VINFEN FILM FESTIVAL

REGISTRATION INSTRUCTIONS

STEP 1: SECURE YOUR TICKET TYPE

- Visit https://vinfen16.eventive.org/welcome
- Click 'GENERAL AUDIENCE REGISTRATION' OR 'CE PROFESSIONALS REGISTRATION'

GENERAL AUDIENCE REGISTRATION

CE PROFESSIONALS REGISTRATION

- This will bring you to the 'Checkout'
- Select the type of ticket you are interested in.
 - a. Each ticket you select includes a 'ticket bundle' of all three films and panel discussion pairings
 - b. Once you checkout with your preferred ticket, you are all set!

STEP 2: COMPLETE THE CHECKOUT PROCESS

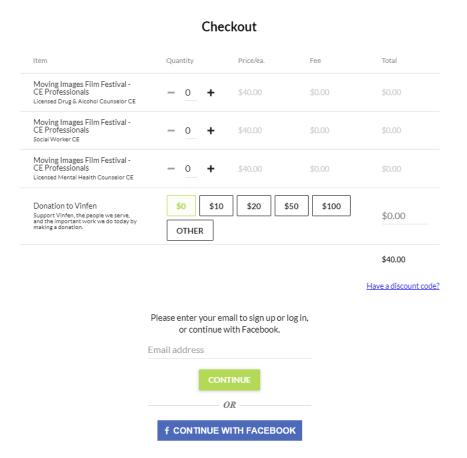
GENERAL AUDIENCE REGISTRATION

• If you are NOT interested in receiving CE contact hours, please add quality '1' for 'Moving Images Film Festival – General Audience' to your total. *Please note that this ticket includes all three films and panel discussion pairings as a ticket bundle.

Checkout Ouantity Price/ea Total Moving Images Film Festival -General Audience **-** 1 **+** \$0.00 \$0.00 \$0.00 Donation to Vinfen \$20 \$50 \$100 \$0 \$10 Support Vinfen, the people we serve, and the important work we do today by making a donation. \$0.00 OTHER \$0.00 Have a discount code? Please enter your email to sign up or log in, or continue with Facebook. Fmail address OR**f CONTINUE WITH FACEBOOK**

CE PROFESSIONALS RESGISTRATION

• If you are a professional looking to earn CE contact hours, please select the **type of ticket based on your profession** (i.e., 'Licensed Drug & Alcohol Counselor CE', 'Social Worker CE', 'Licensed Mental Health Counselor CE') and add quality '1' to your total. *Please note that this ticket includes all three films and panel discussion pairings as a ticket bundle.



NEXT:

- If you would like to donate to Vinfen, select an amount. **There is a suggested donation of \$10** for this event, which will help offset the streaming costs associated with producing this event, help us keep these events free and open to the public, and support Vinfen in empowering and enriching the lives of the people, families, and communities we serve.
- If you have not already logged in, sign in on the bottom part of the checkout at this time and click 'CONTINUE'.
 - a. If you are new to Eventive, please create an account with your email and password
 - b. If you are not new to Eventive and forgot your password, there is a lost password function



Forgot password?

STEP 3: SUBMIT YOUR PAYMENT (IF APPLICABLE)

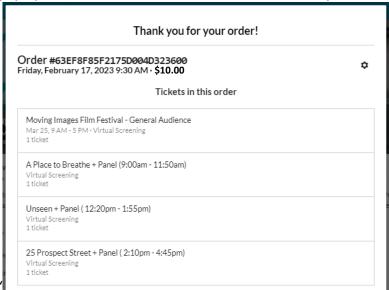
- 1. If you do not need to submit a payment, please enter your mailing address and phone number under contact details and select 'UPDATE CONTACT DETAILS'
 - a. Now you are ready to select 'BUY'
- 2. If you <u>need to submit a payment</u>, you can enter your credit card information now and select 'SUBMIT PAYMENT INFORMATION'



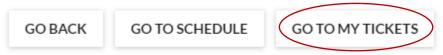
- a. You will now see a yellow box saying your saved card will be charged
- b. Now select 'BUY (\$\$\$)' to complete your registration

STEP 4: RECEIVE YOUR ORDER RECEIPT

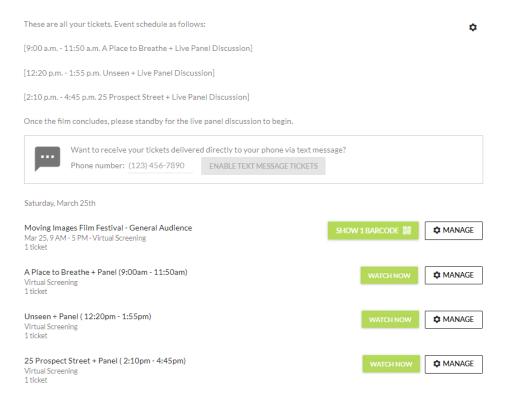
1. Once the payment section has been completed, you will receive a 'Thank you for your order' pop-up box, which will detail all the tickets included in your bundle



- 2. You should also receive an email confirmation
- 3. Now select 'GO TO MY TICKETS'



4. This is where you will go to view the films and panels on the day of the event. Please click 'WATCH NOW' for each film and panel pairing. Make sure you follow along with the intended program schedule because once a film starts, you cannot pause or rewind any of the content.



YOU ARE NOW READY TO JOIN THE EVENT ON SATURDAY, MARCH 25 AT 9 A.M. EDT

SEE NEXT PAGE FOR DAY OF EVENT INSTRUCTIONS

ON THE DAY OF EVENT:

- On the day of the event, login to your Eventive Account here:
 <u>https://vinfen16.eventive.org/welcome</u>
 by selecting the 'LOGIN' button at the upper right of your screen. If you do not already have an Eventive account, please create one and remember the unique email and password you selected.
- Once you are logged in, you have three options to watch the virtual program:
 - a. go to https://vinfen16.eventive.org/tickets and click 'Watch Now' for each ticket (CE professionals and anyone who wants to see the live panels should follow the specific event schedule times indicated on each ticket)



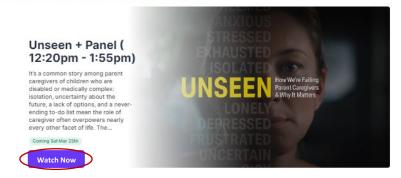
- b. Visit https://vinfen16.eventive.org/welcome and click 'Virtual Event Access'. Once the film and panel pairing become available, you can click 'Watch Now'.
- c. Go to https://watch.eventive.org/vinfen16. Once the film and panel pairing become available as indicated on the event schedule, you can click 'Watch Now'.



AM Feature Film and Panel Discussion Session



Afternoon Feature Film and Panel Discussion Session



PM Feature Film and Panel Discussion Session



WE HOPE YOU ENJOY THE PROGRAM.

QUESTIONS?

If you have questions about registration or about anything related to the 16th Annual Moving Images Film Festival, please email us at **filmfestival@vinfen.org**.