

Simple Step by Step Guide to Booking for “free” events on Eventbrite

Process:

- CLICK on your chosen event link in our u3a newsflash email sent out to you. This will take you to the Eventbrite website
- The first page of the website shows you the general information about the event
- At the top righthand part of this page there will be a box with the words “**General Admission**” with the word “**Free**” underneath
- Beside the words “**General Admission**” there is a minus sign (-) and a plus sign (+), in between **which** there is a number. The default number is 1 for booking one place for any particular event
- If you require more than one place, then CLICK on the plus sign (+) to increase the number to whatever number of places you want to book. If you click too many times, then CLICK on the minus sign (-) to reduce the number shown
- Now CLICK on the **Reserve a spot** button (in an orange box) 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 making the booking and to send you a booking confirmation email)
- CLICK on the box accepting Eventbrite’s terms of service, etc (The system will NOT let you proceed unless this box is clicked)
- Finally, CLICK on the **Register** button (in another orange box).

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

PLEASE NOTE: If you do not see this booking confirmation screen, then you have not completed the process correctly. And, if you mistyped your email address, then you will not get any booking confirmation email for your booking, so please double check it is correct.