



Eventbrite 101

How to Create your
Get Out On the Water Event
in Eventbrite



Your Account

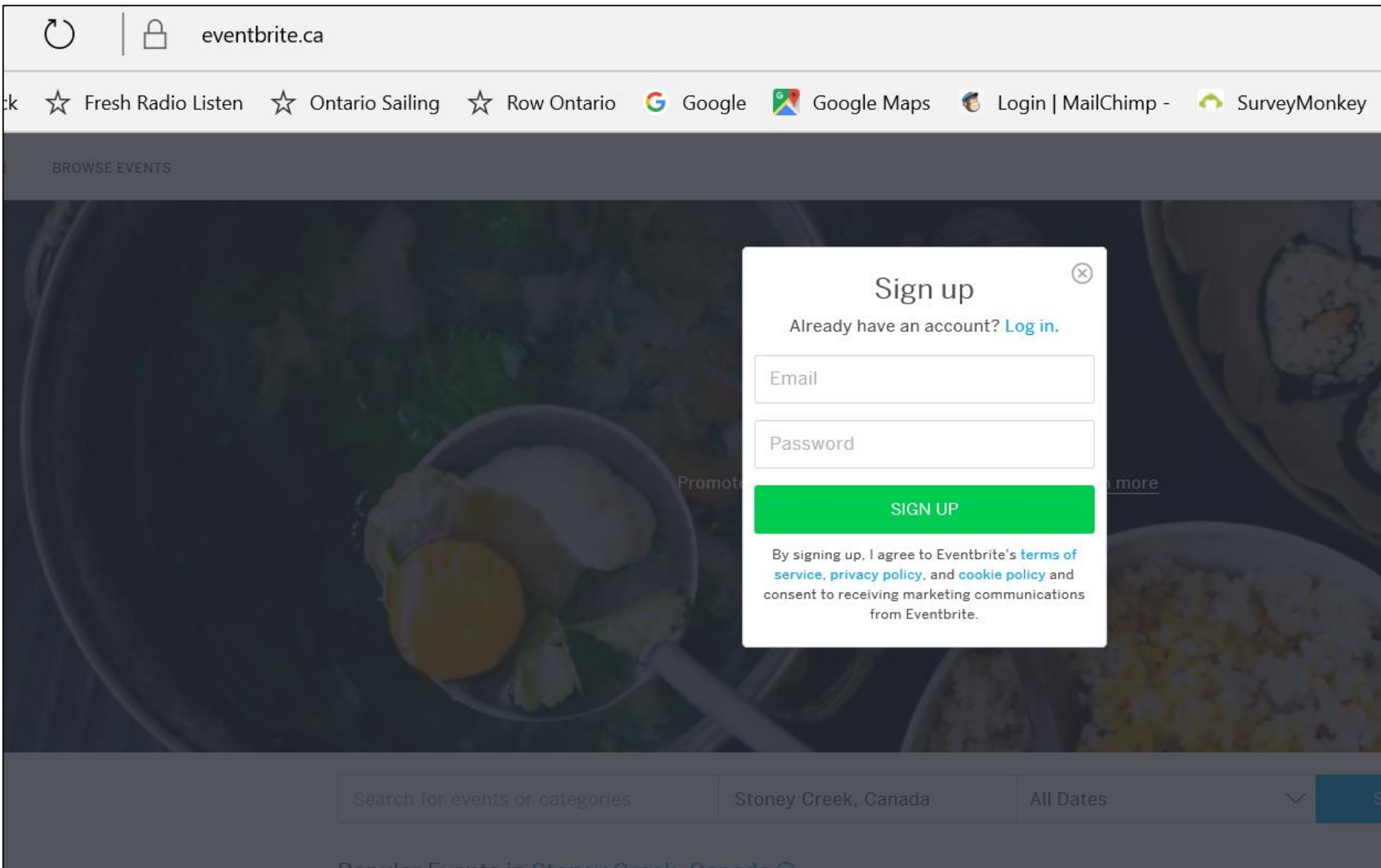
If you have made an account in the last two years simply login with those credentials.

We ask that if you have an **account older than two years** please create a new account.

If you are creating a **new account** it is very easy

Just make sure to use an email address you have access to regularly

When you are creating the first event you can add extra information about the club.



The screenshot shows the Eventbrite website with a 'Sign up' modal form centered on the screen. The background is a blurred image of food. The modal form has a title 'Sign up' with a close button (X) in the top right corner. Below the title, it says 'Already have an account? [Log in.](#)'. There are two input fields: 'Email' and 'Password'. Below these fields is a green button labeled 'SIGN UP'. At the bottom of the modal, there is a line of text: 'By signing up, I agree to Eventbrite's [terms of service](#), [privacy policy](#), and [cookie policy](#) and consent to receiving marketing communications from Eventbrite.'

eventbrite.ca

☆ Fresh Radio Listen ☆ Ontario Sailing ☆ Row Ontario Google Google Maps Login | MailChimp - SurveyMonkey

BROWSE EVENTS

Sign up

Already have an account? [Log in.](#)

Email

Password

SIGN UP

By signing up, I agree to Eventbrite's [terms of service](#), [privacy policy](#), and [cookie policy](#) and consent to receiving marketing communications from Eventbrite.

Search for events or categories Stoney Creek, Canada All Dates

Create Your Event

eventbrite.ca/edit?eid=27049869889#

io Listen ☆ Ontario Sailing ☆ Row Ontario Google Google Maps Login | MailChimp - SurveyMonkey Huskies

Thursday, August 2016 from 7:00 PM to 8:30 PM (EDT)

EDIT DESIGN MANAGE

1 Event Details [Tips](#)

EVENT TITLE *

Get Out On The Water - City Name

LOCATION

Enter the venue's name

Address

Address 2

City

ON Postal Code

Canada

[Reset location](#) ☒ Show map on event page

STARTS **ENDS**

24/06/2017 09:00am 24/06/2017 12:00pm

[Timezone & date settings \(EDT\)](#)

EVENT IMAGE

get out on the water.ca

Add all the basic details

Hints:

- Use the Community name in Event Title
- Be consistent
- Use the Eventbrite image in the Resource Library – it has to be a specific size

Sample description

Emphasize: they will be safe and have fun and that anyone can participate!

Use the FAQ section:

- Pick the questions you think people will have and then provide short and easy answers
- Do everything you can to make it easy for people

eventbrite.ca/edit?eid=27049869889#

check ☆ Fresh Radio Listen ☆ Ontario Sailing ☆ Row Ontario Google Google Maps Login | MailChimp - SurveyMonkey

We recommend using at least a 2160x1080px (2:1 ratio) image that's no larger than 10MB. [Learn more.](#)

EVENT DESCRIPTION [HTML Editor](#)

B *I* Paragraph       

Get Out On The Water is an open house and opepn boat day put on by ClubName to give CommunityName the chance to experience sailing/rowing for FREE out on the water.

Participants will have the opportunity to get in a boat with instruction and direction from experience sailors/rowers who are focused on providing a safe and fun experience for each person. There will also be an opportunity to tour the club and learn more about making water sports an ongoing part of your life.

Looking forward to Getting YOU Out on the Water! And your Family and Friends too!

FAQs

Where can I contact the organizer with any questions?

Your answer goes here

Can I update my registration information?

Your answer goes here

Do I have to bring my printed ticket to the event?

Your answer goes here

[Add FAQs](#)

ORGANIZER NAME

[Cancel](#)

Your club

 Modifying this organizer will apply to all events

Add your club information

Hints:

- Include links to social media
- Add your website into description

eventbrite.ca/edit?eid=27049869889#

Check ☆ Fresh Radio Listen ☆ Ontario Sailing ☆ Row Ontario Google Google Maps Login | MailChimp - SurveyMonkey

[Add FAQs](#)

ORGANIZER NAME

[Cancel](#)

Your club

⚠ Modifying this organizer will apply to all events

ORGANIZER DESCRIPTION

B *I* Paragraph       

A few lines about what all your club includes and what type of organization you are - ie Non profit, volunteer led club that offers the community rowing opportunities

☒ Include links to Facebook and Twitter

 facebook.com/

 twitter.com/

2 Create Tickets [Tips](#)

Use different ticket categories to help breakdown participants

Hints:

- If you have limited total number of space will need to monitor and adjust quantities available in each
- Adults will shy away from sharing age so generic adult works better

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eventbrite.ca/edit?eid=27049869889

📖

★

TweetDeck

Fresh Radio Listen

Ontario Sailing

Row Ontario

Google

Google Maps

Login | MailChimp -

SurveyMonkey

Huskies

Add FAQs

ORGANIZER NAME
[Edit this organizer](#) | [+ Add new](#)

COAST

☐ Include links to Facebook and Twitter

2

Create Tickets

Tips

Ticket name*	Quantity available*	Price	Actions
NEW: You just changed the name or price of an on-sale ticket. Learn what that means for your event.			
Adult	100	Free	
Youth (8-16 years)	100	Free	
Child (5-8 years)	100	Free	
+ FREE TICKET + PAID TICKET + DONATION			Total capacity: 1

Click here for each type of ticket

3

Additional Settings

Tips

LISTING PRIVACY

☒ Public page: list this event on Eventbrite and search engines

☐ Private page: do not list this event publicly



eventbrite.ca/edit?eid=27049869889

Fresh Radio Listen



Ontario Sailing



Row Ontario



Google



Google Maps



Login | MailChimp -



SurveyMonkey



Huskies

+ FREE TICKET

+ PAID TICKET

+ DONATION

Total capacity: 1

3

Additional Settings

[Tips](#)

LISTING PRIVACY

- ☒ Public page: list this event on Eventbrite and search engines
- ☐ Private page: do not list this event publicly

EVENT TYPE

Tour



EVENT TOPIC

Sports & Fitness



REMAINING TICKETS

- ☒ Show the number of tickets remaining on the registration page

SAVE

VIEW

Final step on main
event creation page
Keep it public and
pick the event type
and topic

Design page gives you the overview of what it will look like

Most important is to make sure the boxes are not checked to keep attendance list private

The screenshot shows the Eventbrite event design interface. At the top, a navigation bar includes links for TweetDeck, Fresh Radio Listen, Ontario Sailing, Row Ontario, Google, Google Maps, Login | MailChimp, SurveyMonkey, and Huskies. Below this is a dark navigation bar with buttons for EDIT, DESIGN (highlighted with a red circle), and MANAGE. A red arrow points to two unchecked checkboxes: ☐ Display Attendees and ☐ Allow visitors to see which of their Facebook friends are going. The main preview area shows the event title 'Get Out On The Water - City Name' with the subtitle 'By: Your club' and the date 'SAT, 24 JUN 2017 AT 9:00 AM, ON'. The background of the preview is a blue and white graphic with the text 'get out on the water.ca' in a large, stylized font. The Eventbrite logo and search bar are visible on the left, and links for BROWSE EVENTS, HELP, and CREATE EVENT are on the right.

←→↻|🔒eventbrite.ca/myevent?eid=27049869889

TweetDeck

Fresh Radio Listen

Ontario Sailing

Row Ontario

Google

Google Maps

Login | MailChimp -

SurveyMonkey

Huskies

Eventbrite

🔍 Search for events

BROWSE EVENTS

HELP ▾

Get Out On The Water - City Name

LIVE

ON | Hamilton

Saturday, 24 June 2017 from 9:00 AM to 12:00 PM (EST)

EDIT

DESIGN

MANAGE

🏠 Event Dashboard

🔗 Order Options

Order Form

Order Confirmation

Event Type & Language

Waitlist

🗣️ Invite & Promote

Email Invitations

Discount & Access Codes

Widgets

Tracking Links

Affiliate Programmes

📊 Analyse

Analytics (Beta)

UNPUBLISH | COPY | CANCEL | DELETE

Find Attendees →

📅 Live!

Your event is up and running and tickets are on sale.

✉️ Invitation Only

Only people who receive your Eventbrite email invitation will be able to register.

1 Ticket Sold / 30

4%

TICKETS | VISITS | INVITES

Tickets Sold

1

0 in the last 30 days

Tickets Pending

0

5

Tickets Available

29

0

Tickets Sold from

No tickets sold

Manage Page has lots of options for you



EDIT

DESIGN

MANAGE

Event Dashboard

Order Options ^

Order Form

[Order Confirmation](#)

[Event Type & Language](#)

[Waitlist](#)

Invite & Promote ^

[Email Invitations](#)

[Discount & Access Codes](#)

[Widgets](#)

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Analyze ^

[Analytics \(Beta\)](#)

[Charts](#)

[Event Reports](#)

[Tracking Pixels](#)

Manage Attendees ^

[Orders](#)

[Add Attendees](#)

[Emails to Attendees](#)

[Guest List](#)

Order Form

Attendee Information

Collection type

☐ Basic Information

☐ Buyer Only

☒ Each Attendee

Collect information by ticket type

☒ Adult

☒ Youth (8-16 years)

☒ Child (5-8 years)

Information to collect

Prefix (Mr, Mrs, etc.)

First Name

Last Name

Suffix

Email Address

Home Phone

Select what information you
NEED
from participants
Can have adults provide
different from kids

Include

Require

☐☐☒☒☒☒☐☐☒☐☐☐

- MailChimp Sync
- Facebook Pages
- Merchandise
- Browse All

Work Address	☐	☐
Work Phone	☐	☐
Website	☐	☐
Blog	☐	☐
Gender	☐	☐
Birth Date	☐	☐
Age	☐	☐
What is your swimming ability?	 	☒ ☐

ADD ANOTHER QUESTION

Registration Options

TITLE FOR THE REGISTRATION PAGE

Registration Information

INSTRUCTIONS FOR YOUR ATTENDEES

REGISTRATION TIME LIMIT



Order Form gives you option to add other questions

Example: Swimming Ability – give them options: non swimmer, moderate, strong

Focus on what you NEED



ADD ANOTHER QUESTION

Registration Options

TITLE FOR THE REGISTRATION PAGE

Registration Information

INSTRUCTIONS FOR YOUR ATTENDEES

REGISTRATION TIME LIMIT

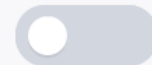
8

mins

MESSAGE TO DISPLAY AFTER TICKET SALES END

Perhaps a Thank You and a message about what they should be bring

ALLOW WILL CALL PICKUP



ALLOW ATTENDEES TO EDIT INFORMATION AFTER REGISTRATION



Order Form also gives you options to provide more instructions



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Name Badges

Check-in

Auto-Assign Numbers

Order Confirmation

After purchasing a ticket or registering for your event, attendees will view a message on Eventbrite and receive an email, both of which you can customize below.

Customize Webpage

After registering for your event, attendees will see an onscreen message until they navigate away from the page. Add special instructions or other useful information here, but also add important information in the Customize Email section so the attendee can access it later.

MESSAGE FOR ORDER CONFIRMATION PAGE

e.g. Thanks for registering don't forget to keep your tickets handy, either in the Eventbrite app or print them out and bring them with you

Preview: [View example order confirmation webpage](#)

Customize Email

Your attendees will also receive an email after registration. Add special instructions or other useful information here.

DEFAULT 'REPLY-TO' EMAIL ADDRESS

MESSAGE FOR EMAIL AND PRINTABLE PDF (IF INCLUDED)

Tell your attendees what they should bring to the event, and include information about your refund policy. If you're hosting an online event, you can provide webinar instructions in this section.

Perhaps a Thank You and a message about what they should be bring

eventbrite.ca/attendees-email?eid=27049869889&emid=&action=CREATE

☆ Fresh Radio Listen

☆ Ontario Sailing

☆ Row Ontario

Google

Google Maps

Login | MailChimp -

SurveyMonkey

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Extensions

EMAILS SCHEDULED (1)

EMAILS SENT

SUBJECT OF EMAIL	RECIPIENTS	DATE	QUICK LINKS
Reminder for Get Out On The Water - City Name	1	48 hr before event	Delete

NAME

Your club

REPLY-TO EMAIL

lisa@rowontario.ca

TO

All Attendees (1)

SUBJECT

Message to attendees of Get Out On The Water - City Name

MESSAGE

Font Family

Font Size

HTML

A Message from Your club:

Schedule emails out to people who have registered well ahead of time so you don't have to worry about it when you are busy with last minute details
Perfect for a pre event "we look forward to seeing you and here's what to bring" email

→ ↺

eventbrite.ca/attendees-email?eid=27049869889&emid=&action=CREATE

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etDeck ☆ Fresh Radio Listen ☆ Ontario Sailing ☆ Row Ontario 🌐 Google 📍 Google Maps 👤 Login | MailChimp - 🔄 SurveyMonkey 🏠 Huskies

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🔧 Extensions ^

EMAILS SCHEDULED (1) EMAILS SENT

SUBJECT OF EMAIL	RECIPIENTS	DATE	QUICK LINKS
Reminder for Get Out On The Water - City Name	1	48 hr before event	Delete

NAME

Your club

REPLY-TO EMAIL

lisa@rowontario.ca

TO

Specific Attendees

Showing 1 - 1 of 1 Show 10

	FIRST NAME	LAST NAME
☐	Lisa	Roddie

SUBJECT

Message to attendees of Get Out On The Water - City Name

MESSAGE

B *I* U ABC | ☰ ☷ ☰ ☷ Font Family Font Size A ab | ☰ ☷

🔗 🖼️ 🌐 | HTML

A Message from Your club:

After event can select one that didn't attend or that did for different messages

eventbrite.ca/createinvite?eid=27049869889

Fresh Radio Listen

Ontario Sailing

Row Ontario

Google

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SurveyMonkey

Huskies

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Check in

Create email invitations

Invitation Template: Modern

Name of Sender: Your club

Reply-To: lisa@rowontario.ca

Subject Line: You're invited to Get Out On The Water - Citi

Customize

Edit Message

Hello «Attendee»,

You are invited to the following event:

GET OUT ON THE WATER - CITY NAME

Event to be held at the following time, date, and location:

Saturday, 24 June 2017 from 9:00 AM to 12:00 PM (EDT)

Canada

View Map

Attend Event

Event registration is by invitation only. Register with your email address to

Send out email invitations straight from Eventbrite – you can then track who signs up
Perfect for contacts, anyone calling looking for information

Event Dashboard

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Check in attendees with your mobile device.

IPHONE

ANDROID

Guest List

Pre-sort your guest list on the field that works for your door:

Last Name

Select the ticket types to include in the guest list:

- ☒ Adult
- ☒ Youth (8-16 years)
- ☒ Child (5-8 years)

Include barcode on guest list for scanners

DOWNLOAD LIST AS A PDF

Print by Guest List which
give a pdf
OR Orders which downloads
a Excel document
In Excel it is easy to delete
columns you don't need
and add columns i.e.
attendance & liability forms

EDIT

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Orders

Date Range:

Since sales started

Order Type:

All Completed Orders

Sort By:

Date Descending

Per Page:

20

Search for Orders:

e.g. order #, name or email

Export:

File Type

Export to CSV

Export to Excel

Export to Text

Orders: Since sales started

Total Sales: \$0.00 Orders: 1 Attendees: 1

Order #539724898 - \$0.00

Completed

EVENTBRITE has many features to help you plan your event, the more you can utilize the easier it will be on you and the better experience your potential customers will have!

Don't forget to do your follow up emails!

Have Questions or Need More Help?
I am here to assist you!

Projectmanager@ontariosailing.ca

905-572-7245 ext. 226