

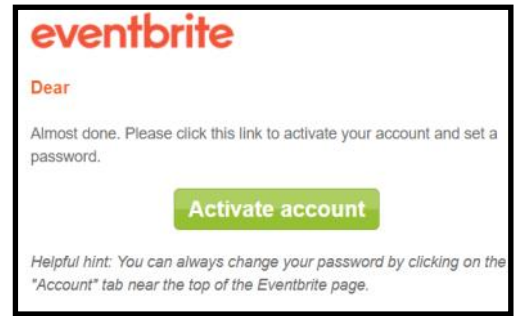
## Activate Account or Log in Crib Sheet (needed before cancelling booking)

### To Activate Account

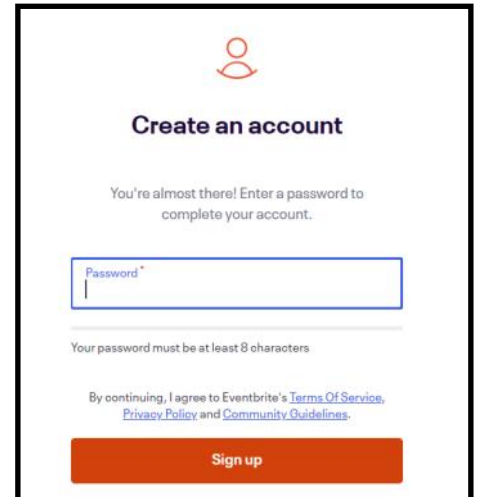
As well as a booking email there should also be an activate account email from eventbrite

Press Activate account on the email to go to Create an account screen

*Hint: Eventbrite is also used by Abingdon Museum and many other places so your account can be used for that as well*



Enter a password — must be at least 8 characters.

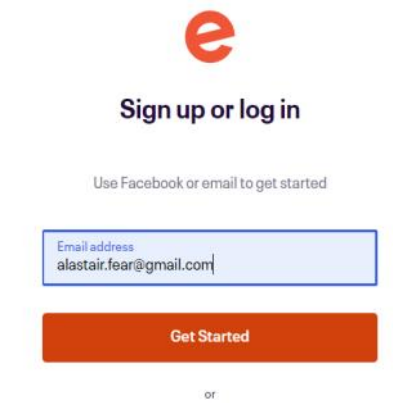


Click signup

To Log in the next time click the address <https://www.eventbrite.co.uk/signin>

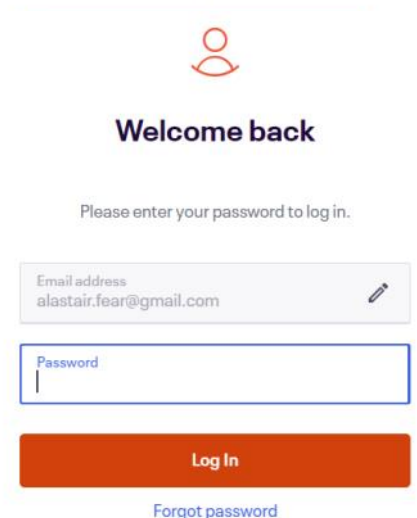
Enter your email address

Click Get Started



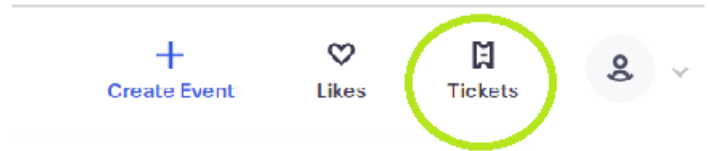
Enter your password

Click Log in



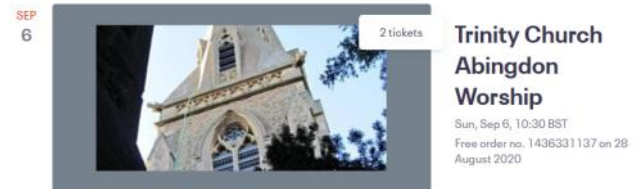
## Cancelling Trinity Morning Worship — Crib Sheet

When logged into Eventbrite click the Tickets icon

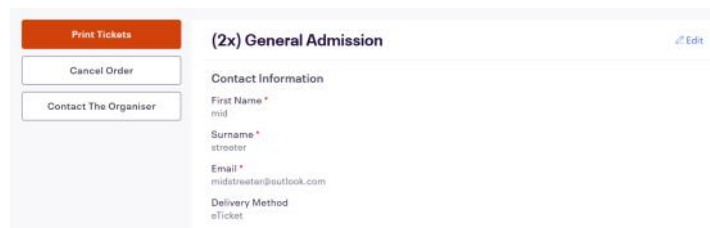


Click the booking for the event you want to cancel

*Hint: to reduce the number booked you will need to cancel and rebook*

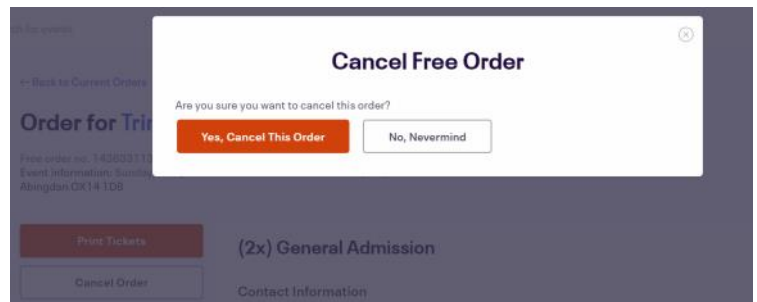


Click *Cancel Order*

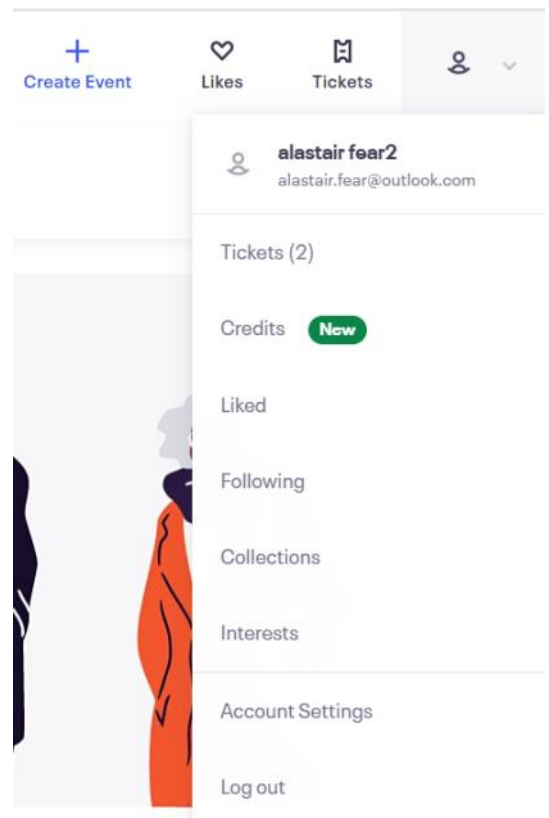


Click to confirm *Yes, Cancel The Order*

Then confirm to go back to orders when asked



To Log out select the drop down menu by the little person icon on the top right of the screen



Click Log out at the bottom