



How do I add more tickets to my booking?

So you want to add more tickets to your Village event booking... great news, the more the merrier we say!

Here is a quick 'How To' guide on how to add more tickets to your booking

1. Open the confirmation email that you received after making your first booking and click the link to log in to your account. The link will be within the bullet point that says, 'You can log in to your account any time [here](#) to view your booking and make a payment.'
2. Enter the username and password that you set when you first registered
3. Once you have logged in, you will see your booking details. Example below:

Home My Registration Change Password Logout

Registration #74496 Summary

Tickets

TICKET	ATTENDEE
Christmas Party Ticket	Frankie Wateridge
Christmas Party Ticket	Edit
Christmas Party Ticket	Edit
Christmas Party Ticket	Edit

Statement

TYPE	REFERENCE	CREATED	STATUS	CREDIT	DEBIT	OWING		
Invoice	1105795	10/05/2023	Not Paid		£160	£0	View	Pay
						£160.00		

[Cancel Registration](#)

Home Create Your Own Event with

4. Select the **Home** button in the top left of your screen, above Registration #
5. Select the tickets you would like to add, in the same way that you did for your first booking

- Once you have selected the number of tickets you would like, re-enter your name and email address and hit the blue button **Book**

Party Night Ticket with 1/2 Bottle of House Prosecco £57.50 2

Joiner Christmas Party Night ticket includes 3-Course set festive menu and 1/2 bottle of house Prosecco with live entertainment from our interactive DJ. Bar opens 7pm til late. Guests seated by 8pm. Over 18's only.

FIRST NAME *

LAST NAME *

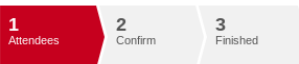
EMAIL *

Book

- Enter your login details once more and press the blue button **Submit**
- You will see this screen:

Event Registration

Use this toolbar to track your progress



Attendee Information

Please confirm your details & click 'Edit' to make changes and/or add details of additional attendees.

TICKET	NAME	EMAIL	
Party Night Ticket with 1/2 Bottle of House Prosecco	-	-	Add
Party Night Ticket with 1/2 Bottle of House Prosecco	-	-	Add

Next or Start Over

- If you wish, you can select the blue **Add** button and enter the new guest details including any dietary requirements. Then press **Save**

Event Registration

Use this toolbar to track your progress



Attendee Information

SECONDARY EMAILS

FIRST NAME *

LAST NAME *

EMAIL

PHONE NO

DIETARY REQUIREMENTS

- Vegetarian
- Vegan
- Gluten Free
- Nut Allergy
- Other

Save or Cancel

10. This will return you to the previous page and you can repeat the process with any other guests

Event Registration

Use this toolbar to track your progress



Attendee Information

Please confirm your details & click 'Edit' to make changes and/or add details of additional attendees.

TICKET	NAME	EMAIL	
Christmas Party Ticket	Natasha Godfrey	-	Edit
Christmas Party Ticket	-	-	Add

[Next >](#) or [Start Over](#)

Note: This step is not essential. If you would prefer to omit the guest details then just press the blue button **Next**. This will take you to your registration summary.

Use this toolbar to track your progress



Registration Summary

Your Contact Details

NAME	EMAIL	PHONE
Frankie Wateridge	example@gmail.com	01234567890

Attendees

NAME	EMAIL	PHONE
Natasha Godfrey		

Tickets

TICKET	ATTENDEE	AMOUNT
Christmas Party Ticket	Natasha Godfrey	£40.00
Christmas Party Ticket		£40.00
		Deposit £20.00
		Balance £60.00
		Total £80.00
		Total (exc. VAT): £66.66
		VAT Total: £13.34
		Total (inc. VAT) £80.00

The above example shows that 1x guest details have been entered and 1x have not.

11. Review that the details are correct and add your billing address and payment method
12. Tick to confirm that you agree to the T&Cs and whether you would like to be sent marketing communications by email. Press the blue button **Next**

Billing Address:

LINE 1 *

LINE 2

LINE 3

LINE 4

CITY *

COUNTRY *

STATE *

POSTAL CODE *

PAYMENT METHOD *

Note: Surcharges may apply for Credit Card.

I have read and agree to the [Terms & Conditions](#). *

Yes, I would like to be sent marketing communications by email. *

Next > or Back

13. Enter your payment details to pay the deposit and click the blue button **Complete Registration**. You will then be taken to a confirmation page in addition to receiving another confirmation email.

Thank you for booking your event with us.

We can't wait to party with you!

Your confirmation number is 74502.

We have received your non-refundable deposit payment, and your final balance of £60.00 is due no later than 31st October 2023.

You can view the invoice for your registration [here](#), and make payments by logging into your booking.

Note: Your registration is at risk of being cancelled until payment is confirmed.

You can login [here](#) to view your registration.

If you have forgotten your password or don't have one yet, we can create a new one for you [here](#).

Click [here](#) to add our event to your calendar.

Should you have any questions please view our [Christmas Information](#) page for more information.

We really hope this is useful when adding tickets to your booking. If you do happen to stumble across any issues, please email tributes@village-hotels.com or christmas@village-hotels.com with the event date and hotel location, and we will be happy to help you.