

## Registration Instructions for Table Captains

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. We recommend bookmarking this page so it is easy to return to later as you are adding your guests.
2. Click the green button on the right side of the screen that says “REGISTER”. 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.
3. Click “REGISTER” and you will be routed to a check-out page. There is not cost for this event, however this site still handles this process similar to an online purchase for tickets.
4. **To be able to go back on a later date to add/edit your guests, you’ll have to create an Eventbrite account. If you already have an account, click “log in” in the small print under contact information. Enter your email address and password.** 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).
5. **If you do not have an account, we highly recommend you create one so you can add/edit your attendees information leading up to the luncheon.** To create an account, go to <https://www.eventbrite.com/signin/signup>. **Write this password down** as you will need to use it again to add or edit any additional guest names to your table. *Vanessa Behan staff does not have access to your password.*
6. Back at the registration page, put in your information at the top of the form under “Your Contact Information” and enter your email, confirm your email address and create a password. Enter your contact information including the email address you would like both Eventbrite and Vanessa Behan to use to communicate with you about this event.
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 (or someone in your party) 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.
7. After filling out that section, you are ready to enter in your guest information. 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. 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.

9. If you do not have all 10 guest's 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- Ticket 1" that way your information will automatically be placed in that section and you will not have to reenter your information manually multiple times.
10. When you are finished, select the orange "REGISTER" button. 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 guest's names, you can return to the Eventbrite page by the link sent out in the email, Vanessa Behan website, or at the bottom of the confirmation email you received after first registering on the Eventbrite site. ([Also linked here](#))
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 "TICKETS".
3. 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.
4. Make sure you select "SAVE" 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 June 3, 2022. After that point, 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)

\*\* Eventbrite may send you and your table attendees e-tickets with the registration confirmations, please disregard these emails. No printed or electronic ticket is needed for this event.

If you have trouble or questions, please contact:

*Amber Killingbeck, Marketing & Events Coordinator*

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