

How to pay for events

Step 1: At the checkout page, you will see the following methods to pay.

Payment Type

<input type="radio"/> Pay Now - Saved Payment
<input type="radio"/> Pay Now - New Credit Card
<input checked="" type="radio"/> Pay With Purchase Order
<input type="radio"/> Pay Later - Scheduled Payment

Billing Address

You have selected the Bill Me payment option. Here is the current billing address defined on your account. [Edit your profile](#) if you would like to update your accounts billing address. If you enter a purchase order, the billing address will default to the address of your primary school.



Must enter
PO # if paying
with Purchase
Order

Bill Me

Purchase Order
Number *

Invoice Description

Step 2: If you're paying with a **purchase order** and need an invoice to submit to the school, please go to the **Personal Snapshot** page, click **My Orders**, then click **Invoice**:

EDUCATIONAL THEATRE ASSOCIATION INTERNATIONAL THEATRE SOCIETY Educational Theatre FOUNDATION

1 Personal Snapshot Upcoming Events Checkout Log

My Orders

View and pay your orders.

Personal Snapshot

- Edit My Profile
- Security & Login
- My Troupe/School/Org
- Troupe Roster
- My Committees
- My Payment Methods
- 2 My Orders
- My Scheduled Payments

My Orders

All orders billed to you.

Order 0010024

Bill To	
Invoice Date	9/28/2021
Purchase Order Number	testing PO
Balance	\$45.00

3 Invoice