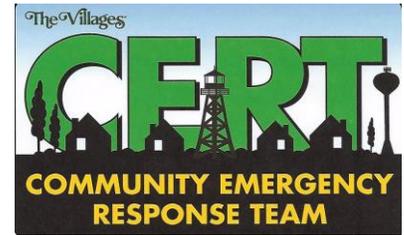


Using Eventbrite



Eventbrite is the registration/ticketing site used by CERT of the Villages to register for the following training programs:

- Monthly Professional Development Series
- ACT 1 / ACT 2
- CPR/AED Classes

It is not used to register for the Basic Course, general or division meetings, or special event duty.

Registering as a user on the Eventbrite site

While you can use the site as a visitor, we strongly recommended that you register as a user on Eventbrite.

- As a user, you'll be able to:
 - Automatically populate the name/email fields for CERT class registrations.
 - Review all of your class registrations.
 - Easily cancel a registration if needed.
- Go to www.eventbrite.com
- At the welcome screen, enter your email address (either your CERT Office 365 email or your personal email). This is the email address at which you will receive registration confirmations and reminders.
- Click **Get Started**.
- Enter your first and last name and a password (*Tip: you might want to use your CERT Office 365 password*).
- Click **Continue**.
- You're now logged in. You'll receive a welcome email from Eventbrite.
- To return in the future, either tell your browser to remember the log-in/password or manually login and enter your password.
- You may want to keep Eventbrite as a Favorite or Bookmark in your browser.
- Mobile apps for Eventbrite are available at the App Store for Apple and Google Play for Android. Directions here are generally the same for all.

My Eventbrite Login

My Password

Searching Eventbrite for a CERT class

- Go to www.eventbrite.com.
- At the welcome screen, under **Looking for**, enter "CERT."
- Under **In**, enter "The Villages, Florida, USA" (*Tip: start to enter "The Villages" and you can click on the popup*). Leave the **On** "Dates" field blank. Click the search icon .
- Our classes will all show the CERT of the Villages logo. Click on a class to go to its registration page.

Registering for a class

The announcement emails for most CERT training programs include a hotlink to take you directly to the Eventbrite registration page for that class. Once there you should still sign in (see above). Signing in will populate the name and email fields and allow you to return to the registration at any time.

- Each member must register individually.
- Once you're at the page for the specific program, verify the date. For some programs such as CPR/AED, you have the option of different class dates. Click on **Select a Different Date** then click on the class date you want.
- Click on **Register**.
- Verify the name and email fields, then click on **Complete Registration**. You'll receive a confirmation email.
- Most classes have specific class or room capacities, as noted on the class registration page. If the class is filled Eventbrite will not let you register.
- However, you may be able to join the Wait List. ACT and CPR/AED classes have multiple class dates, so we don't use Wait Lists for them. If a monthly Professional Development Class is full, rather than **Register** you'll see **Add to Wait List**. Click on that and you'll receive an email confirming that you've been placed on the Wait List. *Do not keep trying to register.*
- *If your name clears the Wait List*, you'll receive another email asking if you still want to attend. If you don't, no action is needed. If you do, click on **Claim My Spot** in the email to take you to the class registration page and follow the process as above. *You have only 36 hours* to confirm your registration, after which the Wait List moves on to others.

Canceling a registration

If you find you'll be unable to attend a class, please cancel your registration ASAP to free up a place for a fellow CERT member. To cancel:

- Log in to Eventbrite, click on the small avatar  icon in the upper right-hand corner.
- From the dropdown menu select **Tickets**. The list of upcoming classes for which you've registered will appear.
- Click on the class you want to cancel, then click on **Cancel Order**. You'll be removed from the class list and receive an email confirmation.
- Note: The Cancel option does not appear on the mobile apps – it needs to be done on a desktop/laptop computer.

Tickets and reminder emails

We've done away with paper tickets, just sign in at the class. You'll receive an automatic reminder email two days before the event.

Questions?

Contact Phil Goldsmith, Training Officer at philip.goldsmith@tvcert.org or (703) 370-0449.