St Bernard’s College Ladies’ Auxiliary

Annual Luncheon Ticketing Information

Tickets on Sale from Thursday 14 April 2016 from 7:00am

Please note tickets may only be purchased online via Trybooking

There will be no refunds or table exchange after purchase.

Please read following instructions carefully

Before you proceed purchasing with your tickets please note the following:

- Tickets are $75 per person plus a 30¢ booking fee per ticket.
- If you are planning to sit with another person or purchasing a table, purchase the tickets at the same time to ensure you are sitting together. (*Obtain all information regarding your table before you proceed.* (For example number attending/dietary requirements/payment details)).
- Determine one contact person.
- If you wish for more than one contact person per table, then ensure to book the same table (each table will be numbered). Our suggestion would be to choose who you wish to sit with and book together. **No table exchanges will be made.**

Purchasing Tickets:

Ladies Auxiliary Annual Luncheon 2016

**Wednesday 1 June 2016**

St Bernard’s College Ladies Auxiliary Annual Luncheon will be held on Wednesday 1 June 2016 at 11:00am.

Tickets are only available online via Trybooking from Thursday 14 April 2016 until Monday 23 May 2016.

**Purchase Tickets**

- Go to the St Bernard’s College website - Refer to snapshot above. **Click on Purchase Tickets.**
- **Screen 1** is an information screen - **Click Continue Booking.**
- **Screen 2** is the Session Times screen - **Click** on Thursday 14 April 2016.
- **Screen 3** is the Section screen - **Select Table.** This section allows you to purchase your ticket or if wish the whole table. You have an option to view floor plan on right hand side of screen.
- **Screen 4** is the Tickets screen – **Key in Quantity** (from 1 to 12 seats). **Click Continue Booking.**
- **Screen 5** is the Additional Information screen – Fill in the following information:
  - **Group Organiser’s Name:** (If you are sitting with a group, fill in group organiser’s name for the table)
  - **Name:** (The name of the person the ticket is purchased for)
  - **Email:** (Your Email)
  - **Special Dietary Requirements:** (The dietary requirements of the person the ticket is purchased for)
  - **Student Name and Homeroom:** (Student details or N/A if the guest doesn’t have a son at the College)

  This section needs to be completed for each ticket purchased - then **Click Continue Booking.**
- **Screen 6** is the Shopping Cart – check all details are correct before proceeding to Checkout.
- **Screen 7** is Booking Details – fill in details of the contact person and ensure that you have read and agreed to the Terms and Conditions by **clicking on the first box** then **Click Continue.**
- **Screen 6** is the Payment Details screen. Fill in all your credit card details then **Click Buy.**
- At the end of the transaction a receipt for your booking will appear. Then the tickets are emailed to your nominated email address.

- If you have any concerns please contact Jenny Goring, Ladies Auxiliary
  - (jenny@careplus.com.au) or 92891000