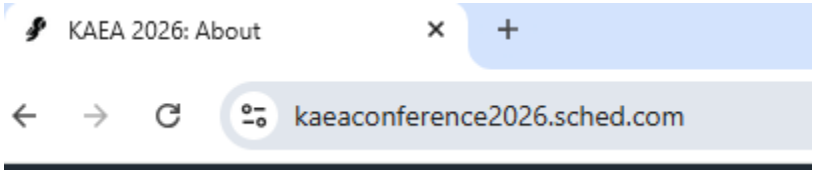
Purchasing KAEA Conference Tickets Via Sched

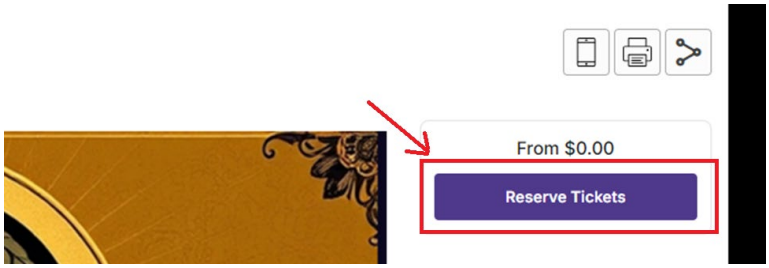
(individual or group)

N.B. Ticket refunds are limited to extreme cases, at the sole discretion of KAEA.

1. In a browser, go to the KAEA Sched website at https://kaeaconference2026.sched.com/



2. From the main home page, click the purple 'Reserve Tickets' button on the upper right side of screen.



3. The next screen will show ticket options, but you'll have to sign in at the bottom before you can make any selections.

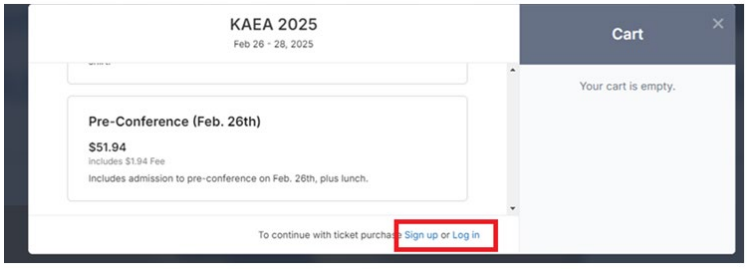


Fig 3.

4. A login window will appear. Enter your credentials. There's an option to recover passwords if you've forgotten. If you have a Sched account from previous years, be sure and use that email.

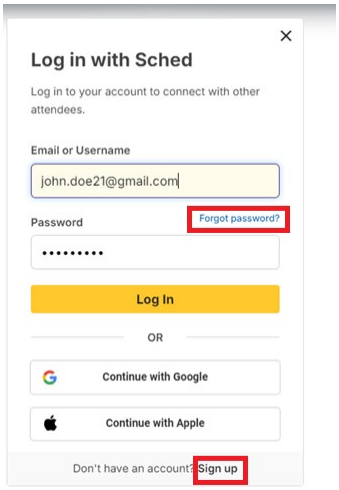


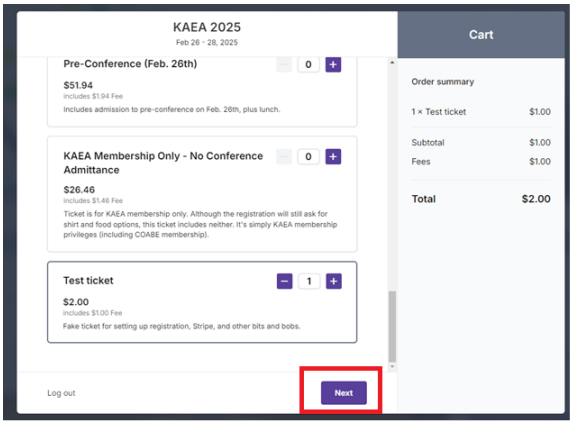
Fig. 4

If you have never created a Sched account, you'll need to select the 'Sign up' option in Fig. 4 or Fig 3 above in Step 3. Avoid creating a new account if you've previously established a Sched account.

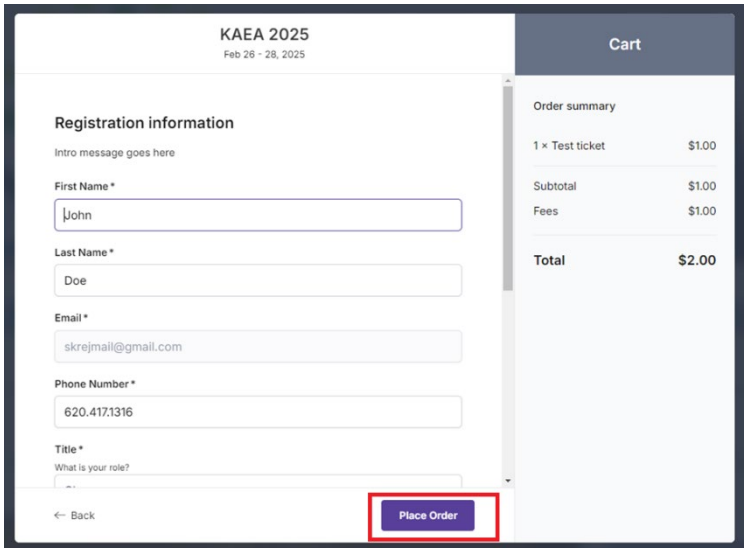
5. Once you've logged in, you'll be returned to the ticket menu. Select your quantities and ticket types.

   If buying for multiple people, you can purchase all you need and share the extra tickets at a later stage.

   When finished making selections, click the purple "Next " button.



6. You'll be taken to a new window with registration questions to fill out. Fill out the requested information for <u>your</u> ticket and click the purple "Place Order" button.



N.B. If you have purchased additional tickets for other people, they will fill in these questions individually after you've transferred tickets to them, discussed in **Step 10**.

7. You'll be redirected to Stripe, a 3rd party credit-card processing site. Fill out your credit card information and click the blue "Pay" button.

N.B. It is suggested that you unselect the 'Save my info for Link" checkbox.

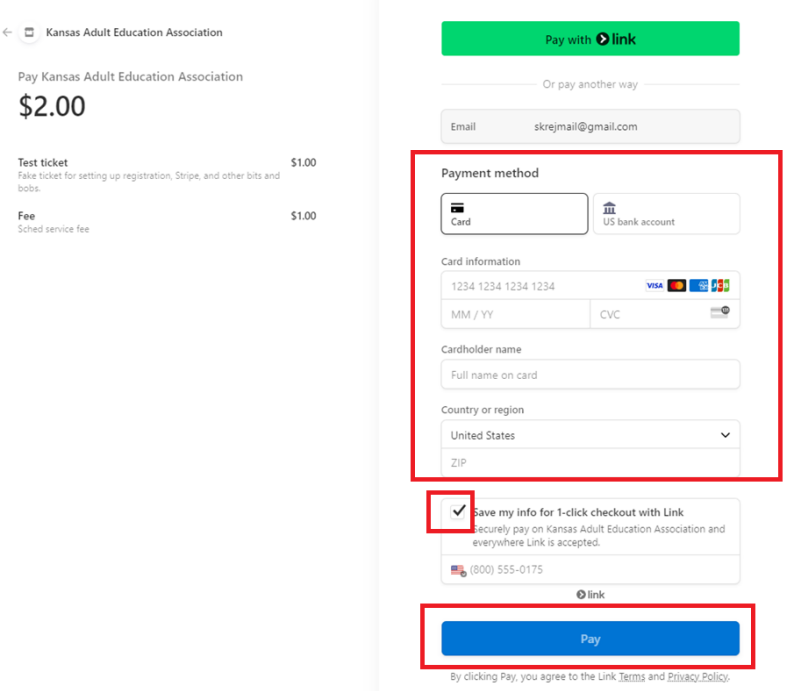
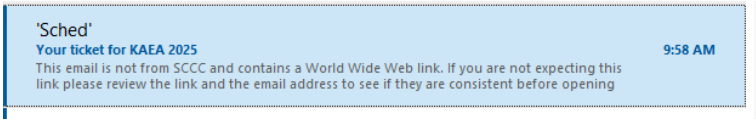
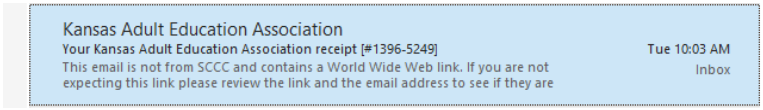


Fig. 7

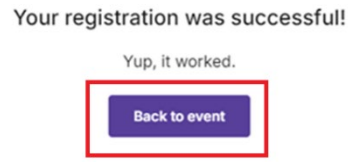
You should soon get a confirmation email from “Sched” with a subject line of ‘Your ticket for KAEA 2025.



You should also receive a second email from Kansas Adult Education Association with a receipt for the credit card payment. Check junk/spam folders if you don’t see them.



8. After clicking the blue ‘Pay’ button from *Fig. 7* above, you will see a new window confirming registration. Opt to return the homepage with the ‘Back to Event’ button:



9. You’ll then be returned to the main home screen, where you’ll see a list of your various ticket types and quantities as in *Fig. 9A*

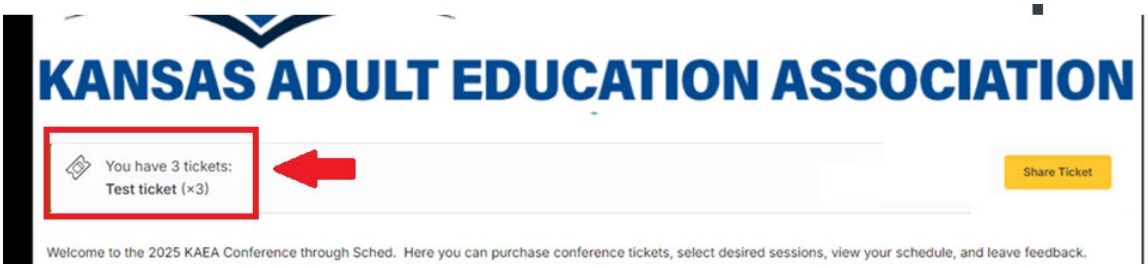


Fig. 9A

If you do not see a list of your tickets, click on the avatar icon to the left of the ‘About’ button in Fig 9B.

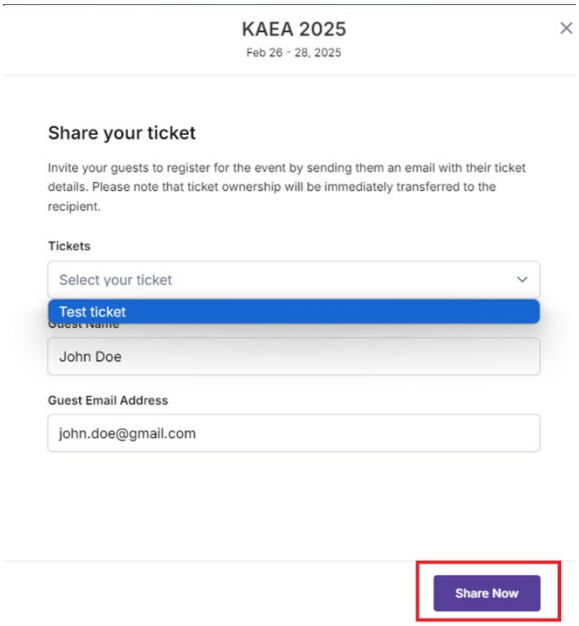
Fig. 9B

You should then see your tickets, as well as the ‘Share Ticket’ button as in Fig. 9A, above.

From here, you can also share any extra tickets you might have purchased for others. **See step 10** to share.

10. To share any additional tickets you may have purchased with other individuals, click the yellow 'Share Ticket' button from Fig. 9A, above.

    From the new popup window, select the ticket type you wish to share, then enter a name and email address to whom you wish to share. Click on the purple 'Share Now' button.



    A screen with a working cursor circle and message sending and invitation to the entered email address with briefly appear, followed by a confirmation message.

    You will then be returned to the main home screen, where you can repeat the process to transfer additional tickets. You will have to transfer tickets one at a time.

    N.B. To see the 'share ticket' option again, you may need to click on your avatar picture on the left side.

11. Notify the person you shared with to expect a confirmation email from 'Sched' about a ticket for KAEA, and check their spam/junk box if needed.

    They will then need to log into Sched (follow link in email) to accept the ticket and answer their registration questions.

    Questions or problems? Email bill.asmussen@sccc.edu for registration help.