



EVENTBRITE REGISTRATION INFO FOR GROUP LEADERS

As a Group Leader, the first thing you need to do before creating your group is **set up your own account in Eventbrite** (easy and free). This will enable you to set up your group, view the group members, and get maximum benefit out of the promotional features of Eventbrite.

After you have created an account for yourself you can set up your group.

NOTE: To follow the steps below, you will need to be **logged in** on your Eventbrite account.

Click on **Tickets** (green button)

Click on **Groups** (not Individuals)

Click on **Create Group**

- **Set up name.** Keep the name (and password) simple so it can be communicated and spelt easily!
- **Set up password.** A password is required to protect your group page, as everyone who registers as part of your group will be listed on this page. By setting a group password the page will only be visible to people you authorise.

NOTE: We suggest using the group leader's first name as the password. [Forgotten password? – see pg 6]

- You can add a **profile picture** and edit the **group description**. Adding a profile picture especially will help people identify that they are on the right group page.

Once you have created your group you can register (buy tickets).

- **Register** (buy tickets)

NOTE: Your first registration will be the Starter Pack (minimum 5 Adult tickets).

	Discount	
Adult Group Starter (x5) NZ\$59.00	0	

[Hide Info](#)

CHECKOUT

Eventually you will need to buy a total of 7 tickets to qualify for the Group Discount, but this Pack will get your Group started. After purchasing the Starter Pack you will receive a **Promo Code** and later on can add one or more of any of the following ticket types to your Group: Adult, School Student, Tertiary Student, Pastor, Partial Attendee.

NOTE: You will have 60 minutes to complete your Starter Pack registration.

CHRISTCHURCH Promise Keepers

Promise Keepers NZ

subbos Order Summary

TICKET TYPE	PRICE *	FEE	QUANTITY	SUBTOTAL
Adult Group Starter (x5) - Discount	NZ\$59.00	NZ\$0.00	5	NZ\$295.00
Order total:				NZ\$295.00

* Prices include GST

When & Where

Riccarton Baptist
80 Rattray Street
Riccarton, Canterbury 8041
New Zealand

 Add to my calendar

Registration Information

50:42 Please complete registration within 60:00 minutes.
After 60:00 minutes, the reservation we're holding will be released to others.

Entry is by wristband only. One wristband is for one person and may not be swapped or shared with another person during Event.

Ticket Buyer * Required Field

Organiser

Promise Keepers NZ

Promise Keepers is an organisation for men. PK runs major Men's Events nationwide in New Zealand each year. The Events are open to all men and focus on life purpose, destiny and issues of character, integrity and manhood based on Christian values.

[Sample image from 2017 Event]

Before you start, the following information is helpful to have **for each of the 5 group members** (including yourself, the Ticket Buyer) in order to complete the registration. The 4 tickets that are additional to yours can have your information copied into them, but this is not ideal. Eventually Promise Keepers will need the correct contact information anyway. If you enter as many of the correct details as you can when first buying the tickets this will show on your group page and be helpful to you for management and promotion of your group. It also avoids email and postal communications coming back to you instead of the other group members.

NOTE: It is important that you put in group members' names and email addresses etc **correctly**, as these details **cannot be changed** afterwards. Having accurate information will also enable you to get the best out of the group page tools.

Registration info (*required fields)

- First name* and surname*
- Email address*
- Phone numbers
- Home address* & postcode*
- PK ID number, if known
- Church name
- Address change, if any

Ticket Buyer

Hi, john@promisekeepers.org.nz. Not you? [Sign Out](#)

First Name: *

Surname: *

Email Address: *

Payment

Card: *

Card Number: *

Expiration Date: * CSC* [What's this?](#)

Save billing and payment info for easy ordering

Billing Information

Country: *

Address: *

Address 2:

City: *

State/Province:

Postal Code: *

Ticket 2 - Adult Group Starter (x5) - Discount

Copy data from:

First Name: *

Surname: *

Email Address: *

Home Phone:

Mobile Phone:

Home Address

Country: *

Address: *

[Sample images from 2017 Event]

Postal Code: *

Work Information

Work Phone:

Other Information

PK ID# [If known]

Church Name [If any]

If on PK database, has your address changed in last year? If so, what was your previous address?

NOTE: Upon completion of your Starter Pack registration you will receive a pop-up message from Eventbrite (as well as a confirmation email). These will contain the Event **promo code** which any additional group members will need in order to access group prices for their tickets.

You're going to CHRISTCHURCH Promise Keepers

[Add to calendar](#)

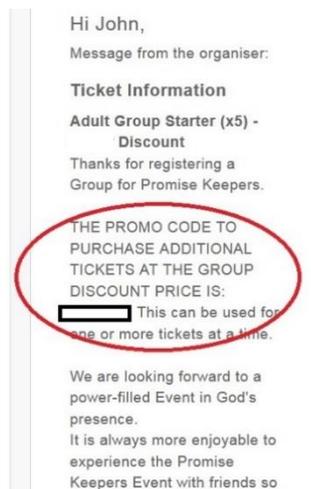
Share with friends



Your order has been saved to My Tickets

- ✓ Order number 641245647 5 tickets of NZ\$295.00
- ✓ Tickets have been sent to john@promisekeepers.org.nz and each attendee

[GO TO MY TICKETS](#)



[Sample images from 2017 Event]

You will also receive confirmation emails for each of your 5 group members, and anyone else who subsequently registers as part of your group.

Date: Today			
	Eventbrite	Your Tickets for BELIEVE CHRISTCHURCH Pro...	Tue 20/06/2017 10:... 175 KB
	Eventbrite	Say hello to your newest team member, Peter ...	Tue 20/06/2017 10:... 35 KB
	Eventbrite	Say hello to your newest team member, Paul ...	Tue 20/06/2017 10:... 35 KB
	Eventbrite	Say hello to your newest team member, Paul S...	Tue 20/06/2017 10:... 35 KB
	Eventbrite	Say hello to your newest team member, David...	Tue 20/06/2017 10:... 35 KB
	Eventbrite	Say hello to your newest team member, John ...	Tue 20/06/2017 10:... 35 KB

Hi John,

Just a heads up, Peter Goulter has just joined PK Staff.

You can stay in touch with your team by sending emails through your Eventbrite account. Keep up the great work!

[Visit your team page](#)

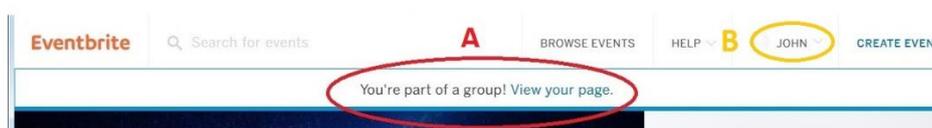
Each team member will also receive a confirmation email containing their ticket information. From here they can click on the **Claim Your Order** link and go to Eventbrite to claim their ticket. Each member will need to show their ticket at the venue to receive their wristband (either on their smartphone or printed).

After you have (1) created your group and (2) completed your 5 Starter Pack registrations, you can **see** who is in your group on your **team page**. From here you can also **email** your group members, and **invite** and **register** new members.

- **View team page**

Either (A) click on the **View your page** link at the top of the Eventbrite Promise Keepers Event page **OR** (B) go to the header bar where there is a dropdown under your log-in name, then go to **Tickets** and scroll down to **Groups and Fundraising**. You can access your team page from your group listed there.

[Sample image from 2017 Event]



Sending invitations to join your group

Eventbrite makes it easy to promote your group. Use the **Invite** button on your team page or copy and send the Invite URL link. Using the Invite tool you can also import contacts from Gmail, Yahoo or Outlook.

The recipient's email will include a direct link to the group tickets for the Event. This direct link bypasses the requirement for them to select their group or enter the password.

NOTE: Direct URL links for Early tickets will only work for the date period that those tickets are on sale. After the cut-off the URL won't work because that ticket type will have expired.

You will need to give them the **promo code** from your **Eventbrite confirmation email** (*this is different from your group name/password*) so they can unlock the group tickets.

The email they will receive from the Invite tool looks like this:

Hi John Subritzky,

You've been invited to join subbos participating
in CHRISTCHURCH Promise Keepers

I want you to join my group!

[Join this group](#)

CHRISTCHURCH Promise Keepers

Organised by Promise Keepers NZ

Friday, August at 7:00 pm | Saturday, August

[Sample image from 2017 Event]

Sending email updates to group members

You can use the email tool to send emails easily to people who are registered as part of your group on Eventbrite. This is a quick and easy way to contact your group members.

Late registrations

Eventbrite registrations close at midday on the Wednesday before the Event. After that, men may still join your group by registering at the Event on Friday or Saturday (Regular Group Rate). They will need to know your **Group Name** and **Contact Person**.

Please advise these men to go to the Event slightly earlier if possible, as queues may cause delays.

Forgotten password

It is important to remember that there are TWO stages for group leaders/organisers:

1. **Personal Account** – Set up personal account on Eventbrite using email address and password that you have selected. If you have forgotten this password, there is a “forgotten password” option to reset your personal password.
2. **Group Name and Password** – Once you have logged in on your personal account, you can create or manage your group for this Event for this year.
 - **Set the (group) Team Name.** Once this has been set, it will come up as a suggested name when anyone starts to type it in the Team Name box.
 - **Set the Team Password.**
NOTE: *We suggest using the group leader/organiser’s first name as the password.*

Once the Team Password has been set, it becomes a required field. If this password is forgotten, the group organiser can go into the group settings and recover or change the Team Password.

The organiser does not need the password to access the group settings and management. This gets around the lack of a “forgotten password” option for the Team Password box.

NOTE: *As always, our helpful Registration person is available to assist you in any way they can. Don’t hesitate to contact us if you have any questions!*

PROMISE  KEEPERS

Phone: 09 300 7337 or 0800 PROMISE (0800 77 66 47)

Email: registrations@promisekeepers.org.nz **Web:** www.promisekeepers.nz