

CRAFTCATION 2020

HOW TO REGISTER FOR MEALS ON EVENTBRITE

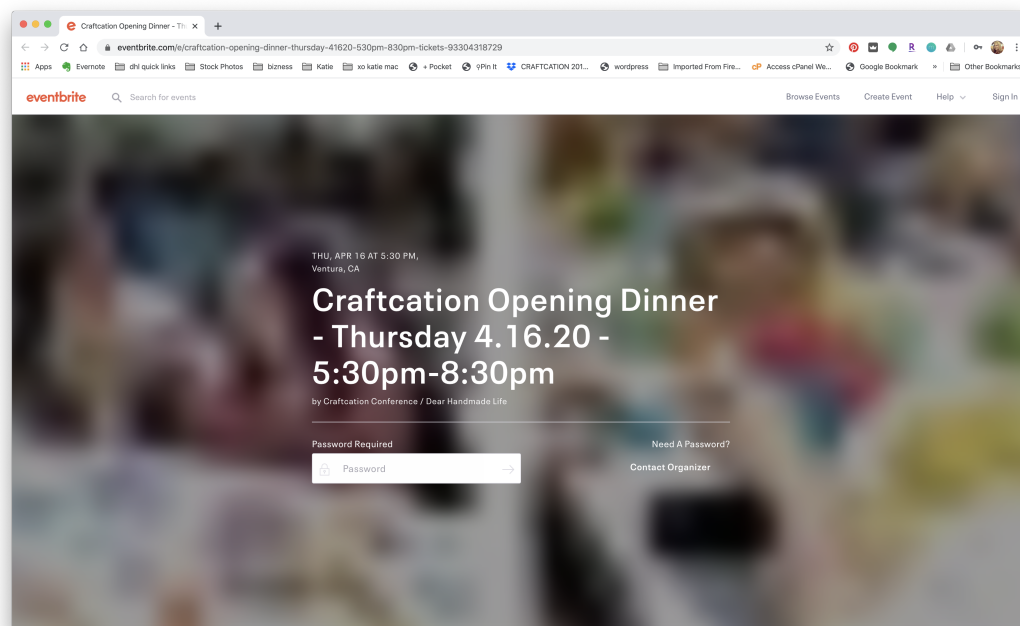
Dinner on Thursday and Lunch on Friday are included with your registration. If you plan on attending these meals you will need to pre-register - this is to ensure that we have enough food for everyone, no matter their dietary restrictions.

These events are password protected. You will need the event password (NOT your Eventbrite password) to unlock this registration page. **The event password to register for these meals is cc20meals.**

- Click [here](#) to register for [Thursday Opening Dinner](#)
- Click [here](#) to register for [Friday Lunch](#)

For the sake of this example, I'll use the Opening Dinner registration. Please keep in mind, I am using Google Chrome on a Mac. Your screens may look different than the screenshots you'll see in this document. However, every landing page will tell you the event title and will have a box to enter a password.

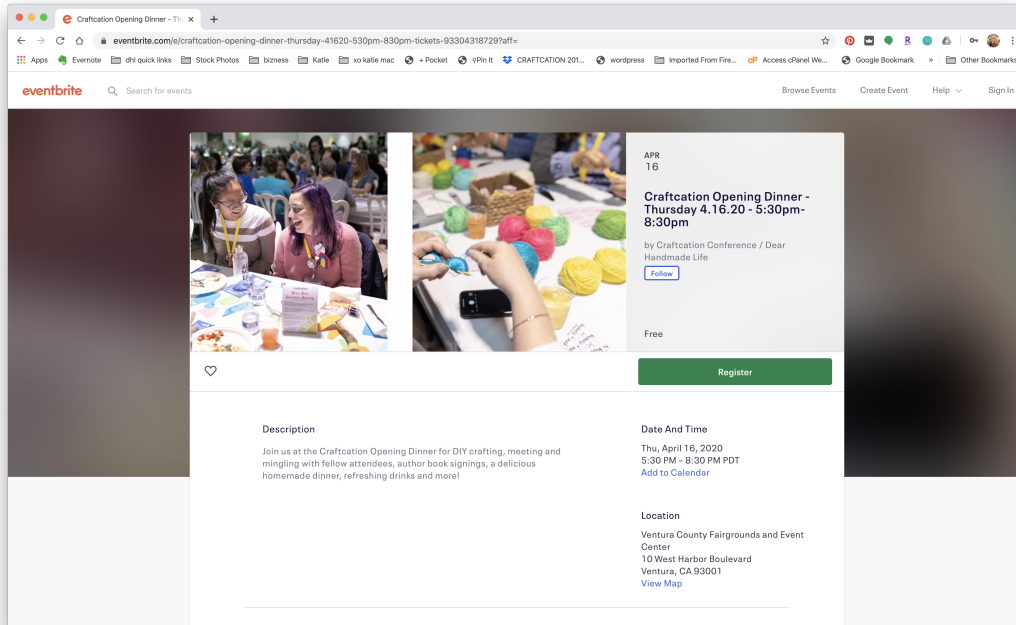
Step 1: This is the landing page for Thursday Night Opening Dinner. This is where you will enter the event password. **NOT** your Eventbrite password. **The event password for BOTH meals is cc20meals.**



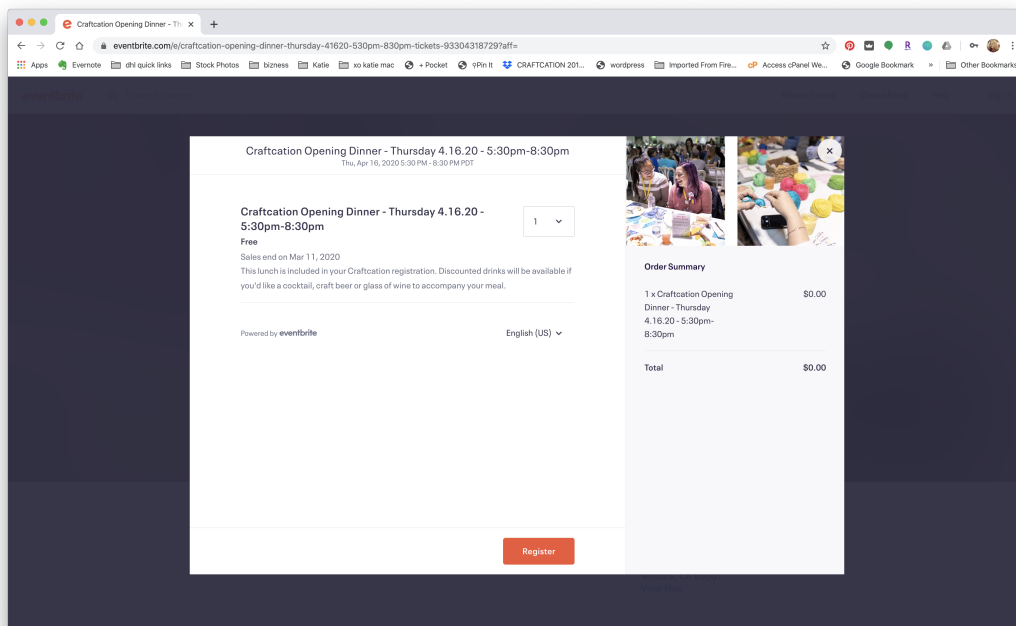
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Step 2: Entering the event password will unlock the event registration page. Once you arrive at this registration page, click the green REGISTER button.



Step 3: At this screen you will select Quantity 1 and then click the orange REGISTER button.



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Step 4: Enter your first and last name and the email you would like your tickets to be sent to. I recommend you use the same email address for all of your registrations to stay better organized. Answer the survey question about your meal preference and then click the orange REGISTER button.

The screenshot shows the Eventbrite checkout page for the 'Craftcation Opening Dinner - Thursday 4.16.20 - 5:30pm-8:30pm'. The page is titled 'Checkout' with a timer 'Time left 7:31'. It contains a 'Contact Information' section with fields for 'First name' (Katie), 'Last name' (MacAvoy), 'Email' (katiemac@dearhandmadelife.com), and 'Confirm email' (katiemac@dearhandmadelife.com). Below this is a section titled 'Which of these best describes you? (Check all that apply)' with checkboxes for 'Meat Eater' (checked), 'Vegetarian', 'Vegan', and 'Gluten Free'. There is also a checkbox for 'Eventbrite can send me emails about the best events happening nearby.' (checked). An orange 'Register' button is at the bottom right. To the right of the form is an 'Order Summary' section showing '1 x Craftcation Opening Dinner - Thursday 4.16.20 - 5:30pm-8:30pm' for \$0.00, with a 'Total' of \$0.00. There are two small images of people at a table with colorful items.

Step 5: This is your confirmation screen. After this, your confirmation email/tickets will be emailed to the email address you entered on the previous screen.

The screenshot shows the Eventbrite confirmation screen for the 'Craftcation Opening Dinner - Thursday 4.16.20 - 5:30pm-8:30pm'. It features a green checkmark icon and the text 'Thanks for your order! #1256806319'. Below this, it says 'YOU'RE GOING TO' followed by the event title and time. It also displays '1 TICKET SENT TO katiemac@dearhandmadelife.com' with a 'Change' link, the 'DATE' 'Thu, Apr 16, 2020 5:30 PM - 8:30 PM PDT', and the 'LOCATION' 'Ventura, CA'. A 'View Tickets' button is at the bottom left. On the right, there is a 'Craftcation Conference / Dear Handmade Life' section with a 'Follow' button and '277 followers'.