Guide to Registering for School of Education Events Using OneStop

1. On the first screen, most users will simply click “Submit Booking” without altering any fields. If you have a discount voucher code, please enter it here.

2. Enter your contact details on the next screen. Note that fields with asterisks are required.
3. **IMPORTANT:** On the third screen, you must update the quantity field to “1” in order to populate the “Total” amount. Otherwise your transaction will generate an invoice for $0.00. If invoicing your school, list your school accounts person under “Name for Tax Invoice”. Otherwise, list yourself or whoever is paying for the attendance.

4. On the payment method screen, select your payment option: credit card OR an invoice payable by cheque or cash. **IMPORTANT:** Please include a copy of the tax invoice when submitting cheque or cash payment. If this invoice was emailed to you directly, please pass it on to your school accounts person or whomever is paying the invoice.