

## Class Reunion Ticket Sales & Online Registration Form

JTHS Reunion Coordinators can use the following payment options, or an alternative method of their choice, for ticket sales. Once you set up your preferred payment option, the Alumni Relations Office can create an online registration form that includes the instructions for payment and a disclaimer that registration is not complete until payment is received. The online form can be set up so that the Reunion Coordinator receives an email alert each time a registration is complete. In addition, the Alumni Office can pull a spreadsheet of attendees upon request. The JTHS Alumni Office does not manage any funds on behalf of Reunion Coordinator or the committee; however, we can assist with collecting registration information through the online form and help you publicize the method in which to pay.

### 1. Getting Started – Establish a Bank Account for Reunion Event

We recommend opening a separate bank account to collect the funds generated from ticket sales. The event organizers should have access to the account, along with the Reunion Coordinator.

### 2. Online Registration Form

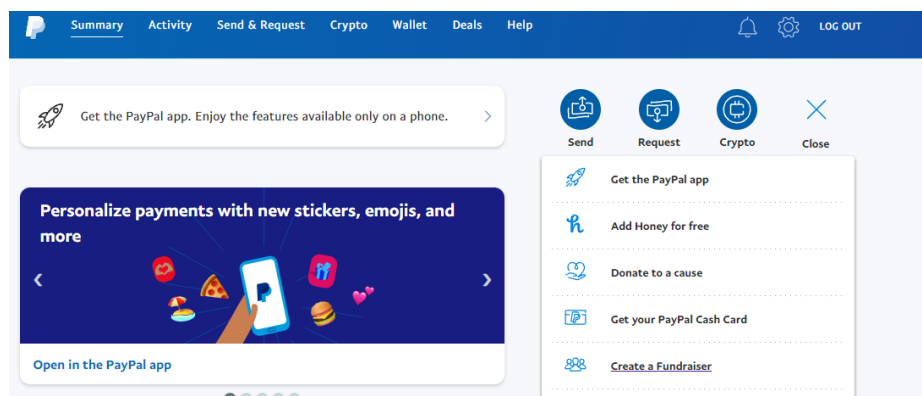
The Alumni Relations Office can create an online registration form that includes the instructions for payment and a disclaimer that registration is not complete until payment is received. The Reunion Coordinator receives an email alert each time a registration is complete, and the Alumni Office can pull a spreadsheet of attendees and the associated registration details upon request.

### 3. Ticket Sales - Online

JTHS Reunion Coordinators can use the following online payment options, or an alternative method of their choice, for ticket sales.

- a. [Eventbrite](#) -Includes event registration and ticket sales. JTHS Alumni Relations can share the link on JTHS Alumni website and social media accounts.
- b. [Paypal](#) -Payment processor for ticket sales. We can link this to the JTHS event registration form. View this [Video tutorial](#) for instructions to generate Paypal Link for the event. Please share this link to the Alumni Relations office to include in the registration form.

1. Login to Paypal and select Create a *Fundraiser* from the *More* menu



2. Share the Donate link to the JTHS Alumni Relations office to include in the form.

\*Remember to connect the alumni organization bank account to the platform you use. JTHS will not manage funds collected in ticket sales. Reunion Coordinator will manage all funds and has direct access to alumni event proceeds.

**4. Ticket Sales – Cash or Check**

Reunion Coordinators can opt to accept cash or check. If this option is selected, the JTHS Alumni Office can create an automated response that is generated each time the registration form is completed that provides details pertaining to paying with cash or check.