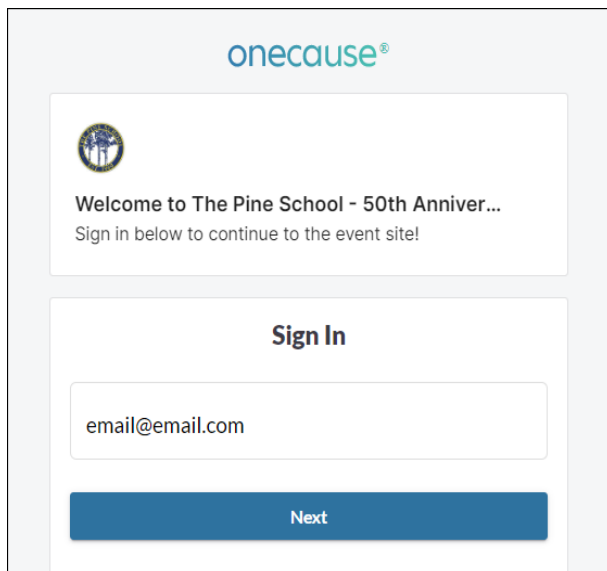



How to Manage Tickets for Your Sponsorship

1. When your sponsorship is added to OneCause and you are entered as the primary contact, you will receive a "Manage your tickets" email. Click the "Manage Tickets" button.
2. You will be taken to a OneCause Sign-In page. Enter the email address at which you received the OneCause email and click Next.
3. You will be prompted to enter a mobile phone number to receive a verification text. Click next.
4. When you receive the verification code, enter it into the Verify Number page. If you do not receive the text message or do not have access to your phone, wait five seconds and click "Having trouble receiving a code? Login with an email." This will give you the option to set or enter a password and log in with your email address.



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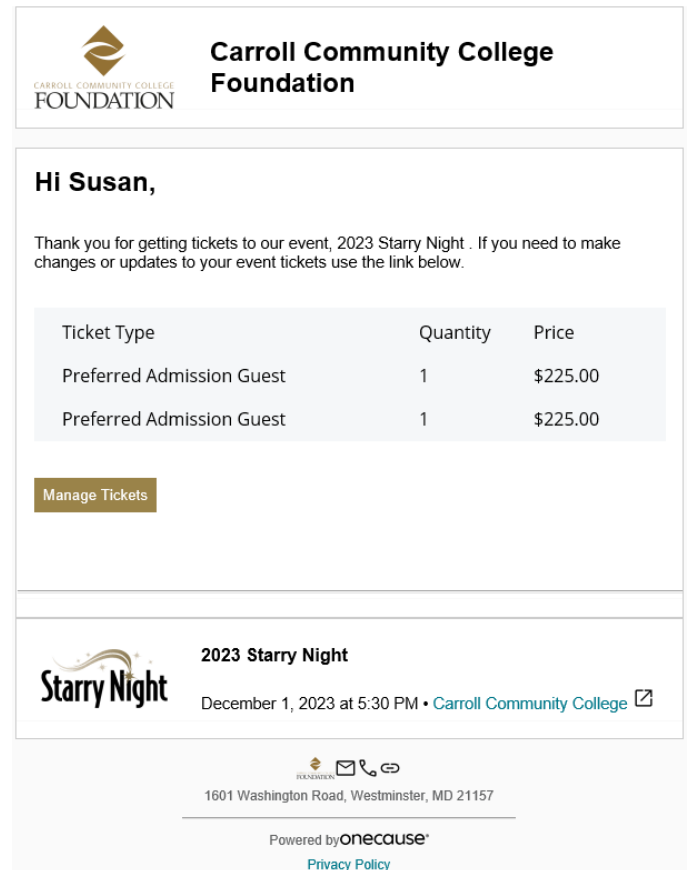
 Welcome to The Pine School - 50th Anniver...
Sign in below to continue to the event site!


Sign In

email@email.com

Next

5. Confirm your name, email, and phone number on the next page and click continue to access your account.





 **Carroll Community College Foundation**





Hi Susan,

Thank you for getting tickets to our event, 2023 Starry Night . If you need to make changes or updates to your event tickets use the link below.

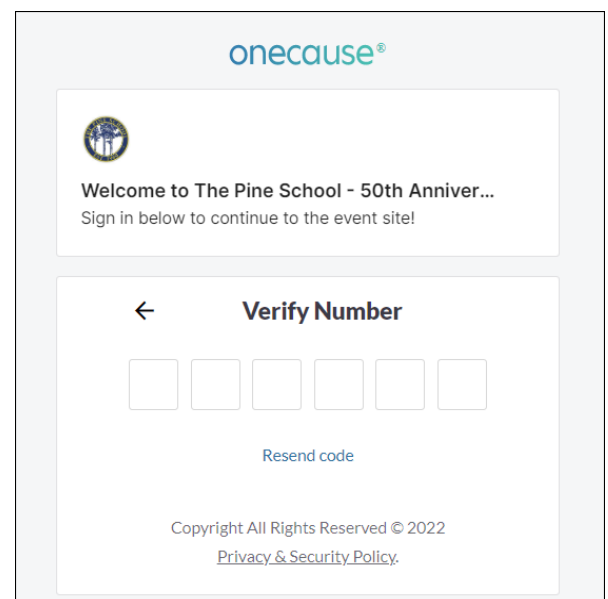
Ticket Type	Quantity	Price
Preferred Admission Guest	1	\$225.00
Preferred Admission Guest	1	\$225.00

[Manage Tickets](#)


 **2023 Starry Night**
December 1, 2023 at 5:30 PM • [Carroll Community College](#) 

   
1601 Washington Road, Westminster, MD 21157

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 Welcome to The Pine School - 50th Anniver...
Sign in below to continue to the event site!

Verify Number

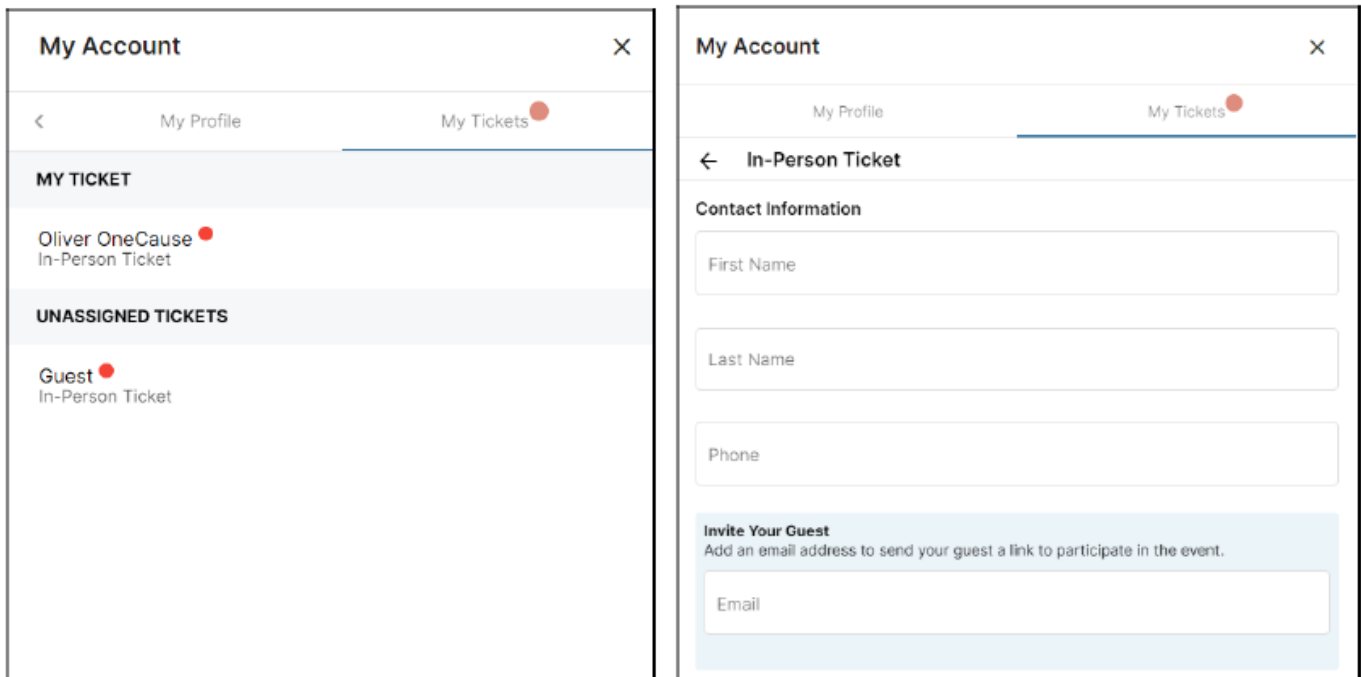
[Resend code](#)

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6. Within your account, click the 'My Tickets' tab to see a list of your sponsorship tickets. To assign a ticket, enter the guests' first names, last names, and email addresses. You may add the guests' mobile phone numbers or leave the field for the guests to complete.
7. If you provide email addresses, your guests will receive emails with a link to claim their tickets. This will allow the guests to set up their accounts to expedite check-in at the event and to participate in the live & silent auctions and more.

Note: Each guest must have a unique email address; the same email can not be assigned to more than one guest. Guests without an email address will not be able to complete the express check-in process but can be checked in manually at the event. Guests who claim tickets will be asked to enter a credit card number as a placeholder to participate in the live or silent auction. The card will not be charged without the guest's permission, and auction winners will have the option to pay by other methods if they so choose. Guests who do not wish to enter a credit card may X out of that option but will be unable to participate in the auction.

8. You may leave unknown guests as 'guest' until they are identified.
9. Click Save



10. If you need to change a named attendee on one or more of your sponsorship tickets, you may do so from the My Tickets Tab at any time before the event. For tickets already assigned to a guest, you can update their contact information, resend the email for them to claim their ticket, or transfer the ticket to another guest.

NOTE: You cannot transfer a ticket if the current ticket holder is the leading bidder on an auction item or has an unpaid purchase in their cart.

Please contact foundation@carrollcc.edu or 410-386-8150 if you have any questions.