



## Registration Instructions for Table Captains

1. Click the link to the Eventbrite registration provided in the email or on our website.
2. On the Eventbrite webpage, you will see some event details and some FAQs. We recommend book-marking this page so it is easy to return to later as you are adding your guests.
3. Click the green button on the right side of the screen that says "REGISTER"
4. Select the "Table Captain" option and select a quantity of ten. Even if you do not have all 10 guests confirmed at registration, we still want to hold a place for them under your name.
5. Click "CHECK OUT". There is not cost for this event, however this site still handles this process similar to an online purchase for tickets.
6. Put in your information at the top of the form under "Your Information" and enter your email, confirm your email address and create a password. Write this password down as you will need to use it again to add or edit any additional guest names to your table.
7. Under Registration-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 if you have vegetarian/gluten-free needs please indicate that here.
  - ◇ There is a prompt for a table captain name. This name is what will be displayed on your table number sign. We suggest putting your first and last name here unless you are a corporate table sponsor; in that case you would put your company name so we know that table is associated with your guest names.
8. After filling out that section, you are ready to enter in your guest information. 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.
9. Note that under every guest there is a place to put the Table Captain name. Please put the same table captain name under each registrant so we know they belong together.
10. If you do not have all 10 guests names to enter, you still need to attach a name to them as a "placeholder". We suggest putting your name in so we know that this is a duplicate name and that another name will be entered in sometime in the future. An easy way to do this is using the feature that says "copy data- Registration 1" that way your information will automatically be placed in that section and you will not have to reenter your information manually multiple times.

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

**Table Captains 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](mailto:amber@vanessabehan.org)

If you have trouble or questions, please contact:

*Amber Killingbeck, Development Coordinator*

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