

USING EVENTBRITE – A STARTER SESSION

Note – this is all self-taught – there is an extensive Help Centre at <https://www.eventbrite.com.au/support>

WE WILL START BY LOOKING AT THE FRIENDS OF XXXX EVENTBRITE ACCOUNT.

Login to the XXXX account: Account Name is < >. Password: < >

Make sure you take a note of your username and password if you want to work from another device or have someone else run an event.

WHAT'S TO SEE?

1. Dashboard – it's non-intuitive with regards managing your own events!

2. Work from the Login details (far right) and look at the features

- Account settings
 - Contact info
 - Change email
 - Password (but only to change password)
 - Email preferences
 - Close account
- Manage my Events
 - You can find your events in here – believe it or not! I know there are other events in here! Go to the blue “Draft” button and look at “Past Events” Voila!
 - Choose the most recent event
 1. Dashboard – Sales, tickets, page views, Share, ticket type, attendee summary, recent orders
 2. Let's drill down – attendee summary report, then to export (3 formats) [and take care going back – you might find yourself somewhere unexpected]
 3. Let's look at what's recorded in Basic Info, Details, Tickets and Publish
 4. View Your Event (and page through the windows)
 - Look at the other menu items
 1. Order options – order confirmation, waitlist,
 2. Payments & Tax – payment options, payout method, refund settings, tax settings
 3. Marketing – ignore
 4. Manage attendees – orders, add attendees, emails to attendees, attendee list, name badges, Check-in.

3. And then there's the menu on the left hand side

- This is a complex, many featured application and it probably does anything that you want it to – if you can find where. Now return to HOME
- Go back to Events – all events – and look at the 2021 Spring Walks series

4. Let's create a new event for the Friends of XXXX!

- Example: A Behind The Fences workshop –XXXXXX. Learn about the 9 tree species at XXXX. Find out about how the friends are managing Phytophthora Dieback. Date – Saturday June 3, 2023 from 9 am for 2 hours. Set numbers for 20; followed by morning tea in the Welcome Shelter; set a fee of \$10. Set a reminder email for 1 week out; set up a wait list.
- Work through the dialogue boxes – but don't publish!

5. To set up your own account for the Friends of XXX you may/ will need:

- Laptop, some images and (perhaps) access to the email address to be linked to the account
- Eventbrite doesn't seem to use 2 factor authentication for account validation, but it may have an email verification process at account initiation

Good luck everyone.



natural resource
management program



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