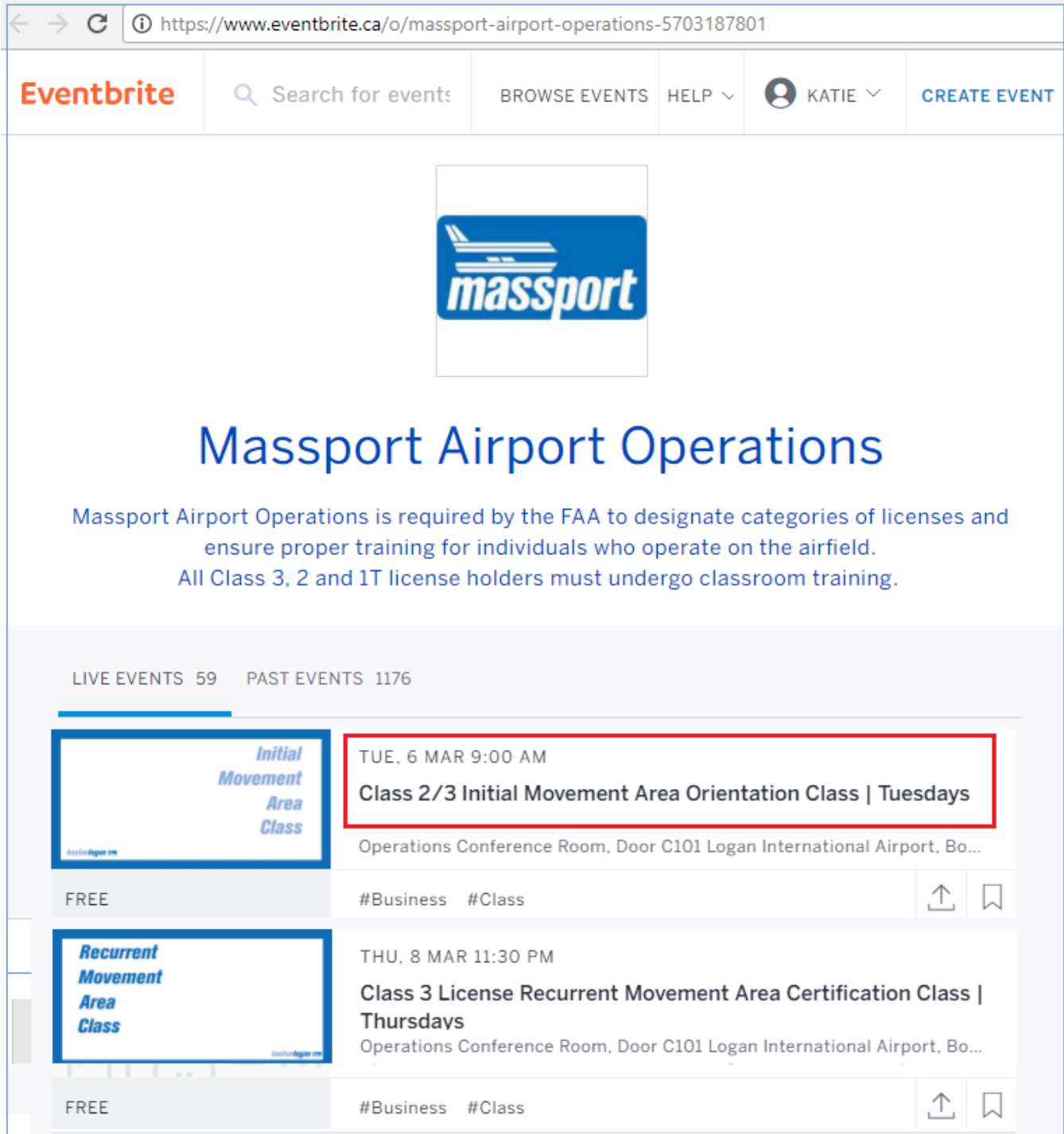


Registering for a Movement Area Class

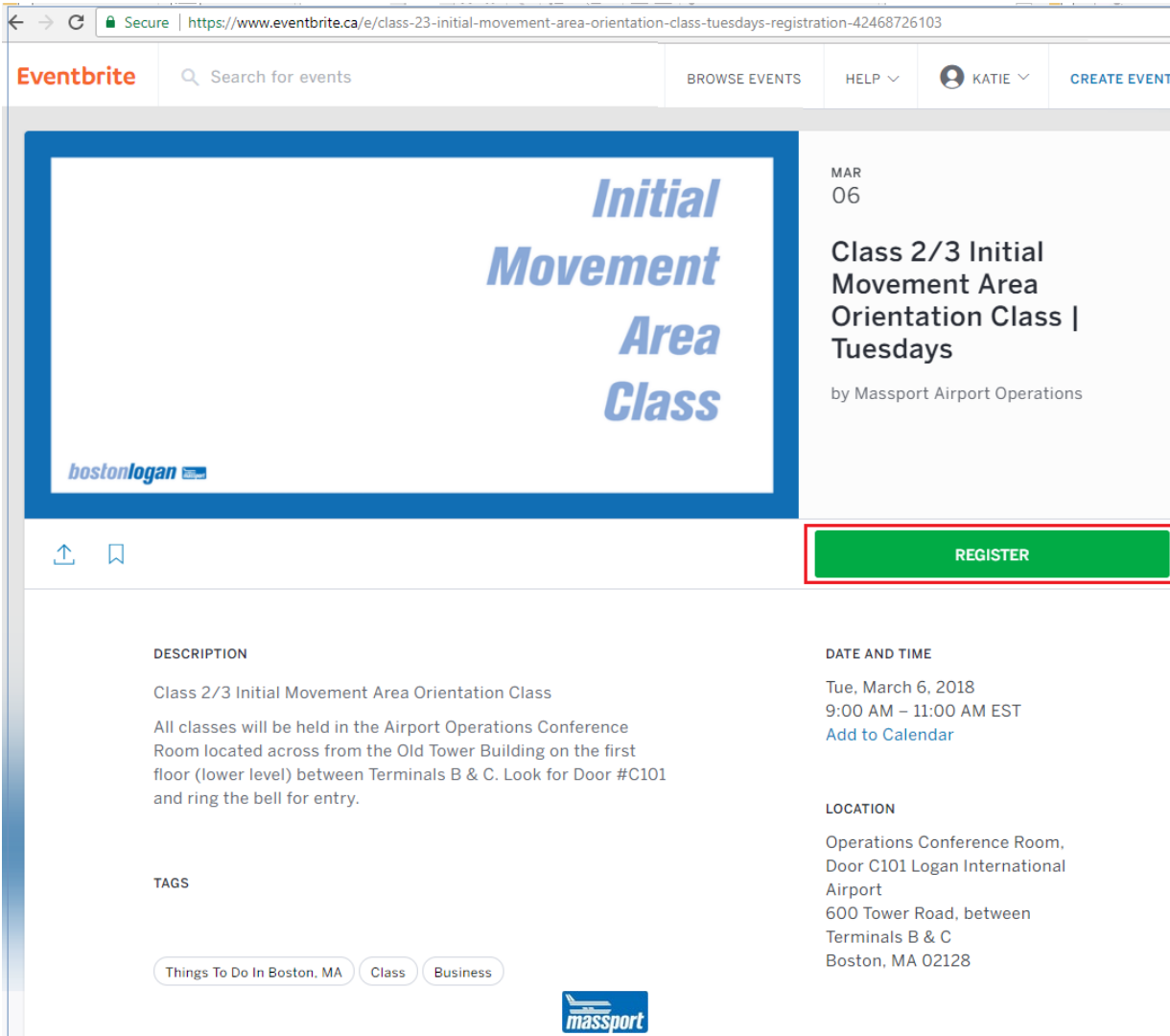
1. Go to <http://loganairport.eventbrite.com>
2. Click on the class you want to register for (or on behalf of a badge holder if you're a badge coordinator).



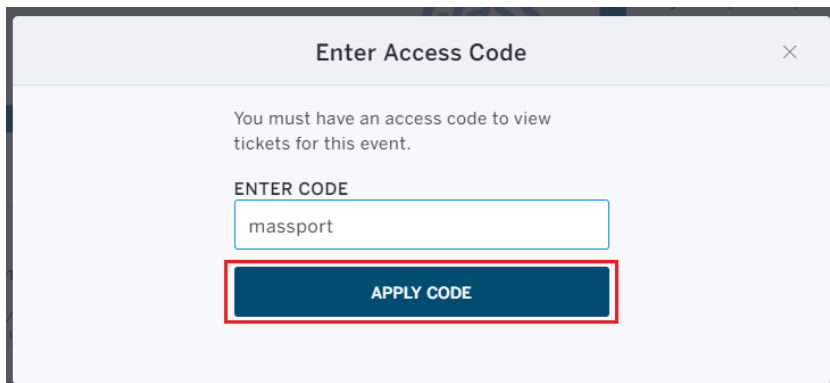
The screenshot shows the Eventbrite website interface. At the top, there is a navigation bar with the Eventbrite logo, a search bar, and links for 'BROWSE EVENTS', 'HELP', and 'CREATE EVENT'. The user is logged in as 'KATIE'. The main content area features the Massport logo and the title 'Massport Airport Operations'. Below the title, there is a paragraph explaining that Massport Airport Operations is required by the FAA to designate categories of licenses and ensure proper training for individuals who operate on the airfield. All Class 3, 2 and 1T license holders must undergo classroom training. Below this, there are two event listings:

Event Title	Date and Time	Location	Price	Tags
Initial Movement Area Class	TUE, 6 MAR 9:00 AM	Operations Conference Room, Door C101 Logan International Airport, Bo...	FREE	#Business #Class
Recurrent Movement Area Class	THU, 8 MAR 11:30 PM	Operations Conference Room, Door C101 Logan International Airport, Bo...	FREE	#Business #Class

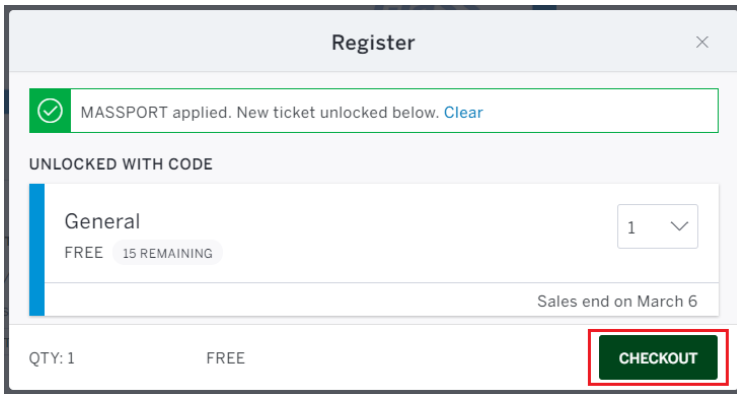
3. A new screen will appear with information on the specific class you picked. Click the green “Register” button.



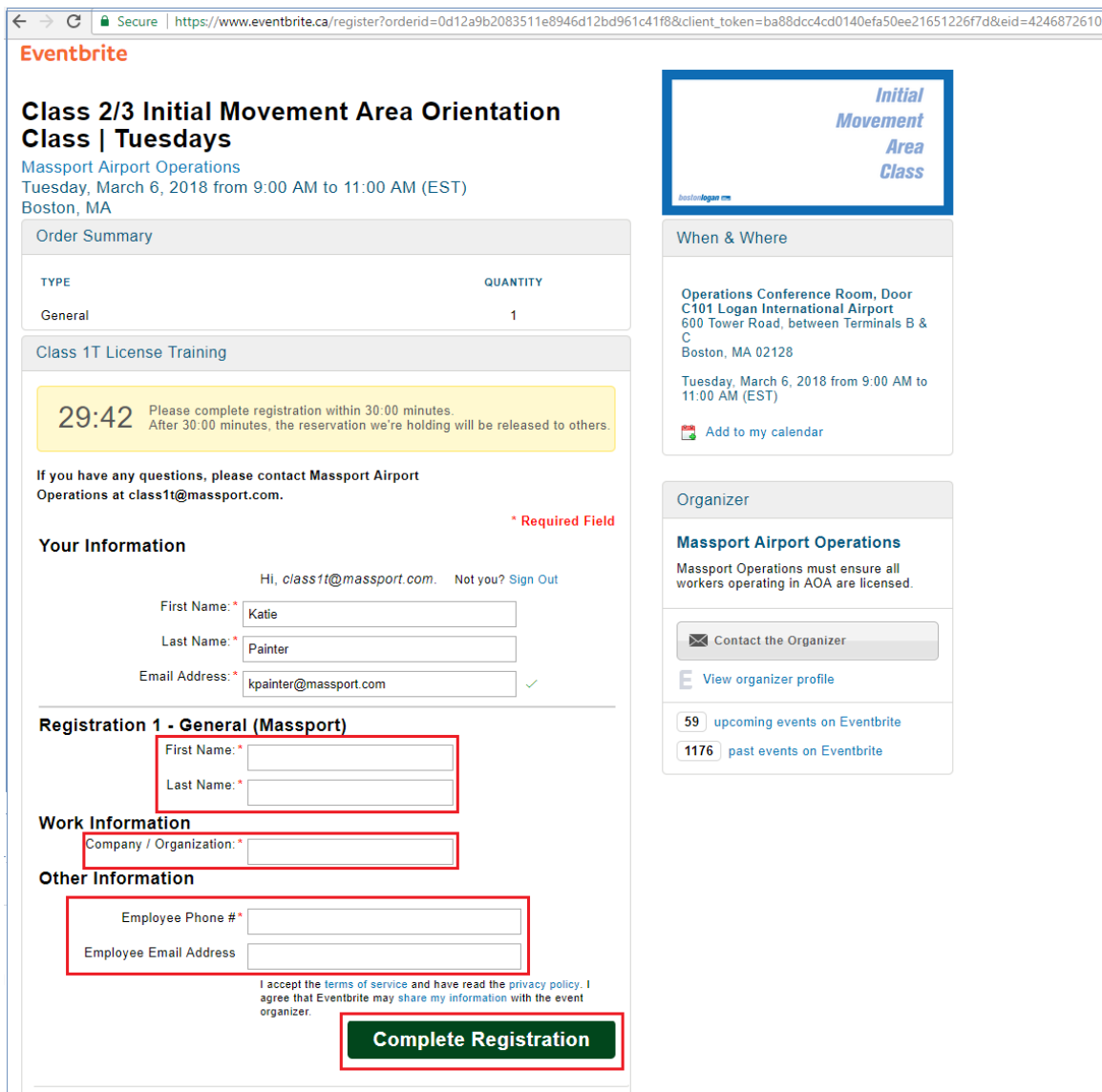
4. Enter access code “massport” (not case sensitive) when prompted and click blue “Apply Code” button.



- You will see remaining seats available (15 people maximum per class). Select 1 to register a badge holder for the class and click the green “Checkout” button.



- Input your information, the badge holder’s information (the person taking the training class) and then click green “Complete Registration” button.



7. You will receive the following confirmation message upon successful registration.

The screenshot shows a web browser window with the URL <https://www.eventbrite.ca/orderconfirmation/42468726103/725186286/AA6ItQMSiVVMUwPRpn2IXEAvOyfH5Tg1zw/>. The Eventbrite header includes a search bar, navigation links for 'BROWSE EVENTS', 'HELP', and a user profile for 'KATIE'. A breadcrumb trail reads 'Back to Class 2/3 Initial Movement Area Orientation Class | Tuesdays'. The main content area features a large heading: 'You're going to Class 2/3 Initial Movement Area Orientation Class | Tuesdays!'. Below this is an 'Add to calendar' button and a 'Share with friends' section with icons for Twitter, LinkedIn, Facebook, and Email. A confirmation message states: 'Your registration has been saved to Current Orders', 'Order #725186286 1 registration', and 'A confirmation email has been sent to kpainter@massport.com'. A blue button labeled 'VIEW CURRENT ORDERS' is positioned at the bottom left. On the right side, a message from the organizer reads: 'Hi Katie, Message from the organizer: **Event Information** Thank you for registering for Class 1T License training with Massport Airport Operations. You are successfully registered for this training. [Read more](#) Thanks, Massport Airport Operations'. A 'CONTACT US' button and a 'View organizer profile' link are also present.

8. You will also get a confirmation email confirming that you've registered the person for the class.

The screenshot shows an email interface with the sender 'Eventbrite <orders@eventbrite.com>' and recipient 'Painter, Katherine' at 11:24 AM. The subject is 'Registration Confirmation for Class 2/3 Initial Movement Area Orientation Class | Tuesdays'. The email body contains the following text: 'Hi Katie, this is your registration confirmation for [Class 2/3 Initial Movement Area Orientation Class | Tuesdays](#). Organized by [Massport Airport Operations](#)'. A section titled 'Message from [Massport Airport Operations](#)' states: 'The event organizer has provided the following information: **Event Information** Thank you for registering for Class 1T License training with Massport Airport Operations. Please remember to bring 1 form of I.D. (example: SIDA badge) with you. Have a question? [Contact the organizer](#)'. Below this is an 'Order Summary' section dated February 2, 2018, with order number 725186286. A table lists the order details:


Name	Type	Quantity
Person Training First Name Person Training Last Name	General	1

The email concludes with a note: 'This order is subject to Eventbrite [Terms of Service](#), [Privacy Policy](#), and

9. If this is your first time using Eventbrite, you may also be sent a generic “Welcome” email.

Reply Reply All Forward

Eventbrite <ebhelp@eventbrite.com> | Massport Social 11:36 AM

 **Hosting Successful Events - Getting Started**

Retention Policy 30 Day Delete - Inbox (30 days) Expires 3/4/2018

[Bing Maps](#)

Eventbrite

Welcome to Eventbrite!

Eventbrite is the easiest way to sell tickets and manage registration for any kind of event, and it's totally free for free events.

This email was sent to msocial@massport.com
[Eventbrite](#) | 155 5th St, 7th Floor | San Francisco, CA 94103