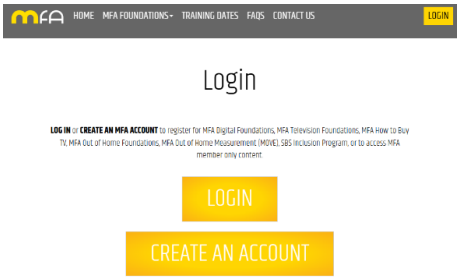
FOUNDATIONS
COUPONS - AGENCIES

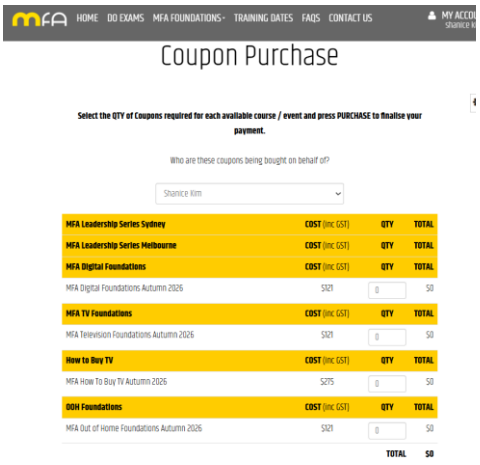
STEP 1: CREATING AN ACCOUNT

- Create your account on the MFA Events website, using your work email address and mobile number
- Once this has been done, advise the MFA team, who will set you up with Member permissions.



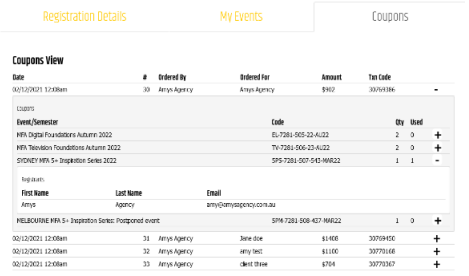
STEP 2: PURCHASING COUPONS FOR YOUR AGENCY STAFF

- Login to MFA Events
- Once logged in, go to the My Profile page
- Click on the **Coupons** tab. This will be where all your previously purchased coupons will be logged and where you can purchase more.
- Click **+Purchase New Coupon**
- Once on the Coupon Purchase page, you can select the number of registrations you would like to purchase for MFA Foundations or MFA 5+.
- You will then be taken to a payment page, where you can pay via credit card.



STEP 3: VIEWING AND USING YOUR COUPONS

- To view your coupons, again go to the **My Profile** page and click on the **Coupons** tab.
- This will list out the coupon purchases you have made.
- Click on the + to expand each transaction. This will show the coupon codes which you can send to your staff to register for MFA Foundations or MFA 5+ events.
- You will also be able to see how many coupons you have purchased, how many have been utilized and who has used them.
- The receipt number (Transaction Code) is also available as a payment reference, should you need to contact the MFA for a refund or any other payment queries.



If you run into any issues, please reach out to mfafoundations@mediafederation.org.au.