



## How to Purchase Individual Tickets Online

1. Go to the Annual Dinner registration form: <http://bit.ly/CHAPADinnerIndTickets2018>  
(If you have an account, login before proceeding. If you are not sure if you have an account, or if you forgot your login information, you can request a new password [here](#).)
2. Indicate the number of tickets you wish to purchase in the quantity field to the right of the Individual Seats ticket option.
3. Fill out your contact information.
4. Are you planning to attend the event? If so, leave “Include myself as an attendee” checked. If you are registering other people and not attending yourself, unselect that checkbox.
5. If you would like to donate any of the tickets you are purchasing, please indicate how many in the following field: “Would you like to donate any of your seats? If so, please indicate how many.” If you plan to use all of your seats, please indicate 0.
6. If you are purchasing multiple tickets and all your attendees are with the same organization, set “Relation of Registrant to Attendees” to “same organization.” Otherwise, select the blank option.
7. Click continue.
8. Enter the names, titles, companies, and email addresses for each of your attendees (if you are registering multiple people). If you wish to add or change attendees later, please email [mscott@chapa.org](mailto:mscott@chapa.org).
9. After adding all your attendees, click Next.
10. Review your registration and click Complete Registration.
11. Fill out the payment form and click submit. Please note that there are two methods of payment to choose from – credit card and pay later (if you plan to mail in your check payment).
12. A confirmation email will be sent to you as the registrant. (Contact [mscott@chapa.org](mailto:mscott@chapa.org) for a copy if you do not receive it.) Any additional people you registered as attendees will not get a confirmation email. Please feel free to share any confirmation and reminder emails with your attendees.

*The early bird rate is \$125 per person if we receive the registration by October 29<sup>th</sup>. After that date the rate increases to \$150 per person. **Note: Individual seats are at tables designated for open seating; we cannot guarantee that organizations that buy individual seats will be seated together.***

*Please contact [mscott@chapa.org](mailto:mscott@chapa.org) if you have any questions about Annual Dinner registration. Thank you for your support, and we look forward to seeing you on December 4<sup>th</sup>!*