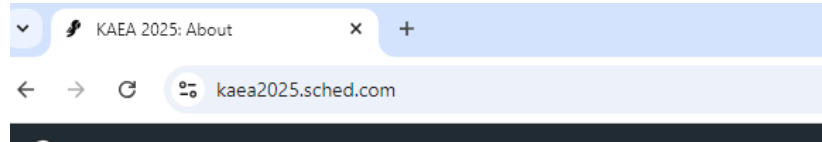


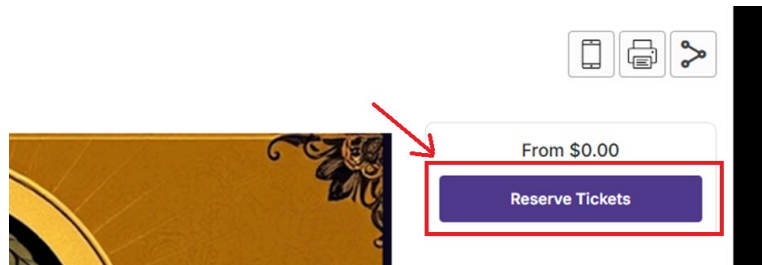
# Purchasing KAEA Conference Tickets Via Sched

(individual or group)

1. In a browser, go to the KAEA Sched website at [kaea2025.sched.com](https://kaea2025.sched.com)



2. From the main home page, click the purple 'Reserve Tickets' button on the upper right side of screen.



3. The next screen will show ticket options, but you'll have to sign in at the bottom before you can make any selections.

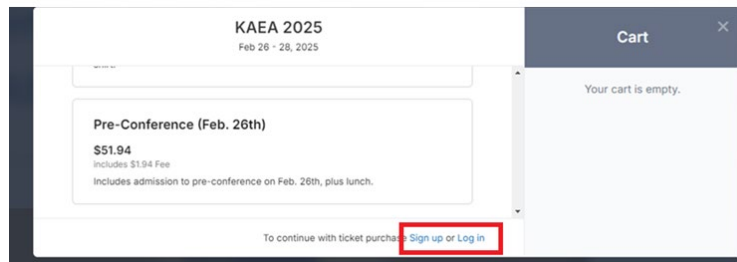


Fig 3.

4. A login window will appear. Enter your credentials. There's an option to recover passwords if you've forgotten. If you have a Sched account from previous years, be sure and use that email.

Log in with Sched

Log in to your account to connect with other attendees.

Email or Username  
john.doe21@gmail.com

Password  
.....  
Forgot password?

Log In

OR

Continue with Google

Continue with Apple

Don't have an account? Sign up

Fig. 4

If you have never created a Sched account, you'll need to select the 'Sign up' option in Fig. 4 or Fig 3 above in Step 3. Avoid creating a new account if you've previously established a Sched account.

5. Once you've logged in, you'll be returned to the ticket menu. Select your quantities and ticket types.

If buying for multiple people, you can purchase all you need and share the extra tickets at a later stage.

When finished making selections, click the purple "Next" button.

KAEA 2025  
Feb 26 - 28, 2025

Pre-Conference (Feb. 26th)  
\$51.94  
Includes \$1.94 Fee  
Includes admission to pre-conference on Feb. 26th, plus lunch.

KAEA Membership Only - No Conference Admittance  
\$26.46  
Includes \$1.46 Fee  
Ticket is for KAEA membership only. Although the registration will still ask for shirt and food options, this ticket includes neither. It's simply KAEA membership privileges (including COABE membership).

Test ticket  
\$2.00  
Includes \$1.00 Fee  
Fake ticket for setting up registration, Stripe, and other bits and bobs.

Cart

Order summary

1 × Test ticket \$1.00

Subtotal \$1.00

Fees \$1.00

Total \$2.00

Log out

Next

6. You'll be taken to a new window with registration questions to fill out. Fill out the requested information for your ticket and click the purple "Place Order" button.

The screenshot shows a registration form for KAEA 2025 (Feb 26 - 28, 2025). The form is titled "Registration information" and includes an "Intro message goes here" section. The form fields are: First Name\* (John), Last Name\* (Doe), Email\* (skrejmail@gmail.com), Phone Number\* (620.417.1316), and Title\* (What is your role?). A "Place Order" button is highlighted with a red box at the bottom right of the form. A "Cart" sidebar on the right shows an "Order summary" with 1 x Test ticket for \$1.00, a Subtotal of \$1.00, Fees of \$1.00, and a Total of \$2.00.

N.B. If you have purchased additional tickets for other people, they will fill in these questions individually after you've transferred tickets to them, discussed in **Step 10**.

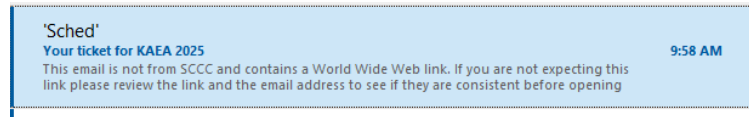
7. You'll be redirected to Stripe, a 3<sup>rd</sup> party credit-card processing site. Fill out your credit card information and click the blue "Pay" button.

N.B. It is suggested that you unselect the "Save my info for Link" checkbox.

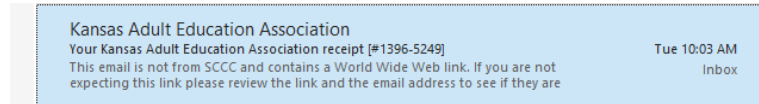
The screenshot shows the Stripe payment page for the Kansas Adult Education Association. The page displays the amount to be paid: \$2.00. The breakdown is: Test ticket (Fake ticket for setting up registration, Stripe, and other bits and bobs) for \$1.00, and Fee (Sched service fee) for \$1.00. The payment method is "Card" (US bank account). The card information fields are: Card number (1234 1234 1234 1234), MM / YY, CVC, and Cardholder name (Full name on card). The country or region is "United States" and the ZIP code is empty. The "Save my info for 1-click checkout with Link" checkbox is checked. The "Pay" button is highlighted with a red box. The "link" logo is also visible.

Fig. 7

You should soon get a confirmation email from “Sched” with a subject line of ‘Your ticket for KAEA 2025.’



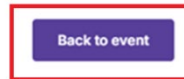
You should also receive a second email from Kansas Adult Education Association with a receipt for the credit card payment. Check junk/spam folders if you don't see them.



- After clicking the blue ‘Pay’ button from Fig. 7 above, you will see a new window confirming registration. Opt to return the homepage with the ‘Back to Event’ button:

Your registration was successful!

Yup, it worked.



- You'll then be returned to the main home screen, where you'll see a list of your various ticket types and quantities as in Fig. 9A

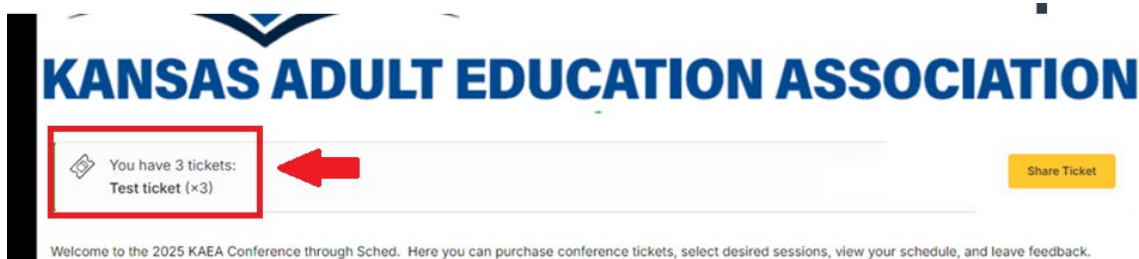


Fig. 9A

If you do not see a list of your tickets, click on the avatar icon to the left of the ‘About’ button in Fig 9B.

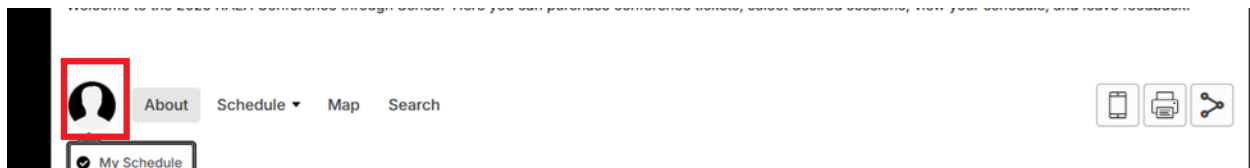


Fig. 9B

You should then see your tickets, as well as the ‘Share Ticket’ button as in Fig. 9A, above.

From here, you can also share any extra tickets you might have purchased for others. **See step 10** to share.

## Sharing/Transferring Tickets

10. To share any additional tickets you may have purchased with other individuals, click the yellow 'Share Ticket' button from Fig. 9A, above.

From the new popup window, select the ticket type you wish to share, then enter a name and email address to whom you wish to share. Click on the purple 'Share Now' button.

KAEA 2025  
Feb 26 - 28, 2025

**Share your ticket**

Invite your guests to register for the event by sending them an email with their ticket details. Please note that ticket ownership will be immediately transferred to the recipient.

**Tickets**

Select your ticket

Test ticket

Guest Name

John Doe

Guest Email Address

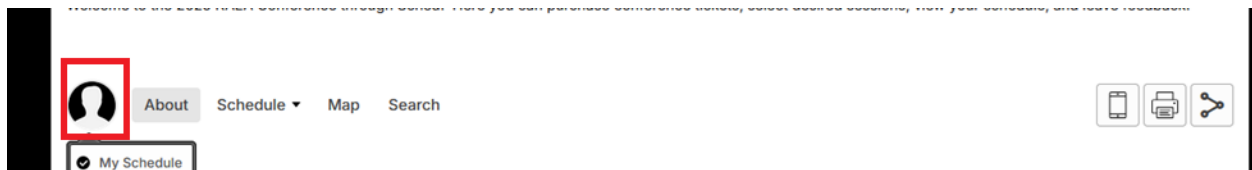
john.doe@gmail.com

Share Now

A screen with a working cursor circle and message sending and invitation to the entered email address with briefly appear, followed by a confirmation message.

You will then be returned to the main home screen, where you can repeat the process to transfer additional tickets. You will have to transfer tickets one at a time.

N.B. To see the 'share ticket' option again, you may need to click on your avatar picture on the left side.



11. Notify the person you shared with to expect a confirmation email from 'Sched' about a ticket for KAEA, and check their spam/junk box if needed.

They will then need to log into Sched (follow link in email) to accept the ticket and answer their registration questions.

**Questions or problems? Email [bill.asmussen@sccc.edu](mailto:bill.asmussen@sccc.edu) for registration help.**