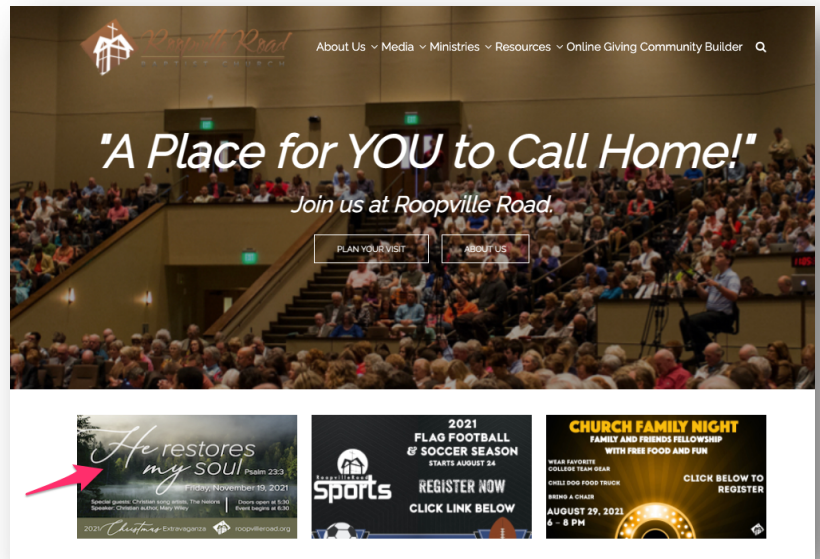


DECORATOR SIGN-UP PROCESS

- Connect to www.roopvilleroad.org
- Click **2021 Christmas Extravaganza** link at the bottom of the page

1

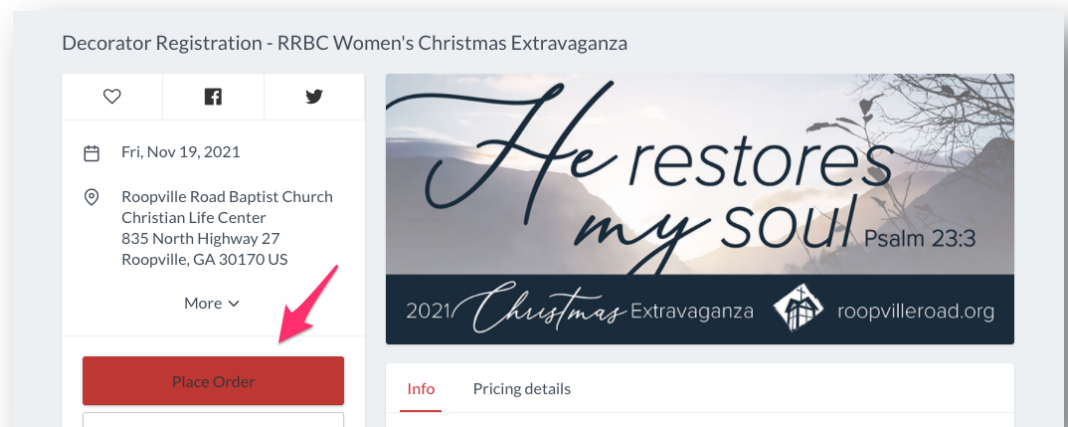


- Click **Decorator Signup** under helpful links

2

- Click **Place Order**

3



DECORATOR SIGN-UP PROCESS

4

- If you've used iTickets in the past, you will have an email and password to enter
- If not, just click **Sign up with email** and get an account

iTickets

Checkout

Log in with iTickets account
... for faster checkout.

Don't have an account? No problem.
A valid email is needed to ensure you get your order.

Email

Password

Log in

Sign up with email

Forgot password?

Email

Continue as guest

5

- The iTickets Decorator Registration page will open
- Choose your table(s) by increasing the quantity to 1 using the plus icon beside the desired table(s).
- If needed, refer to the table layout diagram by clicking the layout icon to the left of each table.
- When finished with your selection(s), scroll to the bottom and click **CONTINUE**.

Items → Details → Info → Review & Approve

Decorator Registration

EVENT INFO




Friday, November 22, 2019 06:30 pm

Roopville Road Baptist Church • 835 North Highway 27 Roopville, GA 30170

Step One: Choose Your Items

DECORATOR REGISTRATION: DECORATORS MUST REGISTER AND PICK THEIR TABLE/TABLES TO RESERVE FOR DECORATING

Once your reservation is completed, you'll receive a confirmation email. A second email will follow within 24 hours with the Promo Code(s) for purchasing tickets at your table(s).

ITEM TYPE	QUANTITY	EACH	SUBTOTAL
 TABLE 1 - Lower Floor Click on image to the LEFT to see placement of table within the venue.	0 - +	\$0.00	\$0.00
 TABLE 3 - Lower Floor Click on image to the LEFT to see placement of table within the venue.	0 - +	\$0.00	\$0.00
 TABLE 4 - Lower Floor Click on image to the LEFT to see placement of table within the venue.	0 - +	\$0.00	\$0.00

NOTE: You are not purchasing anything during this process. You can ignore all dollar amount fields.

DECORATOR SIGN-UP PROCESS

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Confirm the details of your table selection:

In the **Details** area, make sure that the right table or tables are selected.

In the **iTickets Account** area, use your email and password IF you have an iTickets account. Otherwise, complete the information fields at the bottom right of the page.

When finished, click the 'Proceed to Additional Info' button at the bottom of the page.

Decorator Registration EVENT INFO
 Friday, November 22, 2019 06:30 pm
 Roopville Road Baptist Church • 835 North Highway 27 Roopville, GA 30170

Step Two: Details

DETAILS:			TOTAL CHARGE:	
QTY	TYPE	EACH	SUBTOTAL	
1	TABLE 1 - Lower Floor	\$0.00	\$0.00	Items: \$0.00
				Fees: \$0.00
				Total: \$0.00

iTICKETS ACCOUNT
 If you have an account with iTICKETS, you can log in to retrieve that information.
 Email: Password:

DELIVERY
 Print-at-Home

ADDRESS
 All fields are required
 We ask for an address in case we need to mail your order to you.
 First Name:
 Last Name:
 Street Address:
 City:
 State/Province:
 Zip / Postal Code:
 Country:
 Phone:
 Email:
 Confirm Email:

Items → Details → Info → Review & Approve

Decorator Registration EVENT INFO
 Friday, November 22, 2019 06:30 pm
 Roopville Road Baptist Church • 835 North Highway 27 Roopville, GA 30170

Step Three: Additional Information

EXTRA INFO
 Bold fields are required.
 Church You Attend?:
 List the name of table decorators for each table:
 Beth Turner and Marcy Burkes

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Fill in the additional information. Enter the table decorator names exactly as you'd like to see it on the table card and click the **Proceed to Review and Approve** button.

Step Four: Review and Approve

ADDRESS
 ELIZABETH TURNER
 175 NUGGET RD
 CARROLLTON, GA 30117 US
 7708537404
 bethturnershoppping@gmail.com

MOBILE TEXT ALERTS
 iTICKETS or Roopville Road Baptist Church can send news and updates for this event to your mobile phone.
 Mobile:
 Let iTICKETS or Roopville Road Baptist Church inform you of other events in your area?

DETAILS
 1 TABLE 1 - Lower Floor \$0.00
 Subtotal \$0.00
 Fees \$0.00
 Delivery: Print-at-Home
 Today's Payment \$0.00

PAYMENT INFO

TERMS AND CONDITIONS
 The next web page will give you a confirmation number. If you do not get this number most likely iTICKETS did not receive your payment details. You will also be sent a copy of the confirmation via email.
 If you have SPAM blocking software for your email please make sure to add iTICKETS.com to your allow list. If you do not, your email may get blocked or end up in junk mail.
 If you do not get a confirmation number on the next page and you do not get a confirmation email, please contact 1-800-965-9324.

I have read and agree to the Terms & Conditions

Please press the button only once. After finalizing your order you will be taken to a receipt page that you can print out for your records. If you do not get this number most likely we did not receive your order. You will also be sent a copy of the confirmation via email.

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- Review and confirm all information is correct
- Click to accept the Terms and Conditions and then click **Finalize Order**.

Finally, you will see an order confirmation page. **NO NEED TO PRINT.** You will also receive an immediate confirmation email that will remind you to wait for your **PROMO** code before purchasing tickets at your table.