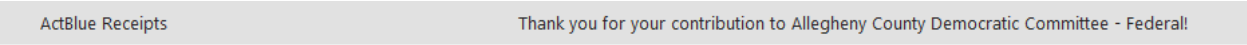
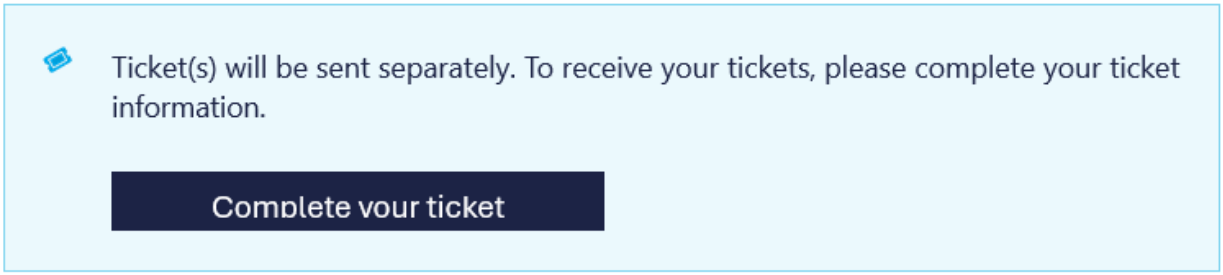
Instructions for Updating KL Dinner Table Ticket in ActBlue

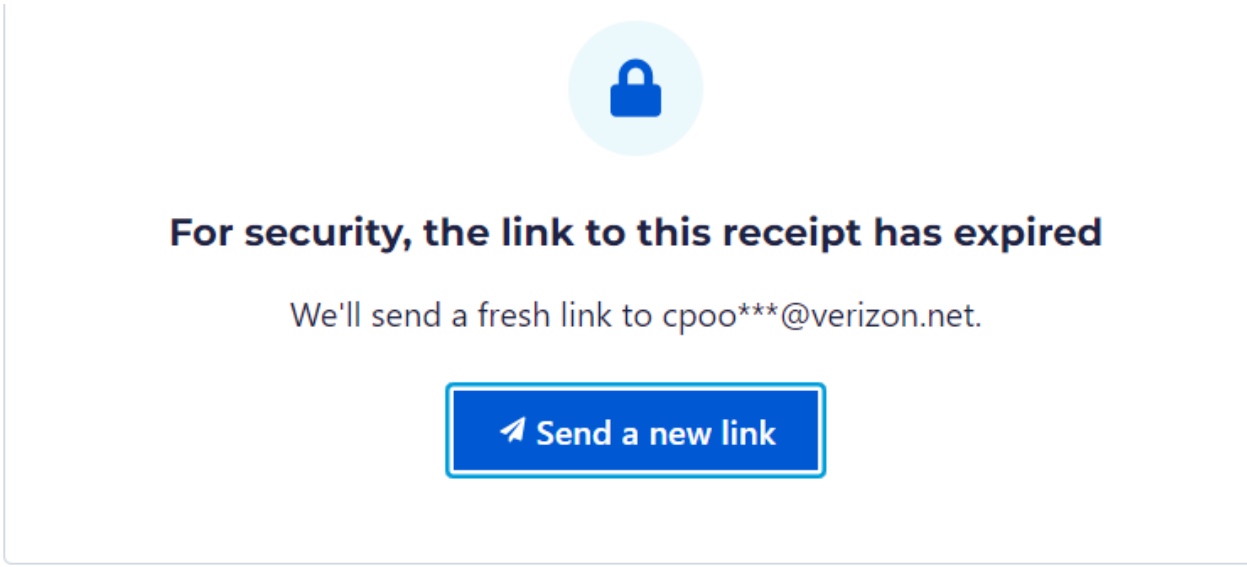
1) Locate email receipt for the table purchase



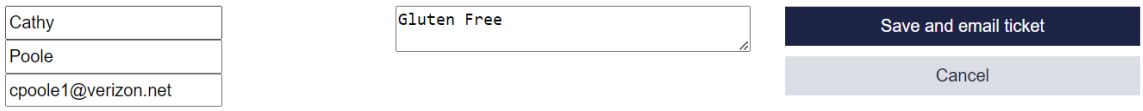
2) Open the email and find the box that says “Complete your ticket” or “Update or resend ticket” and click on it.



3) You may get a message about an expired link. Click to get a new receipt.



4) Scroll down in the email to the section Please Complete your ticket information.



Fill out the name and email address, add dietary or accessibility requests in the Notes section. Then click “Save and email ticket. Your guest will receive a new or updated ticket.