

## **How to Guide – Register to attend a work party on Eventbrite.**

### **Using the Eventbrite App on a Smartphone**

Whether you're on iPhone or Android, this guide will help you book your spot on a Herefordshire Wildlife Trust conservation work party (or any event) via Eventbrite.

#### **Before You Start**

Make sure you have:

- A smartphone with internet access
- The **Eventbrite** app installed
- An email address
- Your availability and preferred work party date(s)

#### **Step 1: Download the Eventbrite App**

##### **For Android:**

- Open the **Google Play Store**
- Search for "**Eventbrite**"
- Tap **Install**

##### **For iPhone (iOS):**

- Open the **App Store**
- Search for "**Eventbrite**"
- Tap **Get**

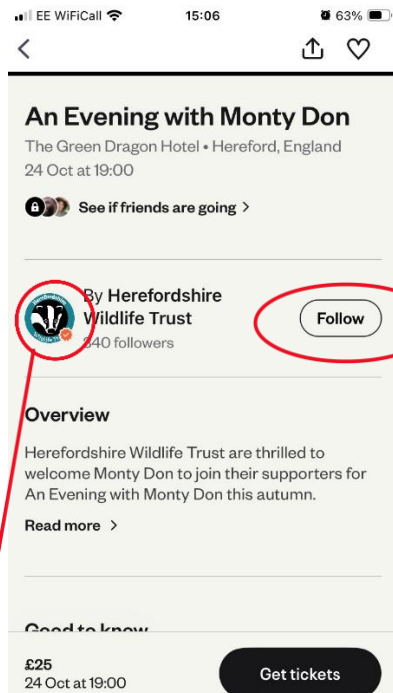
#### **Step 2: Open the App & Sign In**

- Open the Eventbrite app
- Tap "**Sign In**"
- Use your email address to log in  
*(Or create an account if it's your first time — it's free and you only need to do it once!)*

#### **Step 3: Search for Herefordshire Wildlife Trust and follow**

- Click on Discover and use the search bar (usually a magnifying glass icon) to search for the name of the organization, OR search for an event/work party they're hosting.
- Tap on an event hosted by the organization. (It doesn't matter which one)

- On the event page, scroll down until you see a follow button and click it, it will change to Following.

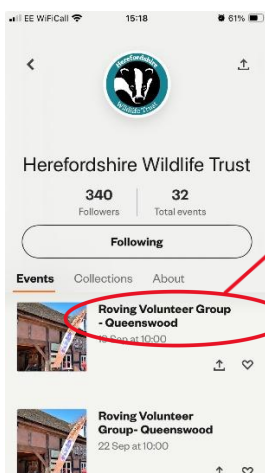


- If you click on the logo you will be taken to the Herefordshire Wildlife Trust Page.
- Next time you log in you won't need to do steps 1-3 just click on Account, then Organizers you follow, then on Herefordshire Wildlife Trust - this will take you to a full list of events and work parties

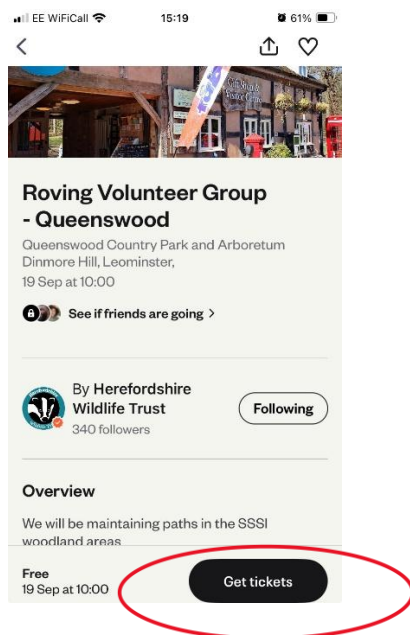
This will also allow you to receive updates about future events from Herefordshire Wildlife Trust. You may get notifications or email alerts when they publish new work parties.

#### **Step 4: Tap into the Event Page**

- Click on the work party you are interested in from the list

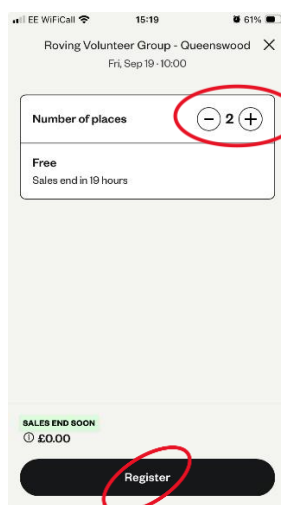


- Review the event details:
  - Date & time
  - Meeting location or pick up points
  - What to bring / wear
  - Contact info
- Tap **"Reserve a spot"** or **"Register"** or **"Get Tickets"**



### Step 5: Book Your Ticket

- Choose the number of people attending and the type of ticket (e.g. If you need collecting or you'll meet at the work party location)
- Tap **"Register"**
- Fill in your name and email (if not already filled)
- Tap **"Register"**



EE WiFiCall 15:19 61%

← Checkout ×  
Time left 19:55

**Contact information**  
Required\*

First name\* Lesley Surname\* Hack

Email address\* hellohacks@icloud.com

☐ Keep me updated on more events and news from this event organiser.

☐ Send me emails about the best events happening nearby or online.

Fri, Sep 19 · 10:00 ⓘ £0.00

By selecting Register, I agree to the [Eventbrite Terms of Service](#)

Register

That's it! You're booked in.

### **Step 6: Check Your Email**

You'll receive a confirmation email from **Eventbrite** with all the event details.

You can also:

- Tap **Tickets** in the app to view your upcoming bookings
- Add the event to your phone calendar as a reminder

### **Need to Cancel?**

If you can't attend:

1. Go to **Tickets** in the Eventbrite app
2. Tap on the work party booking
3. Tap "**Cancel order**" or contact the organiser (email in the event info)

### **Data Protection & Safety**

- Your email is used to send your ticket and event updates
- Eventbrite is GDPR compliant
- You can unsubscribe from emails at any time if you get too many

Please see next page for How to use Eventbrite on your PC or Laptop

# Using Eventbrite on a PC or Laptop

## STEP 1: Find the work party you wish to attend

This can be found directly on the events page on our website here [Upcoming Work Parties](#) (click link and go to step 2) or on the weekly volunteer newsletter (see below)

Select the work party you wish to attend and click the “Find out more and let us know you’re coming” button

### Roving Volunteer Group - Oak Tree Farm

Friday 4th July, 10am to 3pm

This is a small work party for helping with critical jobs across the reserves. Meet with the Park Ranger Rosie Wilson for this practical conservation work party pulling Himalayan balsam, doc and thistle.

Find out more and let us know you're coming

See all upcoming volunteer opportunities

STEP 2 : Read the information about the work party and click any of the Book buttons.

### Roving Volunteer Group - Oak Tree Farm

Location: **Oak Tree Farm**, Oak Tree Farm Nature Reserve, Hope-under-Dinmore, Herefordshire, HR1 2NP

Volunteering Volunteering Himalayan balsam Oak Tree Farm Nature Reserve

Book

We will be pulling the Himalayan balsam, doc and thistle across the site.


#### Event details

Meeting point  
In the car park at Oak Tree Farm

View on What3Words  
[folk-workbook-loud](#)

Date  
Friday 4 July 2025

Time  
10:00am - 3:00pm



#### About the event

This is a small work party for helping with critical jobs across the reserves. Meet with the Park Ranger Rosie Wilson for this practical conservation work party pulling Himalayan balsam, doc and thistle. Please meet at 10am in the car park. Bring a packed lunch and wear sturdy footwear. Looking forward to meeting you!

**STEP 3:** This will take you to a booking page, simply select the number of places you would like and then click register (sometimes there will be different types of places to book, depending on if you need a pick up stop – select the type you need)

The screenshot shows the Eventbrite booking interface for an event titled "Roving Volunteer Group - Oak Tree Farm" on Friday, July 4, from 10am to 3pm BST. The main section is titled "Number of places" and shows a quantity of 1, with minus and plus buttons to adjust it. Below this, it says "Free" and "Sales end in an hour". At the bottom of this section is a "Register" button. To the right, an "Order summary" shows "1 x Number of places" for £0.00, with a "Total" of £0.00. A "Sales end soon" banner is at the bottom left. The Eventbrite logo and language settings (English (US)) are also visible.

**Step 4:** Enter your name and email address, and click register – That's it, all done!

The screenshot shows the Eventbrite checkout page. The title is "Checkout" with a back arrow and a timer showing "Time left 19:08". The "Contact information" section is highlighted with a red oval and contains four required fields: "First name", "Last name", "Email address", and "Confirm email". Below these fields are two checkboxes: "Keep me updated on more events and news from this event organizer." (checked) and "Send me emails about the best events happening nearby or online." (unchecked). A line of text states "By selecting Register, I agree to the [Eventbrite Terms of Service](#)". Below this is a "Register" button, also highlighted with a red oval. To the right, the "Order summary" shows the event details, "1 x Number of places" for £0.00, "Delivery 1 x eTicket" for £0.00, and a "Total" of £0.00. The Eventbrite logo is at the bottom left.