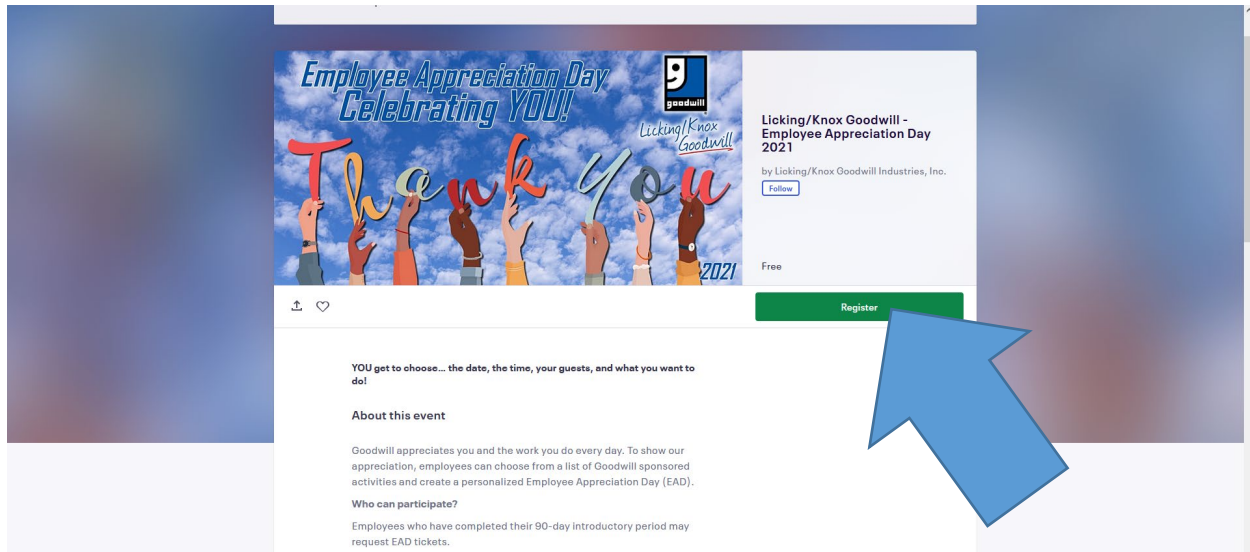
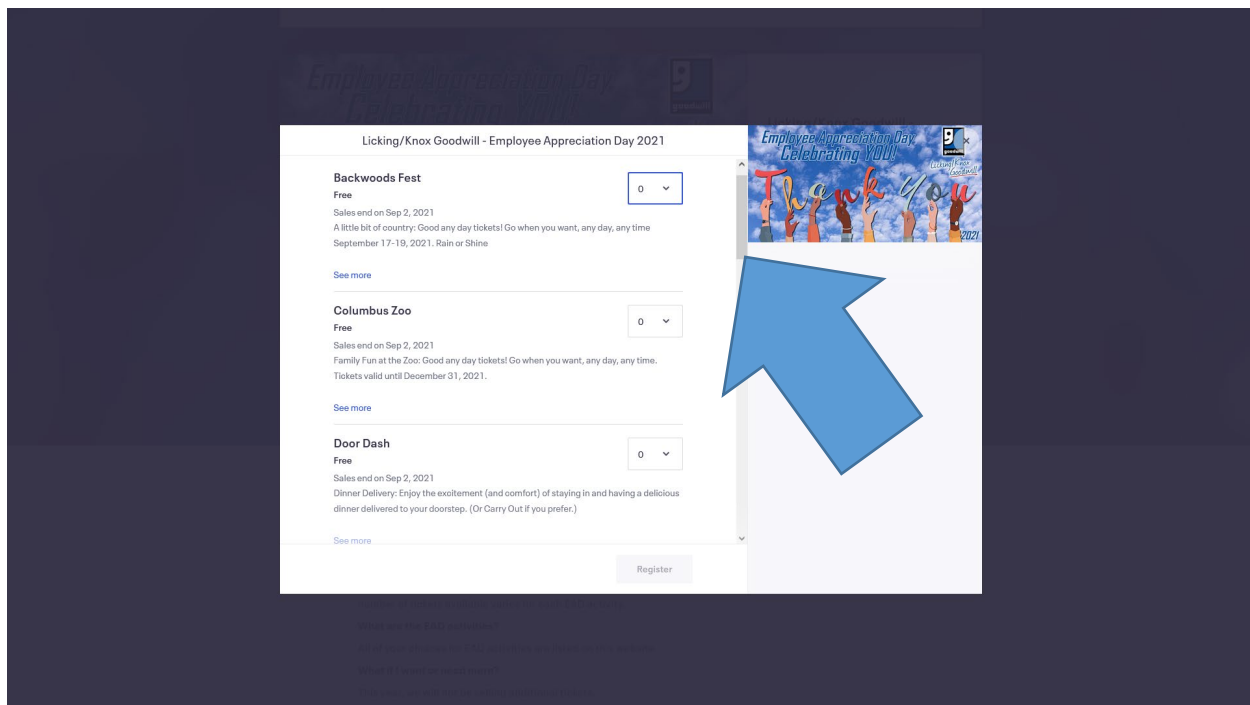


## Your Guide to Employee Appreciation Day!

1. Click this link to go to the site: <https://www.eventbrite.com/e/lickingknox-goodwill-employee-appreciation-day-2021-tickets-159873970349>
2. After your read "About this event" click the **GREEN REGISTER BUTTON**.



3. All the ticket options are listed. Scroll to see more.



4. Choose the 1 option you wish to select. There are descriptions for each ticket type.

Employee Appreciation Day Celebrating YOU!

Licking/Knox Goodwill - Employee Appreciation Day 2021

**Backwoods Fest**  
Free  
Sales end on Sep 2, 2021  
A little bit of country: Good any day tickets! Go when you want, any day, any time  
September 17-19, 2021. Rain or Shine  
[See more](#)

**Columbus Zoo**  
Free  
Sales end on Sep 2, 2021  
Family Fun at the Zoo: Good any day tickets! Go when you want, any day, any time.  
Tickets valid until December 31, 2021.  
[See more](#)

**Door Dash**  
Free  
Sales end on Sep 2, 2021  
Dinner Delivery: Enjoy the excitement (and comfort) of staying in and having a delicious dinner delivered to your doorstep. (Or Carry Out if you prefer.)  
[See more](#)

**Order summary**  
1 x Columbus Zoo \$0.00  
**Total \$0.00**

**Register**

5. Then click the **RED REGISTER BUTTON.**

Employee Appreciation Day Celebrating YOU!

Licking/Knox Goodwill - Employee Appreciation Day 2021

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[See more](#)

**Order summary**  
1 x Columbus Zoo \$0.00  
**Total \$0.00**

**Register**

6. Create your EventBright account first. This can be the employee information or the information of the person filling out the form.

The screenshot shows the 'Checkout' page on the EventBright platform. At the top, it says 'Checkout' with a timer 'Time left 19:52'. Below this is a registration agreement: 'By clicking "Register", I accept the Terms of Service and have read the Privacy Policy. I agree that Eventbrite may share my information with the event organizer.' A thank you message follows: 'Thank You! Most Employee Appreciation Day options are delivered digitally to your email. Other options will be delivered to the workite you provide.' The 'Contact information' section shows the user is logged in as 'lbaker@goodwillnewark.com'. There are input fields for 'First name' (filled with 'Lisa'), 'Last name' (filled with 'Baker'), and 'Email address' (filled with 'lbaker@goodwillnewark.com'). Below this is the 'Ticket 1 - Columbus Zoo' section with similar input fields. A large blue arrow points from the 'Contact information' section towards the right. On the right side, there is a summary table:

1 x Columbus Zoo	\$0.00
Delivery	\$0.00
1 x eTicket	\$0.00
<b>Total</b>	<b>\$0.00</b>

At the bottom right, there is a 'Register' button.

7. Fill out the information of the employee (the person receiving the tickets).

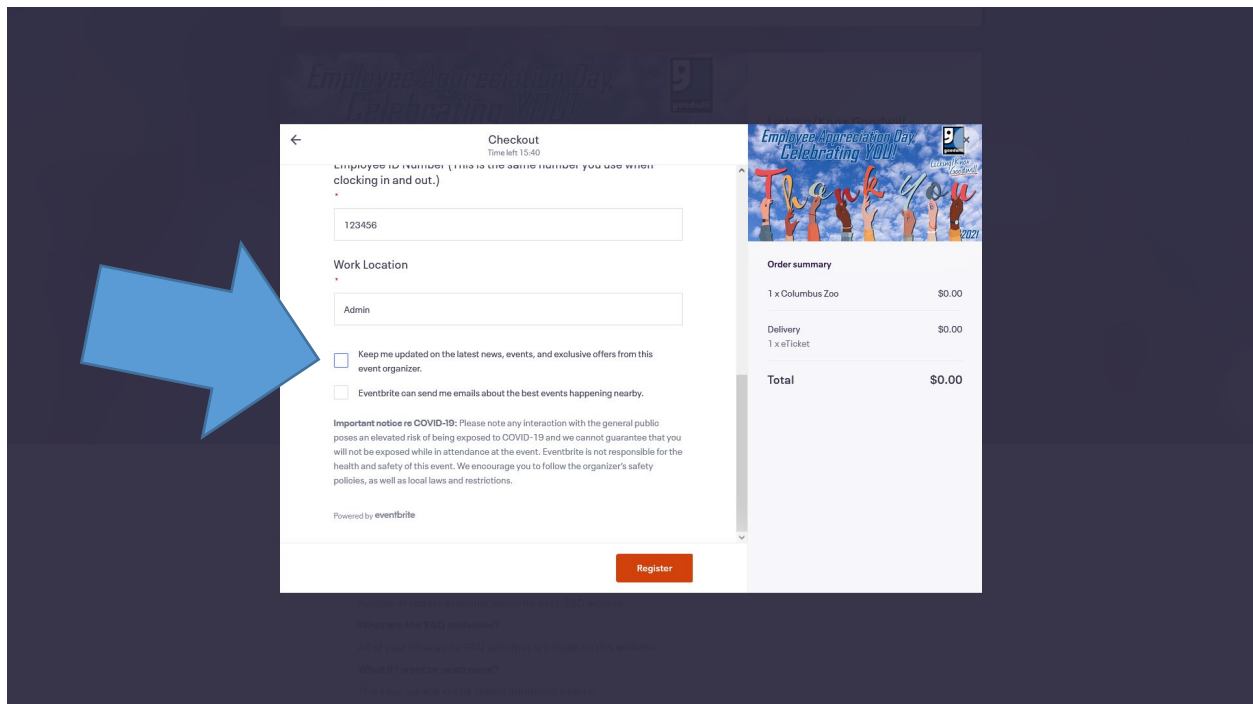
This screenshot shows the 'Checkout' page with the 'Employee ID Number' section expanded. The 'Ticket 1 - Columbus Zoo' section is at the top. Below it, the 'Employee ID Number' section has a note: '(This is the same number you use when clocking in and out.)' and an input field filled with '123456'. Below that is the 'Work Location' section with a dropdown menu showing 'Admin'. At the bottom left, there is a checkbox labeled 'Keep me updated on the latest news, events, and exclusive offers from this event organizer.' which is checked. A large blue arrow points from the left towards the 'Employee ID Number' section. On the right, the 'Order summary' table is shown:

1 x Columbus Zoo	\$0.00
Delivery	\$0.00
1 x eTicket	\$0.00
<b>Total</b>	<b>\$0.00</b>

An orange 'Register' button is at the bottom right.

Some options have additional questions like shirt size or where to send the physical tickets.

8. Unmark the two check boxes if you do not want to receive promotional messages from EventBright.



The screenshot shows the Eventbrite checkout page for 'Employee Appreciation Day Celebrating YOU!'. A large blue arrow points to the checkboxes for promotional messages. The page includes a back arrow, event title, time left (15:40), and a 'Register' button. The form fields include 'Employee ID Number' (123456) and 'Work Location' (Admin). The order summary shows 1 x Columbus Zoo ticket for \$0.00 and 1 x eTicket for \$0.00, totaling \$0.00.

Employee Appreciation Day Celebrating YOU!

Time left 15:40

Employee ID Number (This is the same number you use when clocking in and out.)

123456

Work Location

Admin

☐ Keep me updated on the latest news, events, and exclusive offers from this event organizer.

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

**Important notice re COVID-19:** Please note any interaction with the general public poses an elevated risk of being exposed to COVID-19 and we cannot guarantee that you will not be exposed while in attendance at the event. Eventbrite is not responsible for the health and safety of this event. We encourage you to follow the organizer's safety policies, as well as local laws and restrictions.

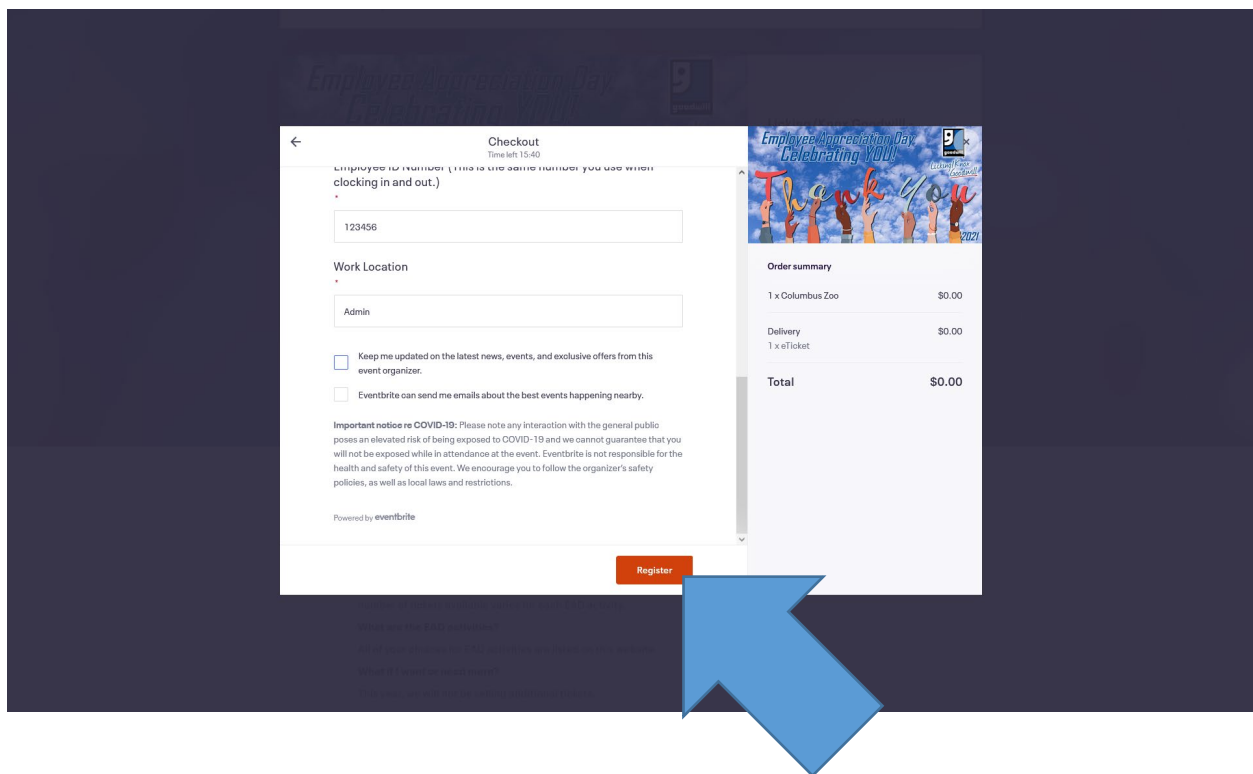
Powered by eventbrite

Register

Order summary

1 x Columbus Zoo	\$0.00
Delivery 1 x eTicket	\$0.00
<b>Total</b>	<b>\$0.00</b>

9. Click the **RED REGISTER BUTTON.**



The screenshot shows the Eventbrite checkout page for 'Employee Appreciation Day Celebrating YOU!'. A large blue arrow points to the 'Register' button. The page includes a back arrow, event title, time left (15:40), and a 'Register' button. The form fields include 'Employee ID Number' (123456) and 'Work Location' (Admin). The order summary shows 1 x Columbus Zoo ticket for \$0.00 and 1 x eTicket for \$0.00, totaling \$0.00.

Employee Appreciation Day Celebrating YOU!

Time left 15:40

Employee ID Number (This is the same number you use when clocking in and out.)

123456

Work Location

Admin

☐ Keep me updated on the latest news, events, and exclusive offers from this event organizer.

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

**Important notice re COVID-19:** Please note any interaction with the general public poses an elevated risk of being exposed to COVID-19 and we cannot guarantee that you will not be exposed while in attendance at the event. Eventbrite is not responsible for the health and safety of this event. We encourage you to follow the organizer's safety policies, as well as local laws and restrictions.

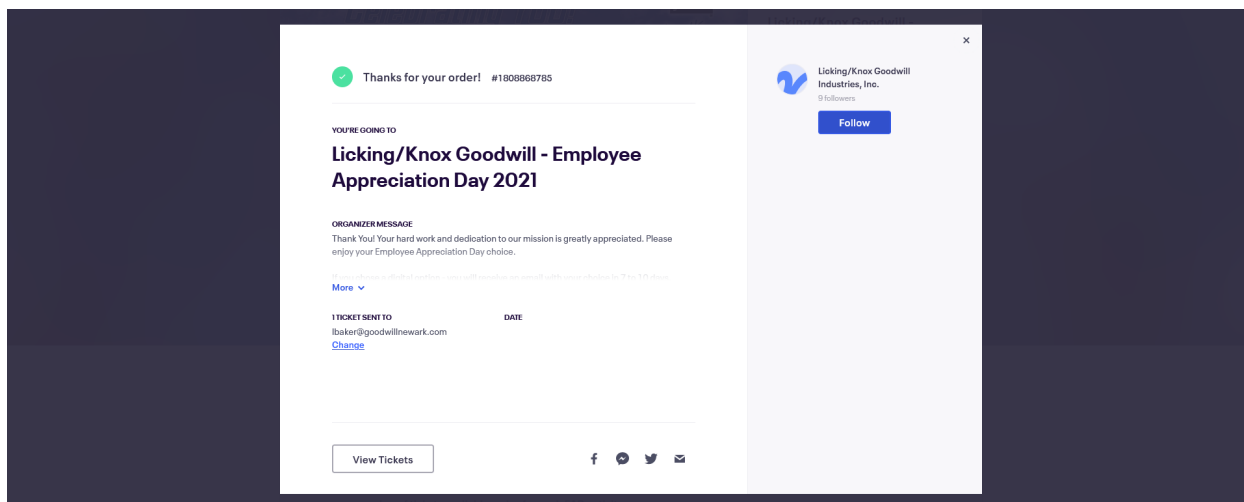
Powered by eventbrite

Register

Order summary

1 x Columbus Zoo	\$0.00
Delivery 1 x eTicket	\$0.00
<b>Total</b>	<b>\$0.00</b>

10. The screen will confirm that you are registered AND you will receive an email from EventBright.

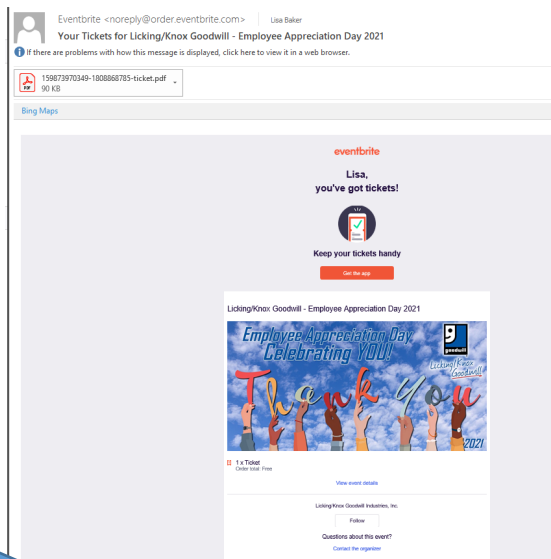


**IMPORTANT: The “tickets” from EventBright are only a confirmation of your order. Your actual tickets will arrive in a separate email from Lisa Baker.**

Example Confirmation Email Tickets:



Example Confirmation Email:



**Thank You! Your hard work and dedication to our mission is greatly appreciated. Please enjoy your Employee Appreciation Day choice.**

**If you chose a digital option - you will receive an email with your choice in 7 to 10 days.**

**If you chose a Goodwill Shopping Spree, TShirts, or Pizza Cottage - you will receive your choice (through Goodwill mail) after September 2, 2021.**

**\*\*\*if you need to change your option, contact Lisa Baker at lbaker@goodwillnewark.com**