

Using the MFA E-Learning Coupon Page – for 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 e-Learning or MFA 5+
- You will then be taken to a payment page, where you can pay via credit card.

Coupon Purchase

Digital Foundations	COST	QTY	TOTAL
MFA Digital Foundations Autumn 2022	\$110	3	\$330
TV Foundations	COST	QTY	TOTAL
MFA Television Foundations Autumn 2022	\$110	2	\$220
MFA 5+ Sydney	COST	QTY	TOTAL
MFA 5+ Melbourne	COST	QTY	TOTAL
TOTAL			\$550

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 e-Learning or 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.

Date	#	Ordered By	Ordered For	Amount	Txn Code	
02/12/2021 12:08am	30	Amy's Agency	Amy's Agency	\$902	30769386	-

Event/Semester	Code	Qty	Used	
MFA Digital Foundations Autumn 2022	EL-7281-505-22-AU22	2	0	+
MFA Television Foundations Autumn 2022	TV-7281-506-23-AU22	2	0	+
SYDNEY MFA 5+ Inspiration Series 2022	SPS-7281-507-543-MAR22	1	1	-

Registrants	First Name	Last Name	Email	
MELBOURNE MFA 5+ Inspiration Series: Postponed event	Amy's	Agency	amy@amysagency.com.au	
02/12/2021 12:08am		Jane doe		\$1408 30769450 +
02/12/2021 12:08am		amy test		\$1100 30770168 +
02/12/2021 12:08am		client three		\$704 30770367 +

If you run into any issues, please reach out to MFA E-Learning mfaelearning@mediafederation.org.au