

Christmas Desserts Hostess Registration Guide

1. Required registration fields are **bold** and must be completed for registration.
2. Complete the following fields with the Hostess' information
 - a. First Name
 - b. Last Name
 - c. Cell Phone number
 - d. Email address

Individual Information

First Name*	<input type="text"/>
Last Name*	<input type="text"/>
Cell Phone*	<input type="text"/>
Email*	<input type="text"/>

3. Special accommodations:
 - a. This field is for those hostesses with guests who have accessibility concerns or other requirements.
 - b. We will do our best to meet your needs but do not guarantee specific table placement.

Do you need any special accommodations?

4. Add in the names of the guests at your table.
 - a. You do NOT need to include yourself.
 - b. If you have a co-hostess, please include her name in "Seat 1" and answer "yes" to the question "Is seat 1 a co-hostess?".

Seat 1 Full Name

Is seat 1 a Co-Hostess?*

- c. Fill in the remaining seats dependent on if you are purchasing a full or half table.
 - i. Full table: Fill in seat # 1 - 7
 - ii. Half table: Fill in seats # 1 - 3

Seat 1 Full Name	<input type="text"/>
Is seat 1 a Co-Hostess?*	<input type="text"/>
Seat 2 Full Name	<input type="text"/>
Seat 3 Full Name	<input type="text"/>
(Full Table Only) Seat 4 Full Name	<input type="text"/>
(Full Table Only) Seat 5 Full Name	<input type="text"/>
(Full Table Only) Seat 6 Full Name	<input type="text"/>
(Full Table Only) Seat 7 Full Name	<input type="text"/>

- d. If you are not purchasing your seats, but allowing Central to fill your table, no guest names are required.
 - i. **Exception:** Co-hostess must be listed even if Central is filling your seats.

5. Select the applicable Event Fee

- a. Whole table (8 total seats): \$30
 - i. Hostess fills all seats
- b. Half table (4 total seats): \$15
 - i. Hostess fills 4 seats; Central will fill the remaining seats at the table.
- c. We assign your seats: \$0
 - i. You are hosting a table and Central will fill the seats at the table.

Event Fees	\$0.00
<input type="checkbox"/> Full Table (8 seats): \$30.00	
<input type="checkbox"/> Half Table (4 seats): \$15.00	
<input type="checkbox"/> We assign your seats: Free	

6. Select “Continue”

- a. Note: You are responsible for filling all seats purchased; there are no refunds for any purchased tickets.



7. Review the registration summary.

- a. Verify all information is accurate; select “Back” to make any changes needed.

8. Purchase tickets (if applicable)

a. Select “Add New Payment Method” from the drop down menu.

Total Due: \$15.00

Payment Method

Select Payment Method ▼

--- Add New Payment Method

b. Complete the information in the “Add New Payment Type” window

Add New Payment Type ✕

Payment Method Nickname ?

Debit / Credit Card Bank Account

Debit / Credit Card Information

Street Address ?

Zip / Postal Code ?

Card Number ?

Security Code ?

Expiration Date

c. Select “Save”

i. All fields are required in this window.

Save

d. Select “Continue”

Continue >

9. Success! You are registered as a Hostess for Christmas Desserts!

Success - You have successfully registered **Laurie Adams** for the "Christmas Desserts Hostess - Thursday" Event on Thursday, November 30, 2017.

10. If you are hosting multiple table for the same evening; select "Add Registrant" to repeat the process for your additional table(s).

Add Registrant