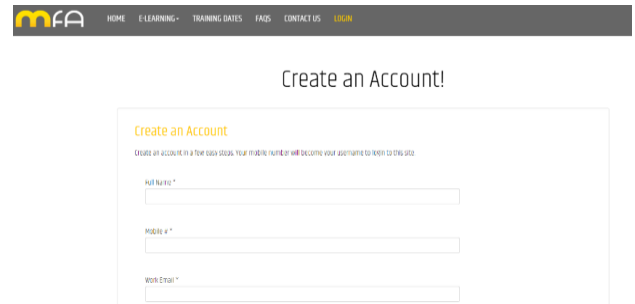


# How to purchase and manage MFA coupons – for member agencies

Before you purchase coupons you will need to have an MFA account. To create an MFA account, go to <https://www.mediafederation.org.au/events/login>. Don't forget to use your mobile number and work email address.

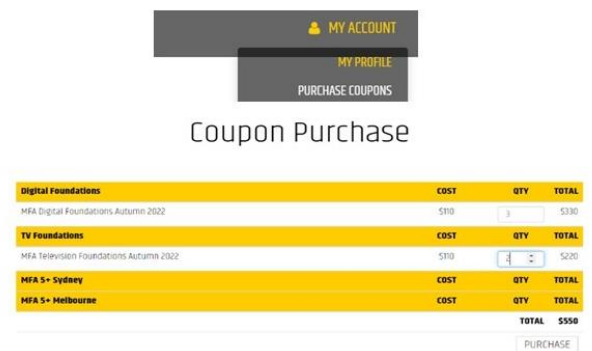


**Step 1:** You will need MFA authorisation to purchase coupons on behalf of your company.

- You can request authorisation to purchase coupons on behalf of your company by emailing [mfa@mediafederation.org.au](mailto:mfa@mediafederation.org.au).
- Once MFA confirms authorisation, you can purchase coupons.

**Step 2:** Purchasing coupons for your Agency staff

- Go to [www.mediafederation.org.au/events](http://www.mediafederation.org.au/events)
- **LOGIN** using your mobile number and password.
- Once logged in, go to **MY ACCOUNT >> PURCHASE COUPONS**.
- Select the quantity of tickets you would like to purchase for MFA 5+, MFA Digital Foundations or MFA TV Foundations.
- Press **PURCHASE** to complete your credit card details and finalise payment.

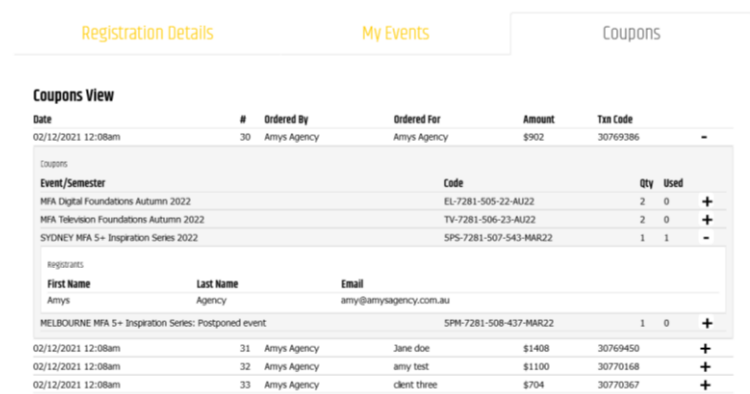


Digital Foundations	COST	QTY	TOTAL
MFA Digital Foundations Autumn 2022	\$110	3	\$330
TV Foundations	COST	QTY	TOTAL
MFA Television Foundations Autumn 2022	\$110	20	\$2200
MFA 5+ - Sydney	COST	QTY	TOTAL
MFA 5+ - Melbourne	COST	QTY	TOTAL
<b>TOTAL</b>			<b>\$550</b>

PURCHASE

**Step 3:** Viewing and using your company's coupons

- To view your company's coupons, **LOGIN** to your account on <https://www.mediafederation.org.au/events/>
- go to **MY ACCOUNT >> MY PROFILE** page and select the **Coupons** tab.
- This will detail all the coupon purchases made on behalf of your company.
- To see the Coupon Code and the coupon usage details such as quantity purchased, quantity used and by whom, click on the **+** to expand each transaction.
- The Transaction Code is your payment reference, should you have any payment queries.



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

Coupons	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	Last Name	Email
First Name	Amy's Agency	amy@amysagency.com.au

Date	#	Ordered By	Ordered For	Amount	Tax Code	
02/12/2021 12:08am	31	Amy's Agency	Jane doe	\$1408	30769450	+
02/12/2021 12:08am	32	Amy's Agency	amy test	\$1100	30770168	+
02/12/2021 12:08am	33	Amy's Agency	clnt three	\$704	30770367	+

If you run into any issues, please reach out to the MFA on [mfa@mediafederation.org.au](mailto:mfa@mediafederation.org.au).