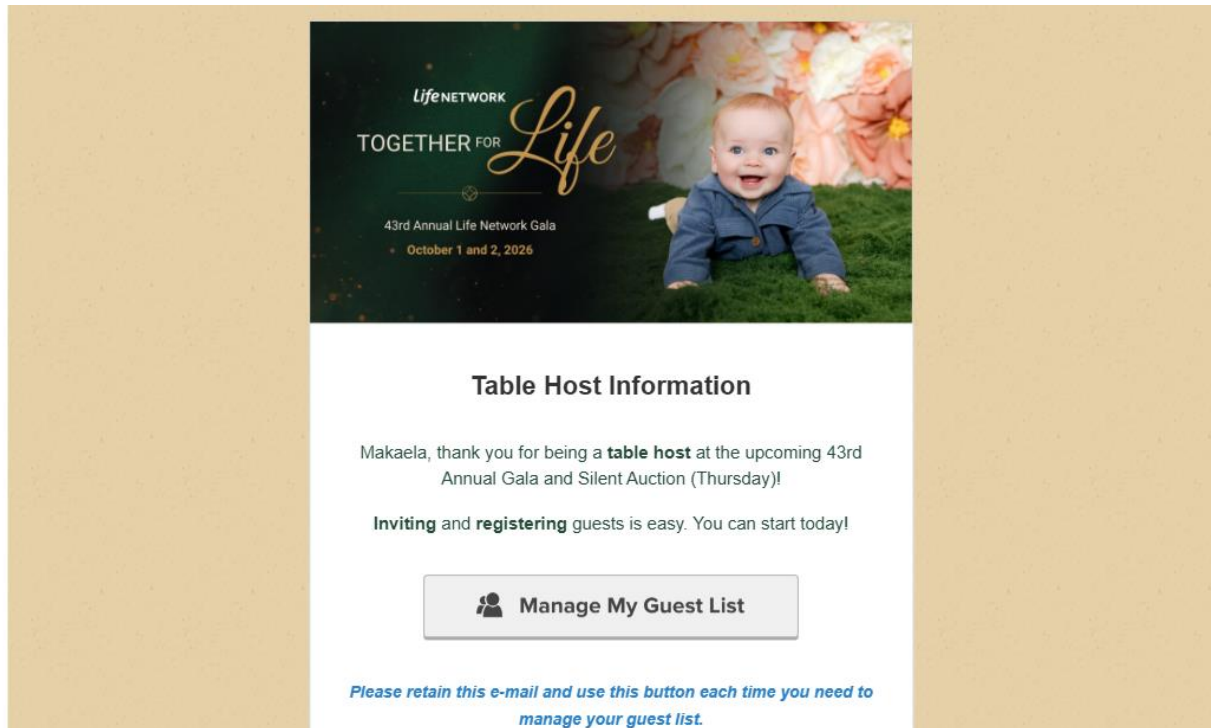


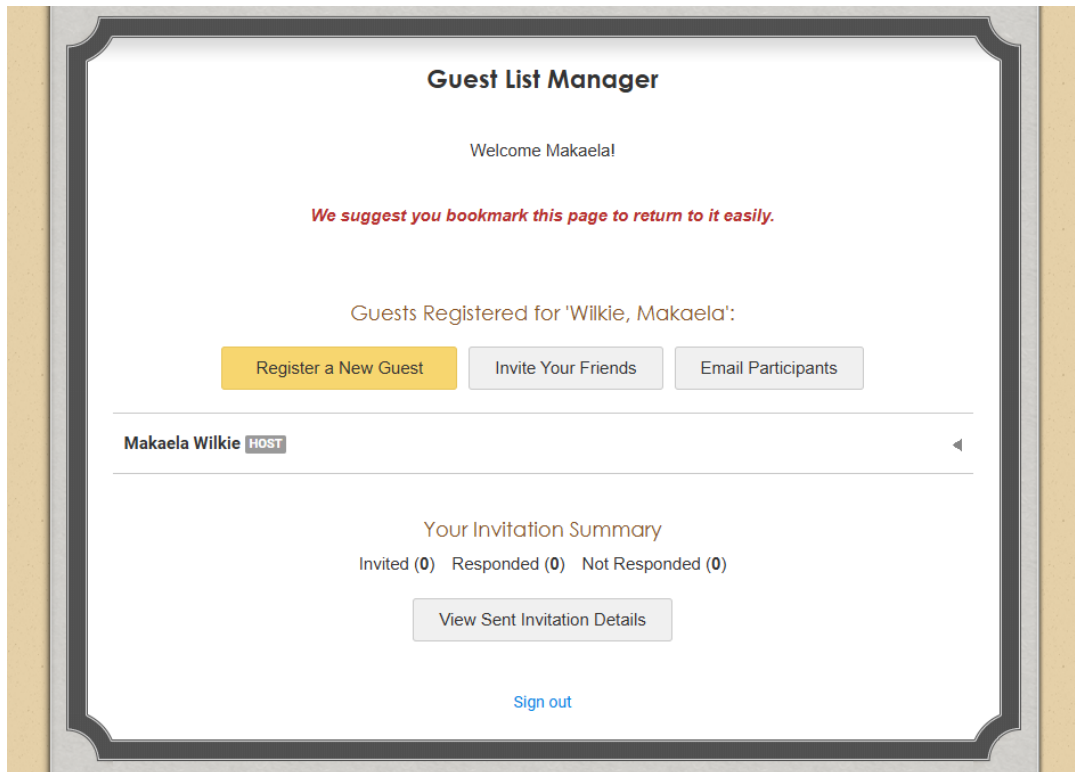
Online Instructions

By now, Makaela will have you registered as a Table Host in Fundeasy. You will receive two emails from Life Network via Fundeasy (email@fundeasy.com). One will have the subject: **"Thanks for registering for the 43rd Annual Gala and Silent Auction"**.

The other will have the subject: **"Table Host Instructions: 43rd Annual Gala and Silent Auction."** That email will look like this:



You will want to bookmark, pin, or add this email to a folder where you can easily access it. Click on "Manage my Guest List" and it will take you to a page that looks like this:



This is where you will manage your guests.

- To add a new guest, you may either "Register a New Guest" to enter their information, or "Invite your Friends" and write a short email inviting your guest to register themselves.
- To change guest information, click the arrow by their name and then the "Edit Registration" button.
- To remove a guest from your list, click the arrow by their name and click the "Cancel Registration" button.
- If you do not have a guest's email address and cell phone number, please ask them for that information as this will be the way we will communicate updates and how they will participate in the silent auction.