## Quick Start Guide Sections:

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is EventBrite?</td>
<td>2</td>
</tr>
<tr>
<td>Login</td>
<td>2</td>
</tr>
<tr>
<td>Create an Event</td>
<td>3</td>
</tr>
<tr>
<td>Registration Form Options</td>
<td>6</td>
</tr>
<tr>
<td>Email Invitations</td>
<td>8</td>
</tr>
<tr>
<td>Viewing Attendee Summary</td>
<td>10</td>
</tr>
<tr>
<td>Communications</td>
<td>11</td>
</tr>
<tr>
<td>Manage Attendees</td>
<td>13</td>
</tr>
</tbody>
</table>
What is EventBrite?

- EventBrite is an online ticketing service that allows event organizers to plan, set up ticket or registrations, and promote events.
- There are no costs or fees for free events. If you are charging admission to your event, please submit a helpdesk ticket at helpdesk.udmercy.edu for more information on a University housed solution.

Login

- Navigate to: www.eventbrite.com
- Click on LOG IN tab.

- New users must Sign Up for an account. Existing users may enter their EventBrite credentials below.
Create an Event

- Click on the Create an event tab or Create a New Event button.

- Add event details, such as a title, location, date & time, logo, description, organizer name and include links to Facebook and Twitter.
• Click on the **Free ticket** button under Create Tickets.

• Enter the Ticket name and give the quantity available. Click on the wheel icon to modify ticket settings, such as a start and end date and time for ticket sales and a number of tickets allowed per order.
• Enter additional settings, such as to list this as a public or private page and to show the remaining number of tickets on the registration page.

![Additional Settings](image)

• To modify the look and feel of your page, click the **Choose a Design** button.

![Choose a Design](image)

• Choose a theme. A preview will be shown below. When finished, click on the **Make Event Live** button.

![Choose a Theme](image)

---

**Graduation Dinner**

Saturday, May 10, 2014 from 5:00 PM to 8:00 PM (PDT)
Registration Form Options

- Choose what information you would like to collect by clicking **Order Form**, under Modify Order Options.

- Modify the confirmation message received after registering for an event by clicking **Order Confirmation**.

![Order Form](image)

![Order Confirmation](image)
• Choose the type of event, ticketed or registration, by clicking **Event Type & Language.**

![Event Type & Language](image1)

![Waitlist](image2)

• A waitlist may be enabled on the **Waitlist** menu.
Email Invitations

- On the Event Dashboard for your event, click on Email Invitations under Invite & Promote.

- Customize your email invitation:
• Add your guests:

Add Your Guests

- Import emails from your address book (Gmail, Yahoo! Mail, Hotmail)
  - Address Book: Gmail
  - Email: @gmail.com
  - Password: [password entry]
  - Continue

We will not store your password. It will only be temporarily used to access your address book.

- Manually enter email addresses
- Create email list from attendees of past events
- Upload emails from Outlook, Excel or other file (.csv or .txt)

• Send or schedule sending of your invitation:

Send and schedule

- Immediately!
- Select Date: 12/18/2013 at 01:00 AM
- Days: [ ] Hours: [ ] Before my event

Send Now  Save as Draft
• All invitations may now be reviewed on the Email Invitations screen.

Viewing Attendee Summary
• Click on Event Reports under Analyze.
• Your Attendee list may be exported into Excel through the Export option.
Communications

- Click on the Emails to Attendees link to send an email before the event.

- Post news and updates on the event page through the News & Updates link.
- Attendee surveys may be sent to attendees after the event.
Manage Attendees

- Create a printable guest list of all attendees through the Guest List link.
• Create name badges through the Name Badges link.