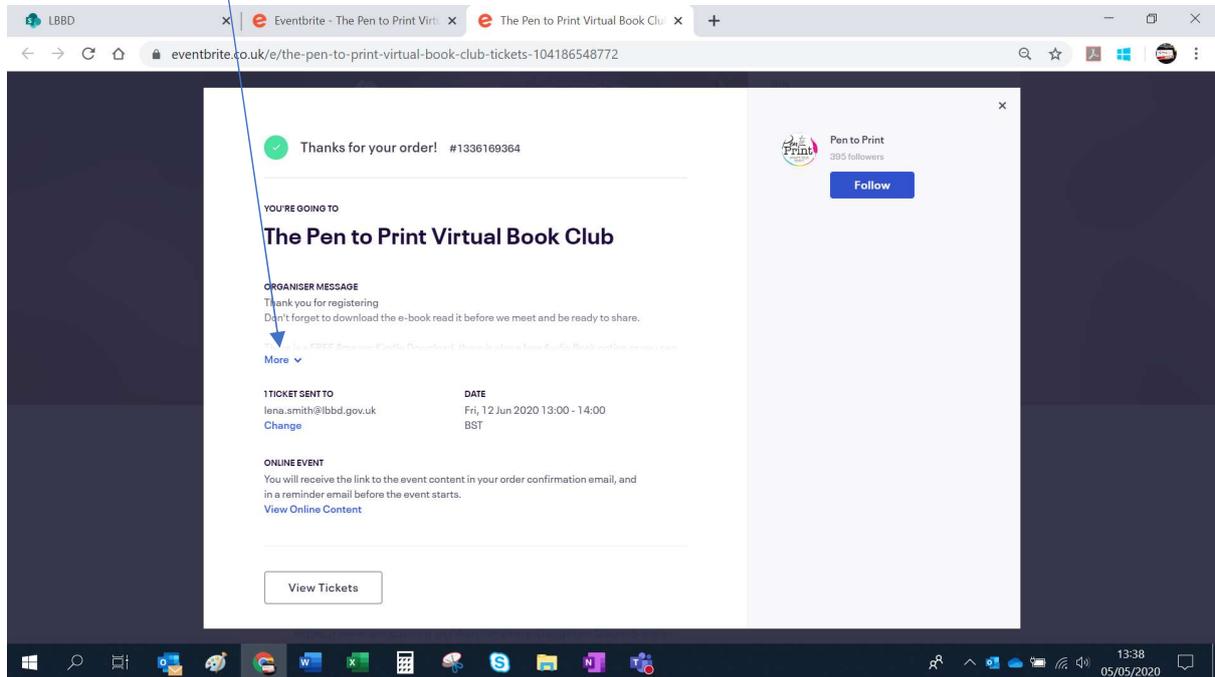


# How to Guide to Accessing Our Online Events/Classes After Booking on Eventbrite.

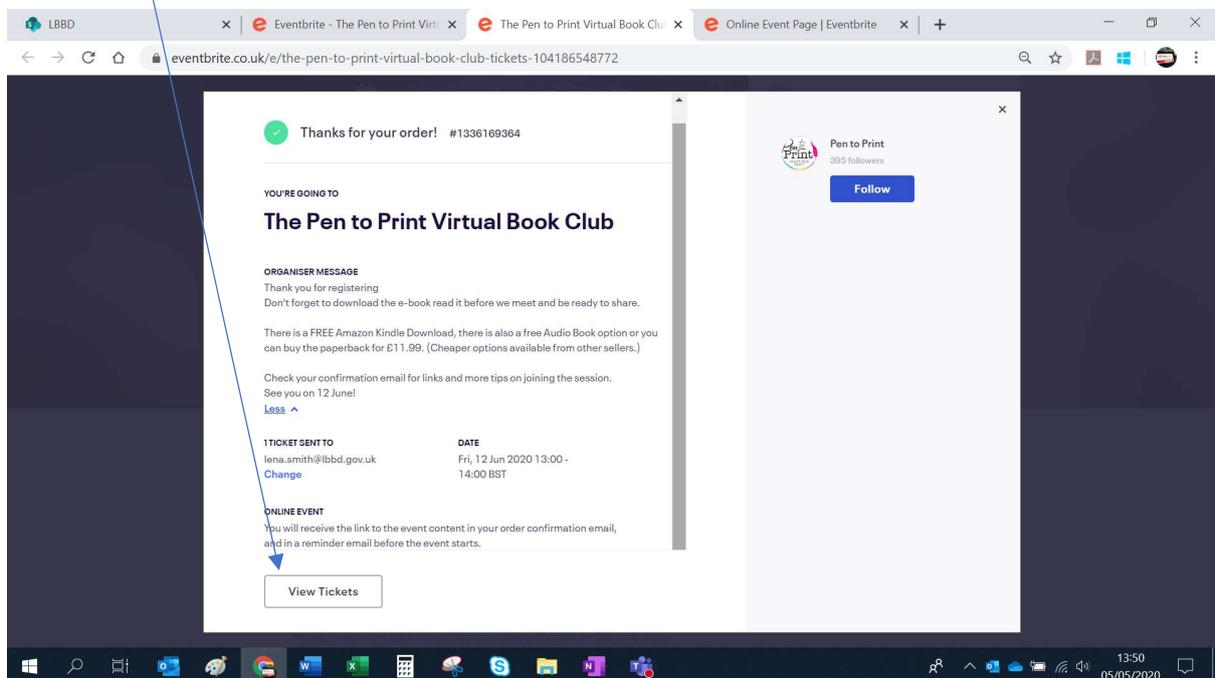
From the Booking Confirmation Screen there are two options

## Option 1 Click **More**



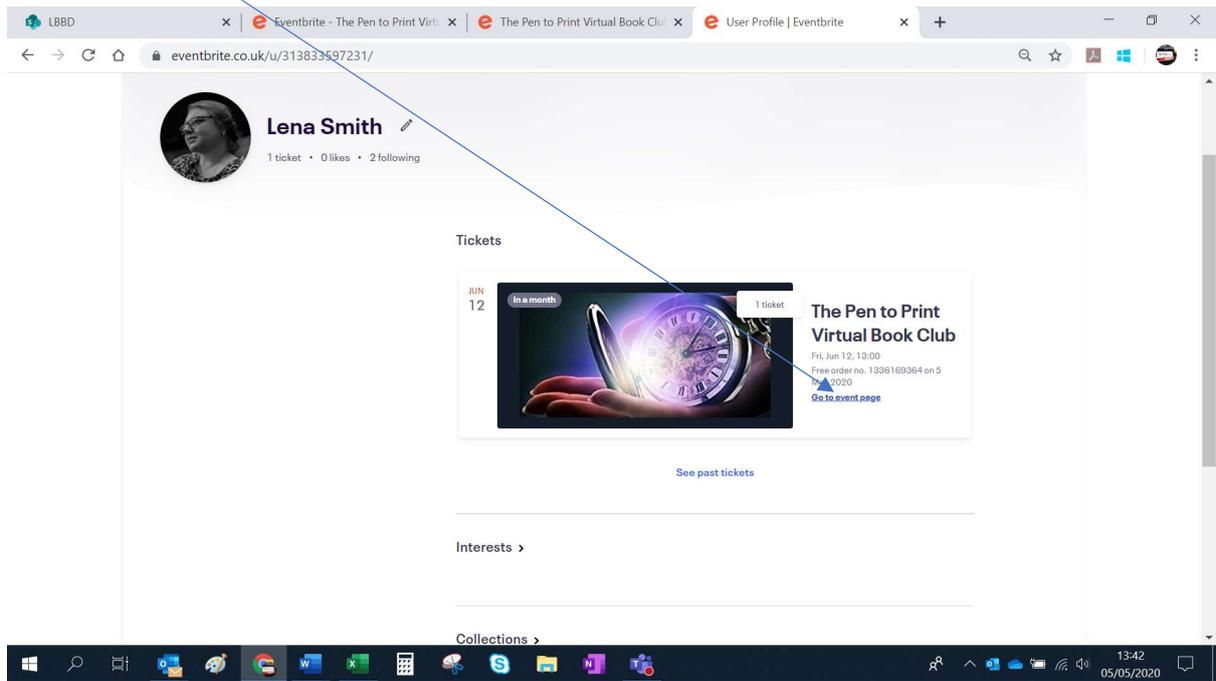
To See more of the message on the confirmation page.

## Click **View Tickets**

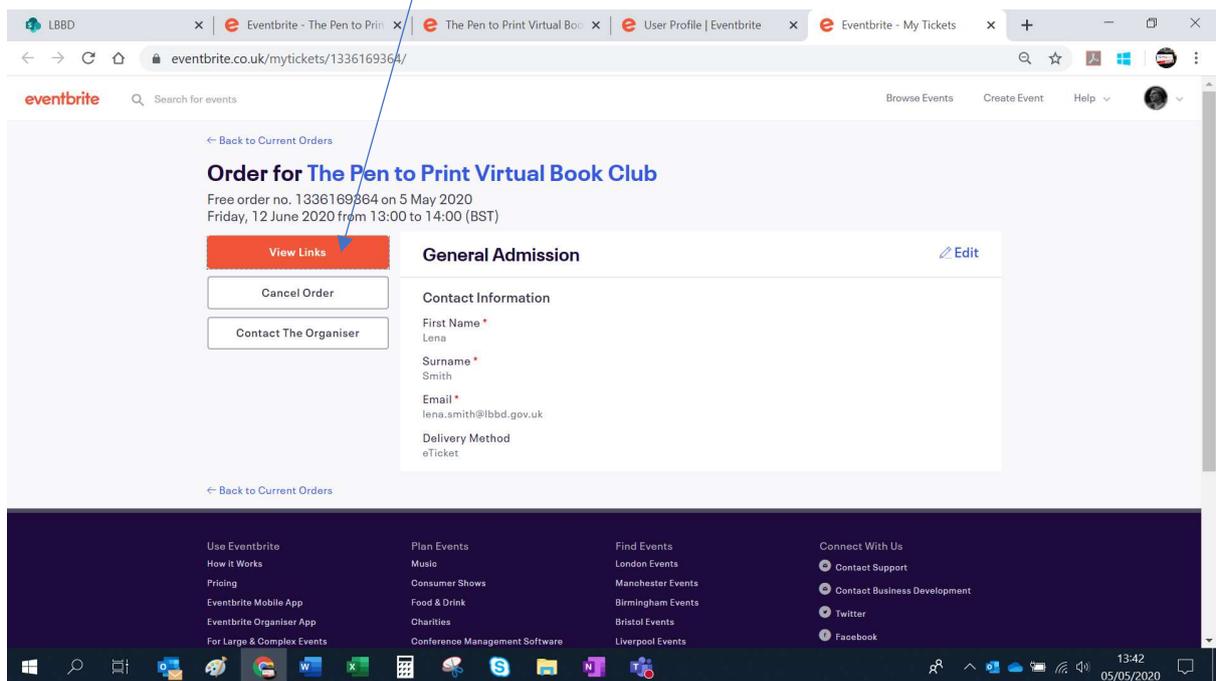


You will see the page below

Click **Go to event Page**



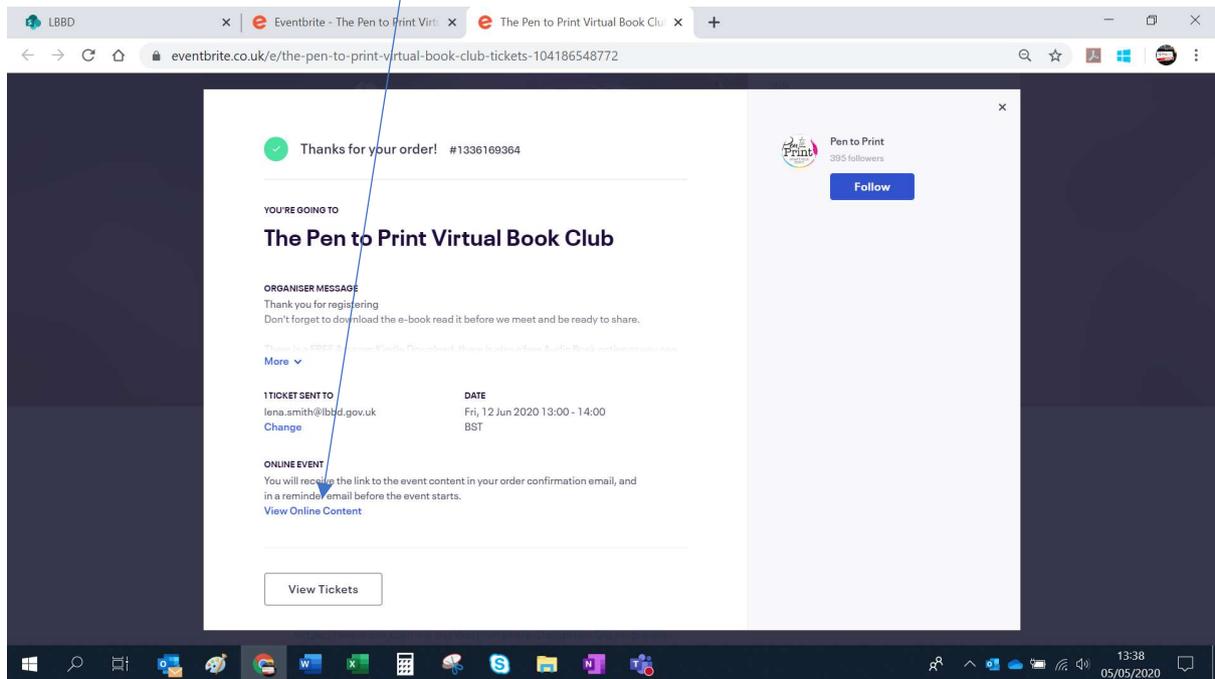
You will see this page Click **View Links**



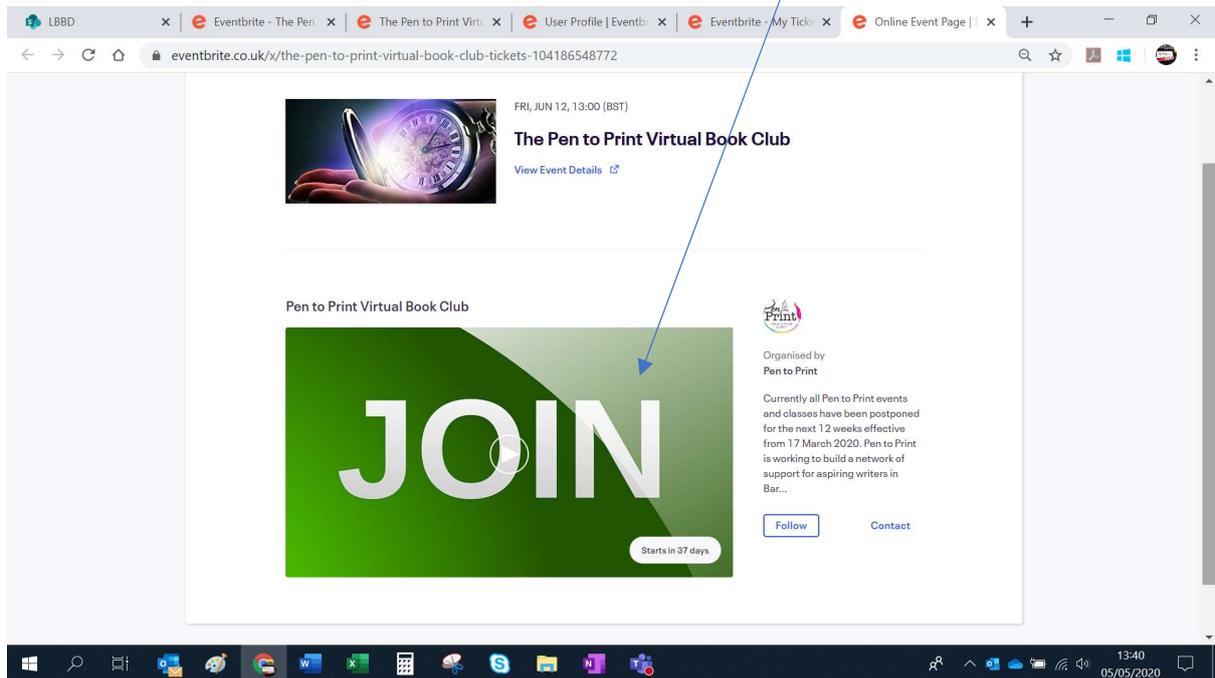
This will take you to the **Join Event Page** Click the **Video Link JOIN**

The screenshot shows a web browser window with the URL [eventbrite.co.uk/x/the-pen-to-print-virtual-book-club-tickets-104186548772](https://eventbrite.co.uk/x/the-pen-to-print-virtual-book-club-tickets-104186548772). The event is titled "The Pen to Print Virtual Book Club" and is scheduled for "FRI, JUN 12, 13:00 (BST)". A blue arrow points from the text above to a large green video player with the word "JOIN" in white letters and a play button icon. Below the video player, it says "Starts in 37 days". To the right of the video player, there is a logo for "Pen to Print" and a text block: "Organised by Pen to Print. Currently all Pen to Print events and classes have been postponed for the next 12 weeks effective from 17 March 2020. Pen to Print is working to build a network of support for aspiring writers in Bar...". Below this text are two buttons: "Follow" and "Contact". The Windows taskbar is visible at the bottom of the screen, showing the time as 13:40 on 05/05/2020.

## Option 2, Click View Online Content

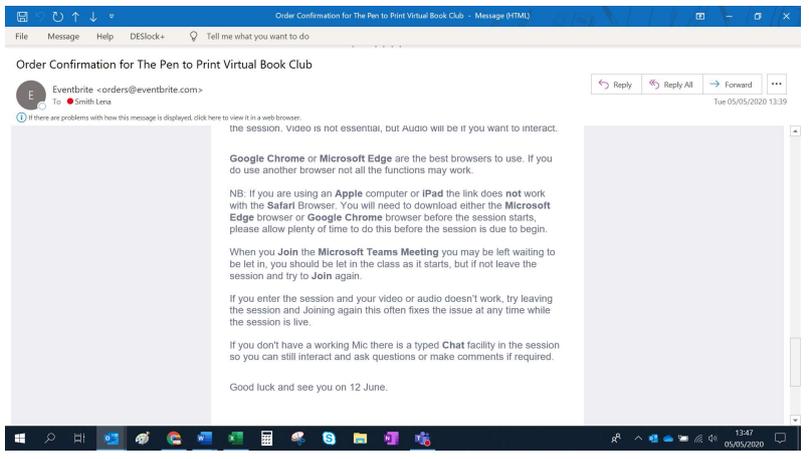
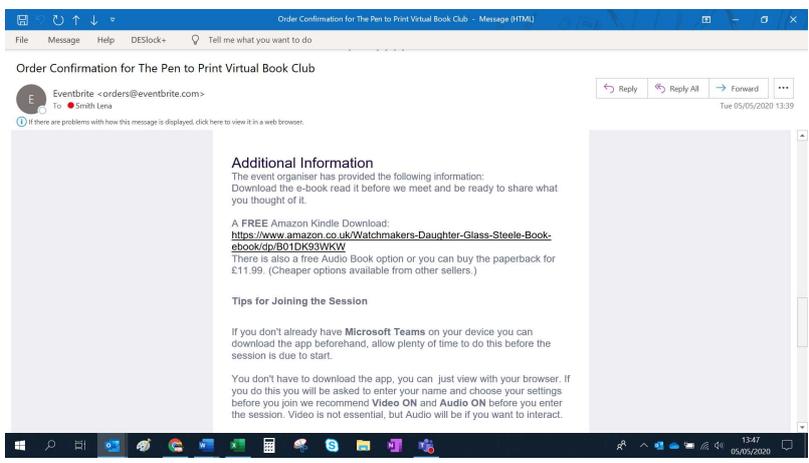
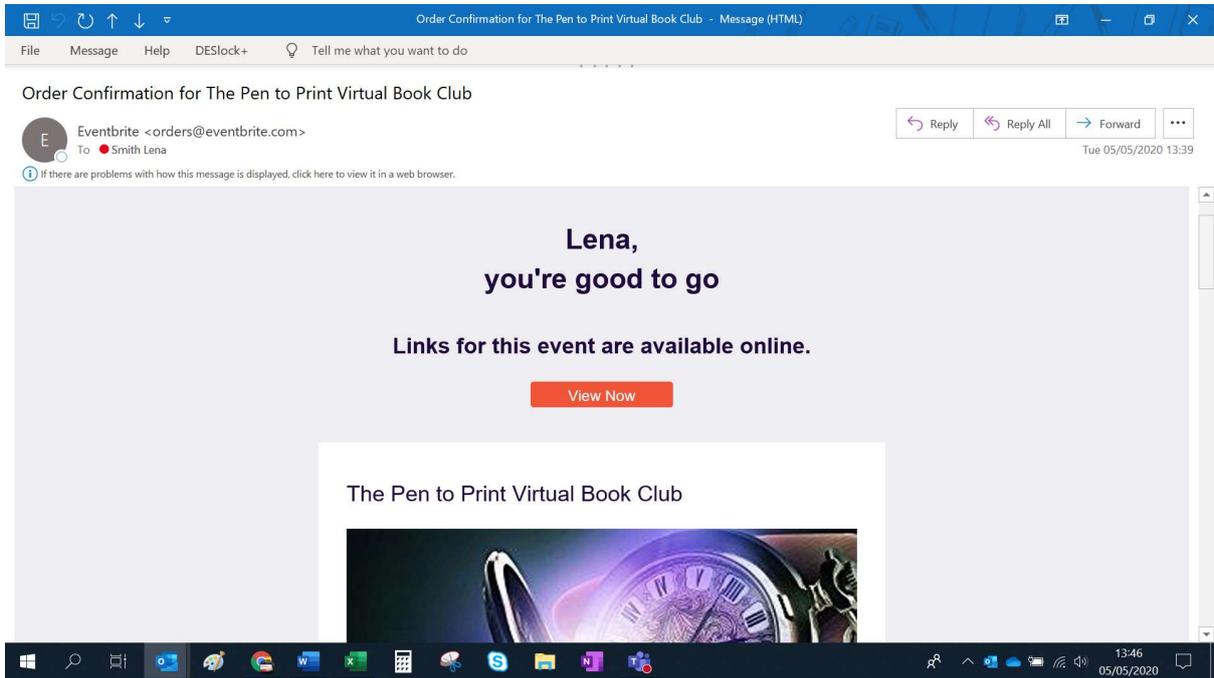


s will take you directly to the **Join Event Page** Click the **Video Link JOIN**



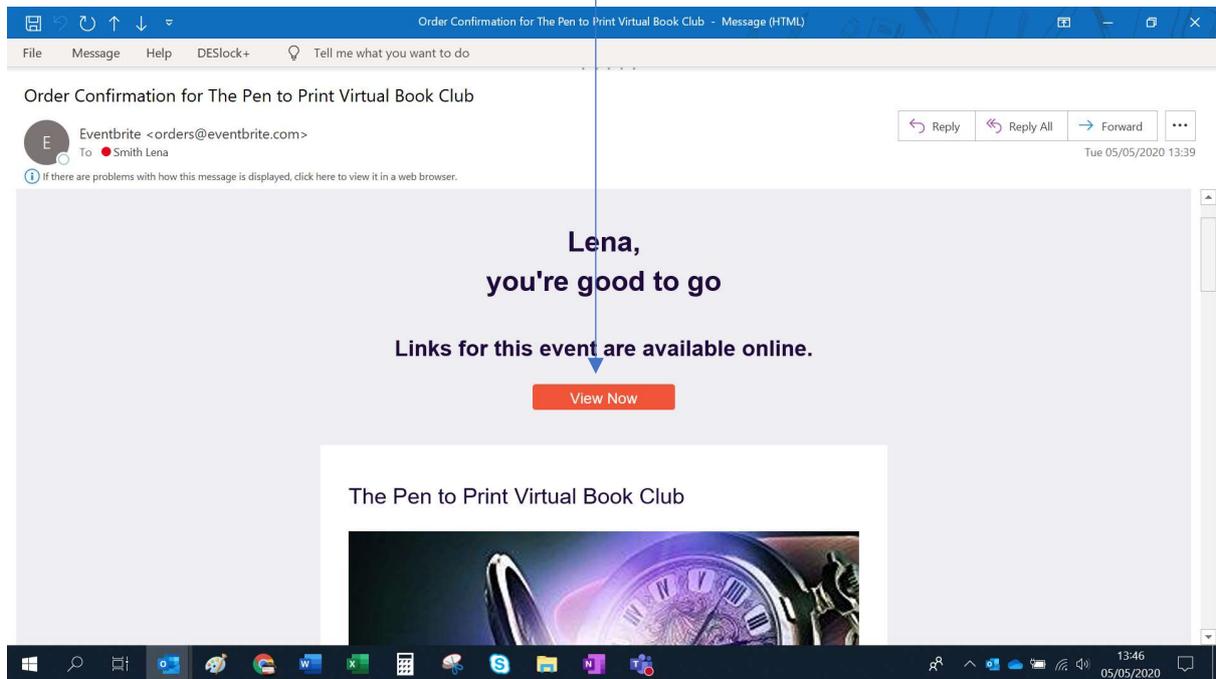
# Join from your Confirmation email

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.



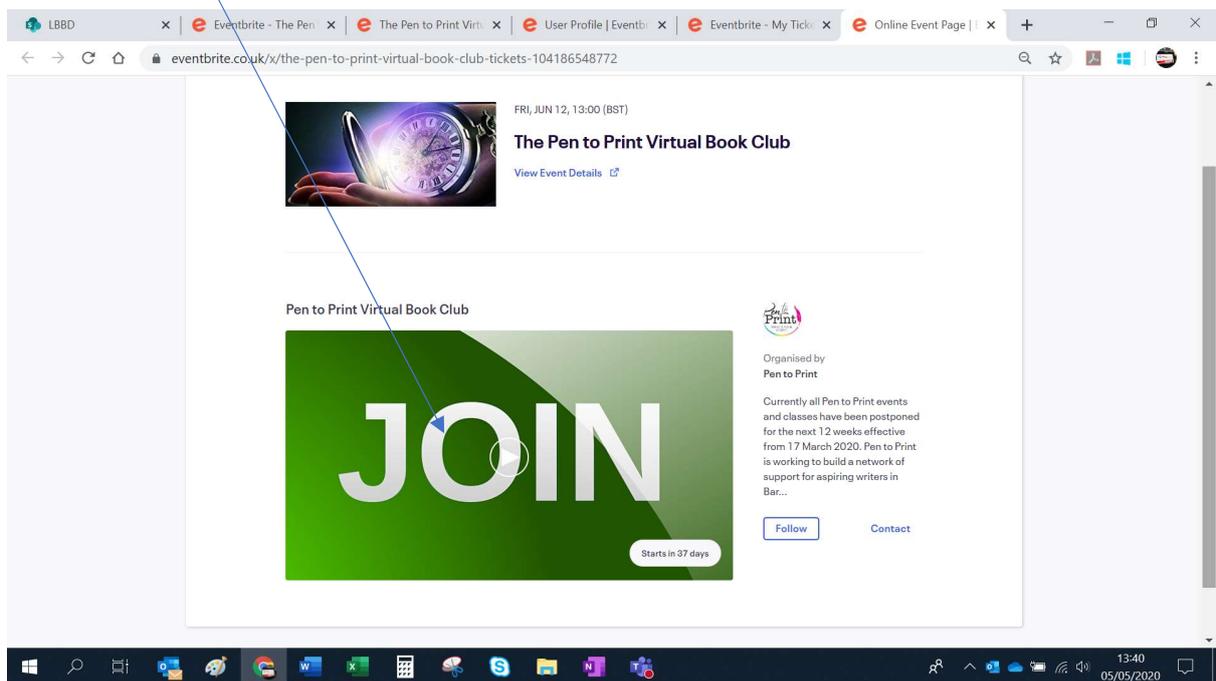
Scroll Down the email to **Additional Information**

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

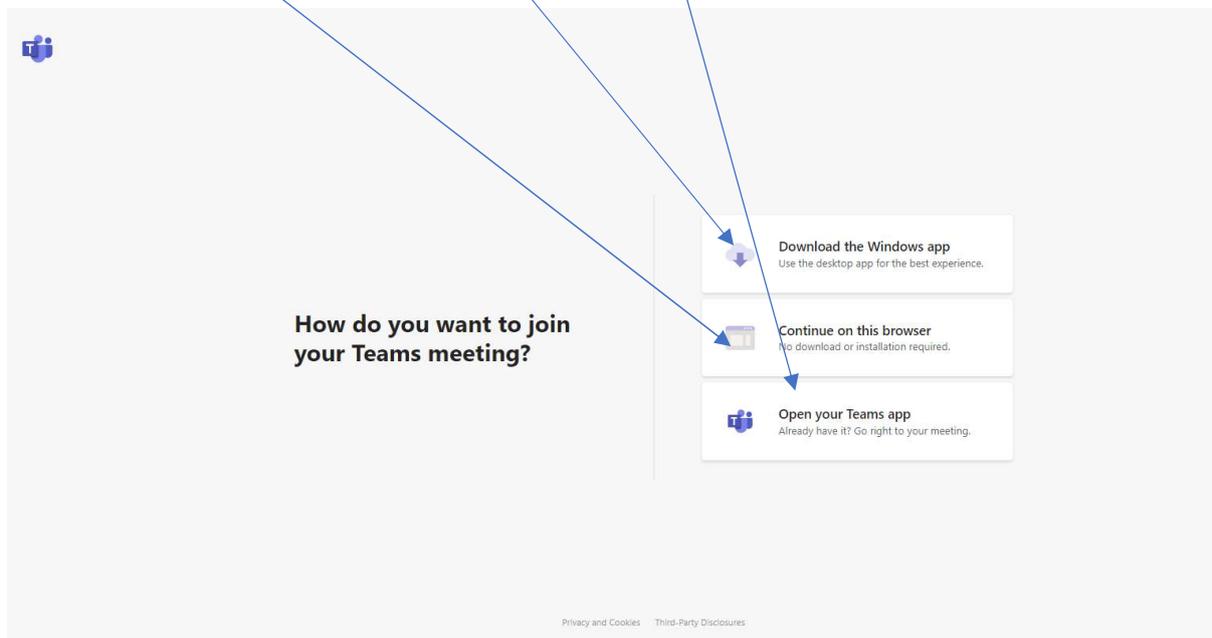
Click **Download the Windows app** if you want to download Microsoft Teams software app for the best experience.

or

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

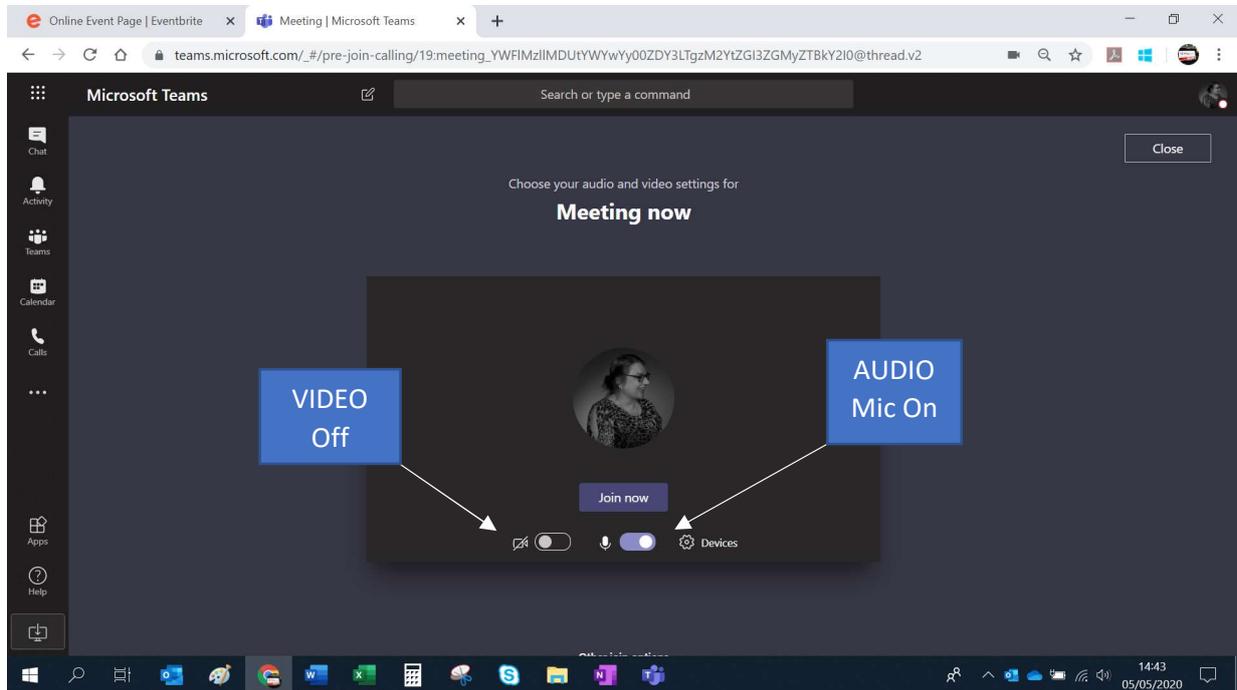
or

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



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**

