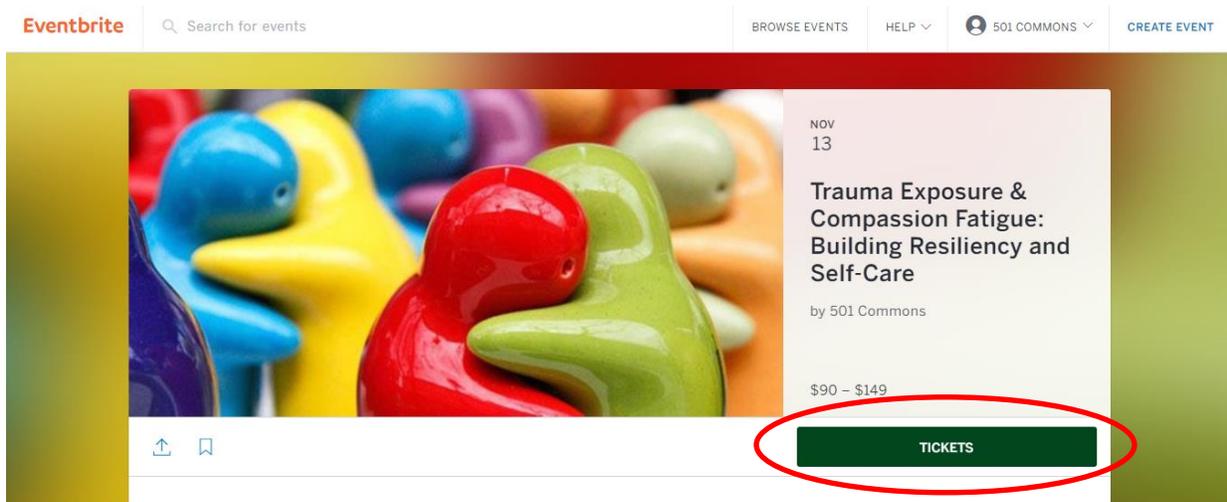


## Registering for an NPSDC Workshop

501 Commons utilizes Eventbrite to register attendees for NPSDC workshops. Please follow the below instructions to successfully register you and others at your organization.

1. At the homepage of the workshop that you would like to register for, please select the “Ticket” button on the left side of the page.



2. Upon clicking the “Ticket” button, a popup screen of all three different ticket options with their descriptions will show up. Please make sure to scroll down the popup screen to see all three tickets:
  - a. NPSDC Member - Coalition Member Organization (1-5 Staff)
  - b. NPSDC Member – Coalition Member Organization (6+ Staff)
  - c. Non-Member

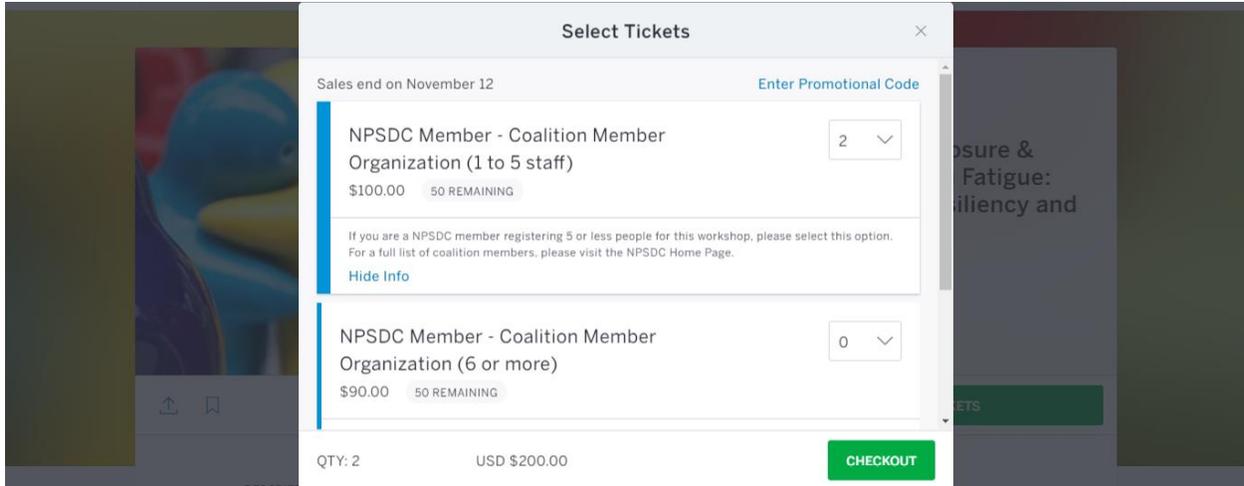
Once you have selected a ticket option, the “Checkout” button on the bottom right of the popup screen will activate for you to click to the next page.

### NOTE:

If you anticipate that your organization will have 6+ attendees for a workshop, but have not confirmed who, please select the ticket for the number of attendees that you have confirmed will attend. When you have confirmed the remaining members, email Bridget at [bridget@501commons.org](mailto:bridget@501commons.org) to let her know the full names and emails of the additional staff from your organization, and she will manually register and invoice your organization accordingly.

Example: You anticipate you will have 7 staff registering from your organization, but only have confirmed information for 4 staff. Select the 1-5 Staff ticket option and register the 4

staff that you know. When you can confirm the other 3 staff, email Bridget their full names and email and she will manually register them, and send you an adjusted invoice reflective of 6+ staff pricing.



3. Eventbrite will only accept credit/debit card payment, so please be sure to have your form of payment ready. The checkout page will give you an order summary at the top of the page. Scroll to the next boxed section called “Registrant Information” and fill in sections “Ticket Buyer”, “Payment”, and “Billing Information” (if you do not have an Eventbrite account with an associated card).

### Registration Information

**8:54** Please complete registration within 15:00 minutes. After 15:00 minutes, the reservation we're holding will be released to others.

Please fill in the basic information for all attendees. You are only required to provide the work address and work phone of one (1) attendee in your order.

**Ticket Buyer** \* Required Field

Hi, [info@501commons.org](mailto:info@501commons.org). Not you? [Sign Out](#)

First Name: \*

Last Name: \*

Email Address: \*

You can't leave this empty.

**Payment** (Your card info is not stored on Eventbrite's servers)

Payment Method: \*

Card: \*

Card Number: \*

Expiration Date: \*  Month  Year  CSC\*  [What's this?](#)

### Organizer

**501 Commons**

Who We Are

**Our Mission**  
501 Commons' mission is to boost the capacity of nonprofit organizations to thrive over the long term and effectively serve the community.

**Our Story**  
501 Commons is a 501(c)(3) tax-deductible nonprofit charitable organization established in 1989. By [making a donation](#) or [volunteering your time](#) to 501 Commons, you are impacting the success of hundreds of organizations. Join us!

[View organizer profile](#)

9 upcoming events on Eventbrite

142 past events on Eventbrite

**If you are purchasing tickets for one person please fill in all the information, including your organization's address**

**Ticket 1 - NPSDC Member - Coalition Member Organization (1 to 5 staff)**

First Name: \*

Last Name: \*

Email Address: \*

**Work Information**

Company / Organization: \*

Country:

Address:

Address 2:

City:

State:

Zip Code:

Work Phone:

4. **If you are purchasing tickets for additional staff** please fill in the first, last, and email addresses of the other attendees you are helping register in the following tickets. For Ticket 2 onward, you do not need to fill in the section “Work Information” except your organization’s name.

**Ticket 2 - NPSDC Member - Coalition Member Organization (1 to 5 Staff)**

Copy data from:

First Name: \*

Last Name: \*

Email Address: \*

**Work Information**

Company / Organization: \*

Country:

Address:

Address 2:

City:

State:

Zip Code:

Work Phone:

5. When you have completed all the registration information, you can scroll to the bottom of the page and click the "Pay Now" button to submit payment. You will receive a confirmation email from Eventbrite with event details and payment information shortly.

### **Refund Policy and Procedure**

The cancellation fee is \$45. If you must cancel your registration and have already made payment, you may request a refund minus the \$45 fee up to 7 working days prior to the event. After this date, no refunds will be issued; **you can make substitutions**. "No-shows" will be charged the full workshop fee.

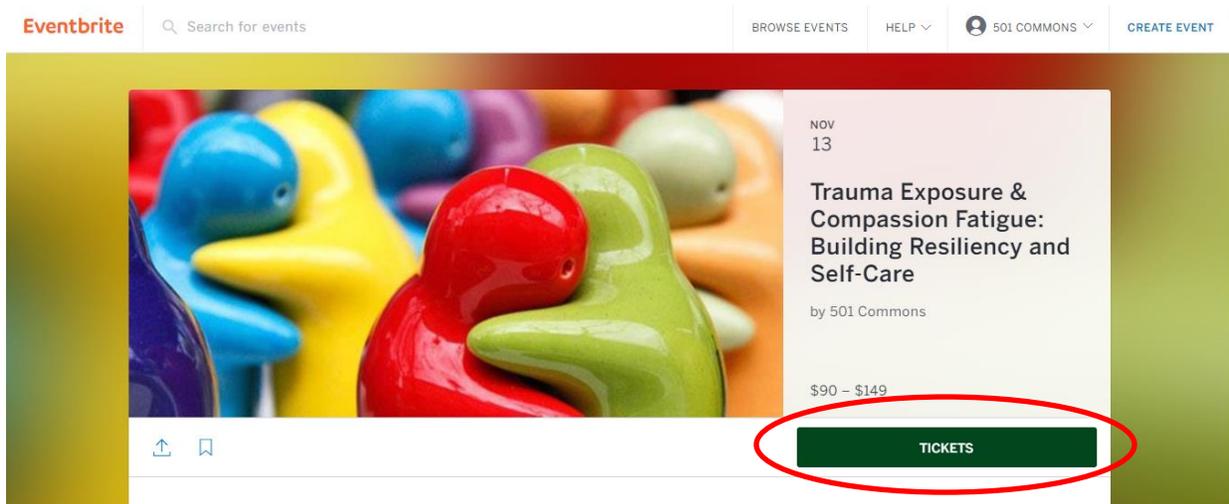
All fees must be received within 90 days after the event or a service fee of \$45 will be added.

If you would like a refund or to make a substitution, please contact Bridget Chan at [bridget@501commons.org](mailto:bridget@501commons.org).

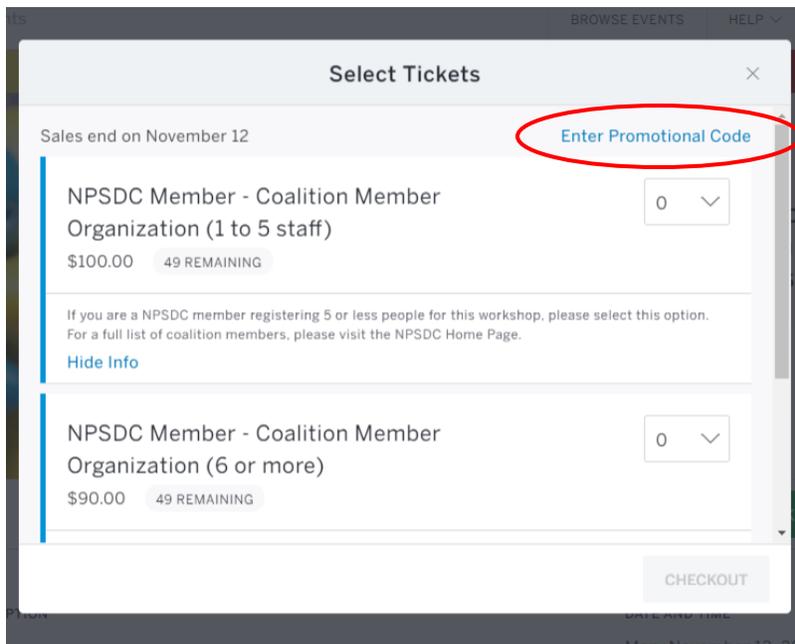
## NPSDC Committee Members – Registering for an NPSDC Workshop

501 Commons utilizes Eventbrite to register attendees for NPSDC workshops. Members of the NPSDC Committee attend for free, so please follow the below instructions to register for each workshop.

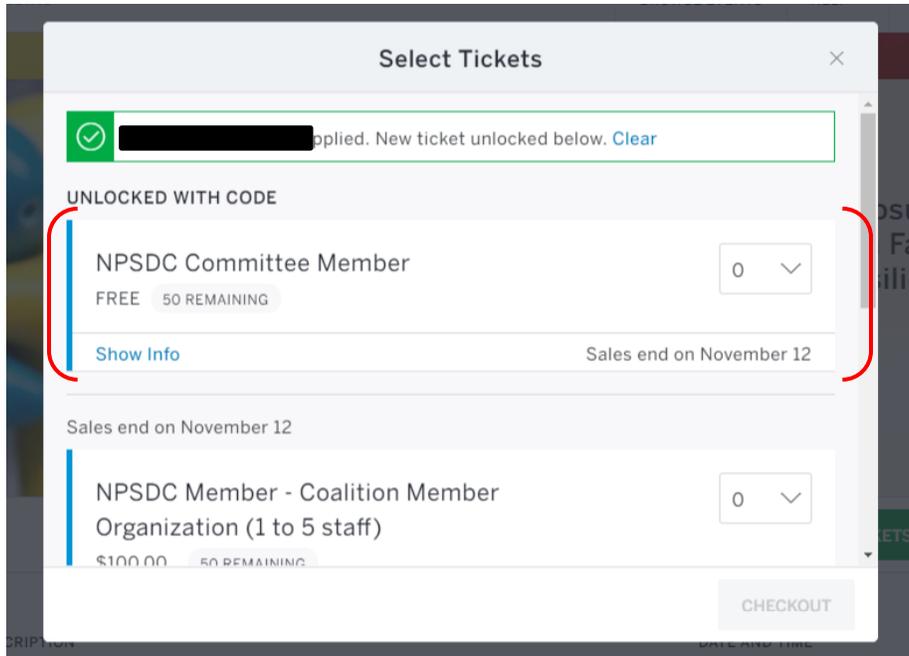
1. At the homepage of the workshop that you would like to register for, please select the “Ticket” button on the left side of the page.



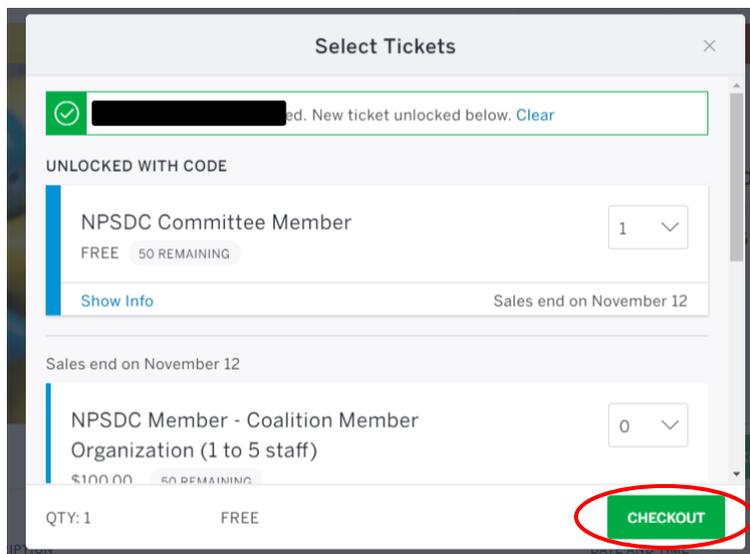
2. Upon clicking the “Ticket” button, a popup screen of all three different ticket options with their descriptions will show up. **Go to the upper right corner of the popup box and select “Enter Promotional Code”**



- You will then be prompted to enter a code in order to access the free ticket option. Please email Bridget Chan at [bridget@501commons.org](mailto:bridget@501commons.org) for the promotional code for each session. Once entered, it will bring you back to the page with all the tickets with the NPSDC Committee Member ticket unlocked.



- Once you have selected a ticket option, the "Checkout" button on the bottom right of the popup screen will activate for you to click to the next page.



5. The checkout page will give you an order summary at the top of the page. Scroll to the next boxed section called “Registrant Information” and fill in sections “Ticket Buyer”/“Your Information” (and dependent on number of tickets”, “Payment”).

Monday, November 13, 2017 from 5:00 AM to 4:30 PM (PST)

Add to my calendar

**Registration Information**

**12:43** Please complete registration within 15:00 minutes. After 15:00 minutes, the reservation we're holding will be released to others.

Please fill in the basic information for all attendees. You are only required to provide the work address and work phone of one (1) attendee in your order.

**Your Information** \* Required Field

Hi, [info@501commons.org](mailto:info@501commons.org). Not you? [Sign Out](#)

First Name: \*

Last Name: \*

Email Address: \*

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**Ticket 1 - NPSDC Committee Member (NPSDCCommittee)**

First Name: \*

Last Name: \*

Email Address: \*

**Organizer**

**501 Commons**

**Who We Are**

**Our Mission**  
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Contact the Organizer

[View organizer profile](#)

**9** upcoming events on Eventbrite

Please fill in all the information, including your organization’s address

**Ticket 1 - NPSDC Member - Coalition Member Organization (1 to 5 staff)**

First Name: \*

Last Name: \*

Email Address: \*

**Work Information**

Company / Organization: \*

Country:

Address:

Address 2:

City:

State:

Zip Code:

Work Phone:

6. When you have completed all the registration information, you can scroll to the bottom of the page and click the “Complete Registration” button to register. You will receive a confirmation email from Eventbrite with event details.