

APCO Active Shooter Registration Instructions

The Registration link will take you to the APCO page and prompt you to log in. If you do not have an APCO account, you can create an account for no cost. You will be required to create an account to register.

Registration | Information & Fee Selection Page

Choose the Course (Product) and “Add To Cart”

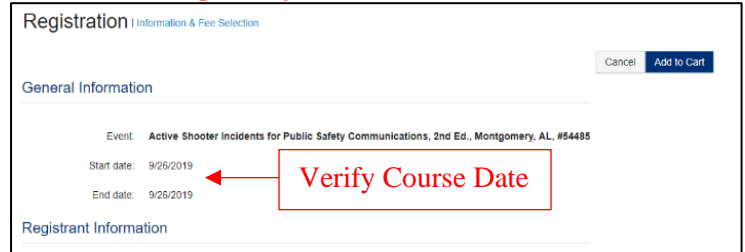
PLEASE NOTE: Course Name and Location will show as Montgomery, AL

Course Dates/Locations:

9/26/2019 – Florence, AL

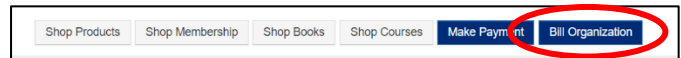
9/27/2019 – Andalusia, AL

Please verify Course Date to ensure you are registering for the correct class.



Shopping Cart | View Page

Verify that you have 1 class registration in your cart. Click “Bill Organization”



Shopping Cart | Bill Organization Page

Customer Information will be your Name, Phone, Fax, and Email

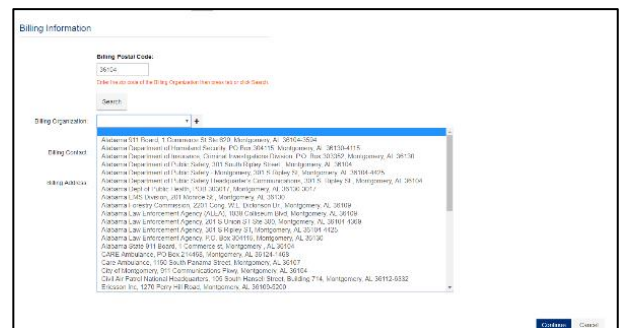
Billing Information: Enter Billing Postal Code: **36104**

Billing Organization: Choose **Alabama 911 Board** from the pull-down menu

Billing Contact: Choose **Dana Grubbs**

Billing Address: 1 Commerce Street, Ste 620
Montgomery, AL 36104

Click “Continue”



Shopping Cart | Payment Page

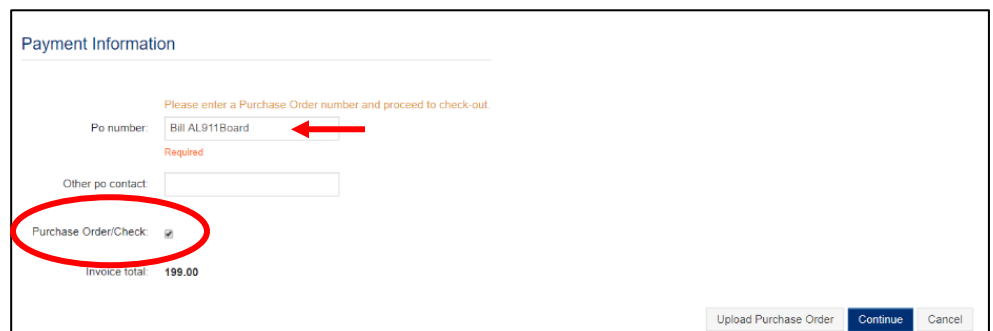
Customer Information will be your Name, Phone, and Email

Billing Information: Alabama 911 Board

Payment Information: Check “Purchase Order/Check” Box

PO Number: **Bill AL911Board**

Click “Continue”



Shopping Cart | Confirm Your Order Page

Verify Billing/Shipping and Payment Information

Submit Order