

## Instructions for completing an LDOE Event Registration within the EventBrite registration platform.



A ticket selection pop-up screen will display, allowing an attendee to select the numbers of tickets needed for an event. Some events will allow attendees to register multiple people while others will only allow one registration at a time.

3. Click the drop-down box next to the appropriate event to select the number of tickets/seated needed for the event.

4. Click the CHECKOUT button to proceed to the registration details screen.



The registration page for the event will display. Registrants will have a total of 90 minutes to complete their registration. If the registration is not finalized within that time frame, the system will automatically release the tickets.

6. Complete all registration information. Fields marked with a red asterisk (\*) are required fields that must be completed in order to register for the event.

If registering for more than one person or for multiple events, additional registration blocks will be provided to fill out the registration information for each attendee for each event.



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7. Click the green Complete Registration button.

8. The registration is now finalized and an acknowledgment screen will appear. Registrants will also receive an email with details about the event and how to update their registration if needed.