

Simple Step by Step Guide to Booking Tickets on Eventbrite

Activity: Single member with a credit/debit card and an email account

Process:

- Click on your chosen event link to Eventbrite from our u3a newsflash email sent out to you. This first page shows the general information about the event
- Click on the **Get tickets** button (in orange) to get to the next page
- The default number of tickets to be booked is **0 (zero)**. Change this to **1 (one)**.
- Click on the **Check out** button (in orange) to get to the next page
- Type in your first name & your last name, and then your email address (the information is required to identify who is paying for the booking)
- Under the sub-heading **Ticket 1** type in again your first name & your last name, as well as your email address (this information is to identify who the ticket is for and who is choosing the menu options, as well as to whom the confirmation email for the booking will be sent to)
- Move down the page to enter your food menu choices (if applicable)
- Move down the page to enter your credit/debit card details (or pay with Apple Pay or PayPal)
- Finally, click on the **Place Order** button (in orange).

This will then result in a booking confirmation on your screen, as well as an email being sent by Eventbrite to your mail address.

However, before that your bank may request that you confirm the credit/debit card payment. This will entail the bank sending a "One Time Code" (or similar code) to your mobile phone number, which you then have to enter in a pop-up box on your screen. Only after that has been done successfully will you get a confirmation from Eventbrite of your booking.

Activity: Two members "John Smith" and "Pat Smith" want two tickets for the lunch; John has an email address, but Pat does not. John has a debit card in his name.

Process – Same as for Single member, but amended as follows:

- Change the number of tickets to be booked from the default **0 (zero)** to **2 (two)**.
- Click on the **Check out** button (in orange) to get to the next page
- Enter John's first & last name and John's email address as the person paying for the tickets
- Then re-enter John's first & last name and his email address again for **Ticket 1**, together with John's choice of food (if applicable)
- Then enter Pat's first & last name and John's email address (again) for **Ticket 2**, together with Pat's choice of food (if applicable)
- Finally, enter John's debit card details
- After doing a final check on all of the information is correct, click on the **Place Order** button. The system will subsequently issue two tickets to John's email address confirming the booking.

NB If Pat does have an email address, then this can be used instead of John's against Pat's **Ticket 2** details, in which case she will receive her own email from Eventbrite with her booking & menu choice confirmation.