



YWCA LUNCHEONS

Table Captain Registration/Guest Invitation Instructions

YWCA Table Captain Instructions for Registration

Instructions for Registration

1. Register as a Table Captain at one or both of our Inspire Luncheons
 - a. [Register for YWCA Inspire Luncheon King County](#)
 - b. [Register for YWCA Inspire Luncheon Snohomish County](#)
2. Scroll down past the Event Description and click Purchase Tickets
3. On the next page, *Contact Information* should be the information for the Table Captain

CONTACT INFORMATION

Name: *

<input type="text"/>	<input type="text"/>
First	Last

Email Address: *

4. Under Event Registration section, the two Table Captain options are:
 - a. **Early Bird - Table Captain** - single Table Captain ticket
 - b. **Early Bird Table - 10 tickets** - purchase a table of 10 for you and your guests

EVENT REGISTRATION

Qty	Ticket Type	Ends	Price	Total
0 ▾	Early Bird - Table Captain	April 01, 2019	\$125.00	\$0.00
0 ▾	Early Bird - Individual or Guest of Table Captain	April 01, 2019	\$125.00	\$0.00
0 ▾	Early Bird Table - 10 Tickets	April 01, 2019	\$1,250.00	\$0.00

5. After you select Quantity 1 for the individual Table Captain ticket, or 1-3 Quantity for the Table purchase (3 tables equals 30 tickets), Add/Edit Attendee Information will display.

EVENT REGISTRATION

Qty	Ticket Type	Ends	Price	Total
1 ▾	Early Bird - Table Captain	April 01, 2019	\$125.00	\$125.00

ADD/EDIT ATTENDEE INFORMATION

Attendee #1	Copy Contact Info	Remove
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- a. Use the Copy Contact Info to copy from the information you have already filled out
- b. If you purchased more than one Table, it is okay to Copy Contact info for all records
- c. Please respond to the series of questions as applicable.
- d. Leave Table Captain's Name blank
- e. Please confirm Yes or No to "I am a Table Captain filling a Table of 10"
- f. Enter in a Co-Table Captain Name if you are expecting to have another person team up with you. This is not required.
- g. You are now ready to enter your Billing Information and purchase the Tickets!

YWCA Table Captain Instructions for Guest Invitations

Instructions for Invitations to your Guests

During the week of February 11, 2019, Table Captains will be sent an email that is formatted to easily forward to potential guests. The email will have two event links that have a custom URL unique to you as a Table Captain. When the guest clicks on one of the event links, they will be sent to the same registration pages above.

The page will include your name as the Table Captain and will be listed in the Table Captain's Name field. When your guest purchases the tickets using the URL you provide them, their ticket will be stored as part of your table(s).

In early March, Table Captains will receive instructions on how to access a portal that displays all of the guest tickets purchased under their name using the custom URL. Also visible will be co-table captains guests.

Important!

If you are planning to purchase a table or have already purchased a table (10 tickets)

In early March you will be given instructions to access the portal so that you can add your Guest list into the system. You will need their first and last names, email address and if they prefer a vegetarian meal.

Personal Benefit Information:

Snohomish County Luncheon: Every ticket purchased is tax deductible to the fullest extent of the law. Each single seat purchased for our Snohomish Luncheon receives \$29 in goods and services. Each table purchased receives \$290 in goods and services.

King County Luncheon: Every ticket purchased is tax deductible to the fullest extent of the law. Each single seat purchased for our Seattle Luncheon receives \$34 in goods and services. Each table purchased receives \$340 in goods and services.