HOW TO PURCHASE TICKETS ON THE GIVERGY WEBSITE
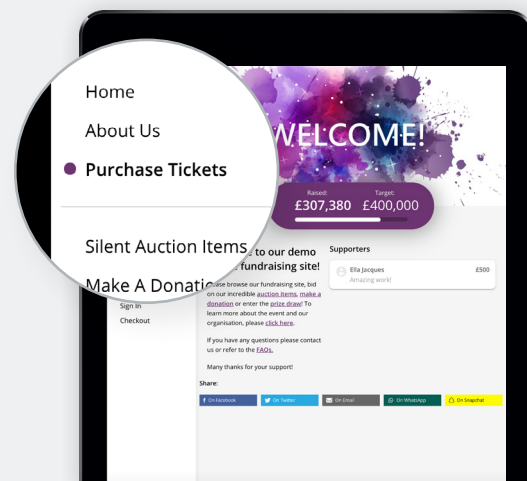
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1 — View Fundraising Website

Enter the URL in your browser or click the link you have received.
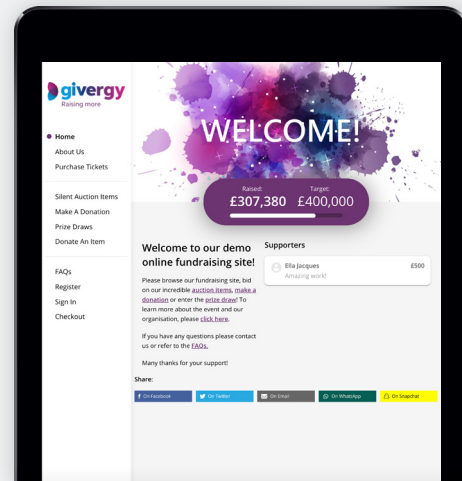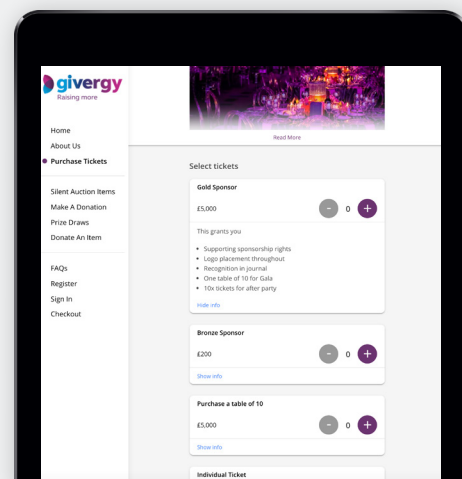
2 — View Ticket Options

Navigate to the menu and click **'purchase tickets'**.

3 — Review Ticket Types

Scroll down to view the different tickets available to purchase.

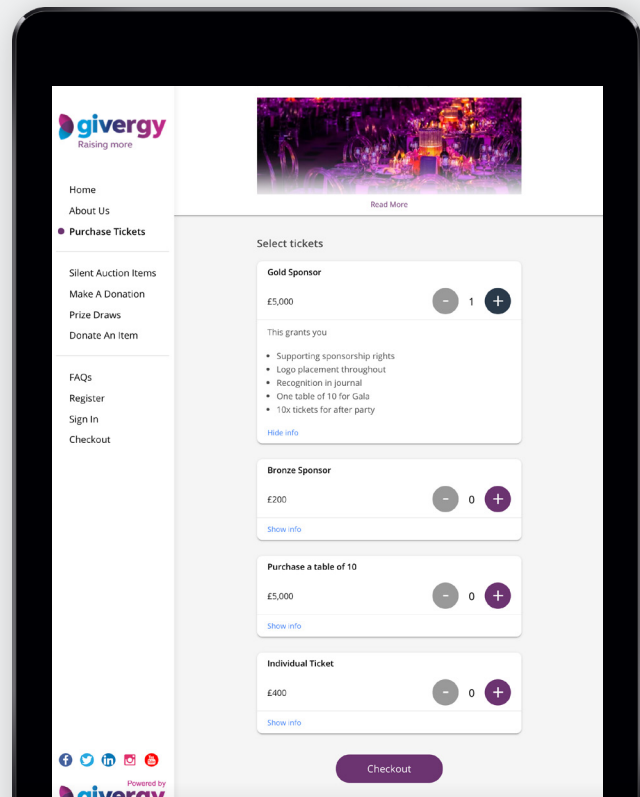To see more information about what is included, click **'show info'**.

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4 ## Adding To Shopping Basket

Once chosen, select the number of tickets you would like to purchase and click the **'checkout'** button at the bottom of the screen.
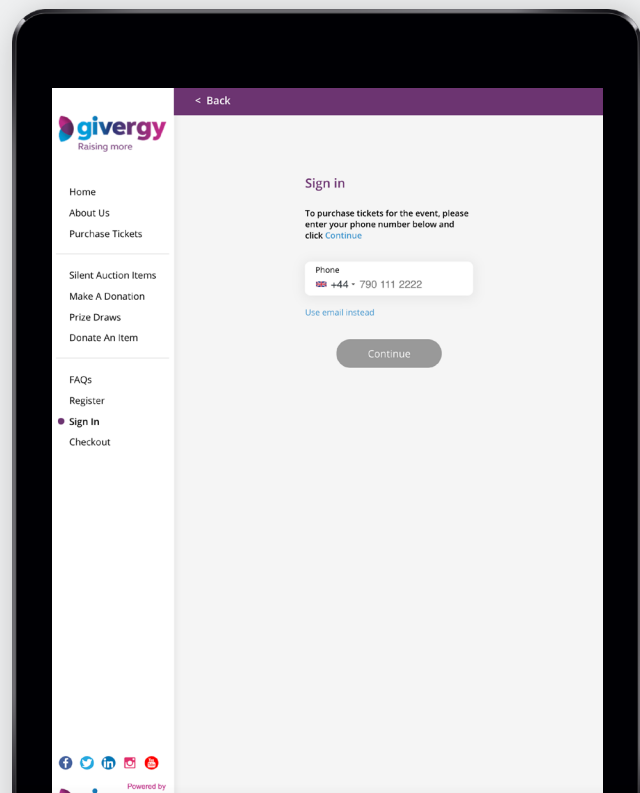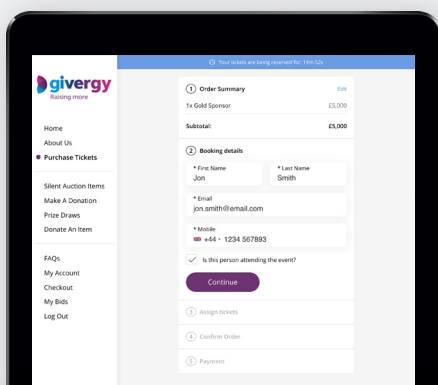
5 ## Register

If you have not yet registered onto the site, it will ask you to do so.

Follow the instructions on screen and click the **'continue'** button.

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## 6 Checkout Screen

6.1 Booking Details

Review what you have selected and then enter your own details.

If you are purchasing the ticket on behalf of someone else and are not attending the event, be sure to un-tick **'is this person attending the event'**.
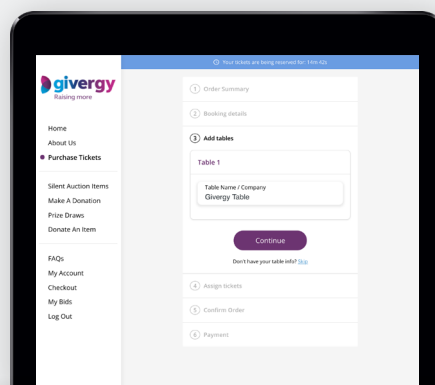

6.2 Add Tables

If purchasing a table, add a name for your table. This would usually be your host's or company name. If you do not have this information, please click **'skip'.**
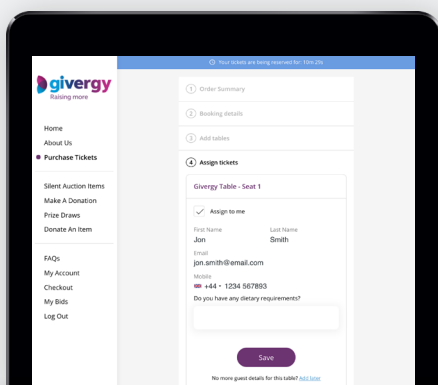
6.3 Assign Tickets

Assign a ticket for each member of your party. You may also be required to answer some questions for each guest at this stage. If you don't have this information, click **'add later'**.

If you would like to send the tickets to your guests at this stage, ensure **'send tickets to guests'** is ticked.
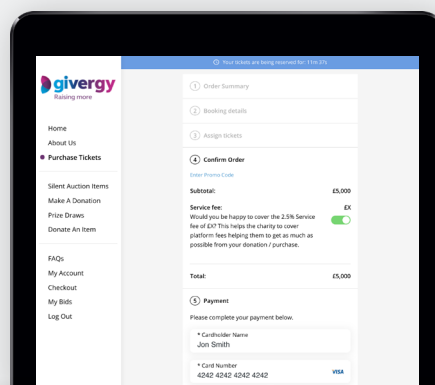
6.4 Confirm Order

Here is where you can add any promo codes given to you by the organizer, by clicking **'enter promo code'**.
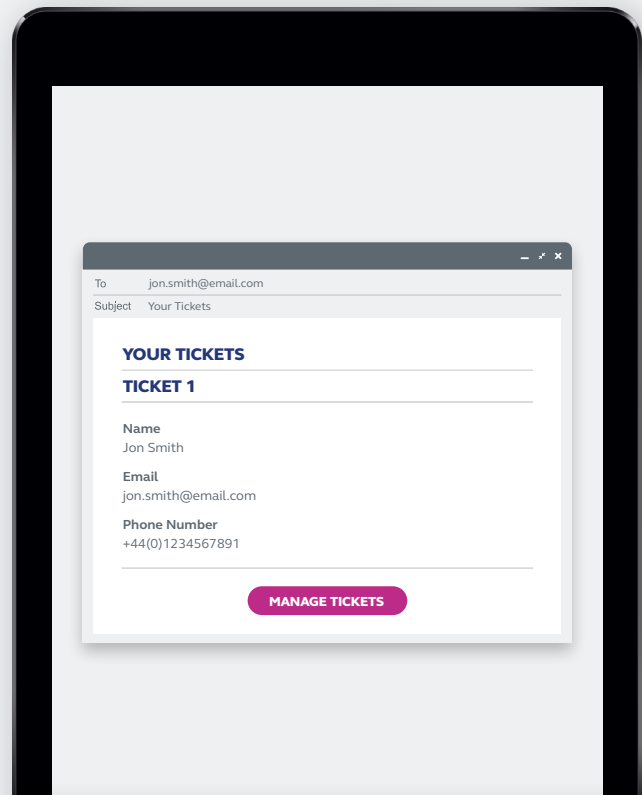
Enter your credit card details and click **'purchase tickets'**. Choose to leave your card on file to make it easier to participate in other fundraising activities on the website.

7 Purchase Complete

You will receive a receipt and ticket to your email.

Within this email, you will be able to follow a link to **'manage tickets'**.

To   jon.smith@email.com
Subject   Your Tickets

YOUR TICKETS

TICKET 1

Name
Jon Smith

Email
jon.smith@email.com

Phone Number
+44(0)1234567891

MANAGE TICKETS

8 Send Tickets (Optional)

If you purchased a table ticket, please follow the **'manage tickets'** link to send tickets to your guests and update your guest details if you didn't have this information prior.

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My Profile   My Bids   Tickets

Booking Summary
View, manage and transfer your tickets

Home
About Us
Purchase Tickets

Silent Auction Items
Make A Donation
Prize Draws
Donate An Item

FAQs
My Account
Checkout
My Bids
Log Out

UK Demo Updated

Sat 10th Dec 2022

Your tickets

1. Gold Sponsor

First Name   Last Name
Jon   Smith

Email
jon.smith@email.com

Mobile
+44 ▾ 1234 567893

+ Show additional information

Edit Ticket

Change Guest

Send Ticket