



## INSTRUCTIONS

### HOW TO BUY A TICKET ONLINE

### LEPOINTDEVENTE.COM APPLICATION

- 1) Welcome to the [NAFR Outaouais 2023 Christmas Banquet event home page](#).
- 2) **IMPORTANT** - First, please select your seat(s) on the seating plan.
- 3) **To access the seating plan**, scroll down to see the entire floor plan on your screen.
- 4) **To select your seat(s)**, click once on one of the seats to enlarge the seating plan to view table and seat identification numbers. You can navigate the seating plan using your mouse.
- 5) **To reserve your seat(s)**, click on the seat in question and click on the "Confirm" button to save your choice.
- 6) If you wish to reserve another seat, proceed in the same way to reserve other seats.
- 7) **To correct or remove a seat selection**, simply click on the seat in question. The total to be paid should also be automatically adjusted downwards.
- 8) **BEFORE ORDERING**, please take a few moments to familiarize yourself with the contents of the following information capsules:
  - Event details
  - Site access
  - Parking information
  - How to contact us
- 9) **TO COMPLETE YOUR ONLINE PURCHASE**, click on the black button "**Proceed to Checkout**".
- 10) You can view the details of your order to confirm the amount to be paid and your choice of seats.
- 11) You must now complete the mandatory information, including your NAFR membership number or - if you are a non-member - the number of the member who invited you.
- 12) **PLEASE NOTE:** The "participant number" on the left corresponds to the order in which the assigned seats are identified on the screen (see Tickets section).
- 13) Be sure to fill in all mandatory information (marked with a red asterisk) for each participant, including the credit card information used to purchase the ticket(s).
- 14) Once you have completed your banking information, select the black "**Confirm**" button at the bottom of the page to complete your online purchase.