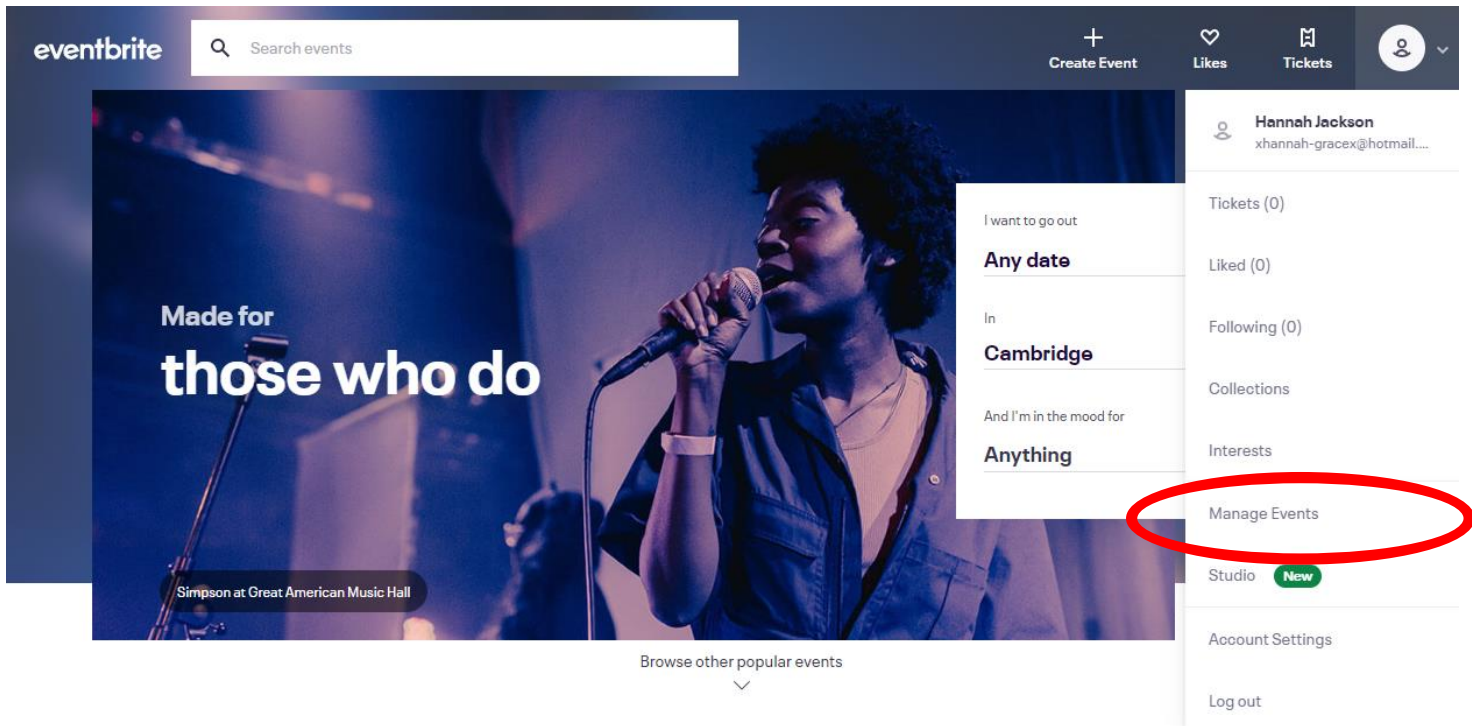
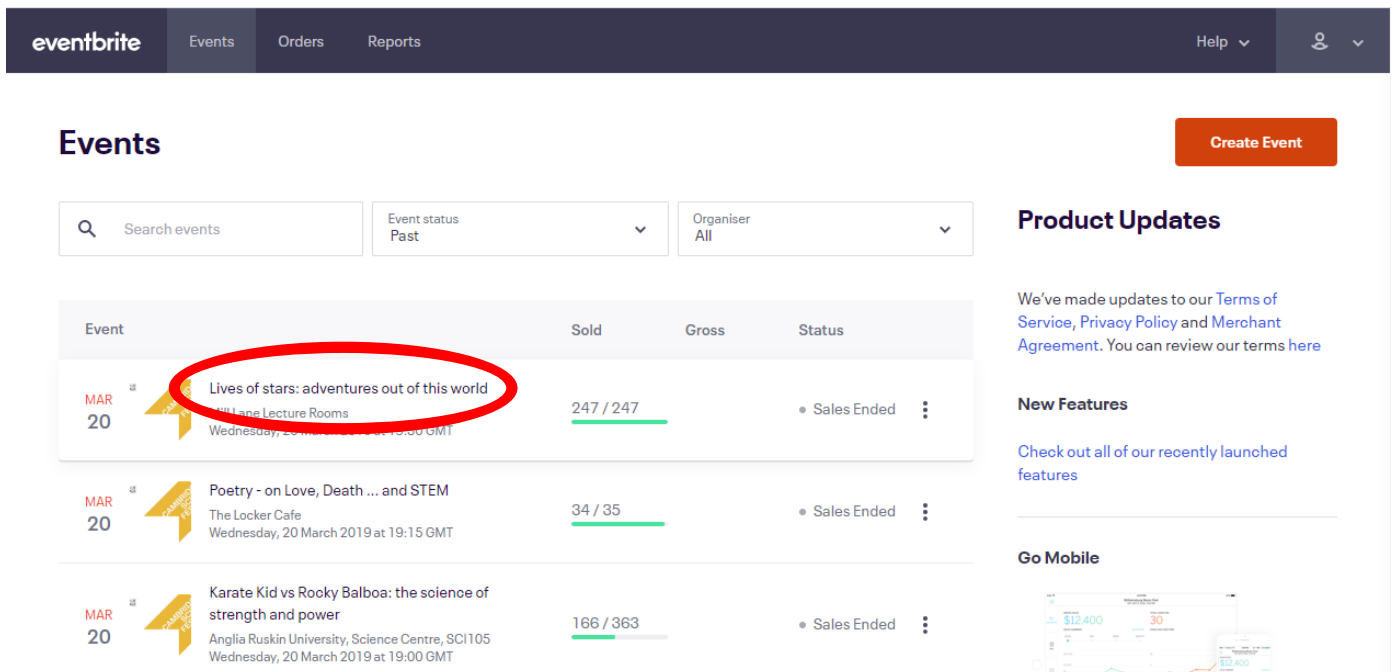


1. Log in to your account, once logged in hover over the icon in the top right corner and select Manage events.



2. Click on the name of the event you wish to manage.



3. Go to "Orders" (under Manage Attendees)

The screenshot shows the Eventbrite Event Dashboard for a completed event titled "Lives of stars: adventures out of this world". The dashboard includes a sidebar with navigation options: Order Options, Analyse, Manage Attendees, Orders, Add Attendees, Attendee List, and Name Badges. The "Manage Attendees" section is expanded, and the "Orders" option is highlighted with a red circle. The main dashboard area displays "Event Dashboard" with a "Find Attendees" search bar. It shows a "Completed" status with a congratulatory message and a progress bar indicating "247 Tickets Sold / 247" (100%). A circular chart shows "Tickets sold All time" with a value of 247. Other statistics include "Add-ons sold 0" and "Page views 333".

From the options menu, scroll to the bottom until you see the Manage Attendees section.

TIP: For events that have multiple dates/times, choose a time/date from the Individual Event Selector (at the top of the Manage page) to check accessibility requirements for each event.

5. Click on "Report Type" and select Custom Question Responses

The screenshot shows the Eventbrite Orders page for the same event. The "Report Type" dropdown menu is open, and "Custom Questions Responses" is selected. The page displays "Orders" with a "Report Type:" dropdown menu. The menu options include "Orders", "Basic Reports", "Attendee Summary", "Custom Questions Responses", "Attendee Geography", "Event Attendance By Time", "Promotion Code Usage", "Event Attendance vs No Shows", "Device Check-in Summary", and "Orders". The "Custom Questions Responses" option is highlighted. The page also shows "SORT" options (Date Descending) and "PER PAGE" options (20). The order details are "Order no. 919314554 - £0.00" and "Completed (Delivery method: eTicket)".

6. Select "Yes" under Survey Answer and press GO

The screenshot shows the Eventbrite 'MANAGE' section for an event titled 'Lives of stars: adventures out of this world'. The main heading is 'Custom Questions Responses: Since sales started'. The configuration options are as follows:

- Report Type: Custom Questions Responses
- Date Range: Since sales started
- Attendee Status: Attending
- Survey Question: Do you have any specific access requirements (for example, wheelchair access)?
- Survey Answer: yes

A search bar at the bottom is labeled 'First name, surname or email address' with a 'Go' button.

7. You can now see at the bottom of the screen if any attendees have listed access requirements. Scroll all the way to the right, using the light grey scroll bar, to see what these requirements are.

The screenshot shows the 'Report Results' section of the Eventbrite interface. The 'Survey Answer' is set to 'yes'. The report table has the following structure:

Access Requirements (For Example, Wheelchair Access)?	Please Describe Your Requirements Below.
Wheelchair access, please can you reserve a seat by the front.	

A red circle highlights the text 'Wheelchair access, please can you reserve a seat by the front.' in the second column of the table. The 'Expand' button is visible on the right side of the table.