

Background

Kintbury Table Tennis Cluc (KTTC) will be using Eventbrite for booking Thursday evening practice session spots and tables for home matches from 1st May 2025. From 1st May.

The current spreadsheet will be decommissioned after the practice session on 24th April 2025. The switch to Eventbrite will:

- Enable bookings to be made via a browser from any type of device;
- Provide a more secure and robust booking platform;
- Allow you to register on a waitlist if a session is full;
- Allow you to book spots or tables well in advance.

There are benefits to the club because it will make some of the background administration tasks less time intensive.

Link to Book

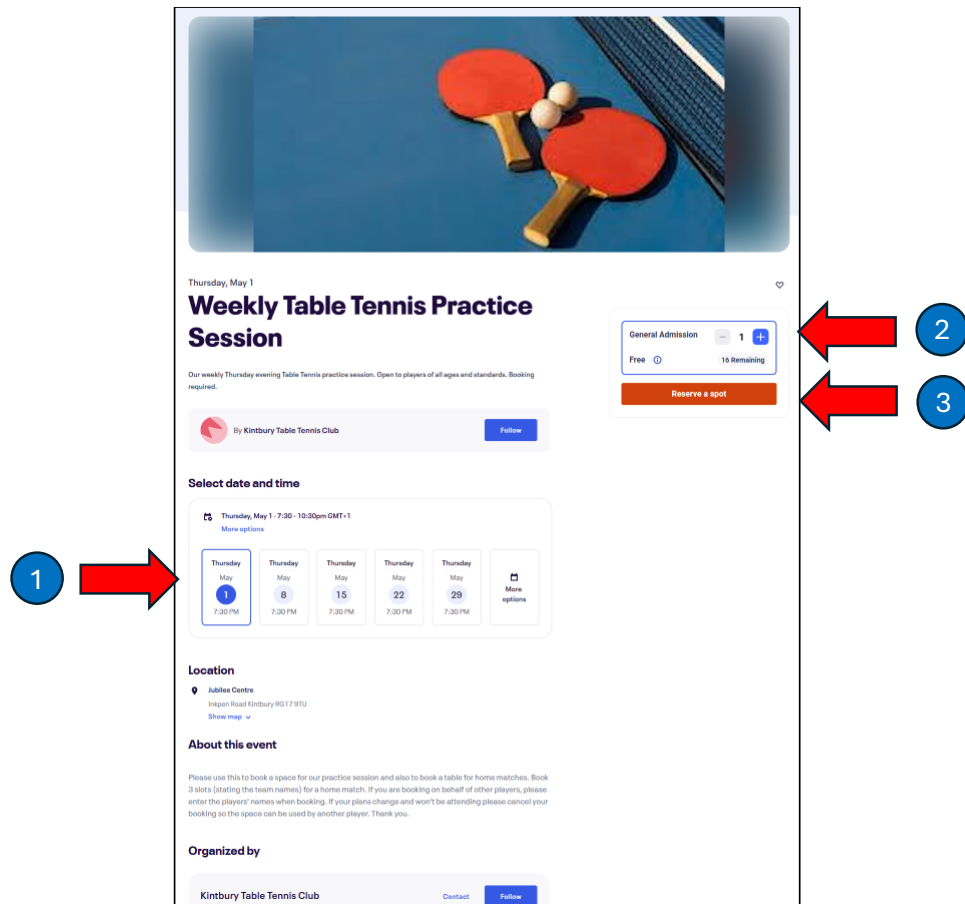
The link to the event for booking practice session spots or tables for home matches is as below:

https://KTTC_Thursday_Practice.eventbrite.co.uk

Please bookmark or save the above link because it will be used for booking for future Thursday evenings (practice spots and table for home matches).

Making A Booking

Using the booking link will take you the main booking page which will look similar to the screenshot below. The appearance will vary depending on the device and browser used but it will have the same functionality.



To make a booking, with reference to the arrowed sections:

1. Select the date you want to book for. We have set it up to enable you to book for future events well in advance.
2. Set the number of spots you want to book for the selected date.
 - a. You can book on behalf of other players.
 - b. You can book for multiple players for practice spots, but all the players will be on the same booking and if the booking is cancelled all players will be removed from the event.
 - c. If you are booking a table for a home match, select **3 spots**.
 - d. You can see how many spots are still available.
3. When you have selected the date and number of spots, click **Reserve a spot**.

Practice Session and Match Table Bookings

This will take you to the screen to enter contact information, similar to below.

The screenshot shows the Eventbrite checkout page. On the left, under the heading 'Contact information', there are fields for 'First name*' (containing 'Ian'), 'Last name*' (containing 'Wu'), 'Email address*' (containing 'ian.wu@wu-home.co.uk'), and 'Confirm email*' (containing 'ian.wu@wu-home.co.uk'). Below these are two checkboxes: 'Keep me updated on more events and news from this event organizer.' and 'Send me emails about the best events happening nearby or online.' At the bottom of this section is a 'Register' button. On the right, under the heading 'Order summary', there is a table showing the booking details. A red arrow points to the 'Order summary' section, and another red arrow points to the 'Register' button. The page is titled 'Checkout' and shows a 'Time left 19:24'.

1. First name*

2. Email address*

3. Order summary

4. Register

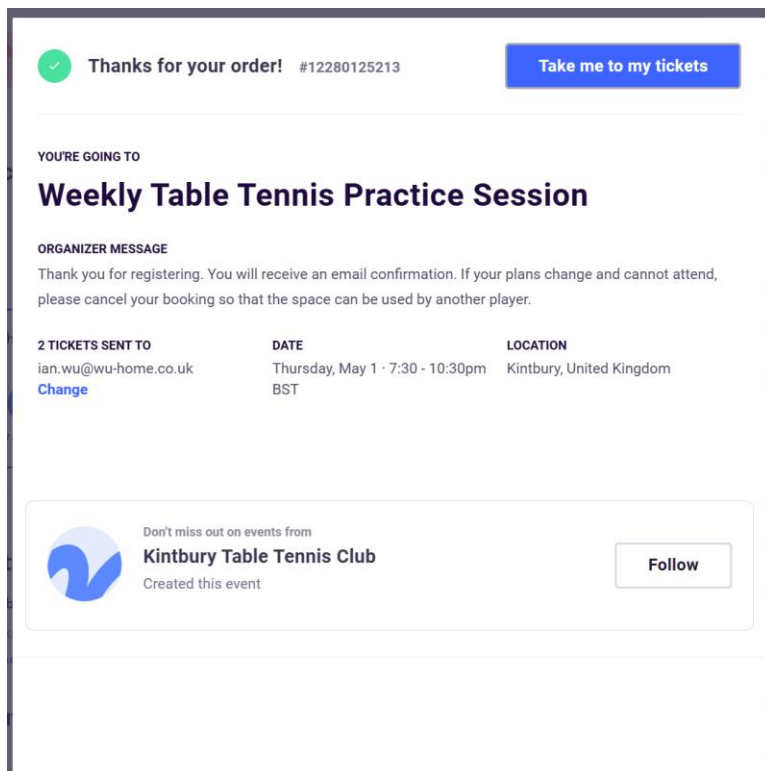
Order summary	
Thursday, May 1 - 7:30 - 10:30pm BST	
2 x General Admission	£0.00
Delivery	£0.00
2 x eTicket	
Total	£0.00

1. If you have an Eventbrite account you can login and continue the booking process. You do not need an Eventbrite account to book, but it can make the booking process quicker and easier to complete if you do.
2. If you are not using an Eventbrite account, enter your name and email address. The email address needs to be correctly entered because confirmation and billing information will be sent to the email address entered.
3. Check that you are booking for the correct event and number of spots.
4. Click **Register**.

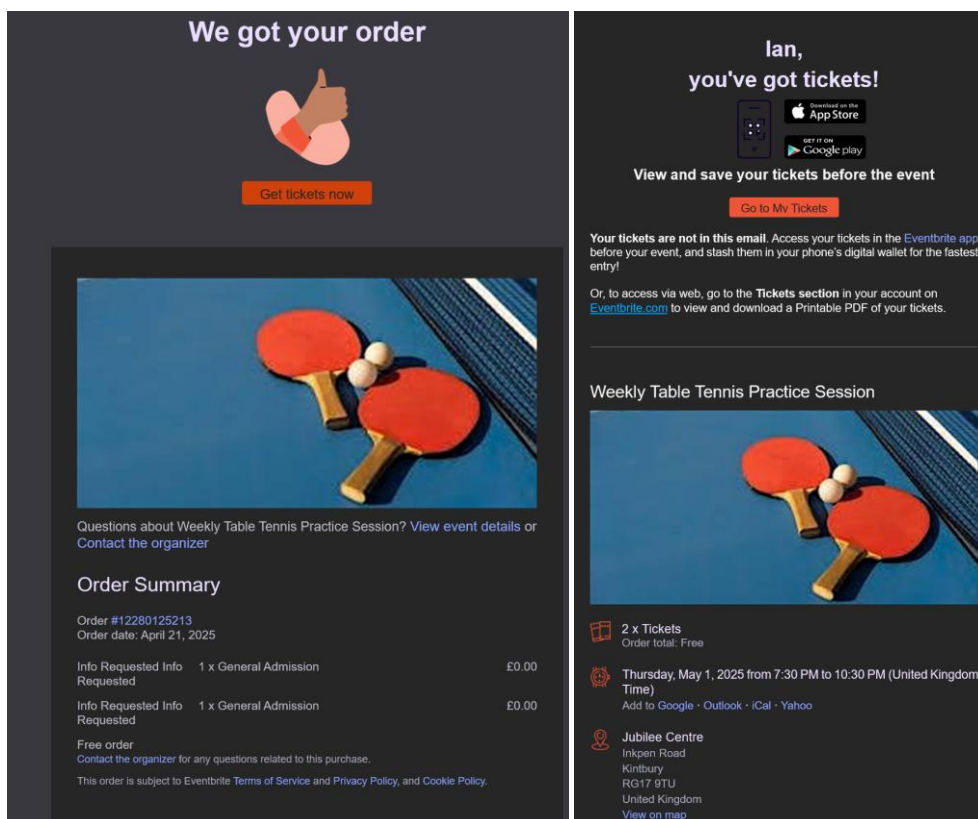
(continued on next page)

Practice Session and Match Table Bookings

You will receive a confirmation screen similar to the one below.



Email confirmations like the ones below will be sent to the email address used in the ordering process.



(continued on next page)

Booking Tables for Home Matches

It is the responsibility of team captains to book tables for home matches for the league and cup competitions. The booking process is the same as for practice sessions, except that you should book 3 spots for a home match.

When you get to the contact information screen, instead for entering players' names you should enter match details like the example below.

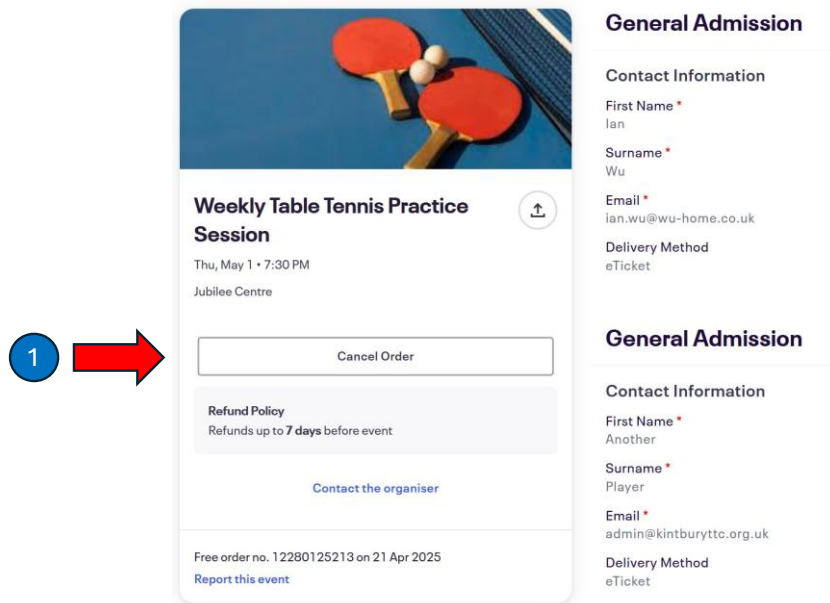
The screenshot shows a web form for booking three tickets. The form is divided into three sections, each for a ticket. The first section is titled 'Ticket 1 · General Admission'. It has a checkbox labeled 'Copy buyer information' which is unchecked. Below this are three input fields: 'First name*' with the value 'Kippers v', 'Last name*' with the value 'Dragons', and 'Email address*' with the value 'admin@kintburytc.org.uk'. A red arrow points to the 'First name' field, and a blue circle with the number '1' is next to it. A second red arrow points to the 'Last name' field, and a blue circle with the number '2' is next to it. The second section is titled 'Ticket 2 · General Admission'. It has a dropdown menu labeled 'Copy data from' with the value 'Ticket 1 · General Admission'. Below this are three input fields: 'First name*' with the value 'Kippers v', 'Last name*' with the value 'Dragons', and 'Email address*' with the value 'admin@kintburytc.org.uk'. A red arrow points to the dropdown menu, and a blue circle with the number '3' is next to it. The third section is titled 'Ticket 3 · General Admission'. It has a dropdown menu labeled 'Copy data from' with the value 'Ticket 1 · General Admission'. Below this are three input fields: 'First name*' with the value 'Kippers v', 'Last name*' with the value 'Dragons', and 'Email address*' with the value 'admin@kintburytc.org.uk'. A red arrow points to the dropdown menu, and a blue circle with the number '3' is next to it.

1. Untick the box which uses the buyer information.
2. Enter the match teams in place of the First name and Last name, e.g. the example shown is for a Kippers v Dragons match.
 - a. First name = "Kippers v"
 - b. Last name = "Dragons"
3. For spots 2 and 3 select Copy data from Ticket 1 using the drop down

Cancelling A Booking

If you need to cancel a booking, either login to your Eventbrite account and select the ticket or use the **Go to My Tickets** button in your confirmation email.

This will display your ticket and you can click the **Cancel Order** button to cancel.



You will receive an email confirmation of the cancellation.

IMPORTANT: If you don't cancel the order, there is a risk that you will still be charged for the booking even if you do not attend. Also, if you don't cancel the booking it means that you spots are not available to be booked by other players.

Event Attendees

A listing of bookings for the next 4 sessions is published at the links below. This is for information only. You cannot make, amend or delete bookings using this link. That has to be done using the Eventbrite system.

[KTTC Bookings-1.jpg](#) for a JPEG version

This information is updated periodically, so it may take a while before recent bookings are listed here. If you have received the confirmation emails for your booking, then the booking is confirmed. An example is shown below:

Kintbury Table Tennis Club - Practice Session Bookings

	24 Apr	01 May	08 May	15 May
1		Ian Wu	Kippers v Dragons	
2		Another Player	Kippers v Dragons	
3			Kippers v Dragons	
4				
5				
6				
7				
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Billing

You might have noticed that all the events are configured as “Free”. This is because the arrangement for billing will remain largely as is, i.e. we will invoice you for bookings on a monthly basis at the currently applicable charge (£4 for practice spots, £5 per player per match for all matches, home and away). This way:

- There is no need to pay in advance;
- The club will not have to pay commission to Eventbrite.

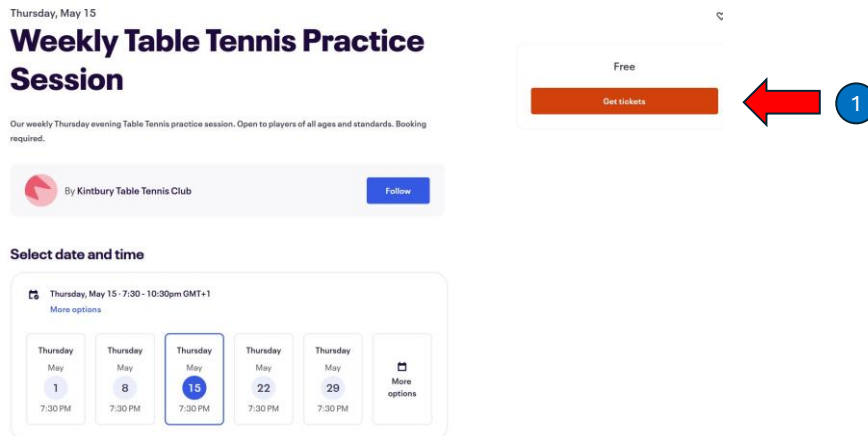
Charges for practice session slots will be billed based on the information reported by Eventbrite for all bookings except home match table bookings.

All match fees will continue to be charged based on the results published on the NDTTA website.

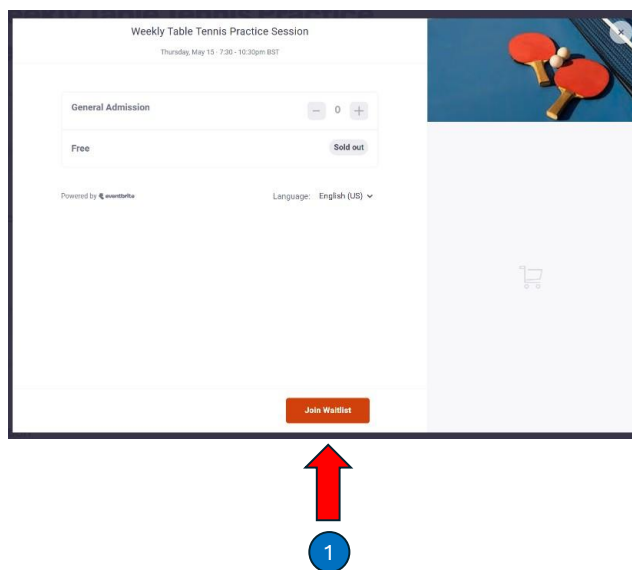
Registering on a Waitlist

If an event is full, you will see that there is no option to select the number of spots and there is no listing of the number of remaining spots.

If you click on the **Get tickets** button, you can register to be added to the Waitlist.



You will see the following screen and can click on the **Join waitlist** button.



Practice Session and Match Table Bookings

On the next screen, enter your contact details and click on the **Join waitlist** button.

The screenshot shows a mobile app interface for a 'Weekly Table Tennis Practice Session' on Thursday, May 15, from 7:30 to 10:30pm BST. The page includes a terms and conditions section, a contact information form, and an order summary. A blue circle with the number '1' and a red arrow points to the 'Email' field, which contains 'ian.wu@wu-home.co.uk'. A blue circle with the number '2' and a red arrow points to the 'Join Waitlist' button at the bottom center. The order summary on the right shows '1 x Waitlist Entry' for £0.00 and a 'Total' of £0.00. The page is powered by Eventbrite.

Weekly Table Tennis Practice Session
Thursday, May 15 - 7:30 - 10:30pm BST

By clicking "Join Waitlist", I accept the [Terms of Service](#) and have read the [Privacy Policy](#). I agree that Eventbrite may [share my information](#) with the event organizer.

Contact Information

First Name *
Ian

Last Name *
Wu

Email *
ian.wu@wu-home.co.uk

Confirm email *
ian.wu@wu-home.co.uk

Ticket availability is determined by the event organizer. Being added to the waitlist does not guarantee that you will be able to purchase a ticket in the future. Each waitlist entry only allows you to purchase an individual ticket when the event organizer releases the ticket.

Powered by eventbrite

Order summary

1 x Waitlist Entry	£0.00
Total	£0.00

Join Waitlist

You will receive an email confirmation that you are on the waitlist. If spots become available you will be notified with instructions on how to book.