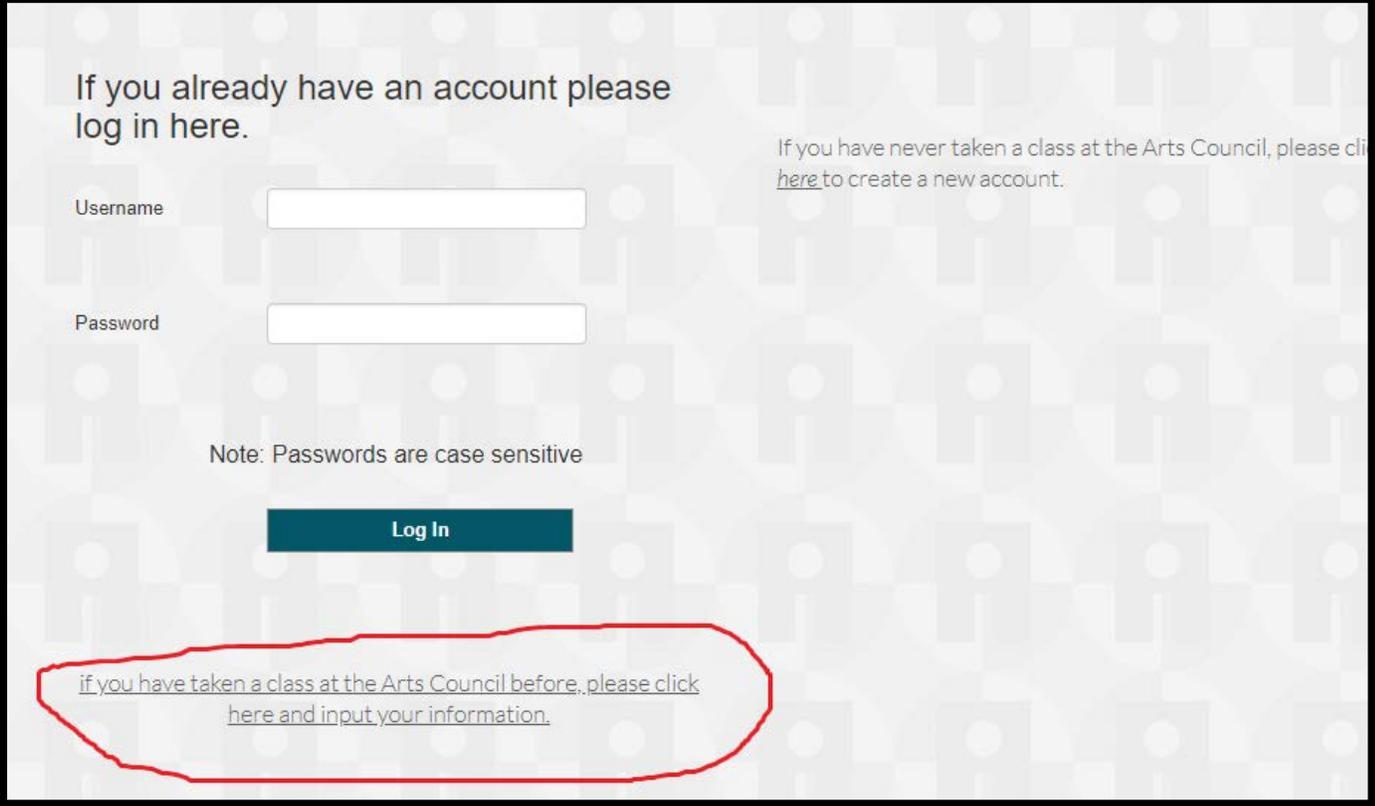


## Login Instructions:

### **IF: You are a previous patron/member-**

- a. click "if you have taken a class at the Arts Council before, please click here and input your information"



If you already have an account please log in here.

If you have never taken a class at the Arts Council, please click [here](#) to create a new account.

Username

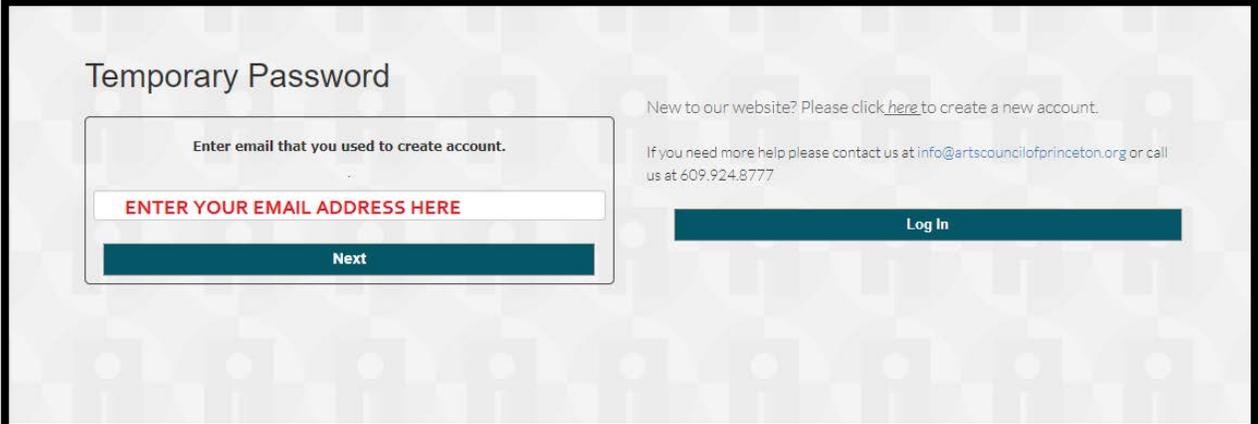
Password

Note: Passwords are case sensitive

[Log In](#)

[if you have taken a class at the Arts Council before, please click here and input your information.](#)

- b. Enter your email address, and click "Next". You will receive a temporary password



Temporary Password

New to our website? Please click [here](#) to create a new account.

If you need more help please contact us at [info@artscouncilofprinceton.org](mailto:info@artscouncilofprinceton.org) or call us at 609.924.8777

Enter email that you used to create account.

[Next](#)

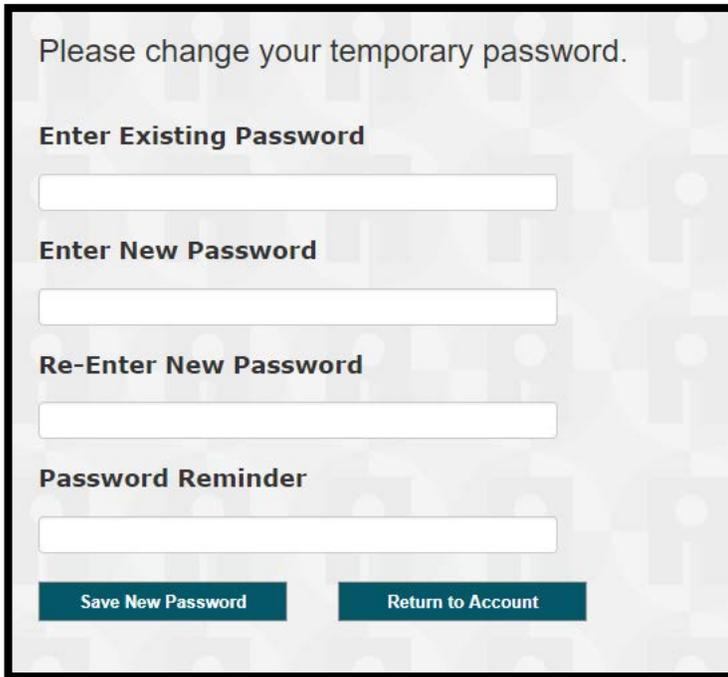
[Log In](#)

- c. If you are in our system under that email address, you will see this message below. Please click “Send Temporary Password”

- c.1. BUT if you see this message in the image below, you will need to create an account. Please skip to page 5 for creating a new account instructions.

- d. Once you get your temporary password emailed to you, click the “change password” link in the email. This link will take you back to the login screen. Use your email address as your username, and input the temporary password for your password.

- e. You will then see the screen below, input your temporary password into the “Enter Existing Password” box, and then create your own password and input into the “Enter New Password” boxes.



Please change your temporary password.

**Enter Existing Password**

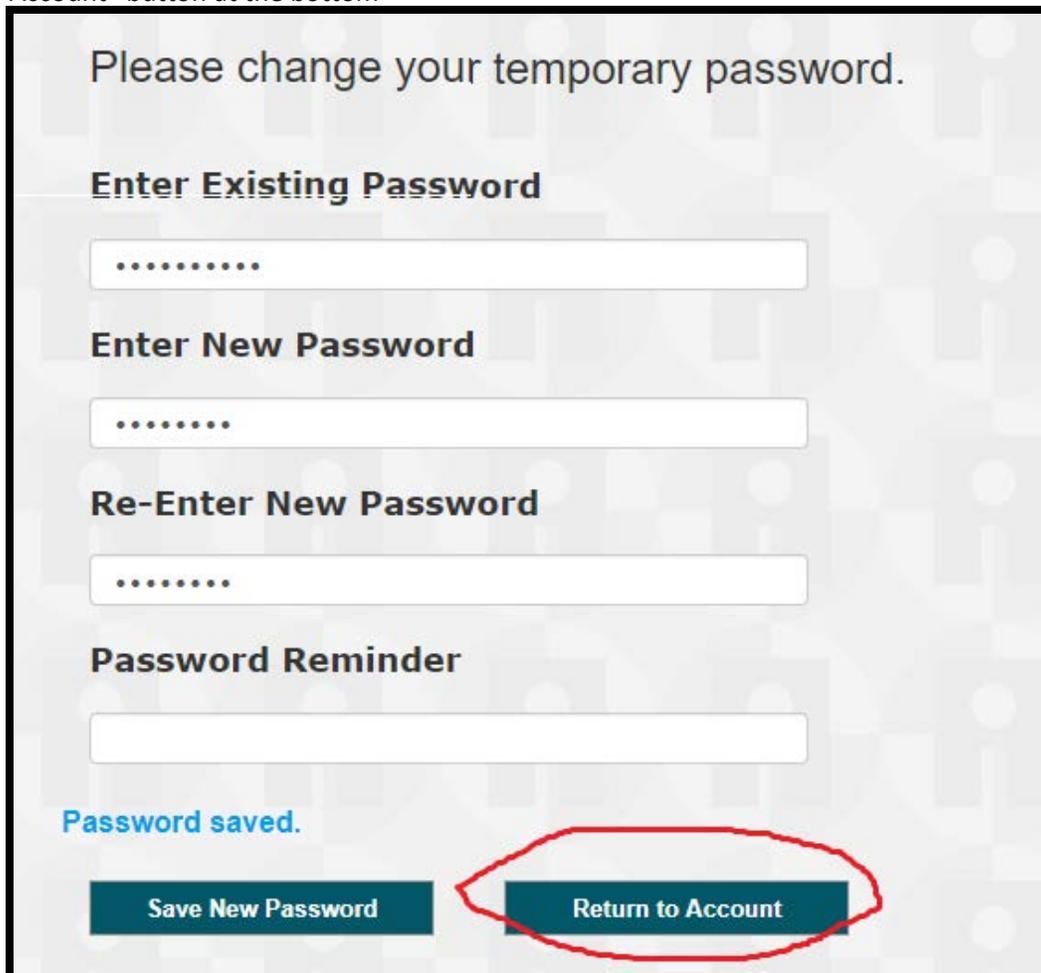
**Enter New Password**

**Re-Enter New Password**

**Password Reminder**

[Save New Password](#) [Return to Account](#)

- f. You should then see that it says “Password Saved”, once it says that, click the “Return to Account” button at the bottom



Please change your temporary password.

**Enter Existing Password**

**Enter New Password**

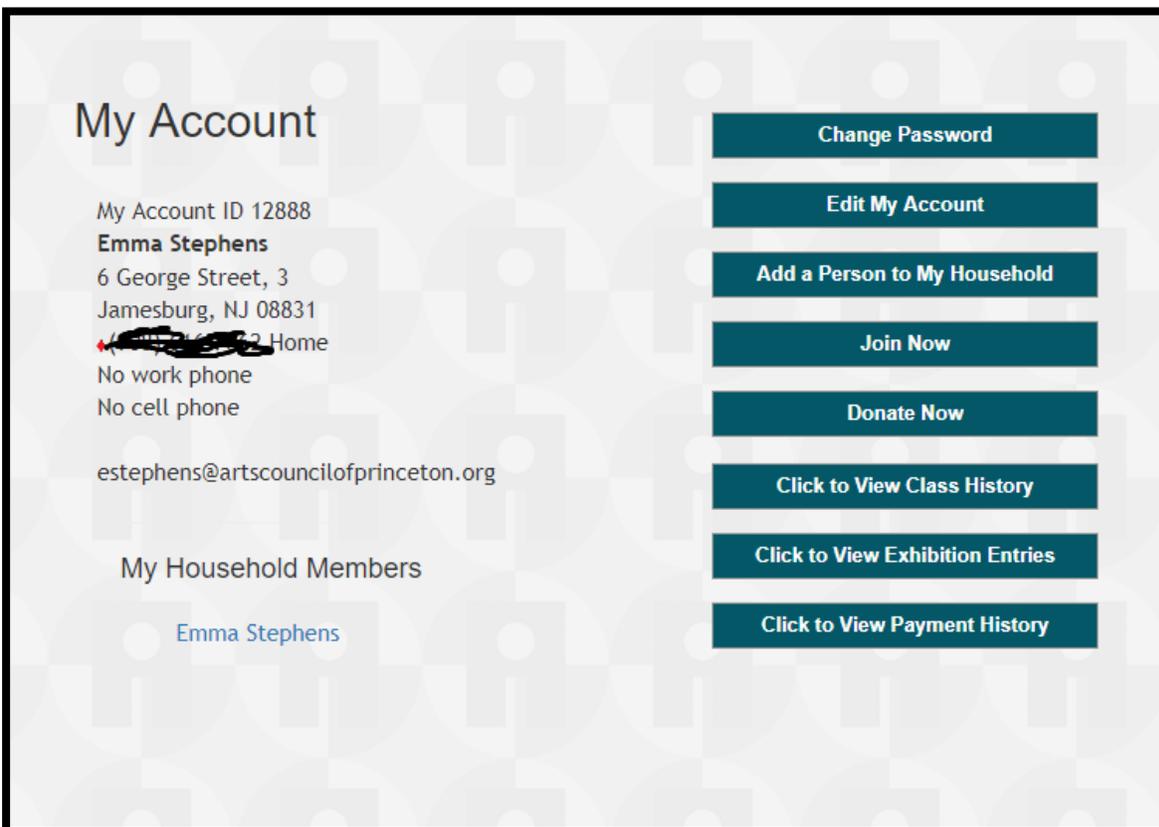
**Re-Enter New Password**

**Password Reminder**

**Password saved.**

[Save New Password](#) [Return to Account](#)

- g. You should then see this screen, which indicates that you have successfully accessed your account.



- h. You will now need to go back to the ticket page, which you can get to by using the link below (or through the main Dining by Design web page) \*skip to page 7 for ticket purchasing instructions <https://public.artscouncilofprinceton.org/public/events>

## CREATING AN ACCOUNT

- Click the “click [here](#)” link on the right side of your screen

If you already have an account please log in here.

If you have never taken a class at the Arts Council, please click [here](#) to create a new account.

Username

Password

Note: Passwords are case sensitive

[Log In](#)

- Fill out the information on the left side, then input a password, and hit “Create My Account” once you are done. [ It’s best to write down your login information for future transactions. Your username will always be your email address. ]

**Basic information:**

Email address\*

Home phone\*   
Enter all phone nos. without punctuation

Your user name is your primary email address and passwords must be at least 8 characters.

Username\*

Password\*

Repeat Password\*

**Personal information:**

Check if company account

First name\*

Last name\*

Work Phone

Cell Phone

Preferred phone

How did you find us?

Street Addr.\*

Suite, Apt, Etc.

City\*

Country

State/Prov\*

Zip\*

Type the code shown



Click [here](#) to see another image

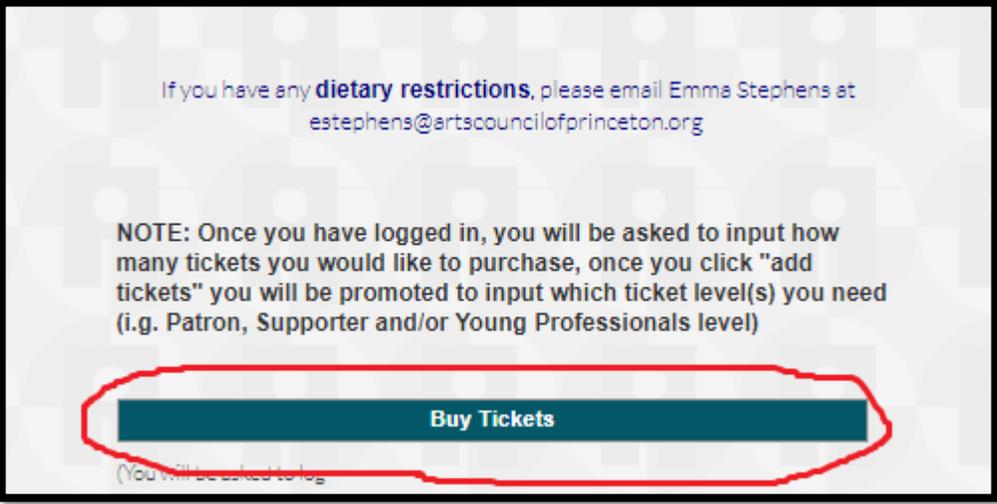
\*required field

[Create My Account](#)

- You now have an account and can purchase tickets. To purchase tickets to go: <https://public.artscouncilofprinceton.org/public/events> or follow the ticket links on the Dining by Design web page.
- For full instructions on purchasing tickets, go to next page

## PURCHASING TICKETS:

- A. To purchase tickets, click the “Buy Tickets” button at the bottom of the page.



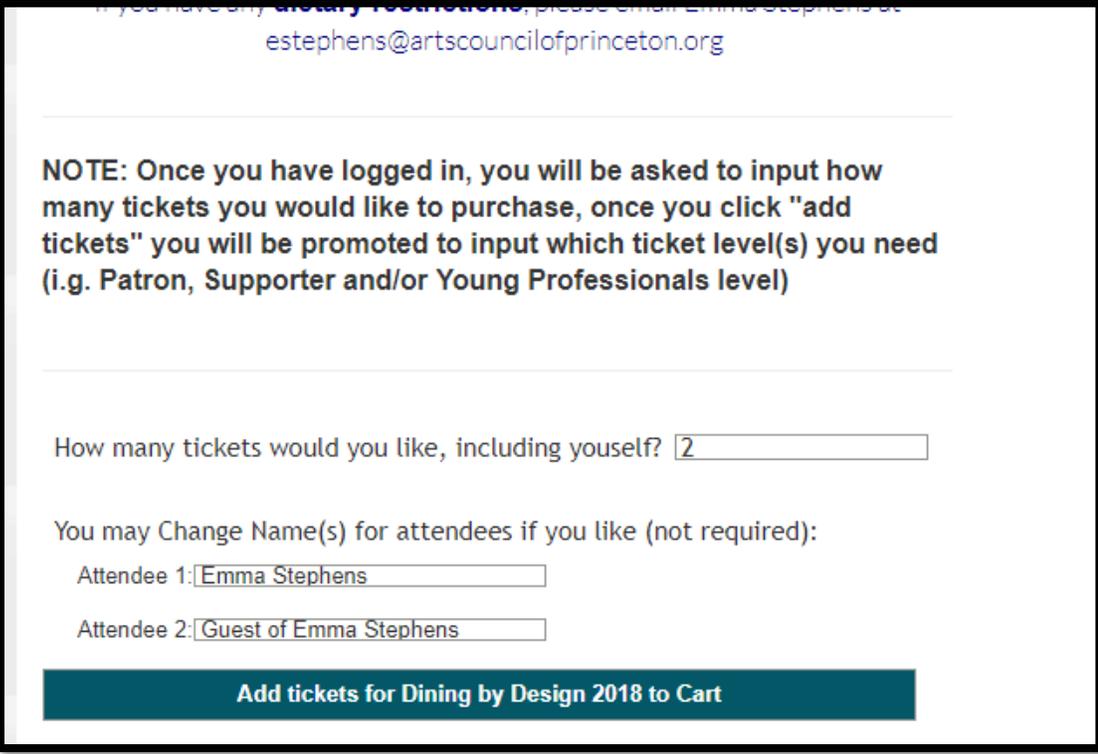
If you have any **dietary restrictions**, please email Emma Stephens at [estephens@artscouncilofprinceton.org](mailto:estephens@artscouncilofprinceton.org)

**NOTE: Once you have logged in, you will be asked to input how many tickets you would like to purchase, once you click "add tickets" you will be promoted to input which ticket level(s) you need (i.g. Patron, Supporter and/or Young Professionals level)**

**Buy Tickets**

(You will be asked to log

- B. Once you click “Buy Tickets” it will then give you the opportunity to input how many tickets you would like. Input that number, and if you know your guest(s) names, enter them now (otherwise you can keep it as “Guest of YOUR NAME”). Then click “add tickets for Dining by Design 2018 to Cart”



If you have any **dietary restrictions**, please email Emma Stephens at [estephens@artscouncilofprinceton.org](mailto:estephens@artscouncilofprinceton.org)

**NOTE: Once you have logged in, you will be asked to input how many tickets you would like to purchase, once you click "add tickets" you will be promoted to input which ticket level(s) you need (i.g. Patron, Supporter and/or Young Professionals level)**

How many tickets would you like, including yourself?

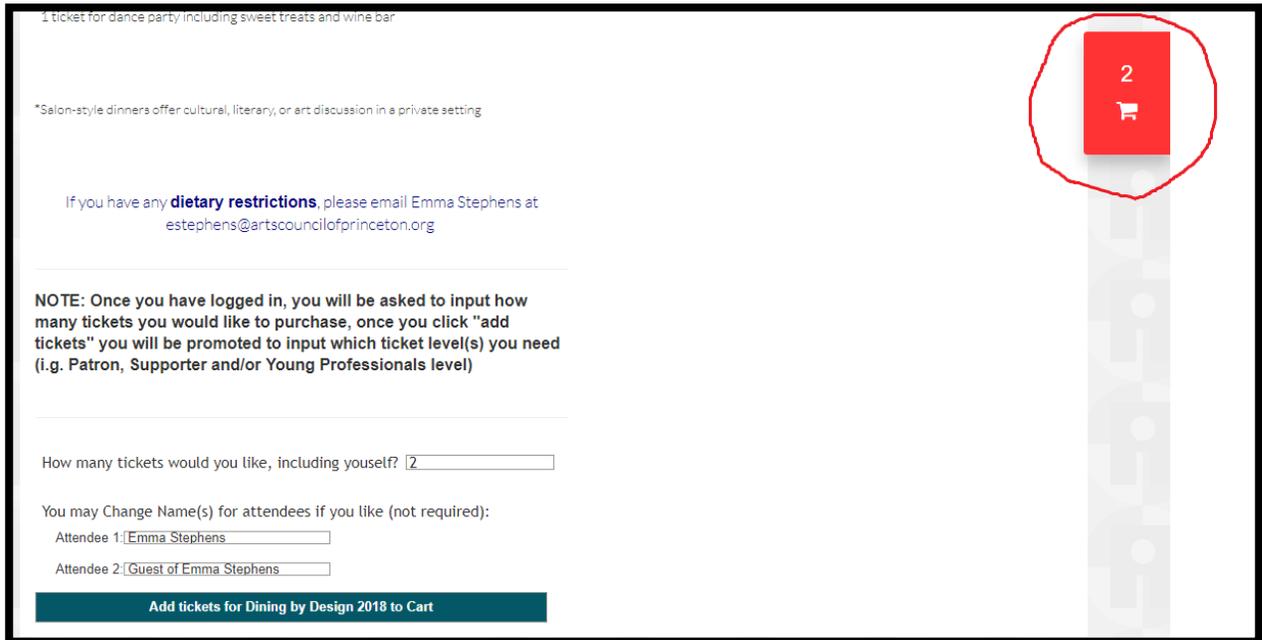
You may Change Name(s) for attendees if you like (not required):

Attendee 1:

Attendee 2:

**Add tickets for Dining by Design 2018 to Cart**

- C. You will then see a red checkout cart on the right side of your screen. Click on that once you are ready to check out



1 ticket for dance party including sweet treats and wine bar

\*Salon-style dinners offer cultural, literary, or art discussion in a private setting

If you have any **dietary restrictions**, please email Emma Stephens at [estephens@artscouncilofprinceton.org](mailto:estephens@artscouncilofprinceton.org)

**NOTE: Once you have logged in, you will be asked to input how many tickets you would like to purchase, once you click "add tickets" you will be promoted to input which ticket level(s) you need (i.g. Patron, Supporter and/or Young Professionals level)**

How many tickets would you like, including yourself?

You may Change Name(s) for attendees if you like (not required):

Attendee 1:

Attendee 2:

**Add tickets for Dining by Design 2018 to Cart**

2