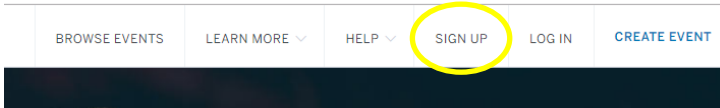


# Nursing Research on the Green

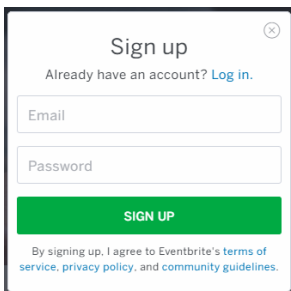
## Instructions: How to Change/Delete Eventbrite Registration

1. In a web browser, go to [www.eventbrite.com](http://www.eventbrite.com)
2. If you **have not** used **Eventbrite** before registering for *Nursing Research on the Green*, click on “SIGN UP” on the menu bar to the top right (screen shot below).

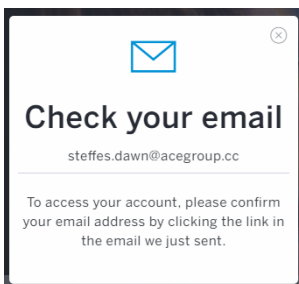
**NOTE:** If you **HAVE** used **Eventbrite** in the past, and already signed up as an **Eventbrite** user, skip to Step 3 below. This is not the same as registering (or signing up) for the Nursing Research on the Green event.



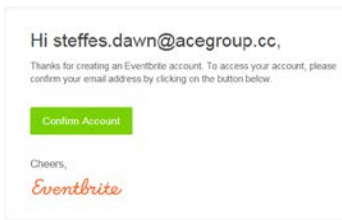
A pop-up box will appear (screen shot below) asking you to Sign up. This is for the **Eventbrite** website, and not for the Nursing Research on the Green event. Enter your email address (the same one you used for the NROTG registration) and a password (at least 8 characters), then click on the SIGN UP button.

A screenshot of the Eventbrite 'Sign up' form. The form is white with a dark blue border. It has a title 'Sign up' and a close button. Below the title is a link 'Already have an account? Log in.' There are two input fields: 'Email' and 'Password'. Below the fields is a green 'SIGN UP' button. At the bottom, there is a small text: 'By signing up, I agree to Eventbrite's terms of service, privacy policy, and community guidelines.'

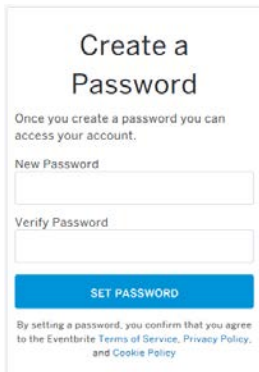
A confirmation email will be sent to you. **If you do not receive the email, check your SPAM folder.**



Open the email from **Eventbrite** and click on the green “**Confirm Account**” button to access your account.

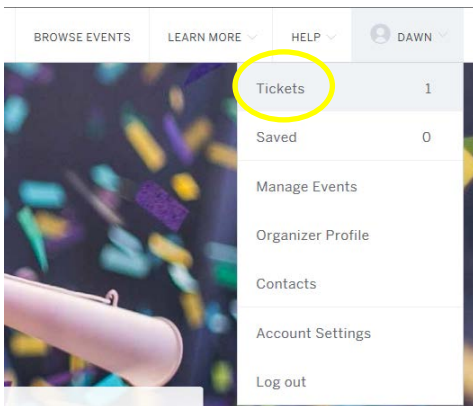


Next, you will need to create your password for the **Eventbrite** website. Once a password is entered, click on the blue SET PASSWORD button.

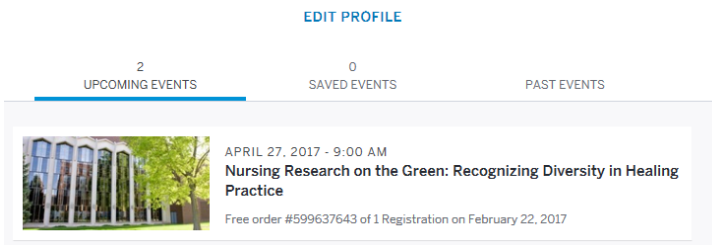


Once the password is entered, you will be directed to the Home Page of the **Eventbrite** website.

3. NEXT, access your "ticket(s)" from the drop-down menu. Click on the "Tickets" menu option.



Select the Nursing Research on the Green ticket.



Click on the **Edit** button by the pencil icon to the right of the short event title.

## Order for Nursing Research on the Green: Recognizing Diversity in Healing Practice

Free order #599637643 on February 22, 2017  
Thursday, April 27, 2017 from 9:00 AM to 3:00 PM (CDT)  
La Crosse WI

<a href="#">PRINT TICKETS</a>	Registration_NROTG 2017	<a href="#">Edit</a>
<a href="#">CANCEL ORDER</a>	Contact Information	
	First Name *	

Make your changes and click on **SAVE**.

- To **CANCEL** your registration (or a duplicate registration), follow all the instructions in #3 for editing your entry, but instead of clicking on the Edit button, click on “**CANCEL ORDER**” from the left menu.

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La Crosse WI

<a href="#">PRINT TICKETS</a>
<a href="#">CANCEL ORDER</a>
<a href="#">CONTACT THE ORGANIZER</a>

## Questions?

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