

EVENT BRITE GUIDE:

1 – Log into your account and click the green button 'Create new event'

The screenshot shows the Eventbrite 'My Events' dashboard. At the top, there's a navigation bar with 'Eventbrite' logo, 'Tickets sold 41,611,918', and links for 'Create Event', 'My Events', 'My Profile', 'My Tickets', 'My Contacts', 'Account', and 'Help'. Below the navigation, the 'My Events' section features a filter dropdown set to 'All Events' and a 'Cross Event Reporting' link. A table lists events, with one entry: 'Bristol University Alumni Reunion, Dubai' on '7 Dec 2011' with 'Live' status and '0/60' tickets sold. A red arrow points to a green 'Create a New Event' button. To the right, there's an 'Attendee Search' box and a question: 'Would you recommend Eventbrite to a friend or a colleague?'.

2- Enter the title of your event then click on the green button that says 'Create a ticket'.

The screenshot shows the 'Create an Event' page. The top navigation bar is similar to the previous screenshot. The main content area is divided into four steps: 'STEP 1: ADD EVENT TITLE' with a text input containing 'Bristol University TEST EVENT'; 'STEP 2: ADD TICKET INFORMATION' with a green 'Create a Ticket' button and a message 'You must create at least one ticket for your event to be published.'; 'STEP 3: ADD EVENT DETAILS' with a rich text editor; and 'STEP 4: ADD WHEN' with date and time pickers. On the right, there's a 'LOGO' section with an 'Upload' button. At the top right, there are buttons for 'Save As Draft', 'Save & Publish', and 'Preview'. A red arrow points to the 'Create a Ticket' button.

3- You will need to set up two ticket types, one for Bristol Alumni and one for guests. Call the first ticket Bristol Alumni ticket, fill in the appropriate price and quantity details and hit save.

The screenshot shows the 'Create Ticket' dialog box. It has a title bar 'Create Ticket' and a close button. The main text says 'Create tickets for each price, sales date, or other options.' with a red asterisk indicating a required field. The 'Ticket Name' field contains 'Bristol Alumni Ticket'. Below it, there are examples: 'Member, Non-member, Student, Early Bird'. The 'Price' field is set to 'Pounds Sterling (£)' with a currency dropdown. There are radio buttons for 'Free' and 'Donation Format (Attendee can specify the payment amount)'. The 'Quantity Available' field is empty. At the bottom, there's a 'Show' link for 'Advanced Options' and 'Cancel' and 'Save' buttons.

7- If you continue to scroll down you also have the option to personalise the URL of you event or change the background colour and set privacy options. If you want the event to be publically searchable you can add categories and keywords to make it easier to find.

Personalise the link for your event: [http://\[personalised-url\].eventbrite.co.uk](http://[personalised-url].eventbrite.co.uk)
(enter lower case letters and numbers only) **Personalise URL**

STEP 7: ADD COLOURS

Select a colour theme or Choose your own colours

Classic Rain Slate Rose Azul Sand

STEP 8: SET PRIVACY

This event is public and will be listed in the Eventbrite directory and on search engines. ?

Select categories for your event:

Specify search terms for your event:
Search terms will be used in title tags to improve search engine discovery of your event. **Set keywords and categories**

This event is private and should not be listed in the directory or on search engines.

Choose theme

8- If you continue to scroll down you will see a box called 'Additional information' you will need to return to this to display guest details on the page but first you need to set the event to collect customer information. Firstly scroll to the top of the page and click 'Save as draft' a tab will appear on the top left called 'Manage'.

Eventbrite Tickets sold 41,611,918 Create Event My Events My Profile My Tickets My Contacts Account Help

Need help? Call us! 0800 65 28 399 Mon-Fri 9am-6pm (London) Welcome alumni@bristol.ac.uk | Logout

Bristol University TEST EVENT (draft)
 Monday, 19 December 2011 from 13:00 to 16:00 (BST)

Manage Edit Preview **Save As Draft** Save & Publish

STEP 1: ADD EVENT TITLE
 Bristol University TEST EVENT

STEP 2: ADD TICKET INFORMATION

TICKET TYPE	SALES END	PRICE	FEE	STATUS	
Bristol Alumni Ticket	1 hour before event	£0.00	£0.00 *	On Sale	Hide x
Guest Ticket (non-Bristol alumni)	1 hour before event	£0.00	£0.00 *	On Sale	Hide x

Add a New Ticket Event Capacity:

STEP 4: ADD WHEN

LOGO EDIT | REMOVE

University of BRISTOL

9- Click the 'Manage' tab, which will bring up the event options, on the left hand side is the option to collect custom information.

Eventbrite 41,611,918 Create Event My Events My Profile My Tickets My Contacts Account Help

Bristol University TEST EVENT (draft)
Monday, 19 December 2011 from 13:00 to 16:00 (BST) Find Attendees: [] Find

Manage Edit Preview Copy Cancel Delete

EVENT SUMMARY

- REGISTRATION
 - Collect Custom Information
 - Event Page Language
- ANALYSE
 - Google Analytics
- ORDERS
 - Edit Order Confirmations
- WAITLIST
 - Waitlist Settings
- SELL
 - Create Discount Codes
 - Create Affiliate Programmes
 - Use Tracking Links

Status
Status: Draft
Days to Event: 39 days
Page Views: 0 reset

Total Sales
Total Online Sales: £ 0.00
Eventbrite Fees Owed: -£ 0.00
GRAND TOTAL: £ 0.00

Invitations Stats
Email Invitations Sent: 0
Resulting Transactions: 0
Conversion Rate: 0%

9- Click 'Collect custom information' which allows you to select what details you wish to collect from guests. Select 'Collect information below for each attendee' and tick the boxes below for both Bristol Alumni and non-alumni tickets. Then tick the various details you want to collect for guests (normally this would just First name, Last name and possibly email address). Remember you have the option to set the fields as optional or mandatory. Click the 'Add a question' button to collect degree details information and anything else you need.

Collect information about your attendees

Save Changes

What type of information do you want to collect?

You have 3 options:

- Collect only basic information (email, name)
- Collect information below for the ticket buyer only
- Collect information below for each attendee

For which ticket types do you want to collect information?

Select All | Deselect All

- Bristol Alumni Ticket
- Guest Ticket (non-Bristol alumni)

Information to collect

include required

Contact Information

- Prefix (Mr, Mrs, etc.):
- First Name:
- Last Name:
- Suffix:
- Email Address:

Create your own questions

Add questions for your attendees to answer during the registration process.

Add a Question

10- Type *Bristol University Degree Subject* as the title of your question, select the 'Large Text Field' option and tick the box that says 'Show this question for specific ticket types'. This will then give you the option to select which ticket type will display the information field. Select Bristol Alumni Ticket and make sure the guest ticket is not ticked. The hit **save**.

11- Repeat step 10 this time to collect the Alumni Graduation Year information.
 Repeat step 10 this time to collect Alumni Postcode (this helps our data team locate them)
 Once you have saved the changes on the main screen hit the edit tab to return to your event.

12- Scroll to the bottom of your event page and return to the box called 'Additional Options'. Click 'Show attendee list on registration page' then the name and degree details boxes are ticked.

ADDITIONAL OPTIONS

Show number of tickets remaining on the registration page.

Show attendee list on the registration page.

Include:

<input checked="" type="checkbox"/> First Name	<input type="checkbox"/> State/Province (Work Address) *	<input checked="" type="checkbox"/> Bristol University Degree Subject
<input checked="" type="checkbox"/> Last Name	<input type="checkbox"/> Job Title *	<input checked="" type="checkbox"/> Bristol University Graduation Year
<input type="checkbox"/> Tickets Ordered	<input type="checkbox"/> Company *	
<input type="checkbox"/> City (Home Address) *	<input type="checkbox"/> Website *	
<input type="checkbox"/> State/Province (Home Address) *	<input type="checkbox"/> Blog *	
<input type="checkbox"/> City (Work Address) *		

* These fields require the collection of additional information at registration time. [Learn More](#)

Show custom header & footer.

Track Registration Page using Google Analytics. [?](#)

13- You can preview your event to check how it looks and works by clicking the preview tab. Once you are happy you can click publish.

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Bristol University TEST EVENT (draft)
Monday, 19 December 2011 from 13:00 to 16:00 (BST)

Manage Edit Preview Save As Draft Save & Publish

STEP 1: ADD EVENT TITLE
Bristol University TEST EVENT

STEP 2: ADD TICKET INFORMATION

TICKET TYPE	SALES END	PRICE	FEE	STATUS
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LOGO EDIT REMOVE
University of BRISTOL

14 - By this point your event should look something like this...

Bristol University TEST EVENT

Monday, 19 December 2011 from 13:00 to 16:00 (BST)
Dubai, United Arab Emirates



University of BRISTOL

Ticket Information

TYPE	END		QUANTITY
Bristol Alumni Ticket	19 Dec 2011	Free	0
Guest Ticket (non-Bristol alumni)	19 Dec 2011	Free	0

[Register](#)

Share this!



Be the first of your friends to like this.

Event Details

Wine tasting and networking for Bristol alumni, Paris

17 November 2011, 7 pm

Following on from the successful [event held in June](#), Chrystelle Tassios (LLM 2005) has organised a wine tasting and networking evening for Bristol alumni and friends. The venue on this occasion will be the chic and new [Wine by One](#) close to Place Vendôme.

Wine by One offers a novel approach to the traditional wine tasting format. Guests put money on a card obtained from the cashier, which is then redeemed against a range of wines, from white, red, rosé and Champagne with 'tasting notes' explaining the origin of the wine, the taste, etc. You can also decide whether you want a full glass, half or just a taste.

Venue: [Wine by One](#), 9 rue des Capucines, Paris 1er. Métro: Tuileries, Madeleine, Opéra, Pyramides.

Cost: Purchase on consumption.

Booking information: If you are interested in attending this event please contact Chrystelle Tassios at bristol.alumni.paris@gmail.com for further details and to book your place. Please note the booking deadline is 9 November.

Please note that all events are subject to change. We regularly post event updates and news to our alumni [Facebook](#) and [LinkedIn](#) groups so you can keep in touch and reconnect with old friends. If you have any feedback or suggestions for future events, please contact the alumni team at atalumni@bristol.ac.uk.



When & Where



Calabar at The Address

Emaar Boulevard
Downtown Dubai
Dubai, Dubai
United Arab Emirates
Monday, 19 December 2011 from 13:00 to 16:00 (BST)

[Add to my calendar](#)

Hosted By

University of Bristol

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Description of your organisation

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Attendee List

Sort by: [Date](#) | [First Name](#) | [Last Name](#)

Sam smith

John Brown

Bristol University Degree Subject: **BA English**

Bristol University Graduation Year: **1990**