

HOW TO CREATE AN EVENT WITH EVENTBRITE





HOW TO AND WHY YOU SHOULD CREATE AN EVENTBRITE

Creating an <u>Eventbrite</u> is a useful way to gather registrations and keep the group safe in light of Covid. Creating an Eventbrite for your clean-up will allow you to set a maximum number of participants, helping keeping groups small, as well as it will facilitate contact tracing if needed.

Getting started

- Setup Eventbrite account and event page for the beach clean, log onto www.eventbrite.ie
- Put in the detail of the beach clean and set the amount of tickets (participants to attend).
- Ask people to pre-book a place on the clean-up they will have to register their email address
- Install the Eventbrite Organiser App on your phone.
- On the day, as participants arrive for the clean-up you can use the Eventbrite Organiser app to check people in.
- After the event you can contact all participants via Eventbrite



A step by step guide to create an Eventbrite event for your clean-up

1. After you create a free account, click on *Create Event* on the top right menu.

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2. You will be asked to fill in some basic info, such as name of the event, location, date, etc... Click Save and continue.

| Basic Info Name your event and tell event-goers why they should come. Add details that highlight what makes it unique. | | Location Help people in the area discover your event and let attendees know where to show up. |
|--|-------------|---|
| Event Title* Be clear and descriptive. | | Venue Online event To be announced |
| | 0/75 | Venue location |
| Organiser | | Q. Search for a venue or address. |
| Clean Coasts | ~ | |
| Type 🗸 Category 🗸 | | |
| Tags | | Date and time Tell event-goers when your event starts and ends so they can make plans to attend. |
| | er. | Tell event-goers when your event starts and ends so they can make plans to attend. |
| Tags | er. | Teil event-goers when your event starts and ends so they can make plans to attend. Single Event Recurring Events |
| Tags Improve discoverability of your event by adding tags relevant to the subject matter Press Enter to add a tag | er. 0/25 | Tell event-goers when your event starts and ends so they can make plans to attend. |
| 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 | | Tell event-goers when your event starts and ends so they can make plans to attend. Single Event Recurring Events |

3. After this, you will be asked to add an event image and a description







4. Finally, you will be asked to create tickets. Select *Free* at the top and you can leave *General Admission* in the name field. As far as quantity is concerned, this will set the number of participants for your clean-up. To keep everybody safe, we are asking volunteers to organise clean-ups in small groups, and so we suggest you set this at under 15.

| | Paid | Donation | | |
|--|--|---------------------|--|--|
| | Name General Admission | | | |
| | | 17/50 | | |
| | Quantity* | | | |
| Let's create tickets | € Price Free | | | |
| Create a section if you want to sell multiple ticket types that share the same inventory. i.e. Floor, Mezzanine. | Sales Start Date & time | | | |
| Create Ticket | Start Date 18/08/2020 | Start Time 00:00 | | |
| | Sales End 27/09/2020 | End Time 19:00 | | |
| | Advanced Settings | ~ | | |
| | Cancel | Save | | |

5. Once this is done, simply hit Publish at the bottom right and your event is live.



