How to Guide to Accessing Our Online Events/Classes After Booking on Eventbrite.

From the Booking Confirmation Screen there are two options

Option 1 Click More

s LBBD × (Eventbrite - The Pen to Print Virtu x C The Pen to Print Virtual Book Clui x +		-	٥	×
\leftrightarrow \rightarrow C \triangle eventbrite.co.u	uk/e/the-pen-to-print-virtual-book-club-tickets-104186548772 Q	☆	A 📒	٢	:
	Thanks for your order! #1336168364				
	YOU'RE GOING TO The Pen to Print Virtual Book Club ORGANISER MESSAGE Thenk you for presistation				
	Table 1 Second Se Second Second Sec				
	Irena.amth9ilibid.govuk Fri, 12 Jun 2020 13:00 - 14:00 Change BST ONLINE EVENT You will receive the link to the event content in your order confirmation email. and				
	View Tickets				
🔲 A 🛱 💁 🚿	🕿 💶 🖉 🦃 🐃 💷 🤹 🐘 🛄 💁	∎ <i>(ii</i> . ⊄)	13:38 05/05/2	3 020	7

To See more of the message on the confirmation page.

Click View Tickets



You will see the page below

Click Go to event Page



You will see this page Click View Links

LBBD	🗙 📔 这 Eventbrite - The Pen to Pri	n 🗙	× 😢 User Profile Eventbrite 🛛 🗙	e Eventbrite - My Tickets ×	+	-	٥	×
\leftrightarrow \rightarrow C \heartsuit	eventbrite.co.uk/mytickets/1336169	9364/			Q #	۸ 📫	٢	:
eventbrite Q s	earch for events			Browse Events Cre	aate Event H	lelp v	0	
	← Back to Current Orders							
	Order for The Pe	n to Print Virtual Boo	k Club					
	Free order no. 1336169864 Friday, 12 June 2020 from 1	on 5 May 2020 3:00 to 14:00 (BST)						
	View Links 🚩	General Admission		/ Edit				
	Cancel Order	Contact Information						
	Contact The Organiser	First Name *						
		Surname *						
		Smith						
		lena.smith@lbbd.gov.uk						
		Delivery Method eTicket						
	← Back to Current Orders							
	Use Eventbrite	Plan Events	Find Events					
	How it Works	Music	London Events	Contact Support				
	Pricing Eventbrite Mobile App	Consumer Shows Food & Drink	Manchester Events Birmingham Events	Contact Business Development				
	Eventbrite Organiser App	Charities	Bristol Events	V Twitter				
	For Large & Complex Events	Conference Management Software	Liverpool Events	U Facebook		13:4	2	
	🔁 🥙 🧲 🛄	🧱 👫 🔕 肩 🕴	📕 🖉 🦉 👘 👘 👘	ጽ ^ 💁	🗢 🗁 🕼 '	¹⁾⁾ 05/05/2	2020	

This will take you to the Join Event Page Click the Video Link JOIN



Option 2, Click View Online Content

LBBD	× C Eventbrite - The Pen to Print Virtu × C The Pen to Print Virtual Book Clul × +			-	٥	×
\leftarrow \rightarrow C \triangle \triangleq eventbr	ite.co.uk/e/the-pen-to-print-vrtual-book-club-tickets-104186548772		Q \$	入 📒	٢	:
	Provide constraints of a state of the st	Pento Print Dis Colores Follow	×	13:88		
) 🕂 🗡 🖻 🦉 🤻	/ 🕒 💻 💴 🕷 🛸 🔕 🗖 💵 🚾 💷	× ^ *	💁 🥌 🖾 <i>(</i> a	⁽¹⁾ 05/05/20	D20	

s will take you directly to the Join Event Page Click the Video Link JOIN



Join from your Confirmation email

Firstly, scroll down for more information about your event in **Additional information** this will have any special information that will help you join and get the best experience from our Online event/class.





Scroll back to the top of the email and Click View, Now



This will take you directly to the Join Event Page

Click the Video Link JOIN to access the event



This will take you to the Join page for the Microsoft Teams Meeting

Either

Click **Download the Windows app** if you want to download Microsoft Teams software app for the best experience.

or

If you already have the app installed, Click **Open your teams app**

or

Click **Continue on this browser** to access the event through your browser without the need to download the app software.

T i				
	How do you want to join your Teams meeting?		Download the Windows app Use the desktop app for the best experience.	
		ψ	Already have it? Go right to your meeting.	

The **Join on the web** option has limited functions You *must* choose to enable your video and audio mic settings *before* joining the session if you want to be seen or heard. Then Click **Join now**. (In the example below the Video is Off and Audio Mic On)

If you want to change these setting during the session you will need to leave the session. Set the desired option and click **Join now** to re-join.



If you already have Microsoft Teams installed, you may see the pop-up Open Microsoft Teams?

If you see this Click Open Microsoft Teams

