

## Parking Registration 2021-22

Students can use their cell phone to register and still be able to pick their spot as long as they follow the instructions provided.

Student will need the following information to register:

Vehicle License Plate # and Student's Drivers License Number along with a debit/credit card if paying online. If not paying online they will select "Pay at the door" and pay in person when picking up their pass.

**Step 1:** Go to <https://dchs2021registration.eventbrite.com>

**Step 2:** Click on **Register**

**Step 3:** Click on "**Buy on Map**" (**Very important to be able to pick spot**). The program will pull up the parking lots and students can zoom in to pick their spot. If spot is gray, it is not available

**Step 4:** Click on **Checkout**

**Step 5:** Slow things down. The spot is reserved and you have 45 mins to complete registration.

**Step 6:** Fill out entire fields and choose payment method (Credit/Debit Card or "Pay at Door" (Cash or check). If paying by check be sure to make payable to Dickson County High School and put the student name and parking pass (Letter & number) on the memo line of the check. **If paying with cash, please have the correct change (\$15). If you choose "Pay at Door", you have two school days to pay before your registration is voided.**

**Step 7:** You will be asked to agree to the terms of parking regulations by checking the box and also asked to agree to the terms if someone is in your parking spot

**Step 8:** You will have the option to receive promotional emails. If you do not want to receive any emails from Eventbrite uncheck the two boxes

**Step 9:** Click on "**Place Order**" or "**Register**"

**Step 10:** You should receive a confirmation email. Print this .pdf attachment or be prepared to show the attachment on your phone when obtaining your parking pass.