Eventbrite: Create an Event

I.   Event Details

After logging into your Eventbrite account, go to your Events workspace and click Create Event.

Go to "Basic info" and fill in:

- Event title - Give your event a clear title.
- Event organizer - The person or organization hosting the event.
- Event type & category - Your event's "genre".
- Event tags - Keywords that help your attendees find your event.
- Event location: Choose "Venue" if your location is in-person, or "Online event" if your location is virtual. Select "To be announced" if you aren't sure of your location yet.

Enter your event's start and end date and time. If you have an event that occurs across multiple dates, here are your options.

Add an event image to your event page and you can also upload an image directly from your device.

- Main event image: Must be a JPEG or PNG no larger than 10MB. Images with at least 2160 x 1080px (a 2:1 ratio) work best.
- Optional: Add a video to your main event image carousel. Under **Video**, paste the URL for your YouTube or Vimeo video. Your video must be published and public.

Description: Write a summary up to 140 characters that describes the most important details of your event. Then use the description to give more details about the information you included in your summary.

- You can add additional JPEG or PNG images to your event description, but PDF files are not supported

If your event is taking place online, add a link to your webinar or meeting. Then add any other information attendees will need to join.

Save your changes.

II.   Tickets

Go to 'Tickets' and click 'Add tickets.' You either create a new ticket type or copy tickets from another event.

Choose a ticket type (free, paid, or donation). Then:

1. Give your ticket a name, like "General Admission".
2. Add the quantity of tickets you have available.

Source: https://www.eventbrite.com/help/en-us/articles/551351/how-to-create-an-event/

3. Set the price (if it's a paid ticket type).
4. Select the dates you want your tickets to be on sale.
5. Save your changes.

Click "Advanced settings" to:

- Add a ticket description - Let attendees know what's included with their ticket.
- Change the ticket visibility - Hide tickets to prevent attendees from seeing them.
- Limit the number of tickets per order - Set a limit if you only want attendees to select a certain amount of that ticket type per order. Limits can't be set on Donation ticket types.

III.   Order Form & Confirmation

Choose which information to collect from attendees by setting up your event's order form. Attendees will answer your questions during registration.

1. Go to Order form (under Order options).
2. Choose to collect info from the ticket buyer only or from each attendee.
3. Select the info you want to collect.
4. Optional: Add custom questions, like dietary preferences, t-shirt size, or transportation option.

Order confirmations are automatically sent to attendees when they register for your event. They include order details and PDF tickets (if enabled).

Customize your event's order confirmation to enable PDF tickets and give attendees useful information, like parking instructions or what they need to bring.

IV.   Publish & Review

Click "Publish"

- Confirm your event privacy settings
- Set a time for your event to go live (publish now or schedule for later)
- Choose a Collection to add your event to (if you have already created a collection)
- Publish your event and review your listing

Most settings can be edited after your event is live. You can't change your payment processor or delete ticket types after your event has orders. To make changes, go to Manage my events in your account, and select your event.]

If your tickets aren't available for sale, check your ticket settings. Make sure your sales dates are correct, the tickets are visible, and the Sales channel is "Everywhere" or "Online only".

To check your order form:

1. Go to your event page.

Source: https://www.eventbrite.com/help/en-us/articles/551351/how-to-create-an-event/

2. Click "Tickets" or "Register".
3. Select a number of tickets.
4. Click "Checkout" and review the information you're collecting.

Don't click "Place order" unless you'd like to complete an order —Eventbrite will treat this as a real registration. If your order form isn't asking the questions you want, review your order form settings.

V. Resources

- https://www.eventbrite.com/help/en-us/articles/551351/how-to-create-an-event/
- https://www.eventbrite.com/help/en-us/articles/256014/[slug]/
- https://www.eventbrite.com/help/en-us/articles/644100/[slug]/
- https://www.eventbrite.com/help/en-us/articles/246376/[slug]/
- https://www.eventbrite.com/help/en-us/articles/385031/[slug]/
- https://www.eventbrite.com/help/en-us/articles/305873/[slug]/

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