2023 State Convention Registration Instructions

• The link below will take you to the Eventbrite Website for Registration
  o https://nekc2023convention.eventbrite.com
    ▪ To login to the site, a password and promo code are required. Please contact State Event Coordinator Co Chair Jesse Hines at jesse.hines86@gmail.com or call or text 615-587-4694 for password and promo code
    ▪ Once you have selected the red "Reserve A Spot" button to select your tickets, you will enter your promo code in the "Promo code" located above the attendance selection. Once you enter your code you will have to click on the "apply" button.

• Your Promo Code is _____

Tickets available will indicate your intent to attend, hotel preferences and meal choices.

• Registration
  o I plan to attend
  o I am unable to attend
• Meal Choices
• Any Special Events

During the Checkout process you will be asked to Provide the following contact information:

• First Name
• Last Name
• E-mail address
• Cell phone

Answer Supporting Questions to identify your position(s) within the state, hotel room expectations and note dietary restrictions.

• Provide Lady's Name that will attend the Ladies Program if chosen
• Indicate if any one you are ordering meals for on this order has specific dietary restrictions or needs.
  o Provide specific restrictions/needs, these will be forwarded on to the hotel for their

awareness.

Order Completion:

• A button will indicate "Register" once you have completed all required questions. You will receive a message and an e-mail indicating an order has been completed.

If you will be needing extra meals (meals that would need to be paid for), you will need to complete a second registration.

• You will use the same link to take you to the Eventbrite Website for Registration
- o https://nekc2023convention.eventbrite.com
  - ▪ To login, you will use the same password
  - ▪ Once you have selected the red "Reserve A Spot" button to select your tickets, you will enter your promo code in the "Promo code" located above the attendance selection. Once you enter your code you will have to click on the "apply" button.
  - • The Promo Code is _____

The only ticket options available using this code are for paid meals that are not included in the gratuities afforded to your position. You do not have to indicate if you are planning to attend again.

Examples of this would be:

• Children attending any of the meals

• Spouse of a District Deputy

During the Checkout process you will be asked to Provide the following contact information:

• First Name

• Last Name

• E-mail address

• Cell phone

Answer Supporting Questions to identify your position(s) within the state and note dietary restrictions.

• Indicate if any one you are ordering meals for on this order has specific dietary restrictions or needs.
- o Provide specific restrictions/needs, these will be forwarded on to the hotel for their awareness.

Order Completion:

• For paid meals, a button will indicate "Complete Order" once you have completed all required questions. You will also need to provide payment information. Upon completion, you will receive a message and an e-mail indicating an order has been completed.