

Men of His Word Conference

Group Registration Online Instructions

Tickets for members of groups can be paid for by the group or by the individuals. These instructions assume that the group is paying for the individuals and registering online.

First, the group leader needs to create a group for the conference.

- On the Men of His Word website, click on the conference page and click register.
- Click on the green Tickets button and select Group.
- Click on the Create Group link at the bottom.
- Sign up for a free Eventbrite account using the Signup link at the bottom (unless you already have an Eventbrite account)
- Create your group's name.
- Click on View Group Page.

In the Group Page you can manage your group's description, picture, and attendees.

The most things to do on the Group Page are:

- 1) Create group name, which was determined previously.
- 2) Write group's description.

By default Eventbrite fills in the description with a general message. Please change that text so it describes your group. Then when your group members get tickets they'll know that their registration is part of the correct group.

Second, the group leader needs to send the custom link to the individuals or register the members of the group for the conference.

- On the Eventbrite Group Page copy the specific URL for your group.
This is a unique Men of His Word ticket link specific for your group. Copy that link and send it out to your group members. When your members use that link, they will be taken to a custom Eventbrite page to get tickets as part of your group. During the checkout process, members should select the Pay by Check option. Then they will not have to pay for their tickets.
- Before you leave the Eventbrite Group Page, be sure to register yourself for the conference and select the Pay by Check option.
- Once all your group members have registered please send payment.

To access your Eventbrite Group Page at a later date:

- Go to eventbrite.com/signin and enter your email and password.
- Under your name at the top right, click on tickets.
(That will take you to the Eventbrite user page.)
- At the bottom is the Groups and Fundraising section.
Click on the name of your group to go to the Group Page.
- From there you can see the members of your group once they have registered for the conference.