



TICKETING PROCESS

We ask that all co-workers read this document carefully prior to registering for a ticket or declining a ticket.

ATTENTION ALL INVITED CO-WORKERS

Please login whether or not you plan to attend the event. This event is optional. If you do not want to attend or cannot attend for any reason, please login and select NO.

TO REGISTER FOR OR DECLINE A TICKET TO THIS EVENT

Please follow these steps to register for a ticket or decline a ticket:

1. Click on this link: [UCI Health Night Ticket Registration](#)
2. Duo authentication using your UCINetID and password are required for login/registration.
3. A screen will automatically appear inviting you to register for an event ticket.
4. Select YES if you will attend the event.
5. Select NO if you will not attend. If you select NO, you will be asked to select the reason you will not be attending. This event is optional, and you may mark OTHER if you simply do not want to attend. There is no penalty for not attending.

IMPORTANT NOTE FOR CO-WORKERS WHO HAVE TO WORK DURING THE EVENT

If you have to work between 8:00 p.m. on Monday, January 20, and 2:00 a.m. on Tuesday, January 21, please select NO and mark WORK CONFLICT. We realize that schedules may not yet be available, but if you normally work Monday night shifts, please make this choice. Only co-workers physically working during the hours noted above, **and** as verified after the event through payroll reports, will be eligible for an alternate ticket to be used at a later date. If you are not sure if you have to work, and if you do not normally work Monday night shifts, you should select YES to attend the event.

WHAT HAPPENS ONCE YOUR REGISTRATION IS COMPLETE

Once your registration is complete, you will be on the page shown below. Once you see this page, you may simply close your browser. Your registration is complete.

The screenshot shows a web interface for a UCI Health case. The header includes the UCI logo and navigation links like 'Home', 'Knowledge', and 'Catalog'. The main content area is titled 'UCI Health Disney Ticket Registration case for Claire Tenney' with case ID 'HRC0200595' and a 'Ready' status. It lists the subject person as Claire Tenney and shows the date opened and updated as 11-22-2024 10:27:09 AM. A 'Case Description' section states: 'The following fields have been provided: Disney Event RSVP: NO, I will not attend. NO Reason: Not geographically possible'. On the right, there are sections for 'Attachments' (with a 'Drop files here' prompt) and 'Case History & Conversation'. The conversation history shows a message from Claire Tenney: 'User Claire Tenney has initiated a UCI Health Disney Ticket Registration request' and a system response: 'HRC0200595 Created'.

You will also receive a registration acknowledgement email like the one shown below from UCI Support <uci@service-now.com>, UC Irvine – Employee Experience Center. This is not confirmation of ticket availability. Your YES response only indicates that you would like to attend. As noted above, tickets will be distributed on a first come, first serviced basis, and a waitlist will be created once all 10,000 tickets have been assigned. No action is required when you receive this email.

Example email from UCI Support/EEC:

HR Case: [HRC0555593](#)

Opened for: Mickey Mouse (mmouse2)

Subject Person: Mickey Mouse (mmouse2)

Subject Person Department: Happiest Place on Earth (4200000)

HR Service: UCI Health Disney Ticket Registration

Short Description: UCI Health Disney Ticket Registration case for Katherine Hills

Description:

The following fields have been provided:

Disney Event RSVP: YES, I will attend

Most recent Comments (view [HRC0555593](#) for entire correspondence):

11-22-2024 10:26:28 AM PST – Mickey Mouse Customer Visible Comments

User Mickey Mouse has initiated a UCI Health Disney Ticket Registration request

HOW YOU WILL GET YOUR EVENT TICKET AND PARKING VOUCHER

Once ticket availability is confirmed, you will be sent a separate email notifying you of ticket pick-up locations, dates, and times. If you are waitlisted, you will receive an email with more information on the waitlist process.

SUPPORT

If you require support, please contact the Employee Experience Center (EEC) at eec@uci.edu or 949.824.0500. The EEC does not have authority to change the event eligibility list. Any inquiries requiring escalation will be forwarded to the UCI Health Night event team, who will consult with UCI Health leadership as necessary. All decisions by UCI Health leadership are final.