



# MINNESOTA SHERIFFS' ASSOCIATION

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## Jail Academy Online Registration Instructions

### There are 3 options to register online:

1. Full Academy -- training, lodging and meals for the entire 3 weeks
2. Weekly -- training, lodging and meals for a full week
3. Daily - training for specific day(s) and/or lodging and meals for specific day(s)

### Log in to MSA website: [www.mnsheriffs.org](http://www.mnsheriffs.org)

1. Either from the Trainings/Jail Academy page or the MSA Events page, select the registration option you wanting to do (see list above)
2. **"Select a registration fee for MARY JONES"**
  - a. For the daily and weekly registrations, it is prepopulated to Jail Academy 2014 at \$0 (you will select the fees on subsequent pages) Select "NEXT"
3. **"Enter the Registration Information for MARY JONES"** (this is the page where you can change the name of the attendee – if not the same as the person who logged in)
  - a. Complete all the registration information for the attendee. Some of it is required and will make you complete before moving along.
  - b. For daily – Select the days you are requesting lodging and meals. *If you want to select multiple dates, press your CTRL key while selecting options.* Select "NEXT"
4. **"Fee and Session"** page: (skip past the Search Feature)
  - a. For daily: Start with the breakfast and dinner and then select barracks or maid service. It will only let you make one selection - no matter what the quantity – (you will edit the amount/quantity in the shopping cart) Even though the lodging and meals say March 2, 2014 – that is fine – it doesn't mean that is date(s) you will be eating...you did that on the previous page.
  - b. Select the training sessions. They are listed by date and class title. Note: You may need to go to Page 2 for the week 2 and 3 classes. Select "NEXT"
5. **Number of Guests:** If you would like to register multiple people, you will select this option. You will complete the registration process for the 2<sup>nd</sup>, 3<sup>rd</sup> or 4<sup>th</sup> attendee. NEXT
6. **"Confirm and Submit Registration"** This is primarily a recap of the sessions/events you have chosen. You do not need to print this page.
  - a. For daily: Do not worry about the total of the lodging and meals. You will be editing the quantity in the Shopping Cart.
7. **"Shopping Cart"** if everything is ok, select "proceed to checkout"
  - a. For daily: You will need to edit the number of breakfast, dinners and lodging to reflect the days you selected earlier. Hit "Update Cart" – the proceed to checkout.
8. **"Checkout"** and **Payment Information**
  - a. On the right hand side of the page, there is the payment information. It auto selects to "Credit Card" but there is a drop down to select "Bill Me"

- b. If you are using a credit card, the address the card bill goes to, must match the address in you profile. You can edit the address on this page.
- c. Double check the email address and add a second address if you like.
- d. SELECT "Purchase Now" – and wait a minute

**9. Purchase Submitted –**

- a. You can print this page if you like.
- b. You will receive two emails...A confirmation email and an invoice (or receipt)
- c. If you do not receive the emails, your registration likely did not go through.
- d. Review your selections – contact MSA if there are problems.

**Questions?** Call the MSA office and we will walk you through the process.

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