# Registration Instructions for Individuals

1.  Click the link to the Eventbrite registration provided in the email or on our website.  On the Eventbrite webpage, you will see some event details and some FAQs.

2.  Click the green button on the right side of the screen that says "REGISTER"

3.  Select the "Individual Registrant" option and select the quantity of people you are registering for.  If you are registering for more than 8 people, we suggest becoming a Table Captain instead and follow the registration instructions for a Table Captain.

4.  Click "CHECK OUT".  There is not cost for this event, however this site still handles this process similar to an online purchase for tickets.

5.  Put in your information at the top of the form under "Registration 1" and enter your email, confirm your email address and create a password.  Write this password down as you may need to use it again to add or edit any guests you are bringing.

6.  Under Registrant 1, enter in your information.

    ◊   Note that there is an option to add a dietary restriction.  We selected a meal that should accommodate most, however of you have vegetarian/gluten-free needs please indicate that here.
    ◊   There is also a place to put that you are requesting to sit with another attendee.  If you know they are attending but have already registered, you can put their name here.  If you are bringing a guest with you, put their name here.

7.  After filling out that section, we have the information that we need to save a seat for you.  If you are bringing additional people with you, you can enter their information below. You have the option to enter your guest's email and send them a confirmation that you signed up for them.  A benefit to entering their email address is that we can send them an event reminder with details prior to the event and you will not have to worry about having to forward on the information.

8.  It is important that you put your name in the box that asks if they would like to sit with an attendee.  That way it is noted for us to make sure to seat you together.

9.  When you are finished, select "COMPLETE REGISTRATION".  A thank-you window will pop up and you will receive a confirmation email shortly after submitting.

Returning to add/edit guest names:

1.  If you need to add or edit your guests names, you can return to the Eventbrite page by the link sent out in the email, VBCN website or at the bottom of the confirmation email you received after first registering on the Eventbrite site.

2. When you are brought to the Eventbrite page, you can sign in using your email and password at the top right on the white information bar at the top of the page. You may already be signed in from your previous visit, you'll know if you see your name already placed at the top. Once you are signed in, click on your name on the top right and select "TICKET".

3. A page will open with the events you have registered for, select the VBCN Luncheon event. This will take you back to your registration form. You can add and edit guests by clicking edit to left of their name.

4. Make sure you select "COMPLETE REGISTRATION" after your changes so they are saved and sent to the event organizer.

**We kindly ask that all registrations, changes or additions be submitted via this website no later than May 31, 2018. After that point, we will shut down the site registration and all changes must directly go through the event organizer, Amber Killingbeck at amber@vanessabehan.org

If you have trouble or questions, please contact:

*Amber Killingbeck, Development Coordinator*

*amber@vanessabehan.org | (509)340-0479*