

STEP BY STEP GUIDE TO PURCHASE IPNA ANNUAL EDUCATIONAL CONFERENCE TICKETS ON IPNA WEBSITE

- Log into the IPNA website using your email address as your user name and your password.
- Go to **Shop** Tab at the top of the page
- Click on the ticket option of your choice for the Annual IPNA Conference
- Click “add to Basket”, **NOTE the website will only allow you to purchase one ticket at a time as a IPNA member**
- The website will then advise you that you have bought the maximum number of tickets allowed
- At the top right-hand corner of the page you will see a shopping cart and click on same to select “checkout”
- This will lead you to a page where you need to complete your personal details.
- On completion of this you can then proceed to pay for your ticket with PAYPAL/PAY BY CARD
- You will then be issued with an automatic receipt via email.