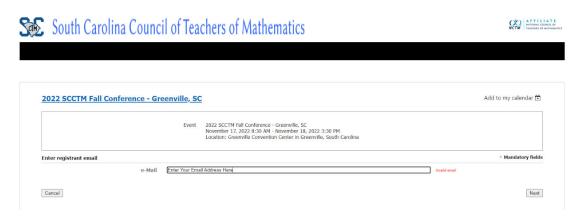
Registering & Leaving Payment Pending for the SCCTM Conference

Purchase Order, Check Being Mailed in, Someone Else Paying Later by Card for You

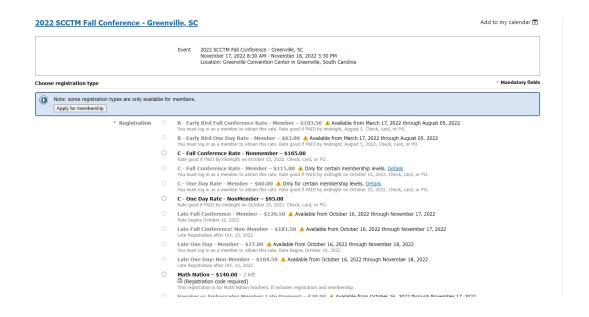
Each person attending the South Carolina Council of Teachers of Mathematics Conference, must register online. Payment may be left pending, by choosing "Invoice me" while in the registration system. Once the registrar receives a Purchase Order, the purchase order will be credited to the attendee's account as "payment." The district will be invoiced.

If your district wishes to use a credit card to make payment, the attendee can forward the unpaid invoice that they receive by email to the person paying. The payer may then pay the invoice with a card.

Directions for Leaving Payment Pending in the SCCTM Online Registration/Membership System



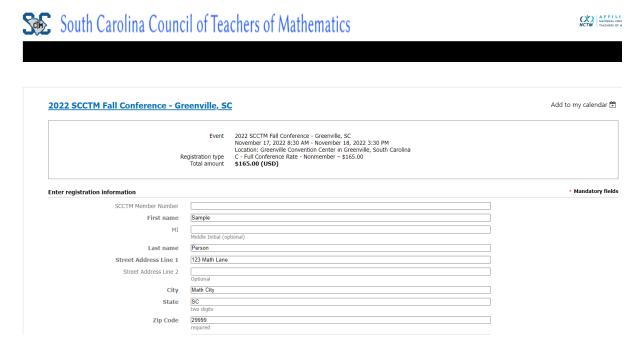
- 1. Enter your personal email address and click, "Next."
- 2. Choose the registration type. (If you are joining, click Apply for membership" first and fill in the application. You can then register.)
- 3. Click "Next."



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4. Fill in your information. Be sure to include your personal email address. (The main email address that you use will be your username for your account. Sometimes, people change districts and can no longer get into their accounts. Using a personal email address assures that you will be able to always access your account.) Click "Next."



- 5. Review your registration, making sure that you chose the right type of registration.
- 6. To leave the payment pending, click "Invoice me." (If you are paying with a card, choose, "Pay online."
- 7. Click "Next" to finalize.



When you chose "Invoice me" an invoice will come to your email address.

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Paying by Card Later

If your district or another entity is paying for your registration with a card, the invoice in your email that you will receive can be forwarded to the person who will be paying. The person paying can then click, "View invoice online" within the body of the email and make the payment online for you.

- 8. Once the purchase order "or credit card payment" is processed on the SCCTM side, the attendee will receive their name badge and QR code by email. They will also receive a "receipt" by email indicating that the payment was processed.
- 9. When a district is paying by purchase order or check, they may want a copy of the online invoice. When paying by PO, one invoice with each attendees' details is created by the SCCTM registrar and emailed to the district's payment department.

Contact Cindy Parker if you need any help.

Director@scctmconference.org