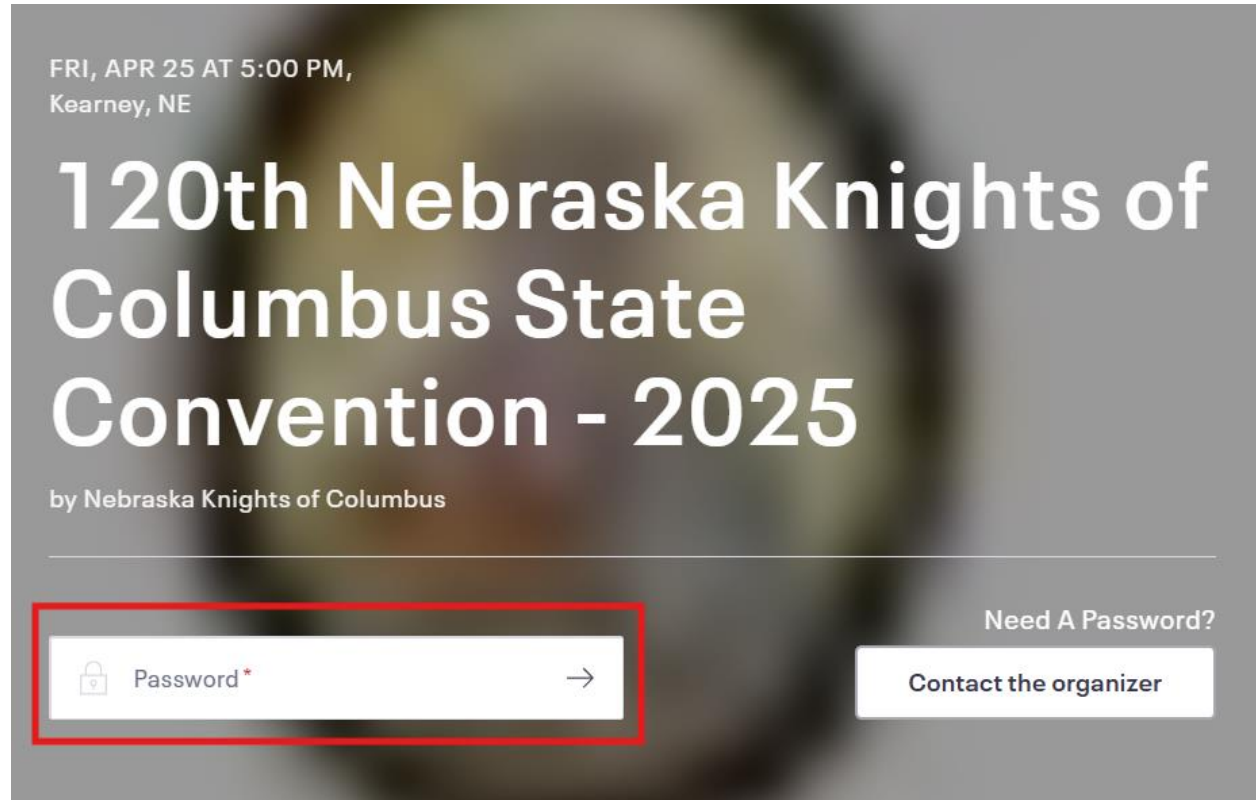


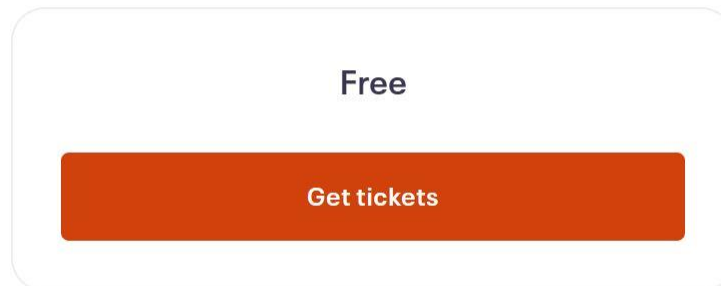
2025 State Convention Registration Instructions

Website

- The link below will take you to the Eventbrite Website for Registration
 - <https://nekc2025convention.eventbrite.com>
 - To login to the site, the required password is **Contact Jesse Hines @ jesse.hines86@gmail.com or 615-587-4694 for password**
 - Enter the password into the required section and click on the arrow on the right side of the box as shown below.



- This will take you to the event screen. You will then click the red **Get Tickets** button on the right side of the screen. The button will look like this:



2025 State Convention Registration Instructions

Website

- After you click on the 'Get Tickets' button, you will be sent to the promo code page. You must type in your promo code in the box at the top. The **APPLY** button will turn blue. You can click the blue **APPLY** button or the **Red** apply button below. Please note the locations in the picture below:

■ Your access code is _____

You must have an access code to view tickets for this event.

The image shows a user interface for applying a promo code. At the top, there is a text input field labeled "Access Code" with a red arrow pointing to a blue "Apply" button. Below this is a large orange button labeled "Apply". Three red arrows point upwards from below the orange button to the input field, the blue button, and the orange button.

- After you click one of the apply button a **Green** check mark will show up next to the word **Remove**. There is also a message below your promo code saying that the promo code has been applied. This will reveal your ticket options. **Use the scroll bar on the right to reveal more tickets.** Please see the next page.

2025 State Convention Registration Instructions

Website

Promo Code
Enter code ✓ Remove

Access applied. New tickets unlocked below.

I will attend State Convention − 0 +

Free 600 Remaining

🔒 Unlocked

Sales end on Apr 19, 2025

Acknowledgement of intent to attend the convention. Hotel & meal selection tickets are below to complete your weekend's expectations.

Regrets, I will NOT attend the State Convention − 0 +

Free 100 Remaining

🔒 Unlocked

Check out

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

- Registration
 - I plan to attend
 - I am unable to attend
- Hotel Accommodations
- 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.

- Choose "Primary" Position you hold within the State

2025 State Convention Registration Instructions

Website

- Indicate if you hold more than one position and type in the additional positions
- Provide Lady's Name and Email that will attend the Ladies Program if chosen.
- Select nights lodging is requested.
 - Wednesday – Approval of State Deputy required
 - Thursday – Approval of State Deputy required
 - Friday
 - Saturday
- Select Room Type
 - Single Bed
 - Two Beds
 - Suite – Approval of State Deputy required
- Indicate total number of people staying in the room.
- Indicate if you have specific room requests and provide request – request will be forwarded to the hotel for consideration.
 - e.g. Handicap access, etc.
- Indicate if anyone you are ordering meals for on this order has specific dietary restrictions or needs.
 - Provide specific restrictions/needs, these will be forwarded on to the hotel for their awareness.
- Indicate if you will be needing a highchair.

Order Completion:

- Once you have selected the tickets you wish to get you will need to click the red **CHECK OUT** button. This will take you to the required information page (as mentioned above). Once you have entered all the information and answered the required questions you will click on the red **REGISTER** button.

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
 - <https://nekc2025convention.eventbrite.com>
 - To login, you will use the same password.
 - **Contact Jesse Hines for password**
 - After entering the password, you will then click the red **Get Tickets** button on the right side of the screen. After you click on the 'Get Tickets' button you will be sent to the promo code page. You must type in your promo code in the box at the top. The **APPLY** button will turn blue. You **MUST** click the blue **APPLY** button.

● The Promo Code is **Extra**

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 Director

2025 State Convention Registration Instructions

Website

- This does not include couples that are co-directors (Faith & Family)
- 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.

- Choose "Primary" Position you hold within the State
 - Indicate if you hold more than one position and type in the additional positions
- Indicate if anyone you are ordering meals for on this order has specific dietary restrictions or needs.
 - Provide specific restrictions/needs, these will be forwarded on to the hotel for their awareness.

Order Completion:

- Once you have selected the tickets you wish to get you will need to click the red **CHECK OUT** button. This will take you to the required information page (as mentioned above). Once you have entered all the information and answered the required questions you will click on the red **REGISTER** button.