

How to register guests for the 2025 PEPS Benefit Luncheon

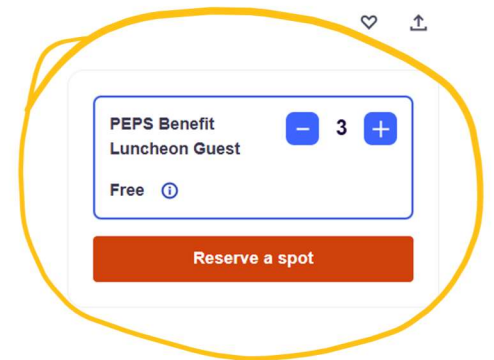
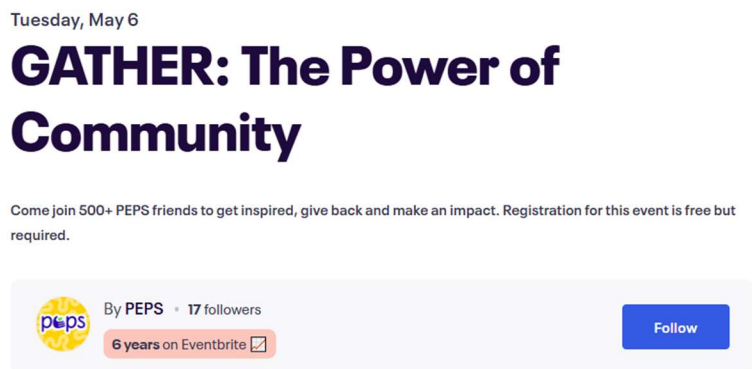
Registration link: <https://www.eventbrite.com/e/gather-the-power-of-community-tickets-1110901930579>



1. Click the blue "+" until you get to the number of guests you are ready to register, click "Reserve a spot."



- a. You will need Guest name, email, and cell phone.
- b. It is very important to enter accurate information for your guests – if you enter your own info, or made-up info, the back-end database will generate errors and merge accounts.



2. Under Contact Information: enter YOUR OWN (you, the Table Captain) name and email address.
 - a. Choose to uncheck (or not) the two boxes regarding promo emails from Eventbrite.
 - b. Click the orange "Register" button.

The screenshot shows a checkout page for an event titled "gather: the power of community" on Tuesday, May 6. The page is titled "Checkout" and shows a timer for "Time left 39:23". There are four input fields for registration: "First name" (Magill), "Last name" (Dickerson-Lange), "Email address" (magill@peps.org), and "Confirm email" (magill@peps.org). There are two checkboxes for updates: "Keep me updated on more events and news from this event organizer." and "Send me emails about the best events happening nearby or online." A "Delivery" section indicates "Will Call" tickets. At the bottom, there is a "Register" button and a link to "Eventbrite Terms of Service".

Handwritten notes in the top left corner include "Table Captain" in blue and green, with an orange arrow pointing to the "Table Captain" text in the "Last name" field.

An "Order summary" overlay on the right side of the page shows the following details:

Order summary	
Tuesday, May 6 · 11am - 1pm PDT	
3 x PEPS Benefit Luncheon Guest	\$0.00
Delivery 3 x Will Call	\$0.00
Total	\$0.00

3. The screen will then say "order successful!" (But – not complete!) Stay there!
4. Uncheck the top left box that says "Copy Buyer Information" Remember, YOU are already registered, this is to register your guests.
 - a. Enter accurate guest information. If you don't have Home Address, that is optional but VERY helpful for PEPS to send donation Thank You communications.
 - b. Enter your name for Table Captain.
 - c. Enter as much accurate information as you have.
 - d. Continue to Ticket 2 for your next guest. Enter your name as Table Captain on each ticket
 - e. And then click the orange "Complete order" button

uncheck!



Ticket 1 · PEPS Benefit Luncheon Guest

Copy buyer information

First name* *** Last name*

First name is required

Last name is required

Email address*

Please enter a valid email address

Cell phone*

Home address

Address 1 Address 2

City State Choose ... ZIP Code

Country United States

Please enter the name of your Table Captain. If you are registering without a Table Captain, enter n/a. *

you!

If you do not have a Table Captain, but would like to sit with someone specific, please write their name(s) here.

Employer (This information helps us follow up on matching gifts)

I'm a grandparent

- Yes
- No

Please share any accessibility needs you have to be able to participate fully in the event.

Ticket 2 · PEPS Benefit Luncheon Guest

Your organizer needs more details

To issue your ticket, your organizer needs some more information. Any personal details will remain private.

Order successful

Answer questions

Get your tickets

Your organizer needs more details

To issue your ticket, your organizer needs some more information. Any personal details will remain private.

Order successful

Answer questions

Get your tickets

- 5. You do not need to retain any confirmation numbers, create an account with Eventbrite, or have paper tickets of any kind when you arrive at the Luncheon.

6. If you quit registering your guests before you enter their contact information you'll receive emails from Eventbrite that say "Order received" "Get tickets now". It is challenging to get back to these incomplete registrations (and the message misleads you to think they are completed).
 - a. Without an Eventbrite account you can click "get tickets now" from the email they sent. When prompted to login, click "get tickets another way" and enter your email. Eventbrite will send an email titled "Here's your login link" ...even if you don't have an account. 😊

Follow this link to log in to your account.

For your security, this link **can only be used once** and **expires after 15 minutes.**

Log in

It's well worth it to gether your gest emails and cell numbers before starting to register them.



7. When you have additional guests to register, just start a new order back at the same link, enter yourself as Contact Information, then your guests' info for the tickets 😊