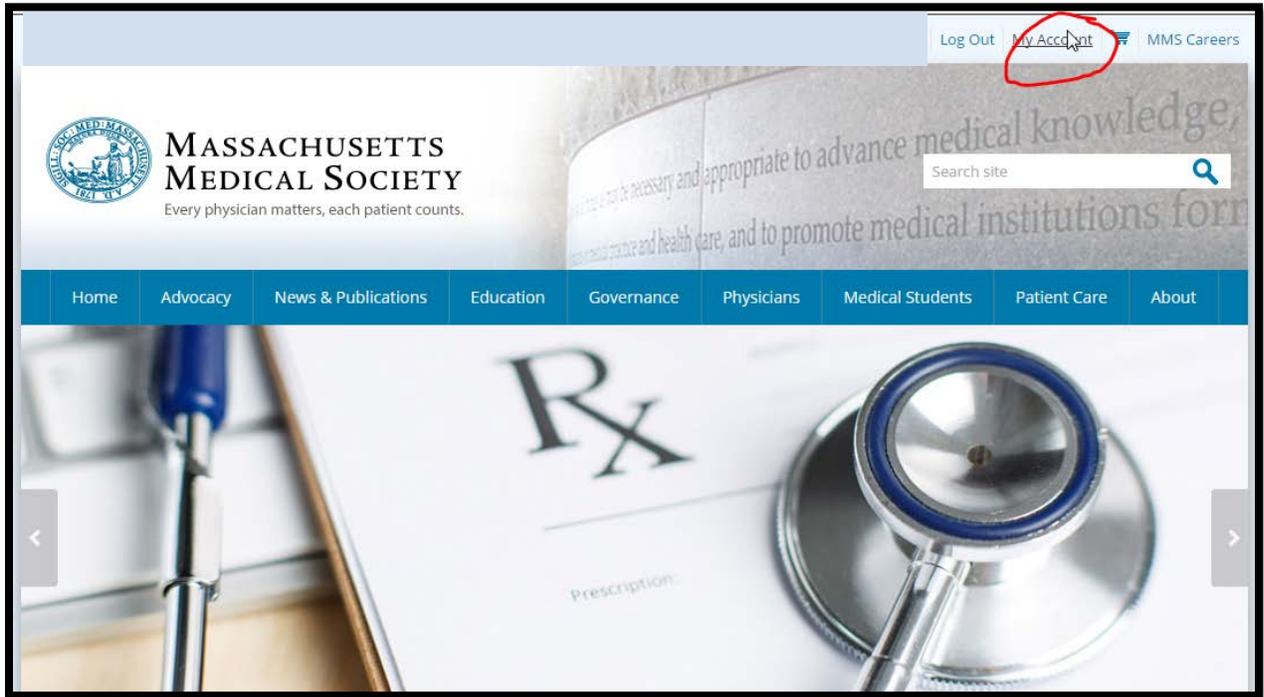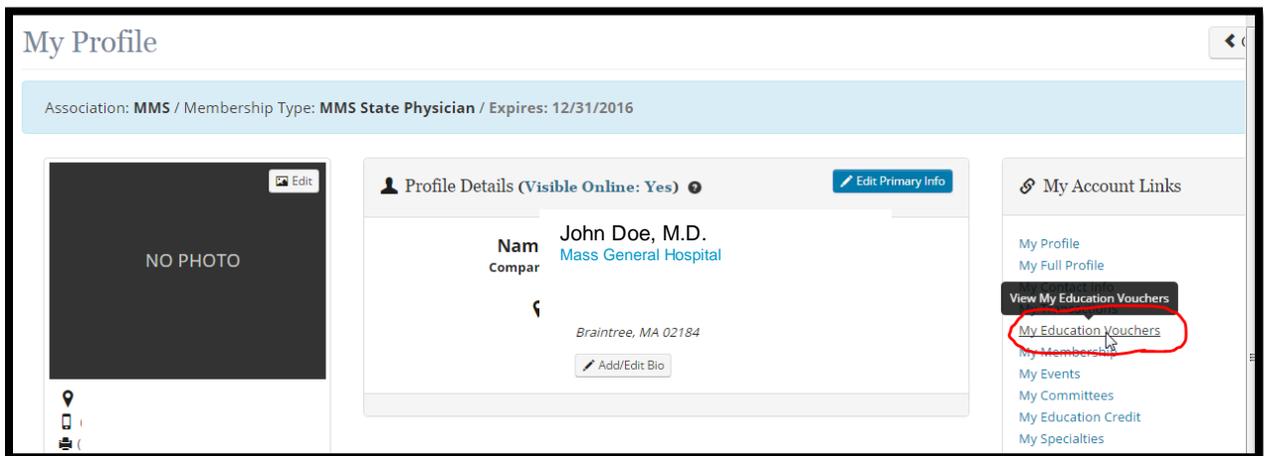Educational Voucher Instructions for Members

Step 1: Once you have logged in to the website, verify your Voucher amount by clicking on My Account.

Step 2: In the right navigation bar, click My Education Vouchers.

Step 3: Verify the amount of Vouchers you have.

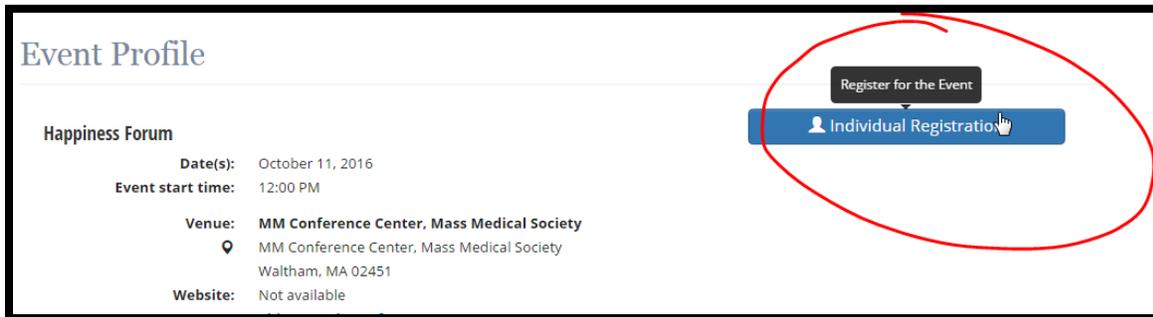Educational Voucher Instructions for Members

Step 4: Click on events in the top navigation bar to locate an event you would like to register for.
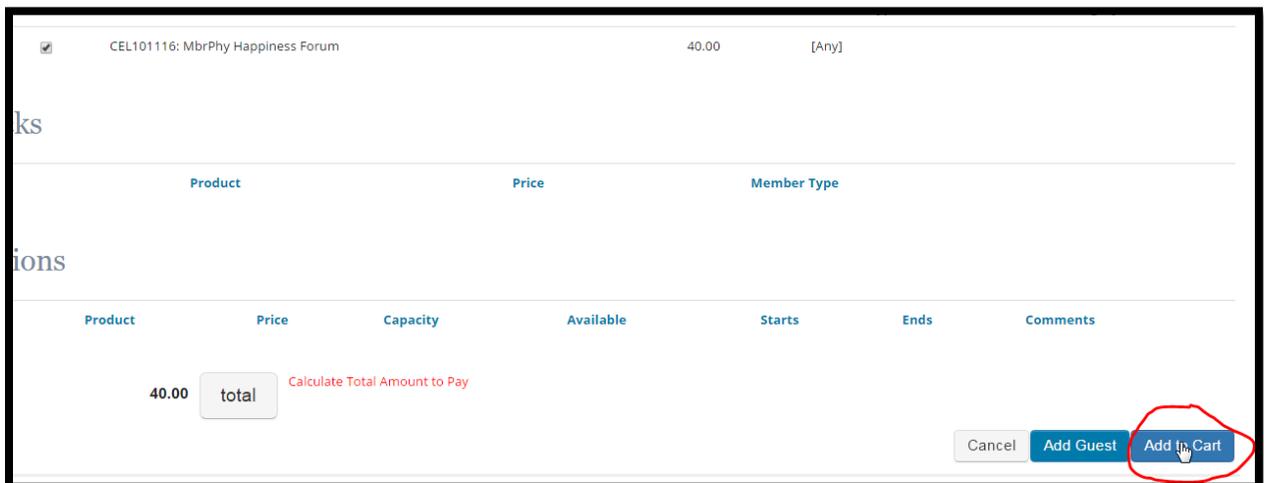

Step 5: Locate the event you would like to register for and click it. *For demo purposes, we have created this fake event.*

Step 6: Click Individual Registration to register for the event.

Step 7: Complete the registration form by inputting the required information, then click Add to Cart.

Step 8: Vouchers are considered a form of payment and are not a discount. Therefore, they are not entered here under discounts. Instead click Continue to go to the payment page.

Step 9: Scroll down to the bottom of the payment screen where you see Invoice & Voucher Information.

Here you will be able to see your invoice total ("amount due") for your program registration as well as the amount of vouchers you have available.   Fill in the amount you would like to use for your voucher in the "credit to apply" box and click the button that says "apply credit" then click checkout on the right side.

In the event that your voucher did not cover your invoice total after clicking apply credit you would be directed to a payment page to input a second payment method.

Step 10: On the final page, you will see that a $40 credit has been applied to your registration and that no other payment is due. Finally, click Submit Order to transmit your registration and payment to the MMS. Your order is not complete until you click Submit.

Payment Information

Total discount:	0.00
Credit to apply:	40.00
Net applied:	40.00
Total tax:	0.00
Net-balance:	0.00

Order is not complete. Press "Submit Order" to complete.

Edit Customer / Billing Info   Edit Payment   Submit Order