



## Registration Instructions for Individuals

**Note: if you are attending under a table captain please let them register for you!**

1. Click the link to the Eventbrite registration provided in the email or on our website ([also linked here](#)). 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 “REGISTER” and you will be routed to a check-out page. There is no 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 “Contact Information” and enter your email, confirm your email address. **To be able to go back on a later date to add/edit your registration, you’ll have to create an Eventbrite account.** You can do this here: [www.eventbrite.com/signin/signup](http://www.eventbrite.com/signin/signup). If you are returning from previous years, you may use your same sign-in information from 2019 or 2020 (although you may have to reset your password if you do not remember). If you decide to create an account, Write your 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 if 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. When you enter your guest’s email, Eventbrite will send them a confirmation that you signed up for them, so make sure you have confirmed they are coming before you add 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.

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

### Returning to add/edit guest names:

If you need to add or edit your guest’s names, you can return to the Eventbrite page by the link sent out in the email, the Vanessa Behan website or at the bottom of the confirmation email you received after first registering on the Eventbrite site ([also linked here](#)).

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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 "TICKETS".

A page will open with the events you have registered for, select the Vanessa's Promise Benefit Luncheon event. This will take you back to your registration form. You can add and edit guests by clicking the blue edit option that is located on the far right of each registrant.

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

\*\*We require that all registrations, changes or additions be submitted via this website no later than June 3, 2022. After that date, we will close 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, Marketing & Events Coordinator

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