

Step-by-Step Registration Guidance

<u>If you are:</u>	<u>Registering for:</u>	<u>Go to</u>
WYHK or WYK alumnus	Conference and Dinner Events**	Page 2 - 6
Student (i.e. Current students in both Wah Yan Colleges, undergraduate or graduate student)	Conference and Dinner Events**	Page 7
WYHK or WYK alumnus; Student	Gala Dinner Only	Page 8 - 9
WYHK or WYK alumnus; Student	San Francisco Hornblower Dinner Cruise Only	Page 10 - 11

**** If you plan to bring your spouse to the dinner events, you can register for yourself and your spouse on the same registration.**

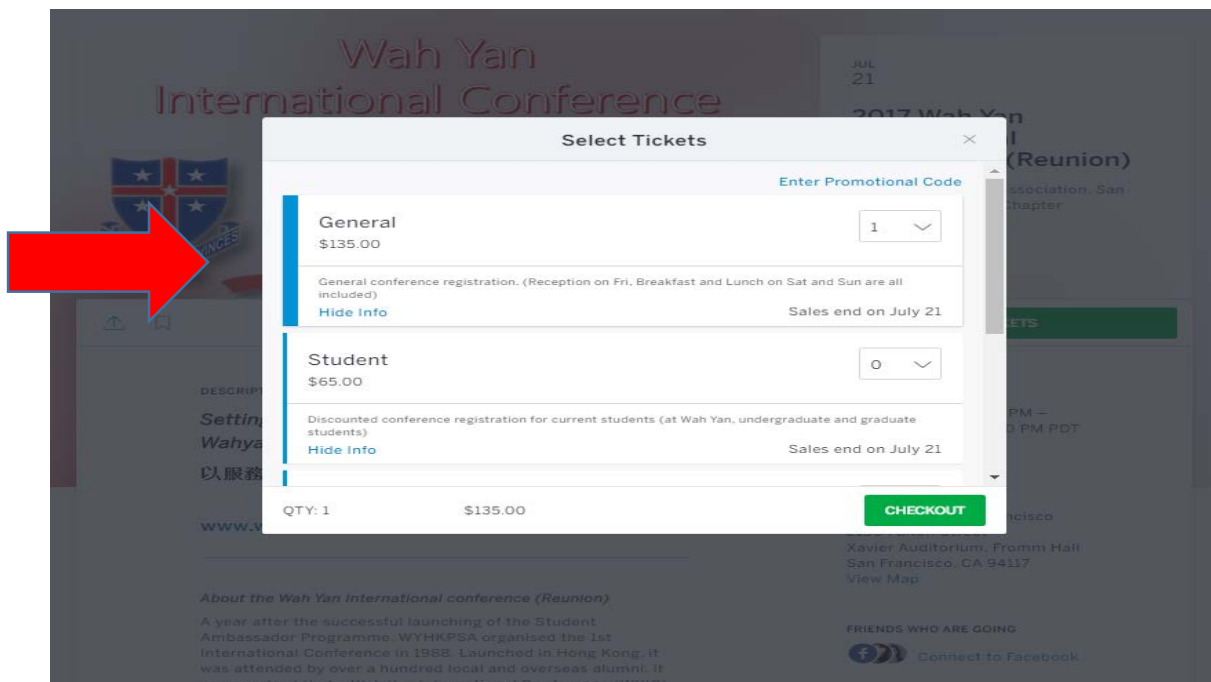
WYHK or WYK alumnus - Registering for Conference and Dinner events:

Note: You can sign up the dinner events for your spouse on the same registration.

- 1) On the Eventbrite Home Page, click **“TICKETS”**



- 2) An option box will pop up. Select **“GENERAL”** ticket. Indicate quantity of 1.



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- 3) You will be brought to a registration page for the International Conference. You have 15 minutes to complete the whole registration process. First fill in the buyer/participant detail, billing information, etc.

Registration Information

13:51 Please complete registration within 15:00 minutes. After 15:00 minutes, the reservation we're holding will be released to others.

*** Required Field**

Ticket Buyer

Have you used Eventbrite before? [Sign In To Your Account](#)

First Name: *

Last Name: *

Email Address: *

Confirm Email: *

Payment (Your card info is not stored on Eventbrite's servers)

Card: *

Card Number: *

Expiration Date: * CSC* [What's this?](#)

Billing Information

Country: *

Address: *

Address 2:

City: *

State: *

Zip Code: *

Ticket 1 - General

Prefix (Mr., Mrs., etc.): *

First Name: *

Last Name: *

Suffix:

Email Address: *

Home Phone:

Cell Phone: *

Work Information

Job Title:

Company / Organization:

Other Information

Wah Yan College *

If you register for the gala dinner on July 22, 2017, please list the names of all attendees. For table reservation, please provide the name of your group:

If you register for the dinner cruise on July 23, 2017, please list the names of all attendees:

Are you interested in discounted accommodation? *

Yes

No

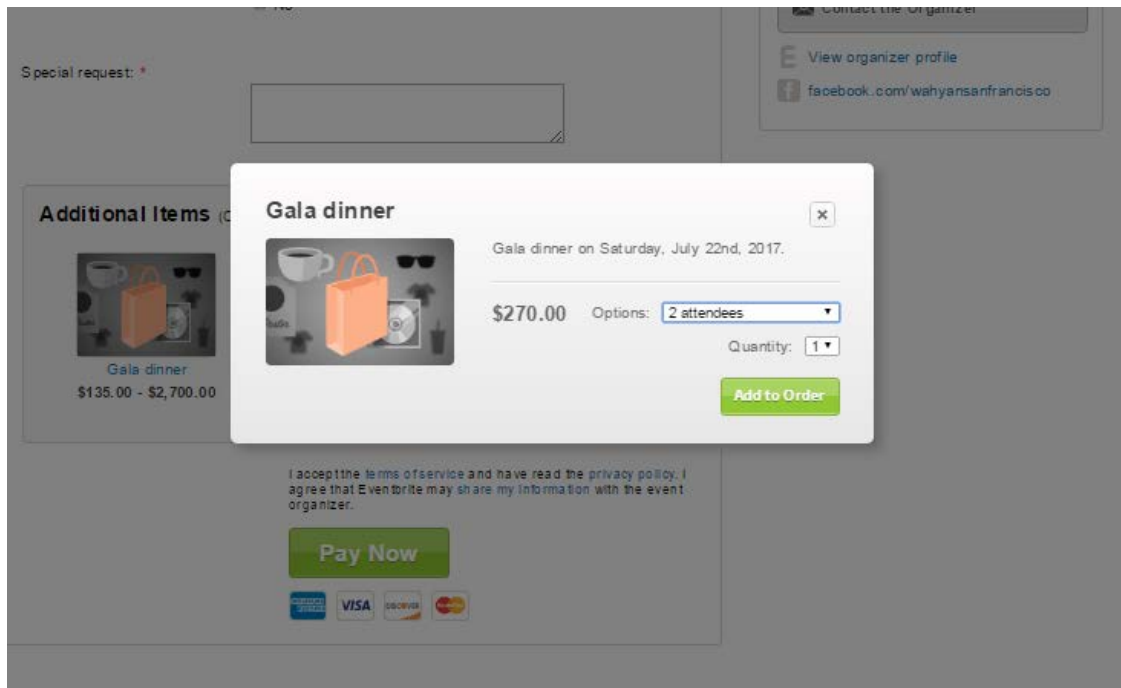
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- 4) If you would like to join the gala dinner (July 22 evening) and/or San Francisco Hornblower dinner cruise (July 23 evening), scroll down to the bottom of the page to add these events as **“Additional Items”**.



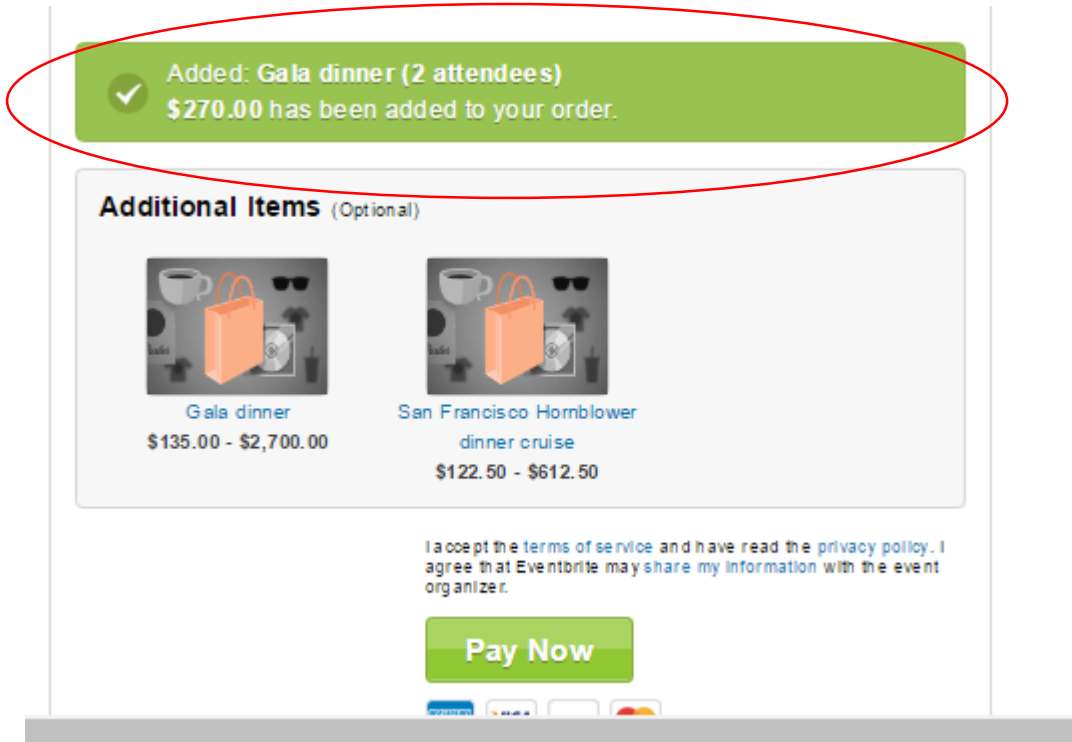
- 5) Click on gala dinner item, a window will pop up asking how many attendees. If you are joining along with your spouse, select quantity of 2.



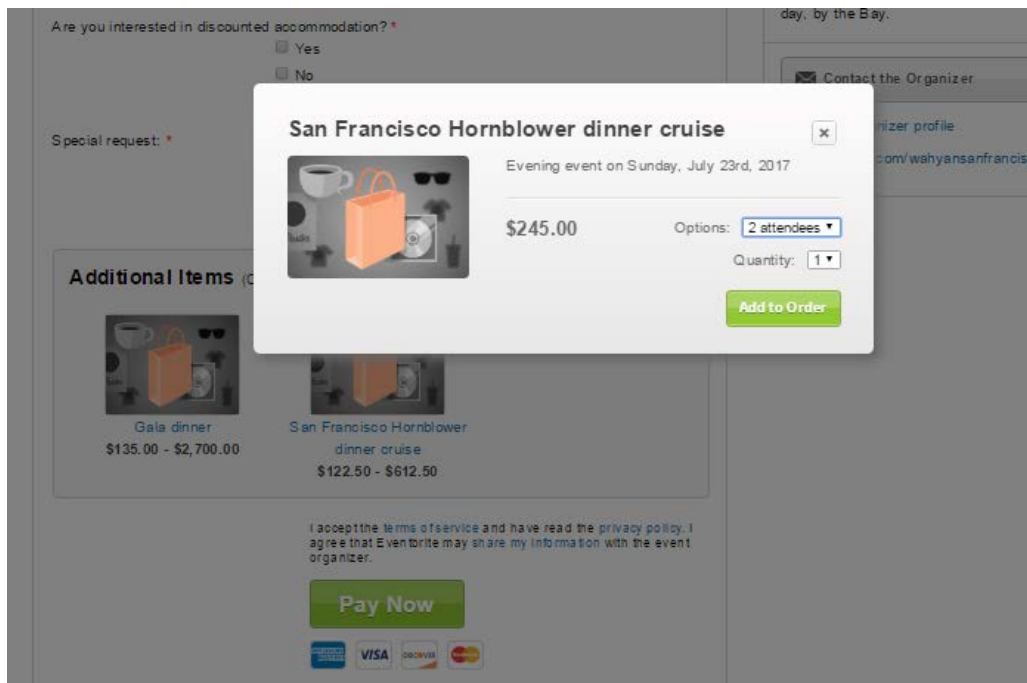
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- 6) Once you click “Add to Order”, you will be brought back to the registration page. A message will appear indicating the gala dinner events has been added to your order.



- 7) Click on San Francisco Hornblower dinner cruise item, a window will pop up asking how many attendees. If you are joining along with your spouse, select quantity of 2.



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- 8) Once you click “Add to Order”, you will be brought back to the registration page. A message will appear indicating the San Francisco Hornblower dinner cruise event has been added to your order.

Added: San Francisco Hornblower dinner cruise (2 attendees)
\$245.00 has been added to your order.

Additional Items (Optional)

Gala dinner
\$135.00 - \$2,700.00

San Francisco Hornblower dinner cruise
\$122.50 - \$612.50

I accept the terms of service and have read the privacy policy. I agree that Eventbrite may share my information with the event organizer.

- 9) Once you complete all the information, you can scroll to the top of the registration page and review your “Order Summary”. Below is an example showing the participant registers for the International Conference for himself (1 attendee), gala dinner and San Francisco Hornblower dinner cruise for himself and his spouse (2 attendees).

2017 Wah Yan International Conference (Reunion)

Wah Yan Alumni Association, San Francisco Bay Area Chapter
Friday, July 21, 2017 at 5:00 PM - Sunday, July 23, 2017 at 2:30 PM (PDT)
San Francisco, CA

ITEMS	PRICE	FEE	QUANTITY	SUBTOTAL	
General	\$135.00	\$0.00	1	\$135.00	
Gala dinner (2 attendees)	\$270.00	\$0.00	1	\$270.00	X
San Francisco Hornblower dinner cruise (2 attendees)	\$245.00	\$0.00	1	\$245.00	X
Order total:				\$650.00	

8:24 Please complete registration within 15:00 minutes. After 15:00 minutes, the reservation we're holding will be released to others.

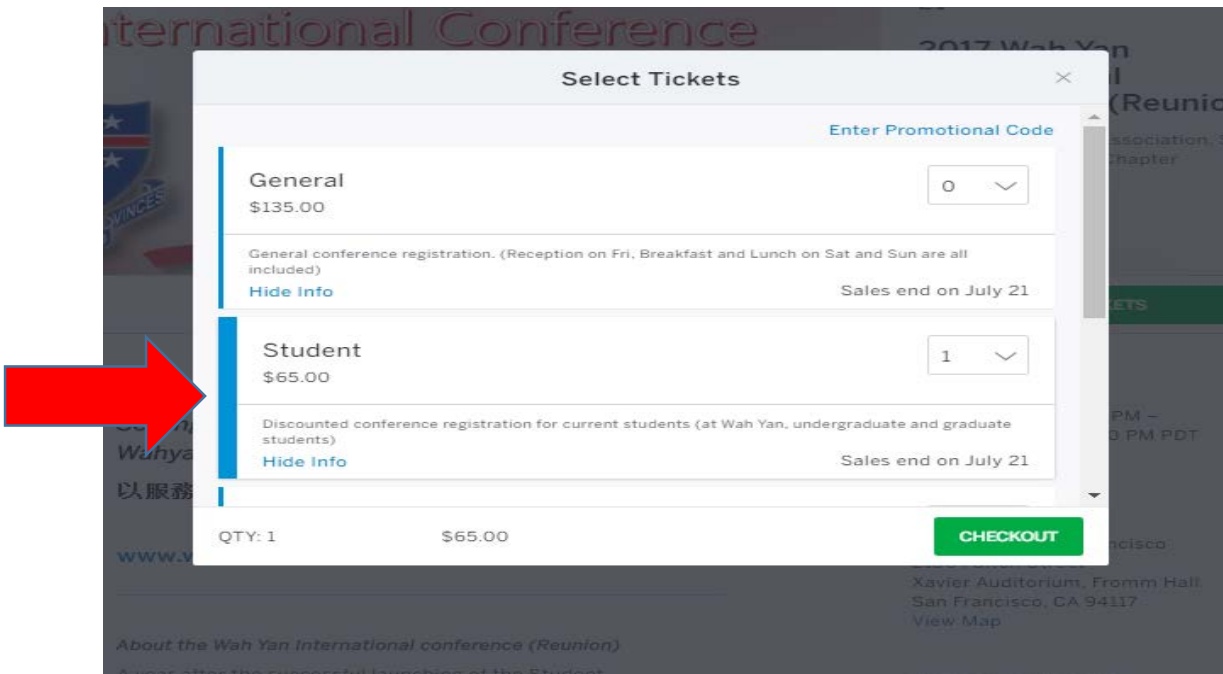
Student - Registering for Conference and Dinner events:

Note: You can sign up the dinner events for your spouse on the same registration.

- 1) On the Eventbrite Home Page, click **“TICKETS”**



- 2) Select **“Student”** ticket. Indicate quantity of 1.



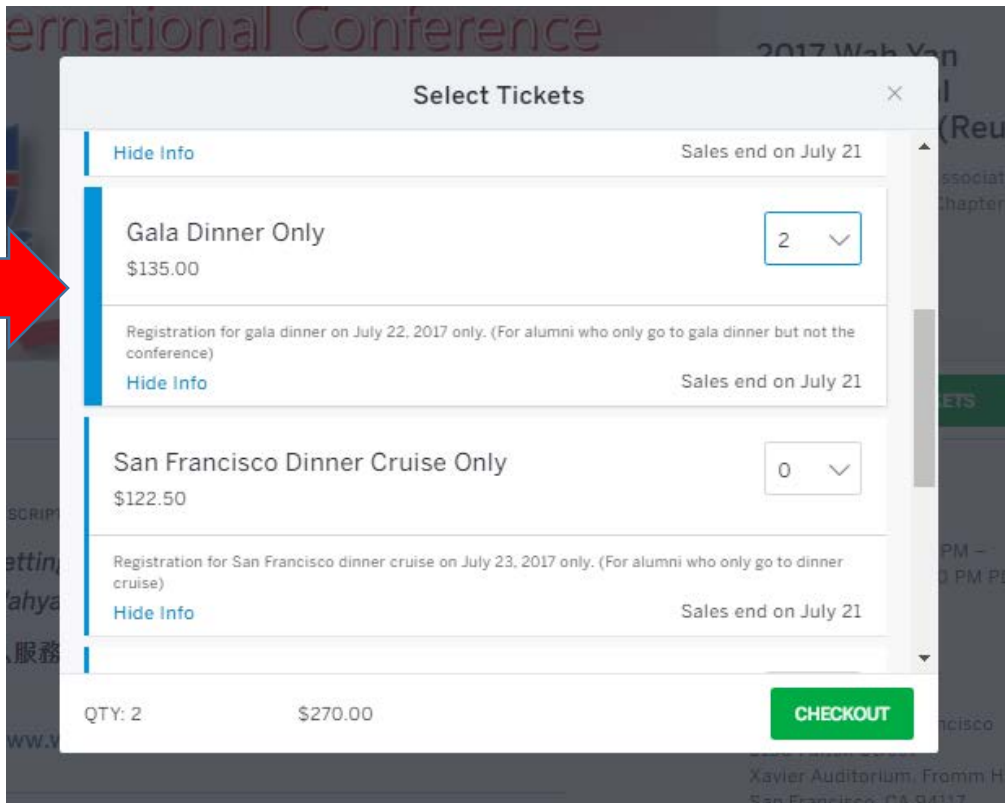
- 3) Follow Step (2) – (9) described under **“WYHK or WYK alumnus - Registering for Conference and Dinner events”** section above to complete the registration process.

Registering for Gala Dinner Only:

- 1) On the Eventbrite Home Page, click **“TICKETS”**



- 2) An option box will pop up. Select **“Gala Dinner Only”** ticket. Select quantity (e.g. if you are joining with your spouse, select 2).



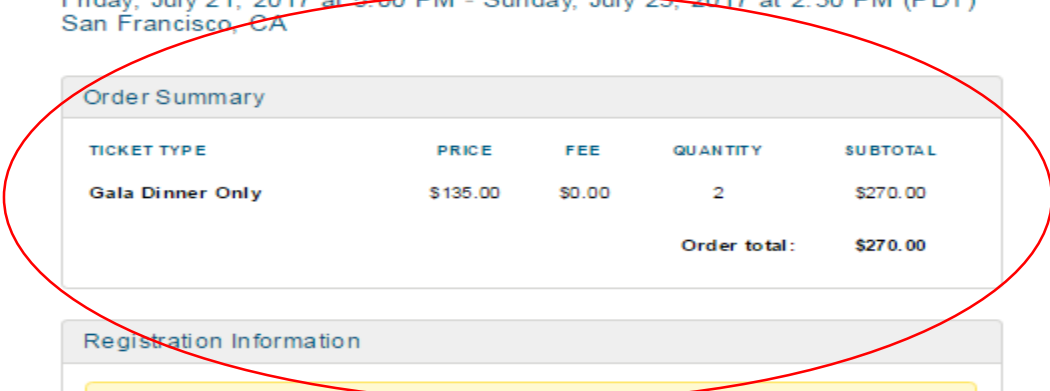
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- 3) You will be brought to a registration page for the International Conference. You have 15 minutes to complete the whole registration process. First fill in the buyer/participant detail, billing information, etc.
- 4) Please note that you **DO NOT** need to select any “additional item” at the bottom of the page.
- 5) Review the “Order Summary” on the top of the page to make sure the quantity is correct before you proceed with payment.

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Friday, July 21, 2017 at 5:00 PM – Sunday, July 23, 2017 at 2:30 PM (PDT)
San Francisco, CA



Order Summary				
TICKET TYPE	PRICE	FEE	QUANTITY	SUBTOTAL
Gala Dinner Only	\$135.00	\$0.00	2	\$270.00
Order total:				\$270.00

Registration Information

14:20 Please complete registration within 15:00 minutes.
After 15:00 minutes, the reservation we're holding will be released to others.

* Required Field

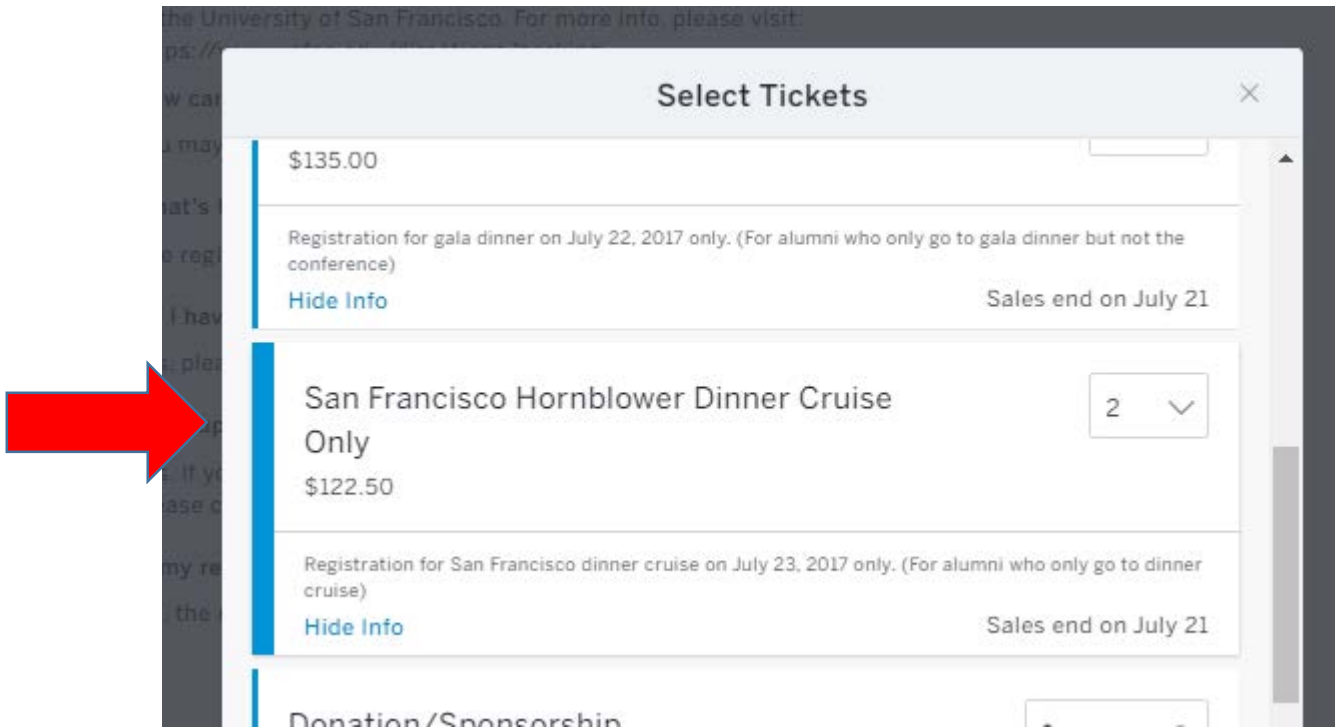
Please note that table reservation (10 people) is also available. Contact us at info@wyic2017.org if you are interested.

Registering for San Francisco Hornblower Dinner Cruise Only:

- 1) On the Eventbrite Home Page, click **“TICKETS”**



- 2) An option box will pop up. Select **“San Francisco Dinner Cruise Only”** ticket. Select quantity (e.g. if you are joining with your spouse, select 2).



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- 3) You will be brought to a registration page for the International Conference. You have 15 minutes to complete the whole registration process. First fill in the buyer/participant detail, billing information, etc.
- 4) Please note that you **DO NOT** need to select any “additional item” at the bottom of the page.
- 5) Review the “Order Summary” on the top of the page before you proceed with payment.

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Friday, July 21, 2017 at 5:00 PM - Sunday, July 23, 2017 at 2:30 PM (PDT)

San Francisco, CA

Order Summary

TICKET TYPE	PRICE	FEE	QUANTITY	SUBTOTAL
San Francisco Dinner Cruise Only	\$122.50	\$0.00	2	\$245.00
			Order total:	\$245.00

Registration Information