



Newark &
Sherwood CVS



Rushcliffe Community
& Voluntary Service

Eventbrite

EVENTBRITE
GUIDE

WHAT IS EVENTBRITE?

Eventbrite is an American event management and ticketing website. The service allows users to browse, create and promote local events. The services charge a fee to event organisers in exchange for online ticketing services, unless the event is free.

How can Eventbrite benefit my organisation?

- Eventbrite allows you to create and manage your own events.
- Eventbrite provides marketing tools to allow you to promote events both online and offline.
- Their social media integration feature makes it easy to share your event with followers on Facebook, Twitter, etc.



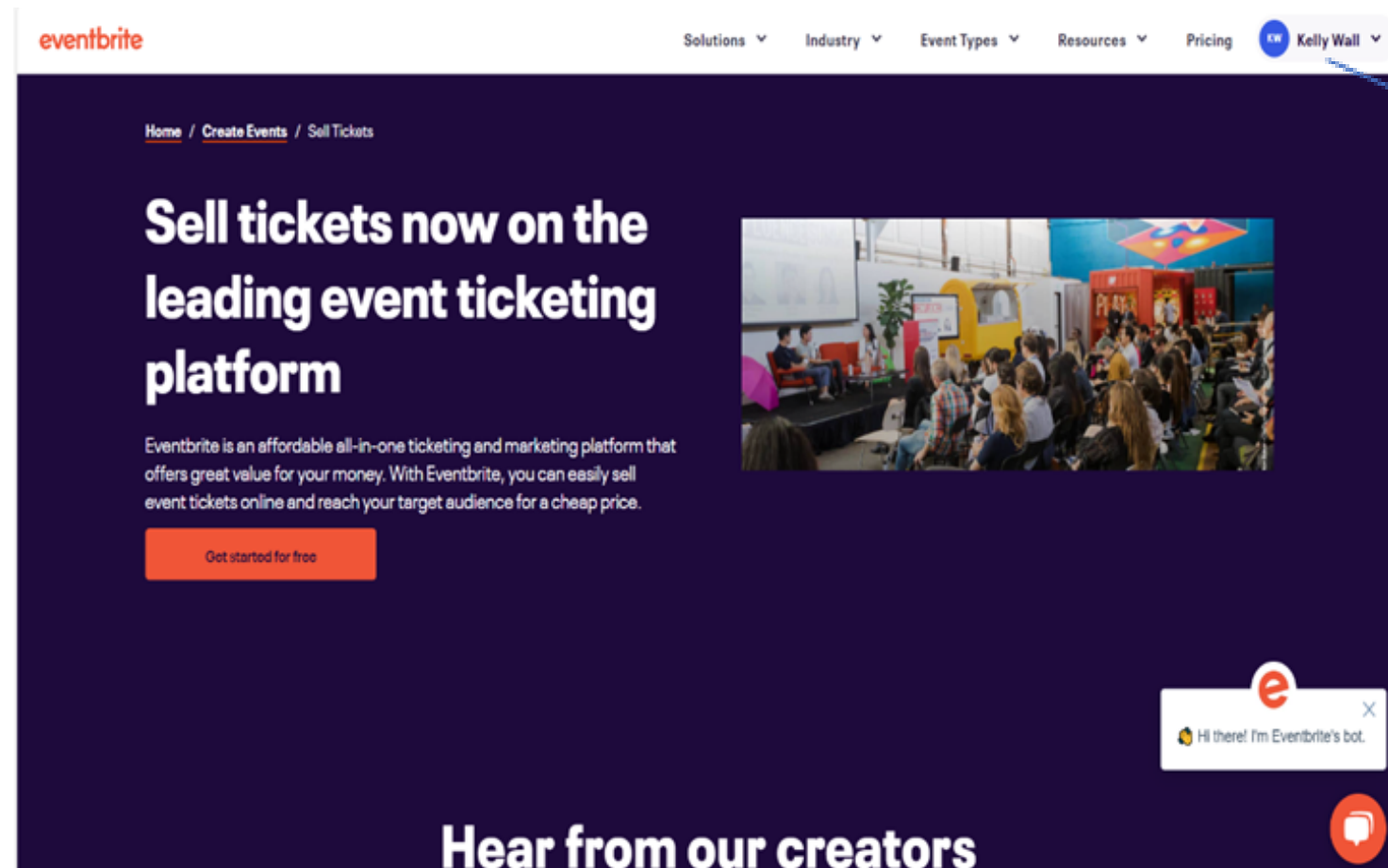
REGISTER

Register

If you do not already have an Eventbrite account. Simply click the sign up button and register your email address and details to set this up.

Log into your account

Once you are registered, Log into your account, click your name in the top right corner. This will provide you with a menu.

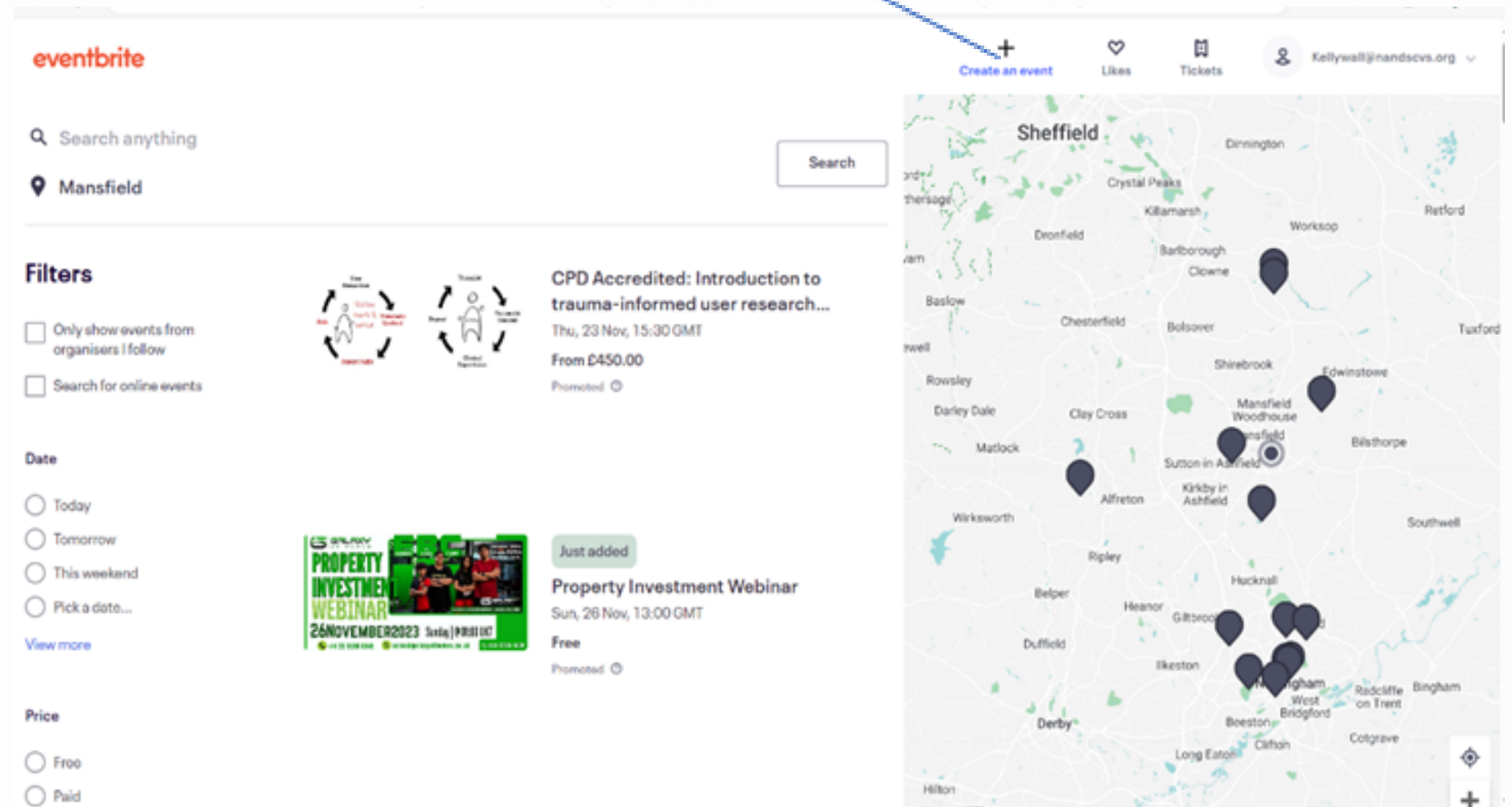


CREATING AN EVENT

To create an event, click the “create an event” button displayed on the right hand side of the page.

TIP

Now you have set up an account you can browse other events in your chosen area. This will give you a list of other events and allow you to book tickets.





Basic Info

Name your event and tell event-goers why they should come. Add details that highlight what makes it unique.

Event Title *
Be clear and descriptive. 0/75

Organiser
Newark and Sherwood CVS & Rushcliffe CVS

This profile describes a unique organiser and shows all of the events on one page. [View Organiser Info](#)

Type Category

Tags

Improve discoverability of your event by adding tags relevant to the subject matter.

Press Enter to add a tag
Add search keywords to your event 0/25

0/10 tags.



Location

Help people in the area discover your event and let attendees know where to show up.

Venue Online event To be announced

Venue location

Search for a venue or address.



Date and time

Tell event-goers when your event starts and ends so they can make plans to attend.

Single Event Recurring Event

Single event happens once and can last multiple days

Event Starts *
29/11/2023 Start Time
19:00

Event Ends *
29/11/2023 End Time
22:00

Display start time.
The start time of your event will be displayed to attendees.

Display end time.
The end time of your event will be displayed to attendees.

Time Zone
(GMT+0100) United Kingdom Time

Event Page Language
English (UK)

Basic Info

The first section to complete is your basic information. This will include:

- Event title** - Ensure your event title is clear and descriptive for your audience.
- Organiser**- State who is organising the event.
- Type of event**- You will be provided with a drop down bar for you to choose an option.
- Category**- You will be provided with a drop down bar for you to choose an option.
- Tags**- You can add search words for your event, for example “funding”. This means anyone who searches that word will be able to see your event.

Location

List the venue of your event including address and postcode. When you publish your event, Eventbrite will create a map for your attendees to see.

Date and time

List the venue of your event including address and postcode. When you publish your event, Eventbrite will create a map for your attendees to see.

< Events

Draft ▾

Example
Wed, 29 Nov 2023, 19:00
[Preview your event](#)

✓ Basic Info

2 Details

3 Tickets

4 Publish

Dashboard

Order Options ▾

Marketing ▾

Manage Attendees ▾



Event media

Images

Add photos to show what your event will be about. You can upload up to 10 images. [See examples](#)

Drag and drop an image or

Upload image Design with Canva

• Recommended image size: 2160 x 1080px • Maximum file size: 10MB • Supported image files: JPEG or PNG

Video New

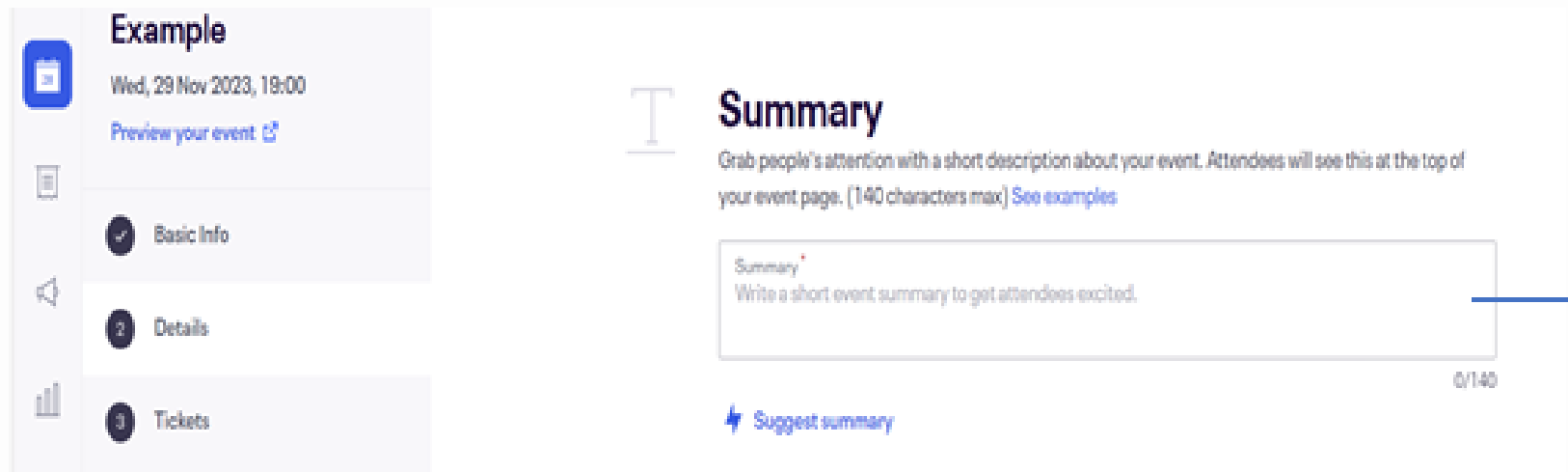
Add a video link from Youtube or Vimeo to show your event's vibe. The video will appear with your event images.

URL

Event media

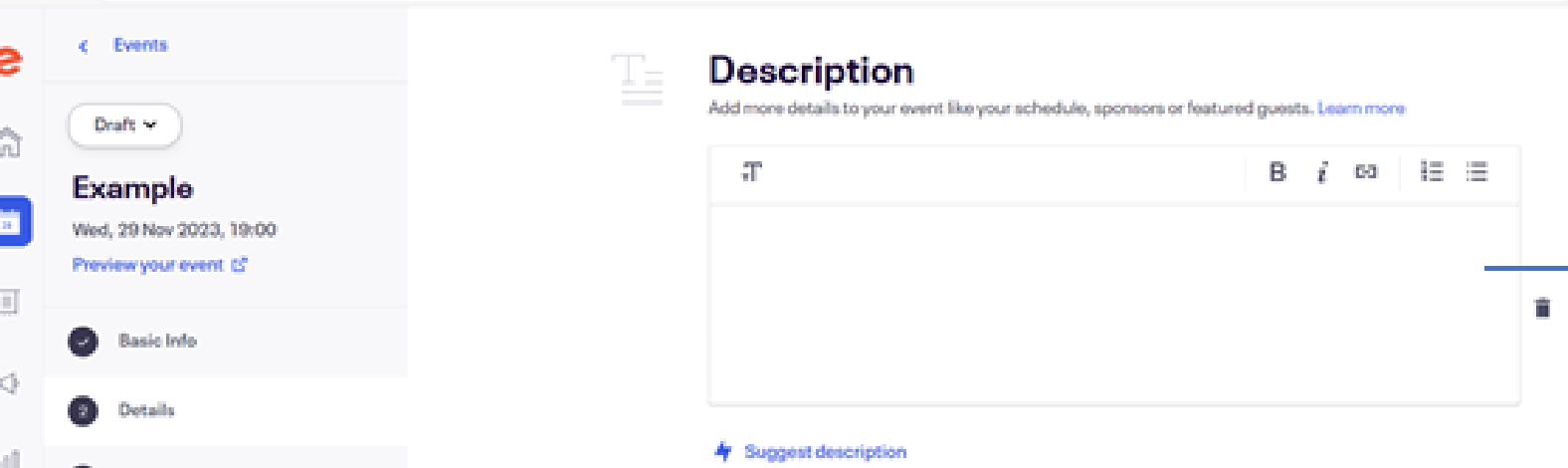
Upload any marketing material or pictures for your event. If you do not already have one, Canva can be used to create posters, flyers and much more. (Please see our information resource on Canva for helpful tips)

You can also upload a video to your Eventbrite page.



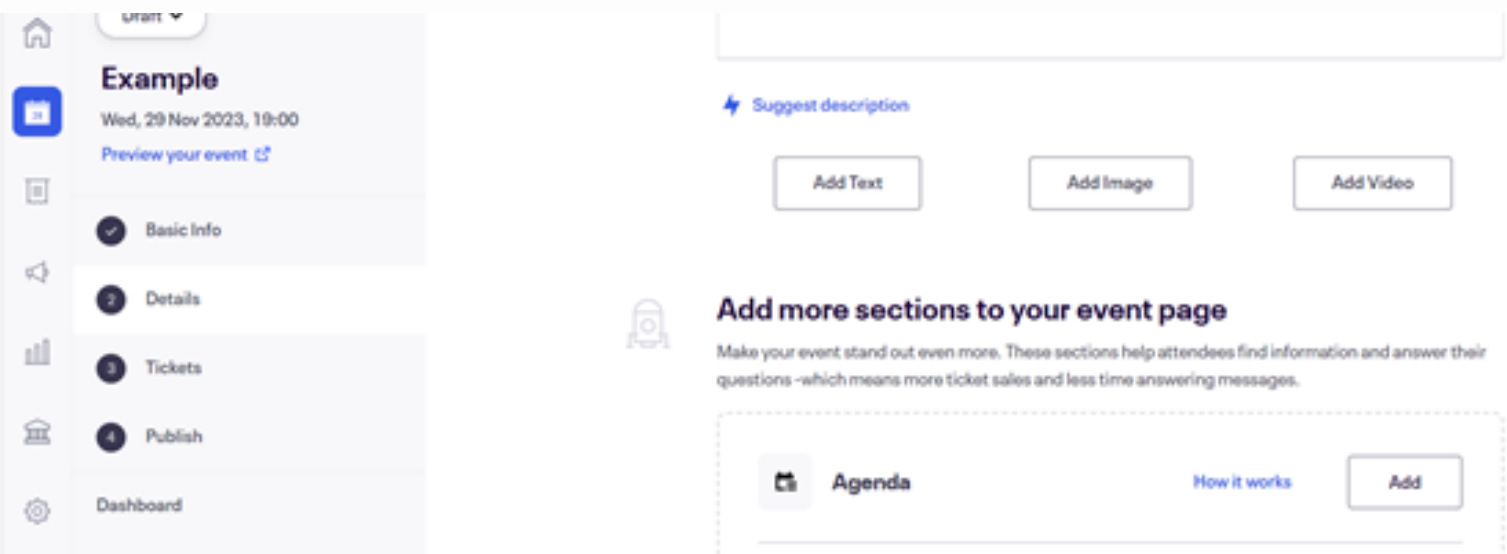
Summary

The summary should include a short description (no more than 140 words) about your event. This will be published at the top of your page.



Description

You can add more details about your event in this section. This can include your schedule, sponsors or featured guests.

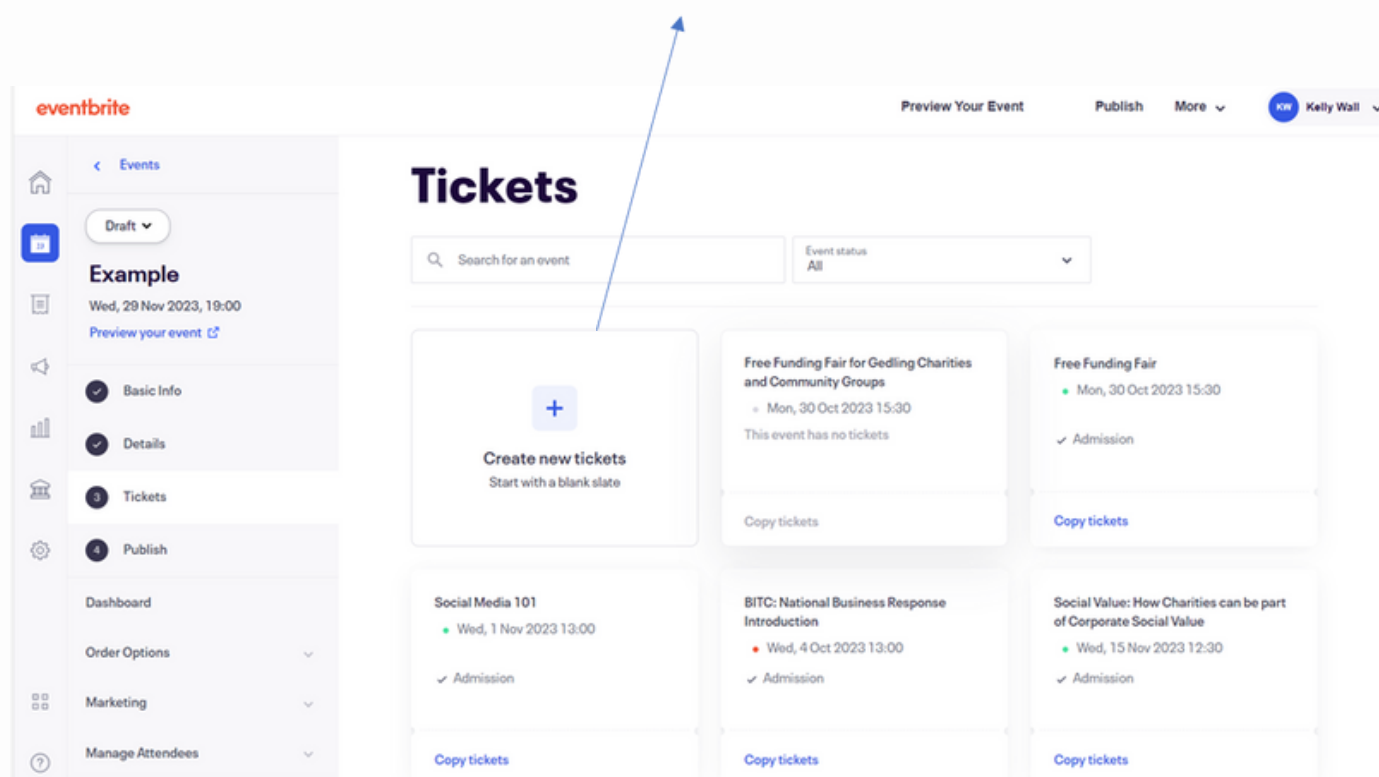


Additional sections

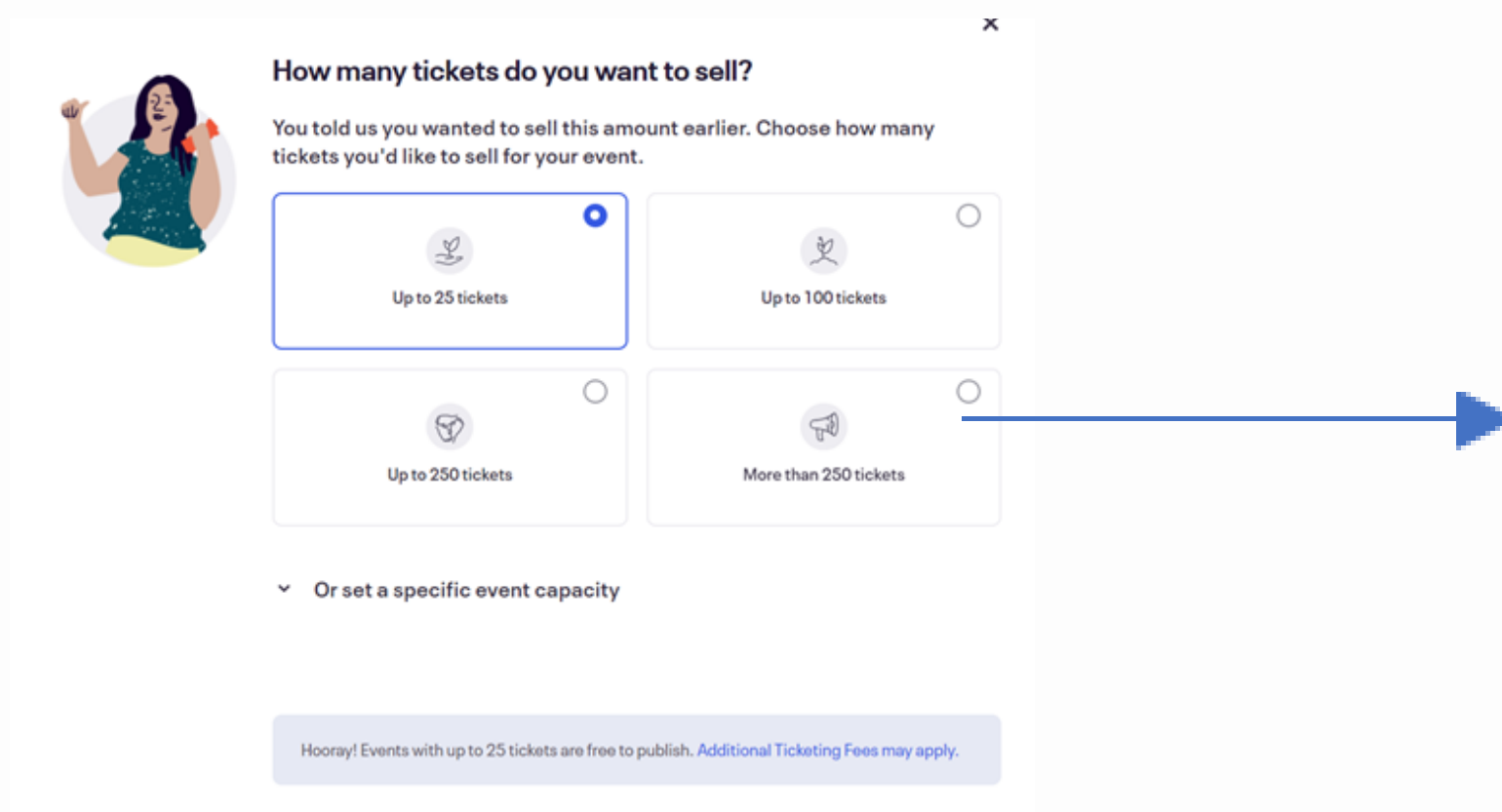
If you would like to add more sections to your Eventbrite page this can be done here. This could include an Agenda and FAQ's.

Tickets

Click the + to create new tickets for your event

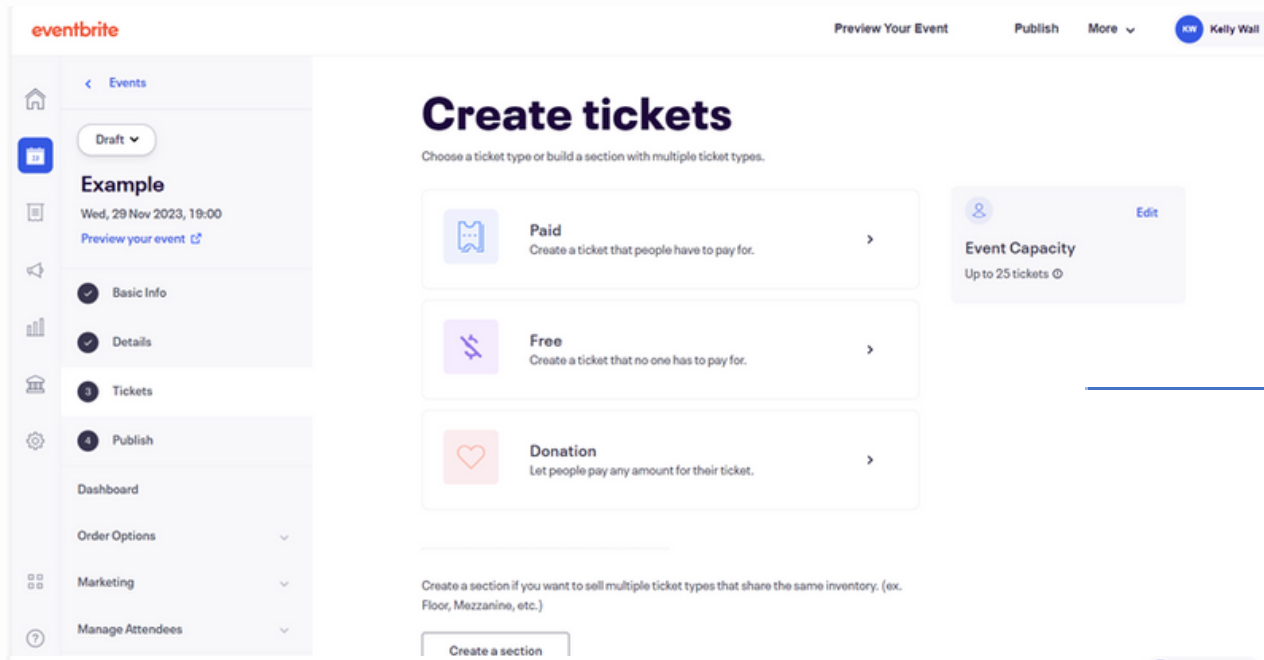


Once you have uploaded all the information for your event. You can now create your tickets.

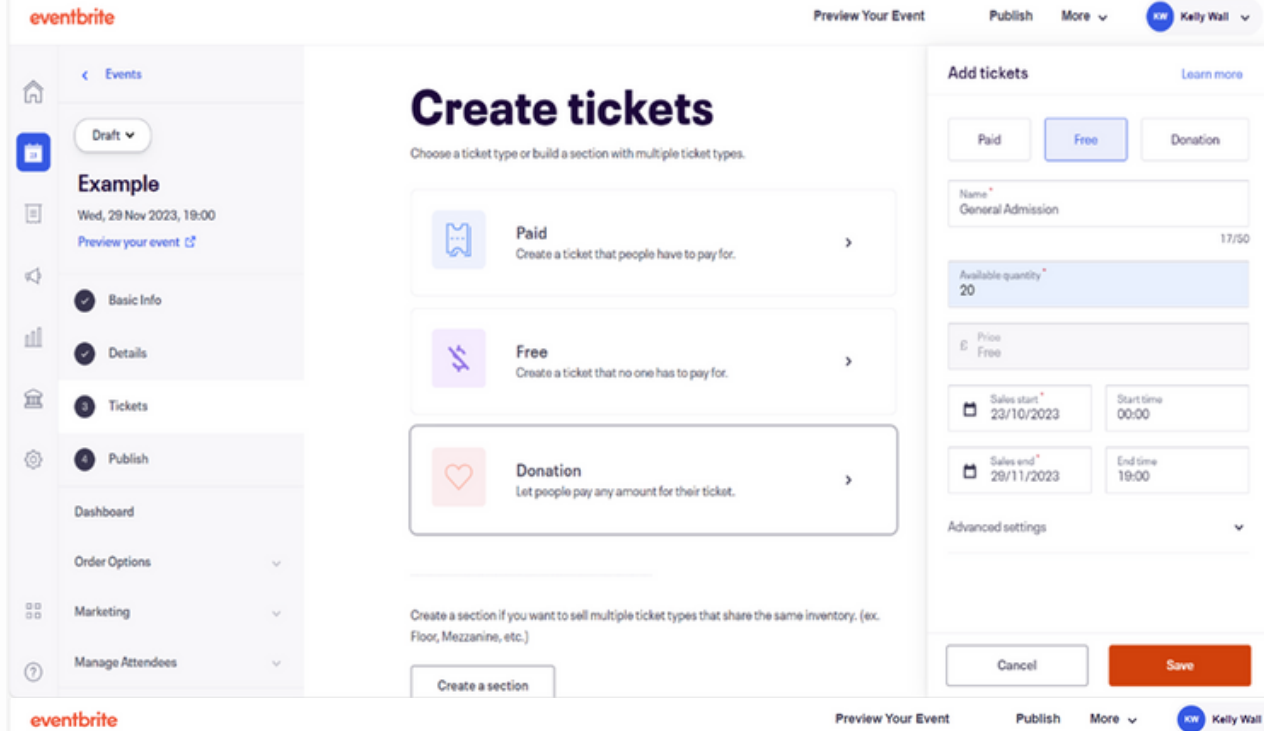


You will be asked how many tickets you would like to create. It is free to create up to 25 tickets. Additional tickets will come with a fee. Click on the icon that shows the number of tickets you would like to sell.

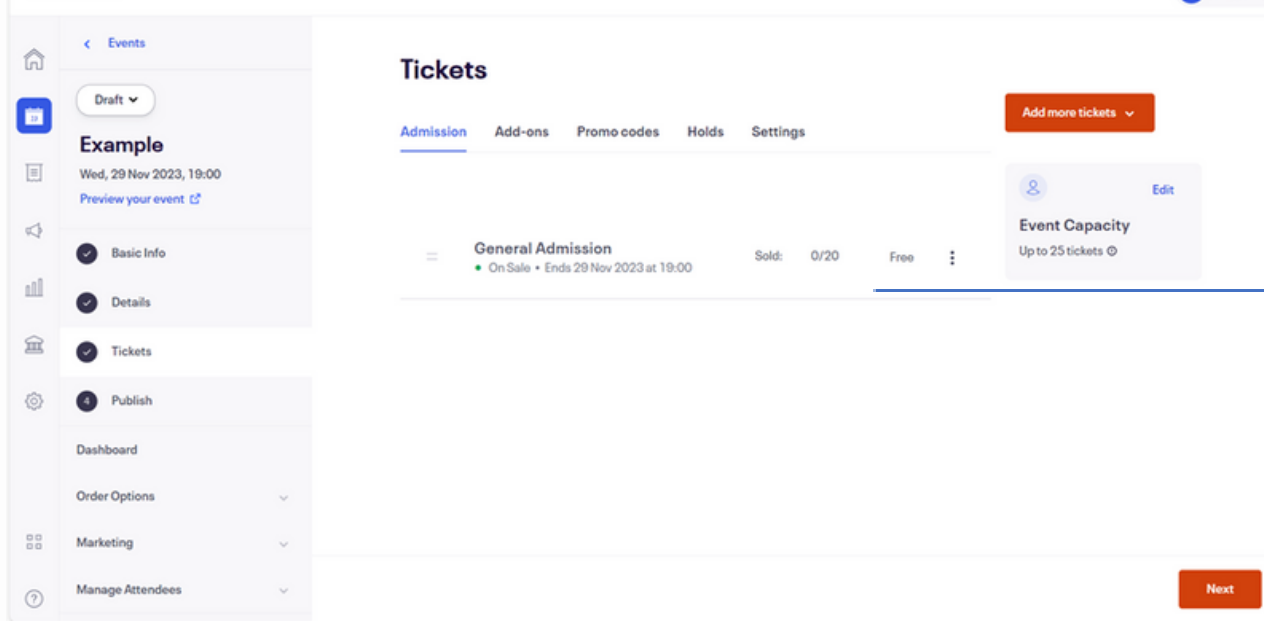
Creating Tickets



Choose your ticket type. These come under three categories Free, Paid or Donation. Choose the option you would like. If you would like to choose a section for your event, this can also be done on this page.



Detail the available quantity of tickets, the sale start date and time and the sale end date and time.



Once you have created your tickets, you will be able to manage these and see how many tickets sales you have made.

Publish your event

When publishing your event, you can choose to share this publicly or private

If you publish your event publicly, this will be available for anybody to book via Eventbrite.

The screenshot shows the 'Publish Your Event' page in the Eventbrite management interface. The left sidebar contains navigation options: Events, Draft, Example (Wed, 29 Nov 2023, 19:00), Basic Info, Details, Tickets, Publish, Dashboard, Order Options, Marketing, and Manage Attendees. The main content area is titled 'Publish Your Event' and features a preview card for an event named 'Example' on Wednesday, 29 November 2023 at 19:00 GMT, located at High Street, Edwinstowe, NO21 9PR, with a price of \$0.00 and 25 attendees. Below the preview, there are two sections: 'Who can see your event?' with radio buttons for 'Public' (selected) and 'Private'; and 'When should we publish your event?' with radio buttons for 'Publish Now' (selected) and 'Schedule for later'. A 'Tips before you publish' box offers links for creating promo codes, customizing the order form, adding to a collection, and developing a safety plan. A red 'Publish' button is at the bottom right.

This screenshot shows the same 'Publish Your Event' page but with the 'Private' option selected under 'Who can see your event?'. A new section, 'Choose your audience', is visible with a dropdown menu set to 'Audience: Anyone with the link'. Below this, the 'Will this event ever be public?' section has 'No, keep it private' selected. At the bottom, there are input fields for 'Start date' (23/10/2023) and 'Start time' (12:00), with a note that the time zone is the same as the event's. The red 'Publish' button remains at the bottom right.

A private event will provide you with a link to Eventbrite so that your attendees can book tickets. This will allow you to share your event with a certain group.

Once you have chosen your method, simply click publish and your event will be created. If it is a private event, you will be provided with a link to your event page. Simply copy the link and send to your interested parties.