



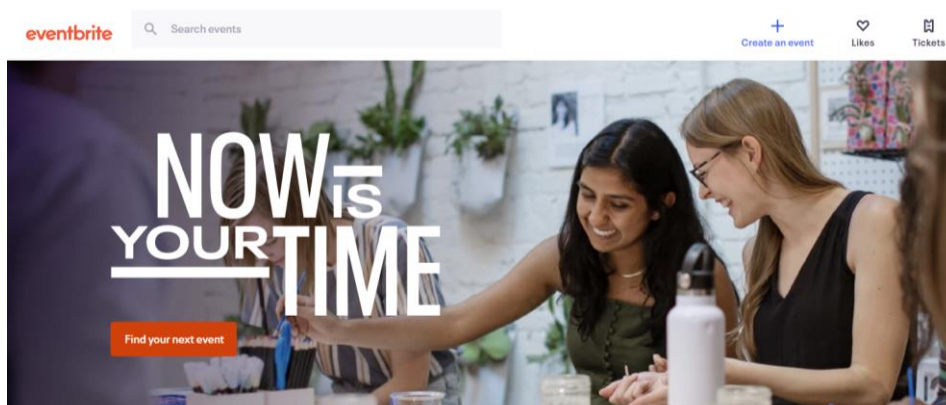
Guide to Eventbrite

Eventbrite is a free tool in event organising, creating virtual tickets, booking tickets and promoting the event to a wide audience and offering easy ways of communicating with your attendees.

As you are collecting data from people then you must comply with [GDPR guidance](#).

1. Set up a free account- <https://www.eventbrite.co.uk/>
2. Create an event

Select the 'create an event +' button from the top menu



Fill in the details: remember to make the information as clear and accessible as possible.



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
Tell attendees who is organising this event.

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.

Add an image and decription. Don't forget to use images you have the rights to use. There is a Living Streets image library available for use on [Smugmug](#), along with additional images, for free download. All photography must be credited to Living Streets, if used.

Add tags to help people find your event, for example national_walking_month

[Events](#)

Draft

Living Streets Test Event

Fri, 13 May 2022 19:00

[Preview your event](#)

- Basic Info
- Details
- Online Event Page
- Tickets
- Publish

Dashboard

Order Options



Basic Info

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

Event Title *
Living Streets Test Event 25/75

Organiser
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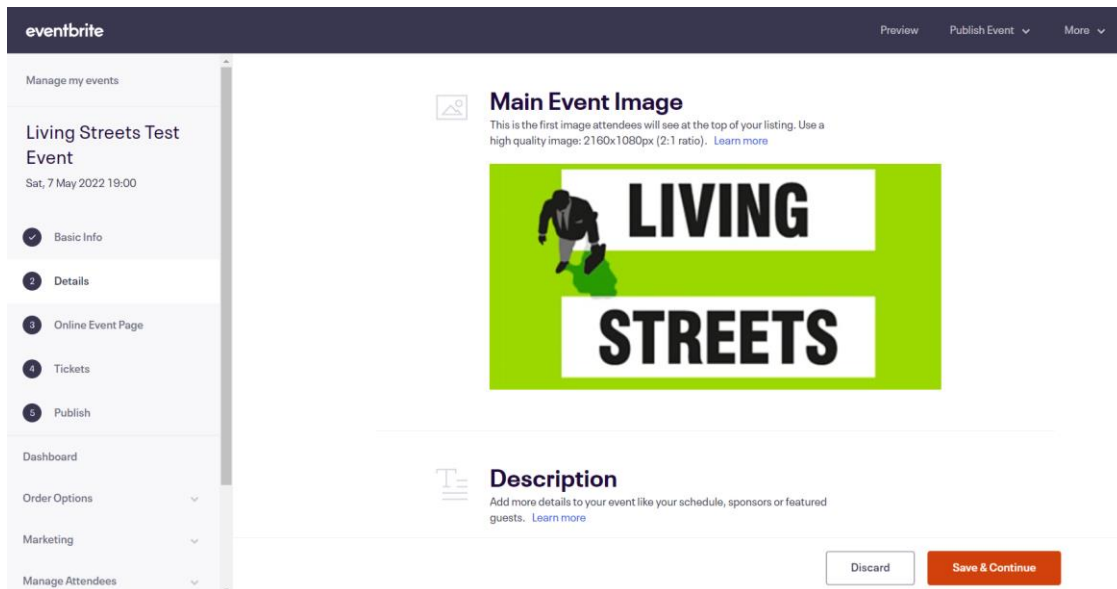
Seminar or Talk Charities & Causes Sub-category

Tags

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

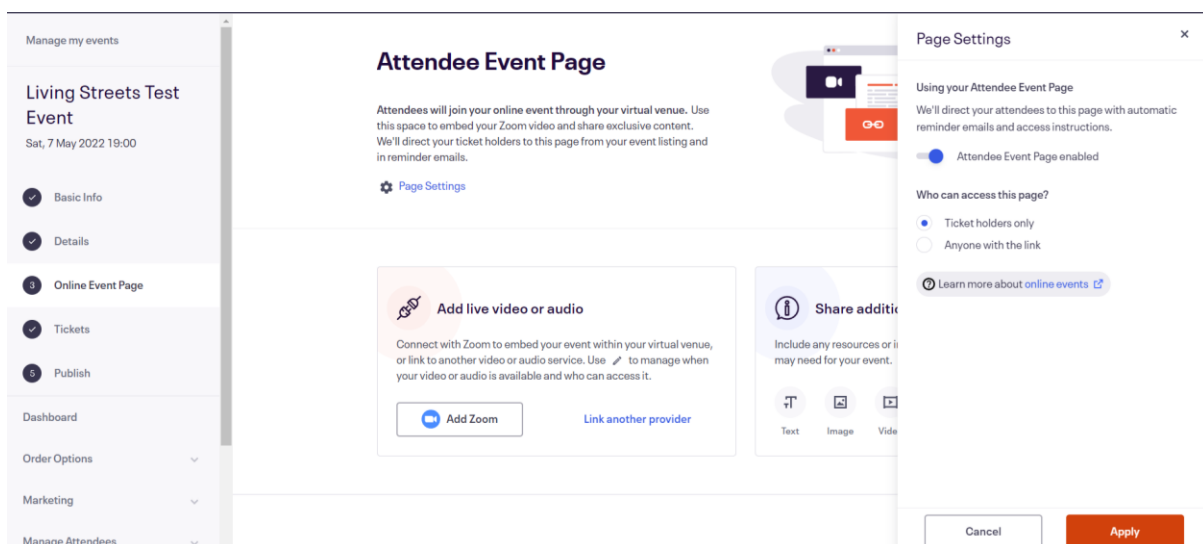
Press Enter to add a tag
national_walking_month 22/25

0/10 tags.



Online event page – here you can link your event to Zoom/Teams or another online event provider but it can make things a bit tricky. If want to link it, go ahead and add the link from the platform you’re using eg Zoom.

If you don’t want to use it, go to page settings and disable the attendee event page:



Tickets section – here you can add quantities of free, paid for or donation tickets (Eventbrite will take a cut of any money you make, which you can build into the price or not). You can have a mixture of ticket types and change the details of how many and when they are on sale until at any time.

The screenshot shows the 'Add tickets' interface for the 'Living Streets Test Event' on Saturday, 7 May 2022 at 19:00. The left sidebar contains navigation options: Basic Info, Details, Online Event Page, Tickets, Publish, Dashboard, Order Options, Marketing, and Manage Attendees. The main content area features a 'Let's create tickets' section with a ticket icon and instructions: 'Create a section if you want to sell multiple ticket types that share the same inventory. i.e. Floor, Mezzanine.' Below this are 'Create a section' and 'Add tickets' buttons. The right sidebar, titled 'Add tickets', includes tabs for 'Paid', 'Free', and 'Donation'. The 'Free' tab is selected. The form fields include: Name (General Admission, 17/50), Available quantity (50), Price (Free), When are tickets available? (Date & time), Sales start (28/03/2022, 00:00), Sales end (07/05/2022, 19:00), and an 'Advanced settings' dropdown. At the bottom are 'Cancel' and 'Save' buttons.

Order Form- this is where you can add a question asking attendees if they are happy to join your local group's mailing list.

The screenshot shows the 'Order Form' configuration page for the 'Living Streets Test Event' on Friday, 13 May 2022 at 19:00. The left sidebar shows navigation options: Basic Info, Details, Online Event Page, Tickets, Publish, Dashboard, Order Options, Order Form, and Order Confirmation. The main content area is titled 'We collect first name, surname and email by default.' and contains a table of form fields with 'Include' and 'Required' toggle switches. Below the table is an 'Add a new question' button.

Details	Include	Required
Prefix (Mr, Mrs, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
Suffix	<input type="checkbox"/>	<input type="checkbox"/>
Gender	<input type="checkbox"/>	<input type="checkbox"/>
Home phone	<input type="checkbox"/>	<input type="checkbox"/>
Mobile phone	<input type="checkbox"/>	<input type="checkbox"/>
Home address	<input type="checkbox"/>	<input type="checkbox"/>
Shipping address	<input type="checkbox"/>	<input type="checkbox"/>
Website	<input type="checkbox"/>	<input type="checkbox"/>
Blog	<input type="checkbox"/>	<input type="checkbox"/>
Job title	<input type="checkbox"/>	<input type="checkbox"/>
Company / Organisation	<input type="checkbox"/>	<input type="checkbox"/>
Work address	<input type="checkbox"/>	<input type="checkbox"/>
Work phone	<input type="checkbox"/>	<input type="checkbox"/>

Type the following into the question prompt box:

Would you like to be kept up to date with Living Streets' news and campaigns by email? *Living Streets is gathering your data so we can email you our news and local information where we can. We would like to tell you about project activity and progress, ways you can support us and other news. We won't share your details with any third parties and you can unsubscribe at any time. Read our Privacy Policy for more info: <https://www.livingstreets.org.uk/privacy-policy>*

Select single choice and type yes and no into the boxes and click save.

Edit question x

Question

Question prompt
Are you happy to join our Group's mailing list? Living Street

Question format
Single choice

Options available Limit quantity for each option

= Yes 🗑️

= No 🗑️

[+ Add another option](#)

Add a conditional sub-question

Optional settings

Show this question for specific ticket types

Cancel
Save

You're ready to **publish your event** – select public or private. If private, only people who have the link to the event will be able to access it.

You can choose when to publish it.

Manage my events

Publish Your Event

Living Streets Test Event
Sat, 7 May 2022 19:00

- Basic Info
- Details
- Online Event Page
- Tickets
- Publish

Dashboard

Order Options v

Marketing v

Manage Attendees v

Living Streets Test Event
Saturday, May 7, 2022 at 19:00 BST
Online event

📄 \$0.00 👤 50

An event for members of Living Streets Test event group

[Preview](#) ↗

Who can see your event?

Public
Shared on Eventbrite and search engines

Private
Only available to a selected audience

When should we publish your event?

Publish Now

Schedule for later

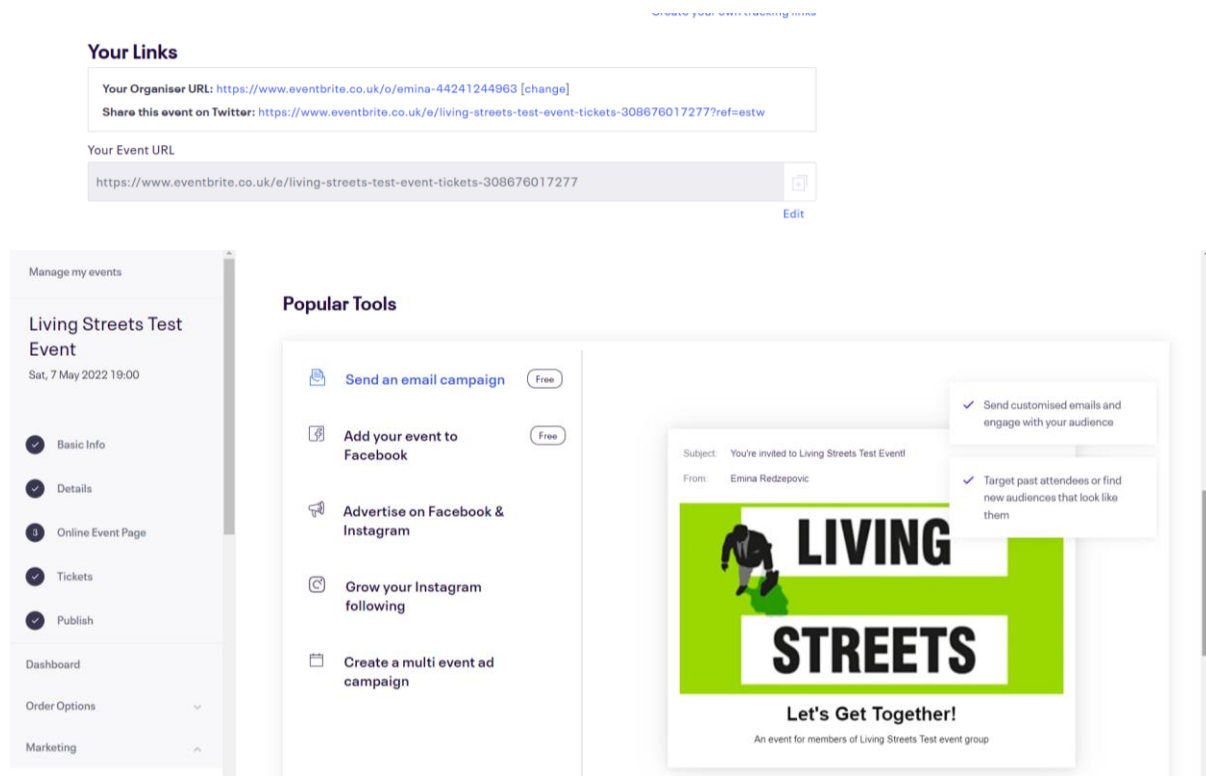
📅 28/03/2022

15:00

💡 Tips before you publish

[Customise your order form](#) →

When you've published your event you can use the Eventbrite platform to promote it but all you really need is the link – with the link you can invite people to come along. Find your link by clicking the event name on the left hand side and scroll down to the bottom of the page:



Share

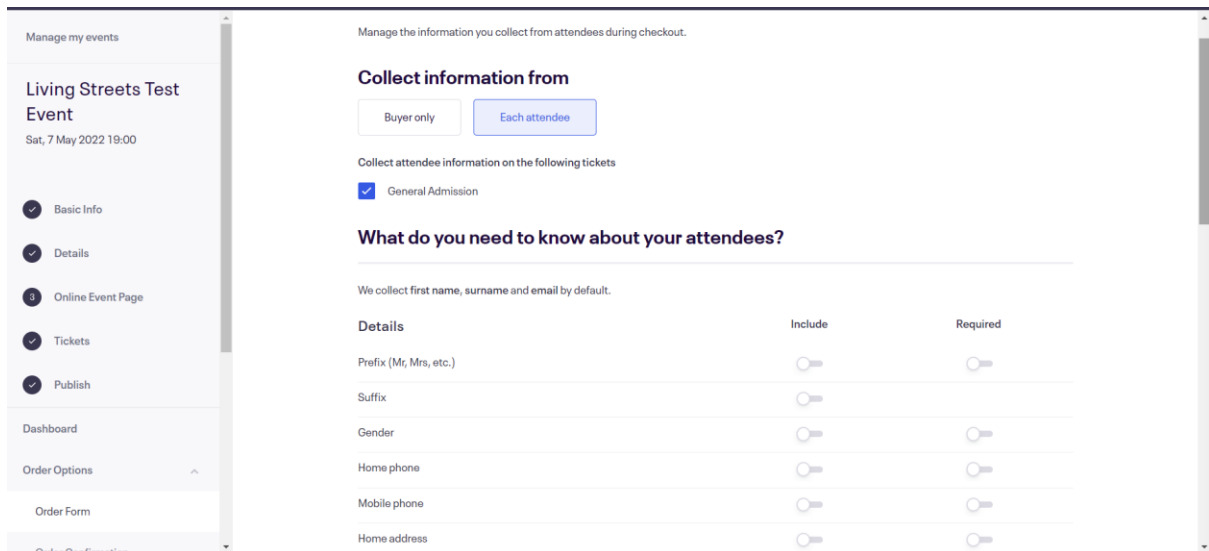
You can let people know about your event now using your social media channels or emailing out to your group mailing list.

Send the link to the event to the Local Group team at Living Streets so we can publicise the event in the Group News or consider writing an email to the Living Streets supporters in your area. Templates are found on the [Local Group Resources](#) page.

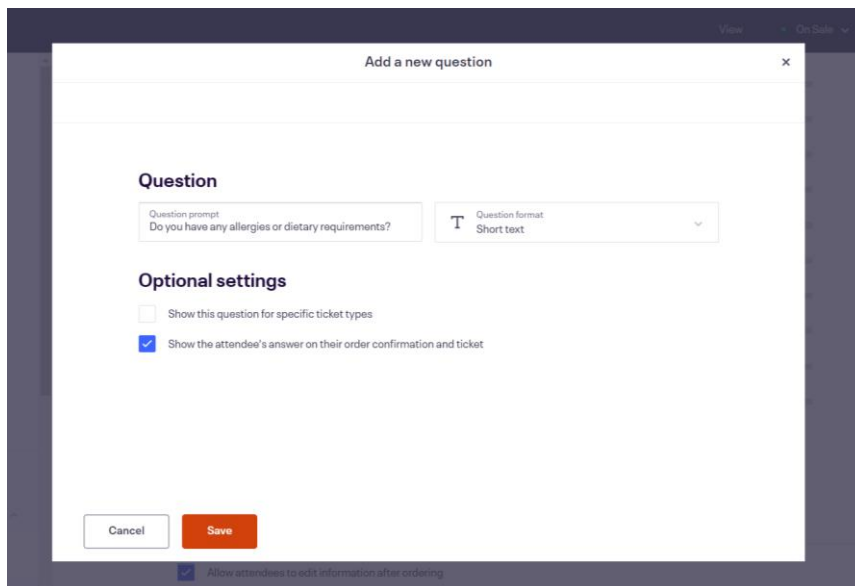
Important to do:

Manage your order forms: When people click on your Eventbrite link they will be asked for information in order to get a ticket and you have the ability to customize what they see and what information is asked for.

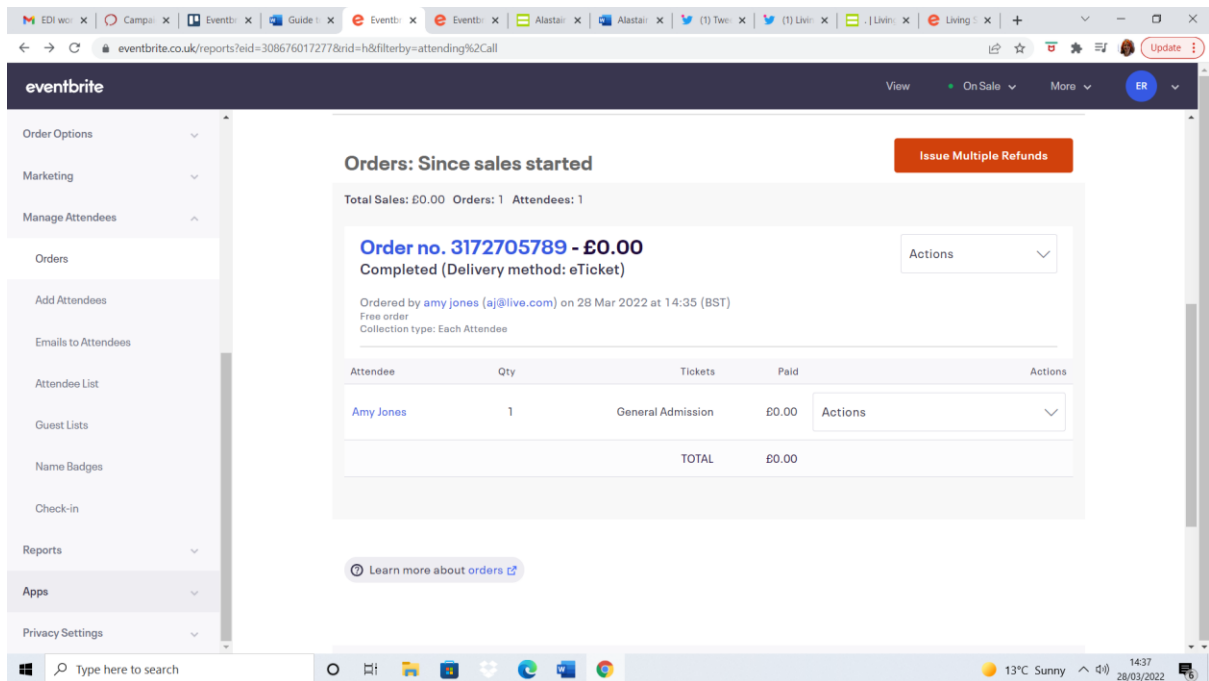
Go to order options in the left hand menu. This is good for accessibility – you can ask people to disclose if they have requirements eg BSL interpreter or if in person and you are providing refreshments eg dietary/allergy information. You can read this [Eventbrite guide on creating accessible listings](#) for more information on good practice.



You can do this by adding in a new question:



Manage attendees: Here is where you can see your attendees and manage this information.



If you click on orders you will see who has ordered tickets and by using 'actions' you can do a number of things such as deleting that information.

Email attendees: This is part of Manage Attendees, it allows you to message all your attendees at once and should be used wisely. Select 'create new attendee email' orange button.

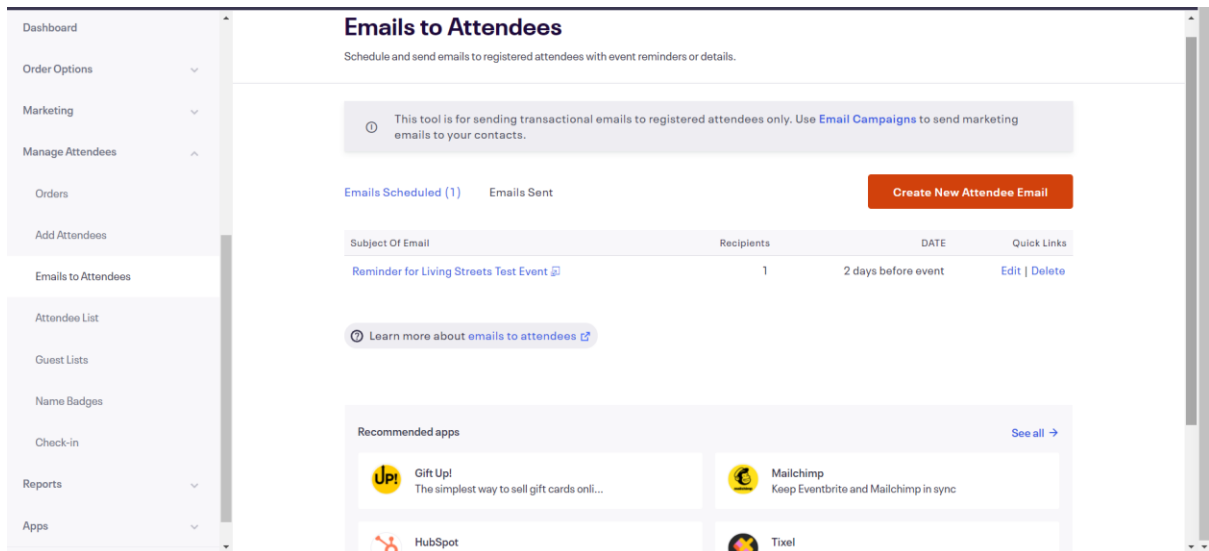
It's a good idea to message your attendees a week before and a few hours before the event with the information they need.

Eg. Thanks for signing up to our event, we will see you next week – Weds, May 7. Here is the Zoom link you will need: www.zoom.com/meeting1234

The event will be recorded so if you don't want to be seen please turn your camera off.

Any questions? Contact bristolgroup@livingstreets.org.uk

- If you have used the linking online event option you do not need to provide a zoom link here



These are the main areas you will need to know about to create an Eventbrite event but help and support is available here:

<https://www.eventbrite.co.uk/support>