



## Time Alchemy - Affiliate QuickStart Guide

### Step 1: Register

- Click on this link to register: [www.energyalchemy.co.uk/register/ta](http://www.energyalchemy.co.uk/register/ta)  
(By registering you acknowledge that you have read this entire guide and agree to the terms detailed within)
- If you are a new user click “Sign-up”, otherwise log-in as usual.

Log In **Sign Up**

### Log in to your Eventbrite account

Email Address:

Password:

[Forgot your password?](#)

Remember Me

New to Eventbrite? [Sign up now!](#)

- Fill in your email address, choose a password and click the “Sign-up” Button at the bottom.

Log In **Sign Up**

### Create a new Eventbrite account

Email Address:


Password:

Confirm Password:

By checking the box, I agree to [Terms of Service](#).

Remember Me

Already have an account? [Log in here!](#)

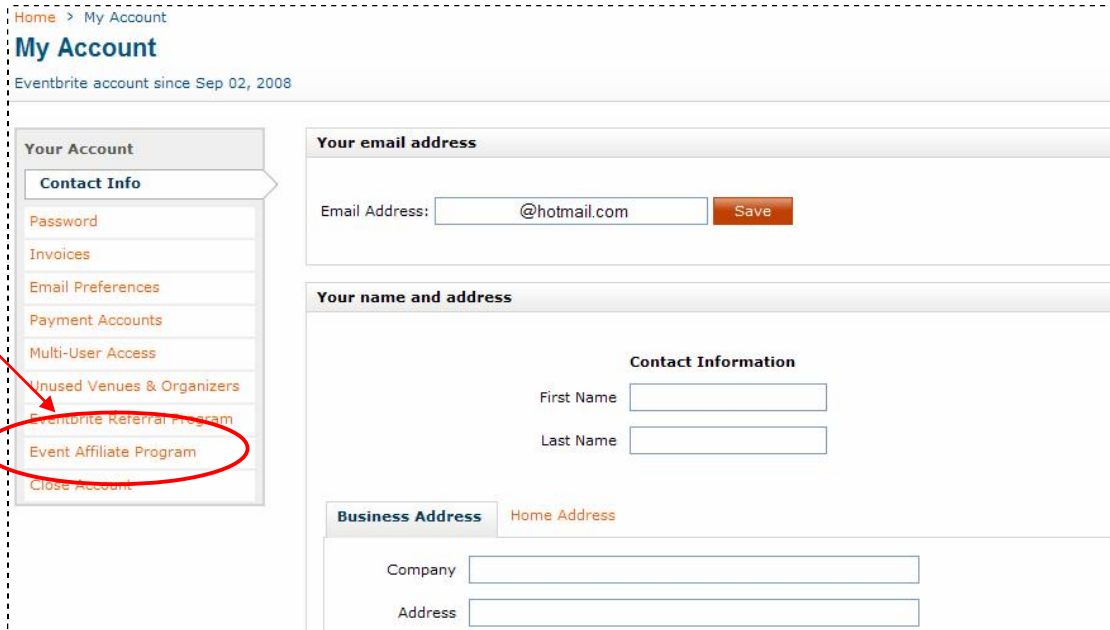


## Step 2: Find your unique affiliate link

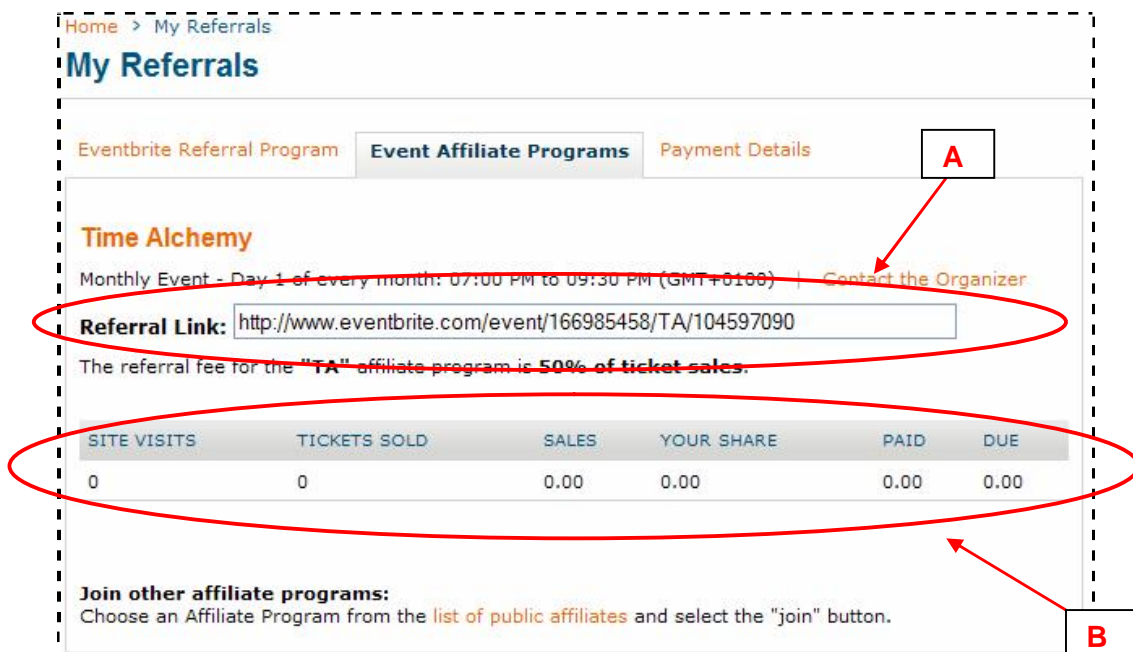
- To find your unique affiliate link sign-in to [www.eventbrite.com](http://www.eventbrite.com) and click the "Account" tab.



- From here click "Event Affiliate Program"



- On this screen you can
  - Find your unique affiliate link
  - Monitor your referrals



## Step 3: Invite People

- To invite people to Time Alchemy all you have to do is send them your unique affiliate link (see Step 2).
- You can either
  - Write your own message; or
  - Copy and paste a template email from [www.energyalchemy.co.uk/affiliates](http://www.energyalchemy.co.uk/affiliates).
    - Just personalise the template with your name and unique affiliate link.
    - Then send to anyone you think might be interested in Time Alchemy!

## Step 4: Get Rewarded

***Please Note: Energy Alchemy will pay your affiliate referral fee by bank transfer, not by Paypal.***

- Payments will be settled after each Time Alchemy event.
  - We will contact you each month to let you know how much you have earned\*.
  - *We will only contact you if we owe you money. If you do not hear from us it is because you have not qualified for any affiliate referral fees.\*\**
- We will ask you to invoice us for the amount due. (please include the Account Number and Sort Code of the account you would like the funds to be credited)
- On receipt of your invoice the funds will be transferred.
- To check the status of your referrals and ticket sales please follow the instructions in Step 2, and refer to arrow “B” on the final screen shot.\*\*\*

### **Terms & Conditions:**

\* You are only eligible for affiliate referral fees for attendees buying tickets through your unique affiliate link.

\*\*To qualify for affiliate referral fees you must have referred 3 or more people to a single Time Alchemy event.

\*\*\* We offer a “100% Satisfaction or Your Money Back” guarantee with tickets to Time Alchemy. In the unlikely event of this happening you will not receive a fee from this referral. This could result in the figure displayed here being inaccurate. If this occurs you will be notified of this by email.