

Signing Up for Police Mutual Min Modules from Eventbrite

The signing up process is really easy, but to make it even easier here are the steps you need to go through when you sign up for the first time. It will only take 2 or 3 minutes.

Please note that you do not need to add any software on to your computer or tablet.

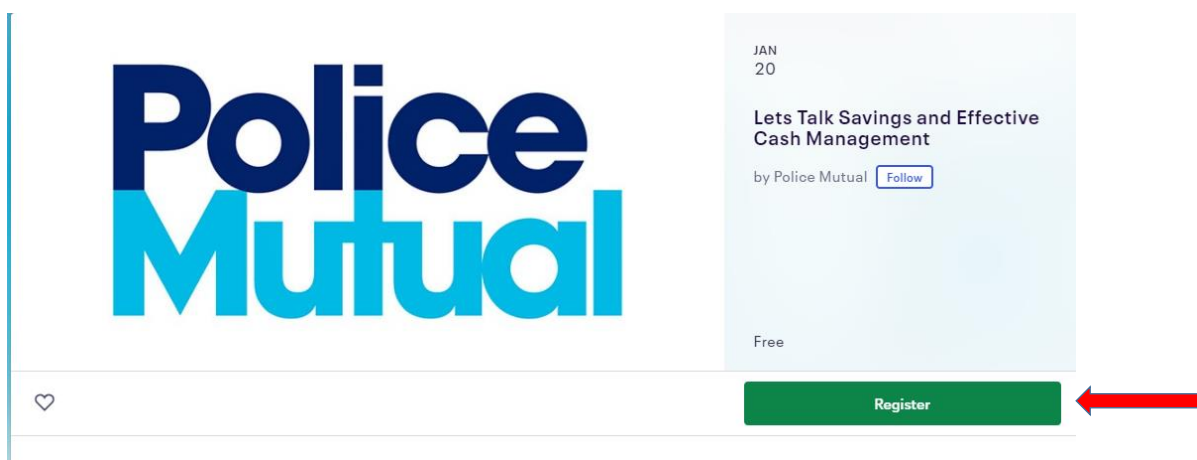
Step 1

Click on the link next to the event that you want to register for. Example:

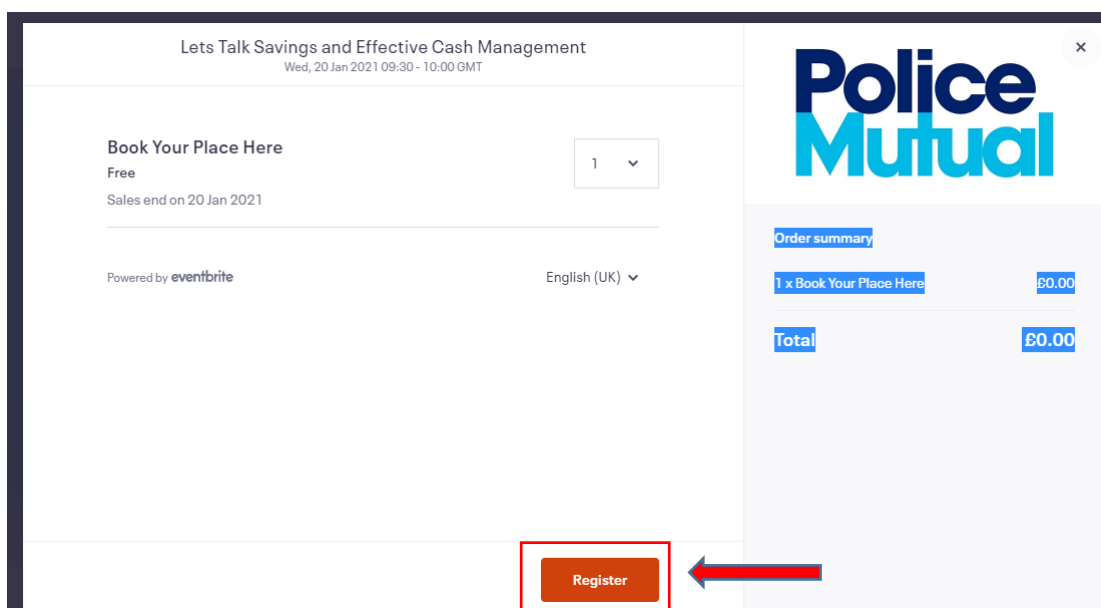
20 January 09.30 Book here: <https://www.eventbrite.co.uk/e/134012267299>

Step 2

Click on “Register”



Step 3 Click on “Register” on the next screen



Step 4

Fill in your details

You will then see a confirmation screen

The image shows two side-by-side screenshots. The left screenshot is an order confirmation page from Eventbrite. At the top, it says "Thanks for your order! #1573806455". Below that, it says "YOU'RE GOING TO" followed by the event title "Lets Talk Savings and Effective Cash Management". Underneath, it lists "1 TICKET SENT TO" as "Ross.Hume@pmas.co.uk" with a "Change" link, and the "DATE" as "Fri, 22 Jan 2021 11:00 - 11:30 GMT". There is also an "ONLINE EVENT" section stating that a link to the event content will be sent in an email, with a "View Online Content" link. At the bottom, there is a "View Tickets" button. The right screenshot shows a social media profile card for "Police Mutual" with the text "Created this event" and a blue "Follow" button.

Step 5

If you are a first time Eventbrite User. You will get A greetings Email to invite you to enter your details in Eventbrite. Put your basic details in as instructed. This will generate an additional email to verify your account and ask you to create a password. You only do this step once.

The image shows a screenshot of an Outlook email inbox. The top bar includes "All Unread" and a search box "Search Current Mailbox (Ctrl+E)". The inbox table has columns for "FROM", "SUBJECT", "RECEIVED", and "CATEG...". There are three emails listed:

FROM	SUBJECT	RECEIVED	CATEG...
Eventbrite	Greetings from Eventbrite	Mon 12/10/2020 15:33	
Eventbrite	Order Confirmation for Lets Talk Savings and Effective Cash Managem...	Wed 06/01/2021 11:50	
Eventbrite	Activate your Eventbrite account	Wed 06/01/2021 12:24	

Step 6

You will get a confirmation Email. You can join the meeting straight from the email link "View the event". Then follow step 7. Tod add the event to your diary scroll down and click on Outlook or calendar of your choice to add to your diary. Then click on open file to add to your diary.

The image shows a screenshot of an email from Eventbrite. The header includes the date "Fri 08/01/2021 10:07", the sender "Eventbrite <noreply@order.eventbrite.com>", and the subject "Order Confirmation for Lets Talk Savings and Effective Cash Management". The recipient is "To: Ross Hume". Below the header, there is a link to view the message in a web browser. The main body of the email has a grey background and contains the following text:

Ross,
you've got tickets!

This event will be hosted online. Check the event page for all the information you need to join.

Below this text is a red button labeled "View the event". A red arrow points to the right of the button. At the bottom of the email, the event title "Lets Talk Savings and Effective Cash Management" is visible.



Fri 08/01/2021 10:07

Eventbrite <noreply@order.eventbrite.com>

Order Confirmation for Lets Talk Savings and Effective Cash Management

To: Ross Hume

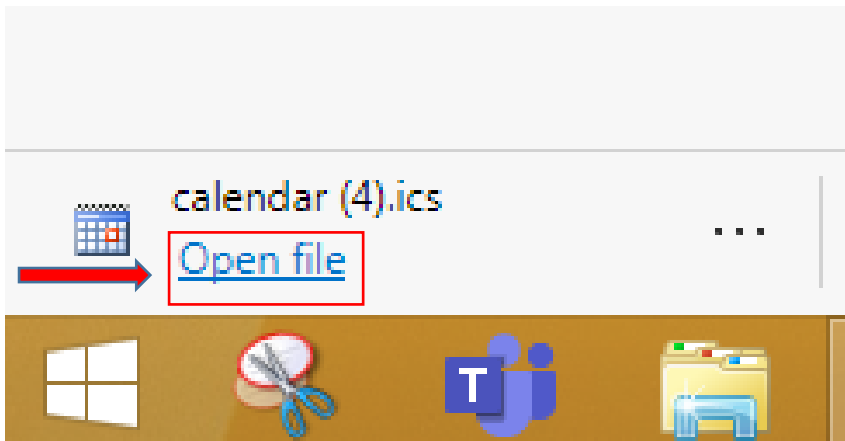
If there are problems with how this message is displayed, click here to view it in a web browser.

Mutual

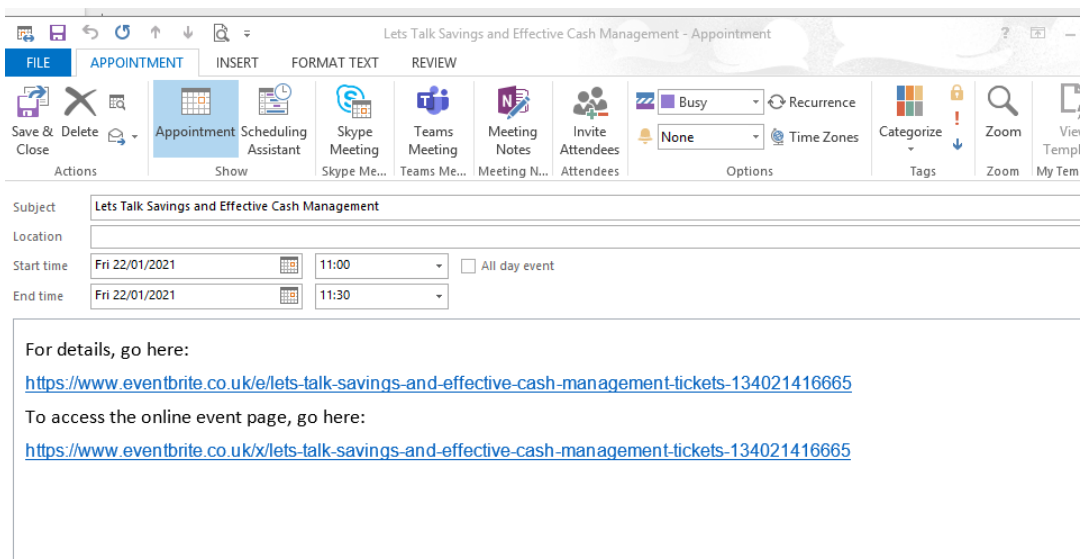
1 x Ticket
Order total: Free

Friday, 22 January 2021 from 11:00 to 11:30 (GMT)
Add to Google · Outlook · iCal · Yahoo

Location



The diary entry will look like this:



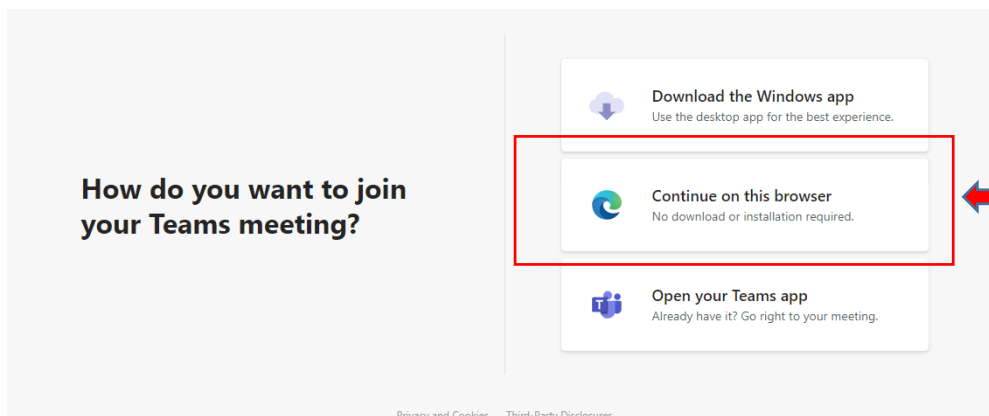
Step 7

Click on the link to join the meeting or click on the link in the email if you did not add to your diary.. Ideally do this 3 or 4 minutes before the start



The screenshot shows a meeting invitation interface. On the left, the 'Police Mutual' logo is displayed in large blue and light blue text. On the right, the date and time 'Friday, 22 January 2021 11:00' are shown, along with the meeting title 'Lets Talk Savings Effective Cash M' and a 'View event details' link. Below the logo, a red box highlights the meeting title 'Effective Cash Management' with a red arrow pointing to it. At the bottom right, it says 'Organised by Police Mutual' with 'Follow' and 'Contact' buttons.

NOTE. If you do not have Microsoft Teams you will asked to open Teams. **DO NOT DO THIS.** Click cancel and then click on Continue on this browser



The screenshot shows the Microsoft Teams join options screen. On the left, the text 'How do you want to join your Teams meeting?' is displayed. On the right, there are three options: 'Download the Windows app' (Use the desktop app for the best experience.), 'Continue on this browser' (No download or installation required.), and 'Open your Teams app' (Already have it? Go right to your meeting.). A red box highlights the 'Continue on this browser' option with a red arrow pointing to it. At the bottom, there are links for 'Privacy and Cookies' and 'Third-Party Disclosures'.