



## HOW TO ALLOCATE TICKETS TO YOUR GUESTS

Hosts can assign their tickets to their guests in their account. Here's how:

- Log into your account <https://2026.railwayball.co.uk/sign-in>
- Go to **My Account** (person icon on menu bar) > **Tickets**.

**THE RAILWAY BALL**

Home Tickets Donate Contact Us

**Your profile**

Account Tickets

Your details:

Email address\*  
carrie@cl-events.com

First name\*  
Carrie

Last name\*  
Matthews

Company/organisation name\*  
CL Events

Mobile number  
0752 370743

Table/Sponsor Only: Organisation Name for Event Listing\*  
RCBL

Address fields are required, please complete them below.\*

Country\*  
United Kingdom

Address line 1\*  
Fifth Floor

Address line 2  
167-169 Great Portland Street

- Click Complete guest information.

**THE RAILWAY BALL**

Home Tickets Donate Contact Us

**Your profile**

Account Tickets

Gold Table  
Free  
12 Seats (1 Seat assigned to me)

**Complete guest information**

**Note** Guest details must be completed for your guests to receive their tickets.

- Complete the information required, then **Assign to guest**.

Guest 2 Seat 2

First name\*  
Angela

Last name\*  
Walker

Email address  
office@cl-events.com

Assign to guest

- If you do not know a guest's email address, you can leave this blank. The ticket will be assigned to your email address.
- If you are using the same email address for more than one guest you will get the below popup warning you that this email address is used for another guest.
- Click **OK**. The ticket for this guest will be sent to that email address.

RAILWAYBALL Home Tickets Donate Contact Us

Guest 2 Seat 2

First name\*  
Allison

Email address  
alison@cl-events.com

**Email already assigned**  
This email is already assigned to another guest (Allison Rhind-Tutt) attending this event, therefore they will manage this ticket.

OK

Assign to guest

- Add diets and any special requirements.
- Click **Save and submit** to complete the entry.

Angela Walker Seat 2 Reset ticket

First name\*  
Angela

Last name\*  
Walker

Email address\*  
office@cl-events.com

Mobile number  
UK

Dietary requirements\*  
Nut Allergy × Low Sugar / Diabetic ×  
Vegan ×

Please specify your other dietary requirements  
Egg Allergy

Do you have any special requirements?\*  
Yes

Please provide further information  
Uses a Wheel chair

Save and submit

Continue to fill in the details, diets and special requirements for each of your tickets.