

Instructional Step-By-Step Guide for Purchasing HCR Awards Tickets

Important Notes for Purchasers of Multiple Awards Tickets/ Group Orders

PLEASE NOTE

- Beginning this year (2025), **NO PRINTED TICKETS WILL BE PROVIDED** for the NEA HCR Awards Dinner.
- For bulk/group ticket purchases or purchases made on behalf of a State or Local Association/Delegation, the **primary ticket purchaser** is 1) Responsible for informing all guests about the purchase and 2) Distributing the individual ticket link to them in a timely manner.
- To ensure the accurate and timely distribution of tickets, please share your purchased tickets promptly.
- If you have purchased **Multiple Tickets**, within forty-eight (48) business hours you will receive an email titled ***"Ticket Distribution Instructional"*** with a unique link to extend the number of tickets purchased to your group. That unique email can be forwarded to your individual guest(s)/ attendees to have them claim their ticket. As much as possible, tickets should be claimed by Friday, June 13th, 2025, to capture preferred meal selections. *

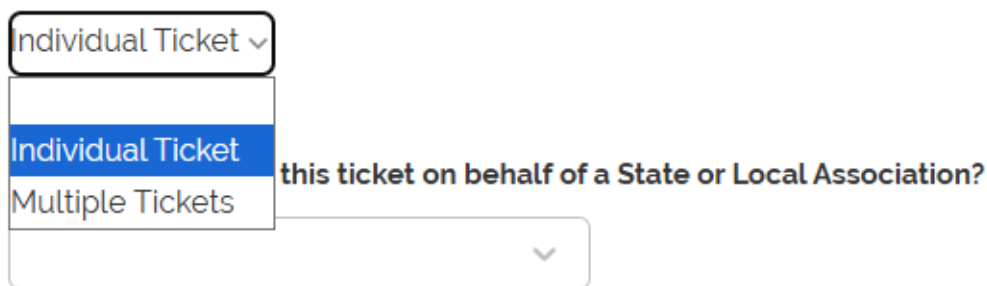
GETTING STARTED

1. Please visit www.nea.org/hcrawards to purchase tickets to the NEA Human and Civil Rights Awards.
2. Move through the CVENT Ticket Ordering Portal as prompted.

TICKET REGISTRATION PAGE

3. **VERY IMPORTANT:** Please indicate whether you are purchasing a SINGLE (one) ticket or MULTIPLE tickets? This determines the next steps of the process for you and the confirmation email received.

* Would you like to purchase a SINGLE (one) ticket or MULTIPLE tickets?



Individual Ticket ▾

Individual Ticket

Multiple Tickets

this ticket on behalf of a State or Local Association?

4. **VERY IMPORTANT:** Please indicate if you are purchasing on behalf of a State or Local Association. This information supports HCR Awards seating arrangements. Please write out the name of your Association in the provided space, as acronyms may be misinterpreted.

TICKET ORDER PAGE – INSTRUCTIONS FOR PURCHASERS OF MULTIPLE TICKETS

5. **VERY IMPORTANT:** If you, as the Primary Ticket Purchaser, are ordering your personal ticket with the group, please select so in the space provided. This will ensure that you have your own QR code in your confirmation email.
- If you are not attending and simply purchasing on behalf of others, and not including a ticket for yourself, please Select that you are NOT attending so the system will know to exclude you from receiving a QR code/ unique ticket link.
 - ****Your ticket sale purchase/registration can always be modified later should this status change or additional tickets need to be purchased.***
6. **Selecting your Additional Tickets:** Please note that this is in addition to your individual ticket. So, if you are looking to buy a table of 10, and you are attending, you would purchase an additional 9 seats in this section.

Ticket Order

Primary Purchaser IS Attending HCR Awards Dinner | Qty 1

As the primary purchaser, Affiliate Coordinator, this guarantees you a seat with your group at the HCR Awards Dinner. (Important to ensure you receive a personal QR Code for **your** individual ticket.)

\$100.00

Select

** To purchase additional tickets, please proceed to the Additional Tickets section below.*

Primary Purchaser IS NOT Attending HCR Awards Dinner

As the primary purchaser, Affiliate Coordinator, you will not be attending the HCR Awards Dinner but will be purchasing group tickets. (Selecting this option means you will not receive a personal QR code for a ticket. You will receive instructions for registering your guests **only**.)

\$0.00

Select

** To purchase group tickets, please proceed to the Additional Tickets section below.*

Please select the quantity of Group Dinner Tickets you would like to purchase below (each table has 10 seats).

If you selected above that you are personally attending as well, the number of Group Dinner Tickets you are purchasing will be in addition to your one ticket.

Additional Tickets - HCR Awards Dinner

\$100.00 each

Each individual ticket is \$100.00, or \$1,000.00 per table. Each table has 10 seats. **Please select the number of tickets 1-10 that you would like to purchase from the drop down menu. If you would like to purchase more than 10 tickets, please select 10* and then enter (type-in) the total number of individual tickets you would like to purchase.** (Note: If you purchase 10 tickets, the assumption is made that you are seeking to purchase one table.)

Select ▾

Previous

Cancel

Next

ADDITIONAL INFORMATION

- *Meal Selections** – Please note that meals for the HCR Awards are predetermined however, receiving your data here at this point in the ordering process will support a more accurate accounting of meals/ meal preferences for guests. Every ticketholder will receive a meal to the HCR Awards Dinner, however, please note that if meal preferences are not received in a timely manner (preferably by June 13th 2025), guests may not receive their indicated preferred meal selection.

PAYMENT INFORMATION

- Payment Methods: Credit cards** (Visa, Mastercard, American Express, and Discover) are accepted for all at all times. **Personal Checks will not be accepted as a form of payment.**
- State and Local Affiliate** checks are accepted until **Friday, June 13, 2025**. After this date, **only credit card payments** will be accepted.

- a. **If we do not receive your check by Friday, June 13, 2025, your ticket order will be released.** State and Local Affiliates: Once we receive your check by mail, you will receive an email with confirmation that your ticket order has been confirmed & processed.
- b. **Checks should be mailed to:**
National Education Association
Attn: Ebony Baker
1201 16th Street NW, Suite 410
Washington, D.C. 20036

POST ORDER CONFIRMATION

- 10. **For Individual Ticket Purchaser** - If you purchased a single INDIVIDUAL ticket to the HCR Awards, and paid by credit card, you will receive an immediate confirmation email indicating that your order has been processed. In that confirmation email you will have an Order Number and QR code. This is your ticket.
- 11. **For Multiple Ticket Purchaser** – If you purchased MULTIPLE tickets, on behalf of others, to the HCR Awards, the following are next steps:
 - a. If you paid for all tickets by credit card and your order is confirmed as processed, within 48 business hours from the time of purchase, you will receive an email (see image below), titled “Ticket Distribution Instructional” with additional guidance on how to distribute your purchased tickets. This email will include a unique link & passcode to be shared with your intended guests. The link and passcode can only be utilized for your order and up to the number of tickets you purchased. **The link should not be shared beyond your intended guests as it will deplete from your ticket holding.**
 - b. If you paid for all tickets by check, your order will be confirmed when your check is received and processed by NEA HQ. Within 48 business hours from the time of check receipt, you will receive an email, titled “Ticket Distribution Instructional” with additional guidance on how to distribute your purchased tickets. This email will include a unique link & passcode to be shared with your intended guests (see image below). The link and passcode can only be utilized for your order and up to the number of tickets you purchased. **The link should not be shared beyond your intended guests as it will deplete from your ticket holding.**



Hello,

It is our pleasure to extend to you a formal invitation to attend the 58th Annual NEA Human and Civil Rights Awards Dinner, taking place on July 2, 2025 at the Oregon Convention Center - Portland Oregon.

We have reserved and fully paid for your ticket. To secure your attendance, please click the link and enter the passcode below and complete the simple claim process:

Claim Your Ticket

Passcode:

CANCELLATIONS AND MODIFICATIONS

12. **MODIFY YOUR TICKET PURCHASE:** Registered guests/ ticketholders can modify their ticket orders at any time up until the time of the ceremony. Please note that changes to Meal Preferences made after Friday, June 13th, 2025, may not be honored.
13. **TICKET CANCELLATIONS:** Cancellations & Refunds will be honored until Friday, June 13th 2025. After this time, your full ticket payment (\$100/ticket purchased) will be forfeited.

Please direct any questions pertaining to this process to NEAHCRAwards@nea.org.