

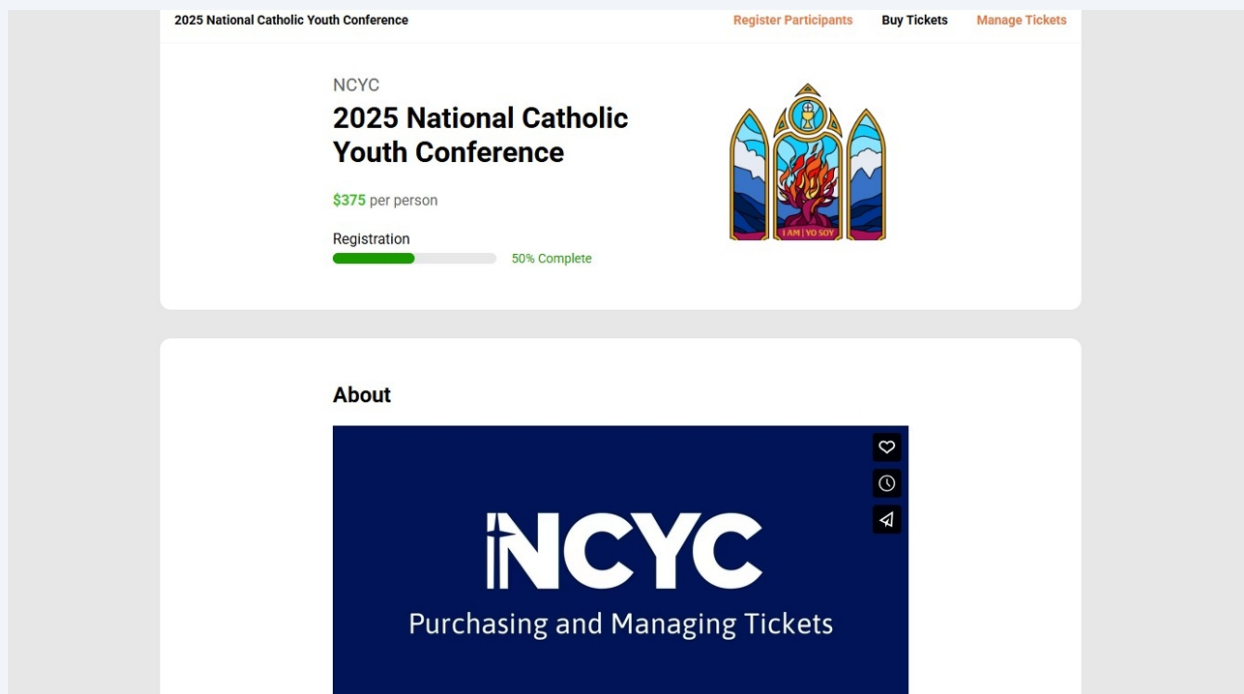
# How To Send Tickets To Parent/Guardian or Adult Chaperones

1

Check your email for a message from NFCYM. The subject will be "You've received Tickets for 2025 National Catholic Youth Conference!" Within that email, click the "View" button to begin the process.

2

Navigate to <https://nfcym.leadlms.com/register/group/437>

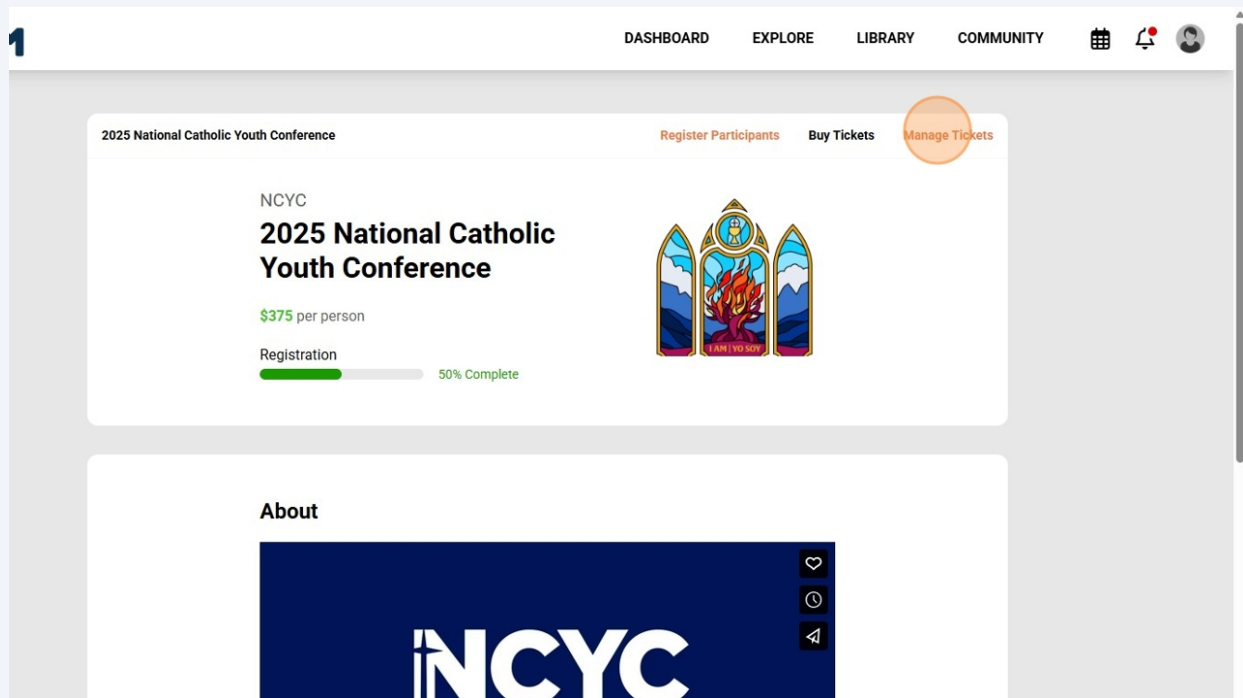


3

Click "Create an Account" or "Sign In", as applicable

4

Click "Manage Tickets" and scroll to heading with your parish/group name



As soon as you complete the steps below, your parents/guardians/adult chaperones will receive an email from NFCYM to complete the registration information. Before assigning these tickets, please ensure they have received the registration how-to guide to complete the information for themselves or any child/ren attending.

## 5 Click "Send Tickets"

The screenshot shows a dashboard with a top navigation bar containing 'DASHBOARD', 'EXPLORE', 'LIBRARY', and 'COMMUNITY'. A sidebar on the left has a '1' icon. A warning message at the top states: 'will only be prepared for the participant and they alone will be admitted to the event. Parents attending NCYC will need to be the participant on their own ticket in order to attend with their child.' Below this, a section titled 'Team test (8)' contains a search bar, a filter icon, and two buttons: 'RELEASE TICKETS' and 'SEND TICKETS'. The 'SEND TICKETS' button is circled in orange. Below the buttons is a table with the following data:

Ticket ID	Previous Holder	Current Holder	Participant	Registration Progress
144	Trevor Pullinger	Colleen Darland	—	0%
1053	Trevor Pullinger	Colleen Darland	—	0%
1054	Trevor Pullinger	Colleen Darland	—	0%
1055	Trevor Pullinger	Colleen Darland	—	0%

## 6 Enter the information for the first recipient. This must only be a parent/guardian or adult participant.

The screenshot shows the same dashboard as before, but with the 'Send Tickets' modal open. The modal has a title 'Send Tickets' and a subtitle 'Give tickets to others so they can add participants.' It contains four input fields: 'Recipient First Name' (circled in orange), 'Recipient Last Name', 'Recipient Email', and 'Quantity - Max: 8'. Each field has a '\*' Required label below it. At the bottom of the modal are 'CANCEL' and 'SUBMIT' buttons. In the background, the 'SEND TICKETS' button on the dashboard is also circled in orange. A desktop app notification is visible in the top right corner.



For households with multiple people attending, you may send multiple tickets to the primary parent/guardian, e.g. mom and 2 children are attending, send mom 3 tickets.

7

Click "Submit"

The screenshot shows a 'Send Tickets' modal form. The background is a dashboard with a table of tickets and a 'Registration Progress' section. The modal form has the following fields:

- Recipient First Name** (Required)
- Recipient Last Name** (Required)
- Recipient Email** (Required)
- Quantity - Max: 8** (Required, with a value of 1 entered)

At the bottom of the modal are two buttons: **CANCEL** and **SUBMIT**. The **SUBMIT** button is highlighted with an orange circle. The background table shows ticket IDs 144, 1053, 1054, 1055, 1056, 1057, and 1058, with names Trevor Pullinger and Colleen Darland, and a registration progress of 0%.

8

Repeat steps 5-7 until all tickets are assigned.

9

You may return to this dashboard any time to review the registration progress for your families and chaperones.