



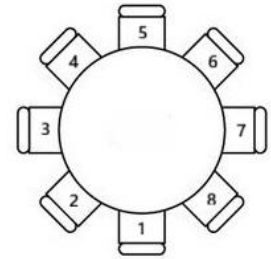
HOW TO PURCHASE A TICKET ONLINE POINT OF SALE WEBSITE

SEAT SELECTION

NOTE: *The purchase of a membership ticket requires the buyer to have a valid NAFR membership. If a discrepancy is detected during our verification, the buyer will be contacted to rectify the situation.*

1. On the [event welcome page](#), scroll down to see the entire seating plan. To select one or more seats, click once in the seating plan to navigate with your mouse to the table of your choice. The **red dots** indicate available seats.

NEW THIS YEAR! We have reserved a table for individuals attending the banquet alone who would like to join others who are also solo. Would you be interested in joining this table? Please contact our organizer (sec-ca@anrf-outaouais.ca) first so they can help you choose your seat and guide you through the ticket purchasing process. Each table has 8 numbered seats (from left to right), with seat no. 1 facing the front stage as per the adjoining seating diagram.



2. To reserve a seat, click on the desired seat. Proceed in the same way to reserve another seat. If reserving several seats at the same time, it is strongly suggested that you write down the order in which you reserve your seats. This list will facilitate the process of identifying the personal choices (meal, welcome wine and allergies) for each attendee.
3. If you wish to correct or remove an incorrect seat selection, simply click on the seat in question and the seat reservation will be automatically cancelled. The total to be paid will automatically be adjusted downwards.

BEFORE ORDERING, please familiarize yourself with the content of the following information capsules:

- Event details
- How to get there
- Parking information
- How to contact us

TO COMPLETE YOUR ONLINE PURCHASE

4. Click on the black **"Place my order"** button to view your order and confirm the amount to be paid and your choice of seats.
5. Please complete the mandatory information, including your NAFR membership number. For a non-member, please provide the member's number who invited you.

PLEASE NOTE: The **"attendee number"** corresponds to the order in which the seats have been selected in the seating plan.

6. Be sure to fill in all mandatory information (marked with a red asterisk) for each attendee, including the credit card information used to purchase the ticket(s).
7. Once you've completed your banking information, select the black **"Confirm"** button at the bottom of the page to complete your online purchase.
8. **Finally, please note that the organizer reserves the right, if necessary, to reassign your seat selection in order to consolidate incomplete tables. We will notify you if this is the case.**