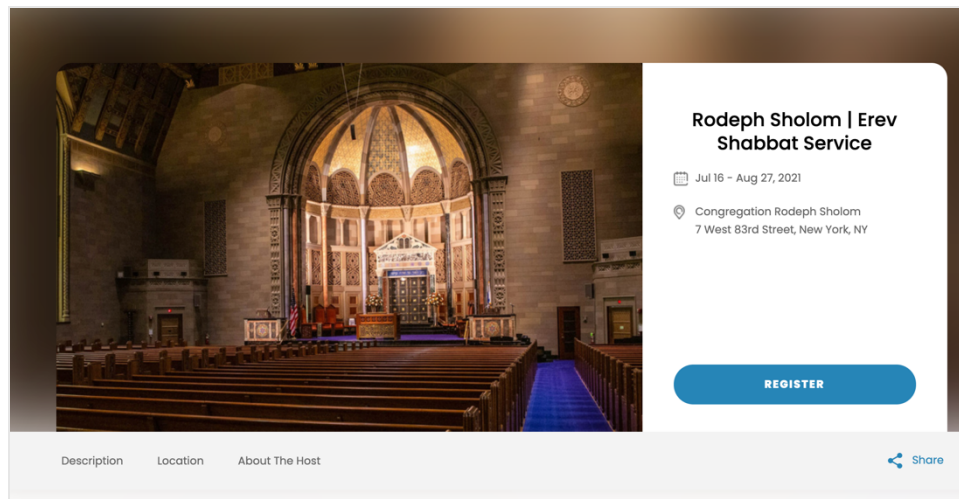
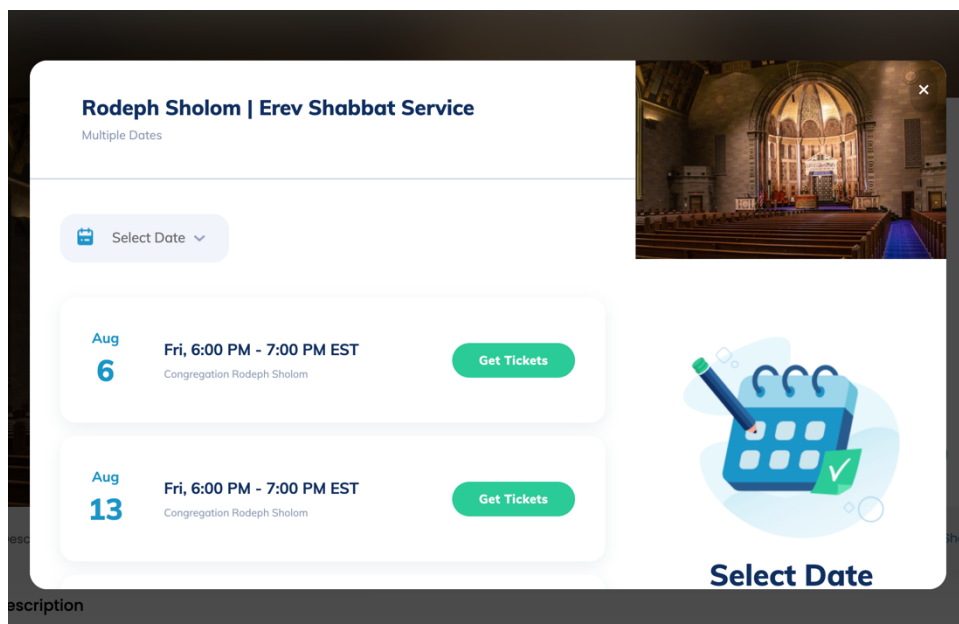


How to Register for an Event on SimpleTix

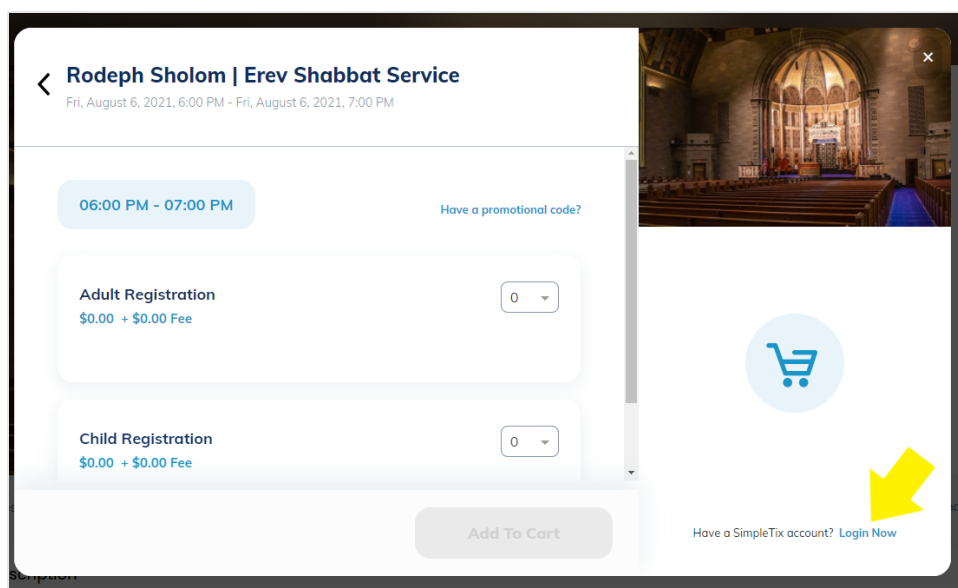
1. The first screen you will see is the main event page. This page includes useful information about the event, including the date and time* and the location. You can also find a description of the event with more information, including safety protocols, by scrolling down. *If there is more than one session, this main page does not reflect the date and time of each individual session. You must click the blue “REGISTER” button to see each session of the event. Please note that there is a 20-minute time limit to complete registration once you start filling in your information. If you go over 20 minutes it will make you start over.



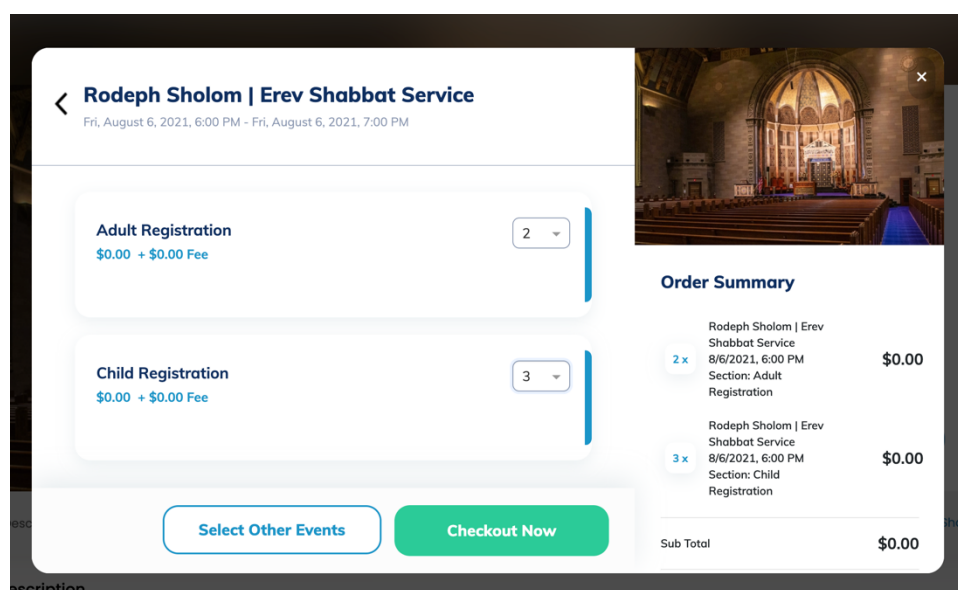
2. Click the blue “REGISTER” button. Here, you will be able to browse through all available sessions.



3. Press the green “Get Tickets” button for the session you wish to attend. If you want to attend more than one session, you will have the option add more sessions later.
4. Now, you will have the option to select the number and type of tickets you want. Many of our events are free, though some special events require payment. Please select the tickets that reflect your age and membership status when applicable.
5. If you have a SimpleTix account, you should log in to your account. The “Login Now” button can be found in the bottom right corner. If you don’t have an account, continue following this guide, which includes a section on how to create an account.



6. Once you select the number and type of tickets you want, you will be given two options. You can press the white “Select Other Events” button to add more sessions from the current event or browse and register for other Rodeph Sholom events. If you are finished selecting events, you can press the green “Checkout Now” button.

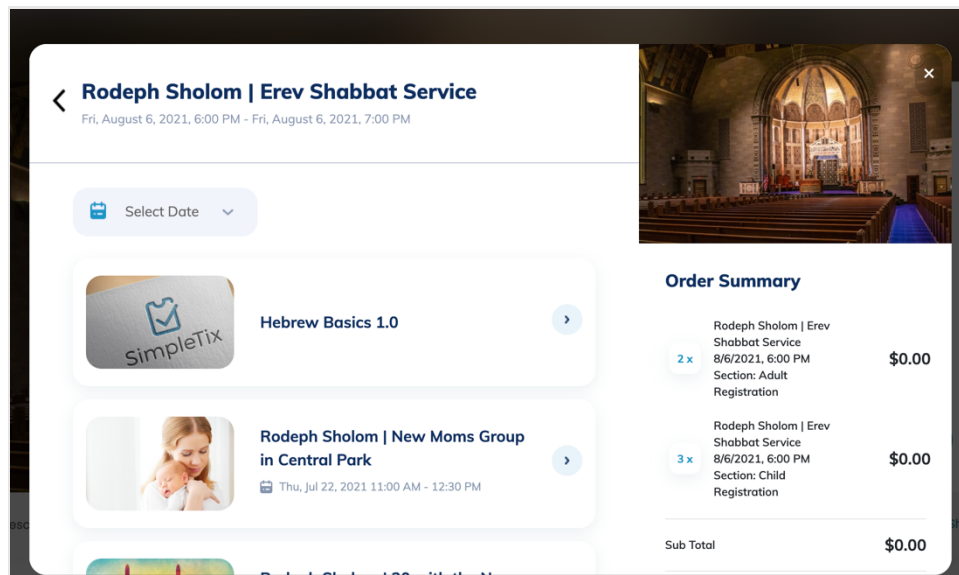


To Select Other Events, go to Step 7.

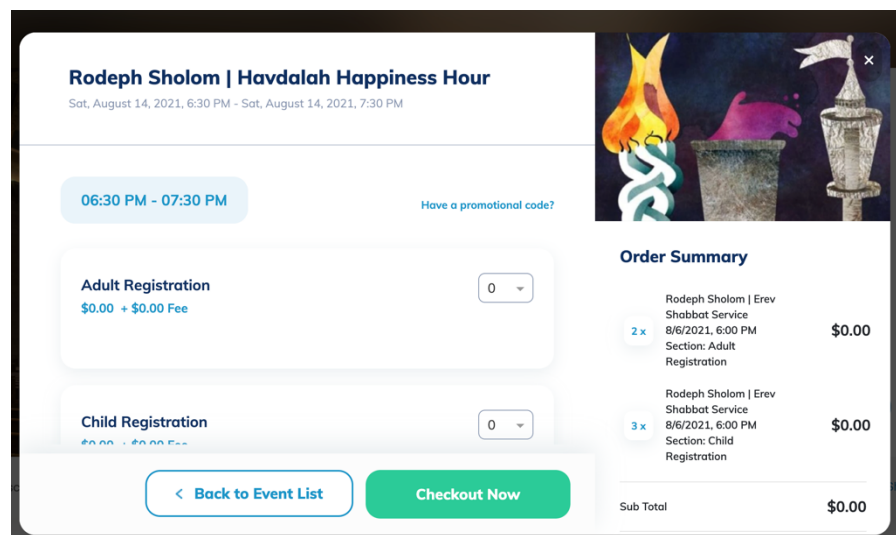
To Checkout Now, go to Step 11.

Select Other Events

- If you press the “Select Other Events” button, you will be able to browse by event date or scroll through all currently available events.



- Once you find an event you'd like to register for, press the blue arrow button on the left side of the event.
- Now, you can select the number and type of tickets for this event. If you do not wish to attend this event, you can return to the previous screen to browse events by pressing the white “Back to Event List” button.



- Once you select the tickets you want to order, you can either continue searching and registering for events, or you can press the green “Checkout Now” button to complete your registration.

Checkout Now

- You have now reached the checkout page. This page is divided into four sections: Billing Information, Payment Information (if the event has a cost), Attendee Questions, and Survey Questions. **You MUST scroll down in the ticketing window to fill out all four sections and complete your registration. This is where your 20-minute time limit begins.**

Rodeph Sholom | Havdalah Happiness Hour
Time Left: 19:49 Please scroll down to continue and be sure to enter the names of each person who will attend.

Billing Information

First Name * Last Name *

Email Address * Phone Number *

Address *

United States New York

Order Summary

Rodeph Sholom Havdalah Happiness Hour 8/14/2021 6:30 PM Section: Adult Registration	2 x	\$0.00
Rodeph Sholom Erev Shabbat Service 8/6/2021 6:00 PM Section: Adult Registration	2 x	\$0.00
Rodeph Sholom Erev Shabbat Service 8/6/2021 6:00 PM Section: Adult Registration	3 x	\$0.00

Purchase

- Billing Information: Fully fill out the section with your first and last name, email address, phone number, and mailing address.
- Payment Information: If the event requires payment, enter your credit card information. This section will not appear if you register for free events.

Rodeph Sholom | Broadway Up Close: Ghostlight Tour with Tim Dolan and Rabbi Karol
Time Left: 17:43 Please scroll down to continue and be sure to enter the names of each person who will attend.

City * Postal Code *

Payment Information

**** * MM/YY

CVV Postal Code

Attendee Questions

Rodeph Sholom | Broadway Up Close: Ghostlight Tour with Tim Dolan and Rabbi Karol 8/11/2021 7:00 PM Section: Adult Registration

Order Summary

Rodeph Sholom Broadway Up Close: Ghostlight Tour with Tim Dolan and Rabbi Karol 8/11/2021 7:00 PM Section: Adult Registration	1 x	\$25.00
Rodeph Sholom Erev Shabbat Service 8/6/2021 6:00 PM Section: Adult Registration	1 x	\$0.00

Purchase

14. Attendee Questions: Fill out information for each person attending the event(s). Include EACH person's first and last name, email address, phone number*, and whether they are a member of Congregation Rodeph Sholom, as well as answer any additional questions. *If you do not have a cell phone number, feel free to use your home phone number.

Rodeph Sholom | Broadway Up Close: Ghostlight Tour with Tim Dolan and Rabbi Karol

Time Left : 11:44 Please scroll down to continue and be sure to enter the names of each person who will attend.


Rodeph Sholom | Erev Shabbat Service 8/6/2021 6:00 PM Section: Adult Registration

FIRST NAME *

LAST NAME *

E-MAIL ADDRESS *

Purchase



Order Summary

Rodeph Sholom Broadway Up Close: Ghostlight Tour with Tim Dolan and Rabbi Karol 8/11/2021 7:00 PM Section: Adult Registration	1 x \$25.00
Rodeph Sholom Erev Shabbat Service 8/6/2021 6:00 PM Section: Adult Registration	1 x \$0.00

\$25.00

15. Survey Questions: Type your name to sign the Photo/Video Waiver. This waiver allows Rodeph Sholom to use any photos or videos taken at the event to be used in publications, marketing materials, or other media.

Rodeph Sholom | Erev Shabbat Service

Time left : 18:24 Please scroll down to continue and be sure to enter the names of each person who will attend.


Survey Questions

I/WE AGREE THAT MY AND/OR MY CHILD'S LIKENESS MAY BE PHOTOGRAPHED, RECORDED, REPRODUCED, AND USED FOR EDUCATIONAL PROGRAM-WIDE PUBLICATIONS, PROFESSIONAL COMMUNICATIONS, AND MARKETING EFFORTS OF RODEPH SHOLOM'S EDUCATION DEPARTMENT AND/OR CRS INCLUDING BUT NOT LIMITED TO THE YEARBOOK, PHOTO GALLERIES, CLASS PAGES, NEWS STORIES, EMAILS TO PARENTS AND OTHER FAMILY MEMBERS, THE CRS WEBSITE, FACEBOOK, INSTAGRAM, ACHIEVEMENT ANNOUNCEMENTS, AND PRINTED INTERNAL PUBLICATIONS. NO CHILD WILL BE IDENTIFIED BY NAME IN ANY PHOTO OR VIDEO POSTED ONLINE. PLEASE TYPE YOUR NAME TO AFFIRM: *

Scott Hertz

☐ SimpleTix can send me emails about the best events happening nearby.

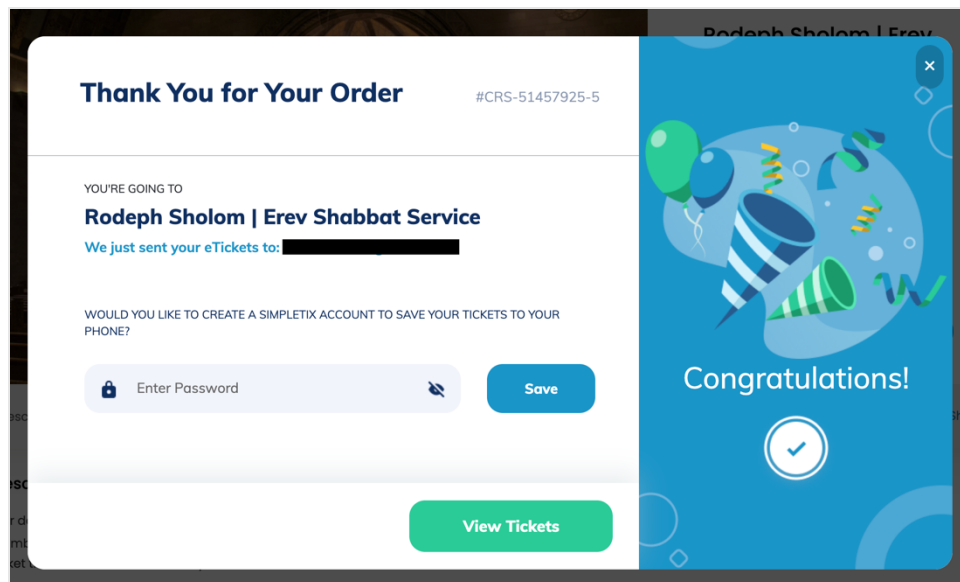
Purchase



Order Summary

Rodeph Sholom Erev Shabbat Service 8/6/2021 6:00 PM Section: Adult Registration	1 x \$0.00
Sub Total \$0.00	
Fees \$0.00	
Total \$0.00	

16. Once you have filled out every section, the “Purchase” button will turn green. You can now press the “Purchase” button to complete your registration.
17. The screen will load and give a “Processing” message. **DO NOT click the “Purchase” button again.**
18. Your purchase is complete when you reach the Thank You screen. You can now download your tickets to print by pressing the green “View Tickets” button, or you can find your tickets in your email. The day of the event, you can show your tickets printed or on your phone.

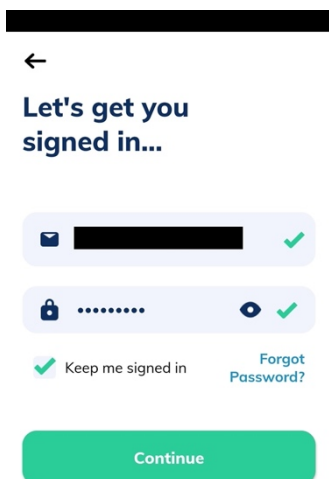


19. You also have the option to create an account through SimpleTix. By creating an account, you can save your information, like name, email, and phone number, to quickly register for events. Enter your new password and press the blue “Save” button.

SimpleTix App



1. You can download the SimpleTix app on your smartphone to edit your information and view your tickets.
2. Download the SimpleTix app on your smartphone.




- Log in with your email and password. Press the green “Continue” button.



←

Let's get you signed in...

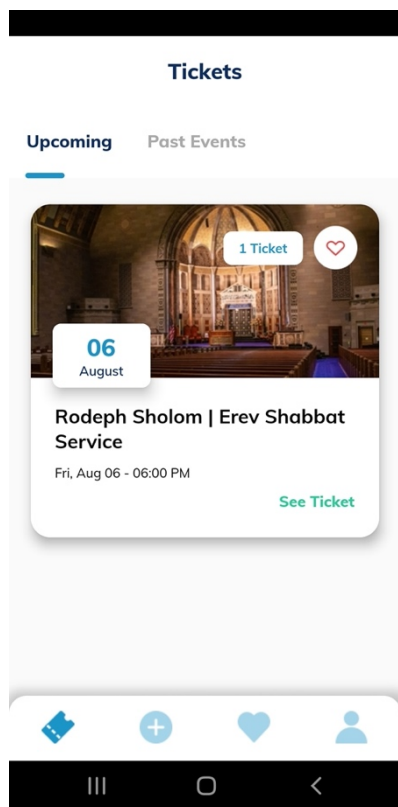
  

☒ Keep me signed in [Forgot Password?](#)

Continue



- You can now view your tickets for upcoming events. Select an event to view the tickets for that event. You can also view old tickets by clicking the “Past Events” tab.



- You will see a QR code for each ticket that we will scan when you arrive at the event. If you scroll down, you will also see an option to save the ticket to your phone.

