# Detailed Procedure of APTAMA Events:

Eventbrite

All registrations taking payment are managed through Eventbrite. This is the link used on all communications. The SIG or District contact person will be given access to the event.

Please set up your own password when it prompts you. Below is the first page you will see. Please go to your account icon and choose Manage Events – this will then list the events you have permission to see.
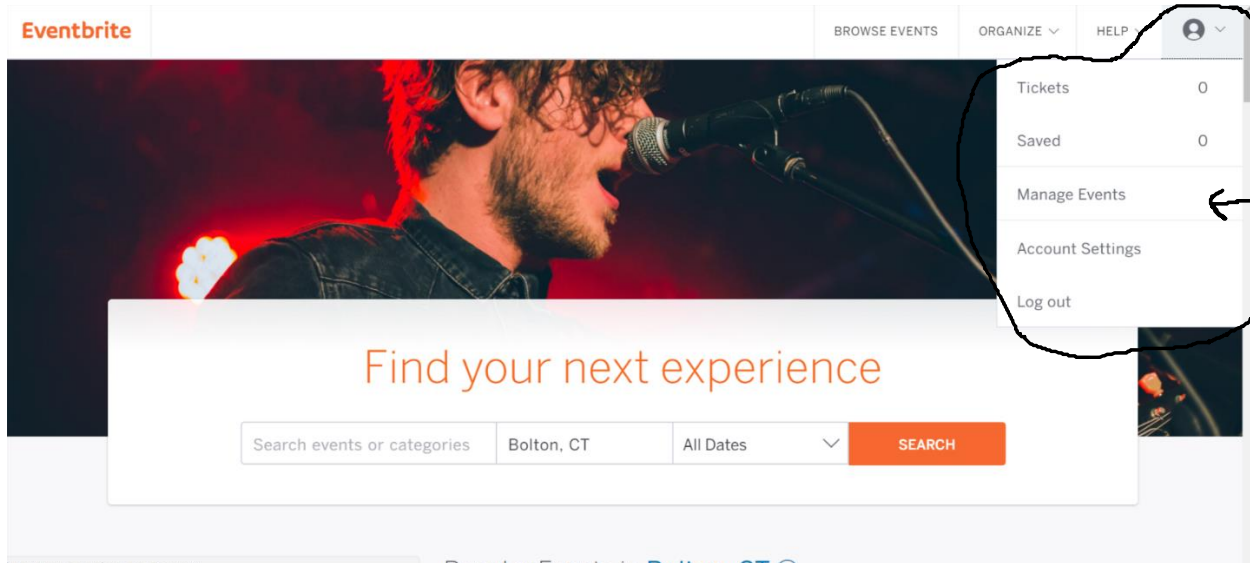
Click on the event. Click on Manage Attendees. Choose Attendee list or Check In
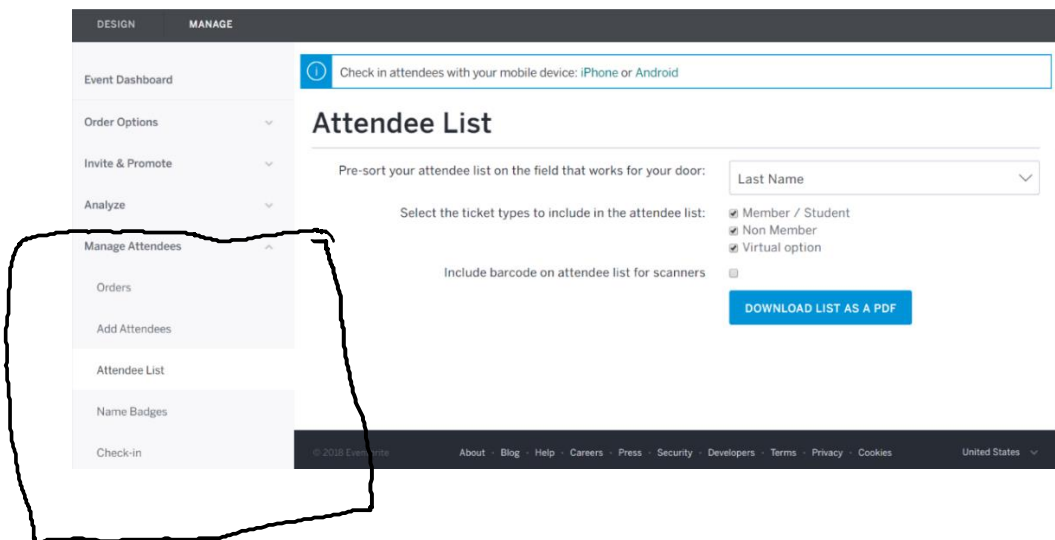
Download the onsite check in list. Anything highlighted in yellow means that payment wasn't received.

Registrations are kept open until 8pm day of event for people to go in a pay by credit card onsite.

Virtual option:

When you submit the event planning form and you request a virtual platform, the office will reserve this on our master calendar.

If you choose to use the Chapter Zoom or GotoMeeting/ GotoWebinar account, the computer used for the presentation will be the admin. The admin log in password will be emailed to the event contact.

If you are using a virtual option at the hosting location, please share this link with the office.

The day of the event (at noon), Tamara will send out the log in information to all attendees signed up for the virtual option. If the office is unavailable that day to coordinate this, we may ask the event contact to assist.

At this time, we do not record the presentation.

Food

We have 2 accounts for food ordering that holds our credit card information.

Panera and GrubHub. Grubhub is a delivery app for local restaurants. This app works best in more urban areas. Passwords to these accounts will be given individually.

Any food that is ordered and paid for by the event contact, can submit for reimbursement. Please see reimbursement section on the website.

End of event: take pictures and submit to the office. We always need pictures of events to use in the future.