

Creating an event in Eventbrite

A step by step guide to using Eventbrite to organise and manage CIBSE volunteer events



eventbrite



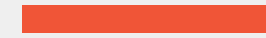
Accessing your account

- 01** Your Eventbrite account will be tied to your network's CIBSE email address (yournetwork@cibse.org). The default password is !!Welcome10!!
- 02** Contact regions@cibse.org or groups@cibse.org for assistance accessing your account.

Log in



Creating an event

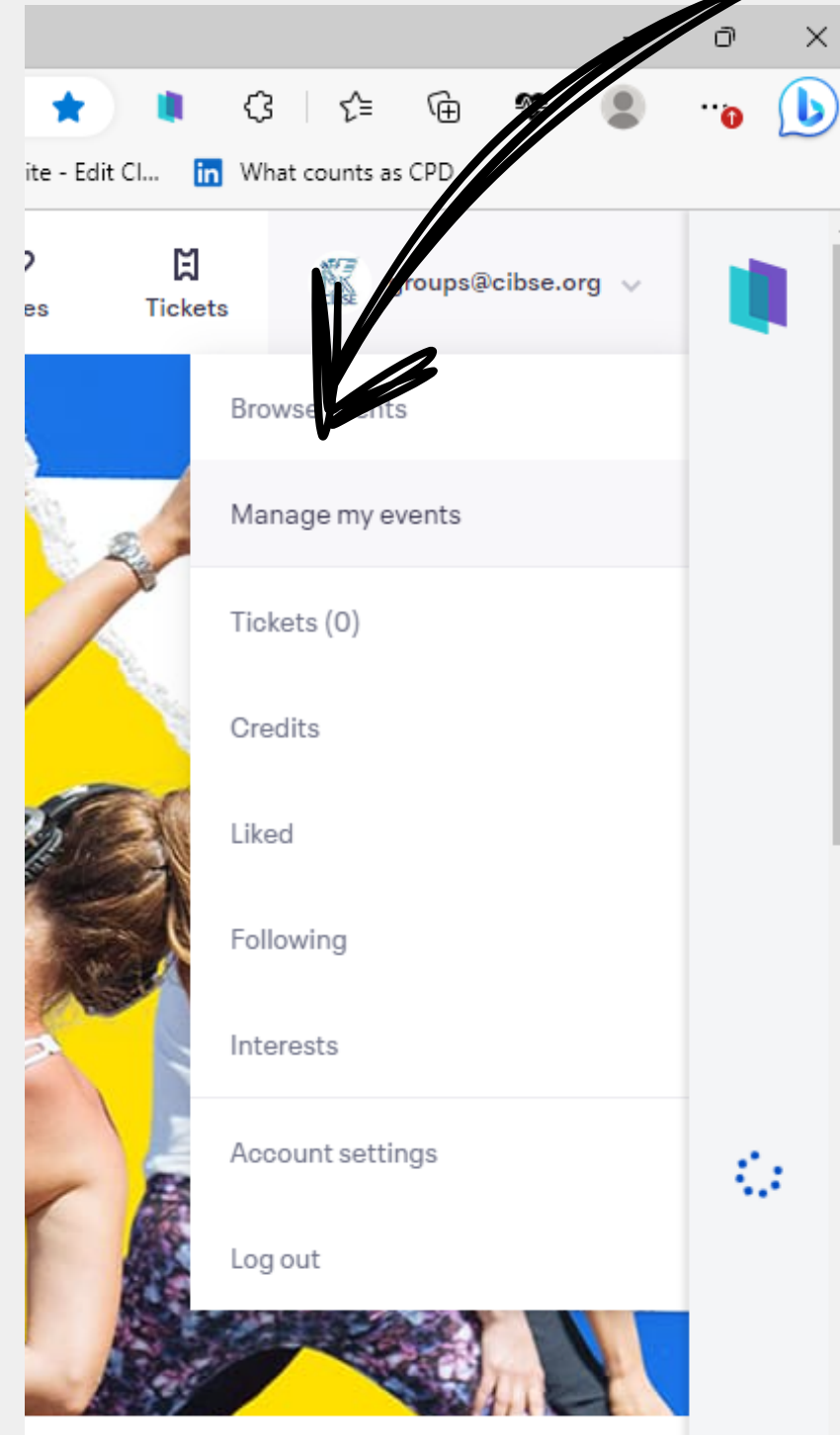
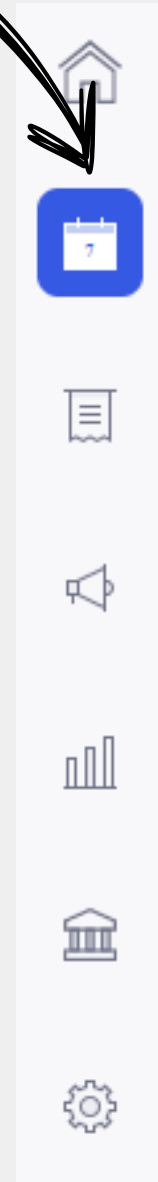


Find the draft template we have created for your network

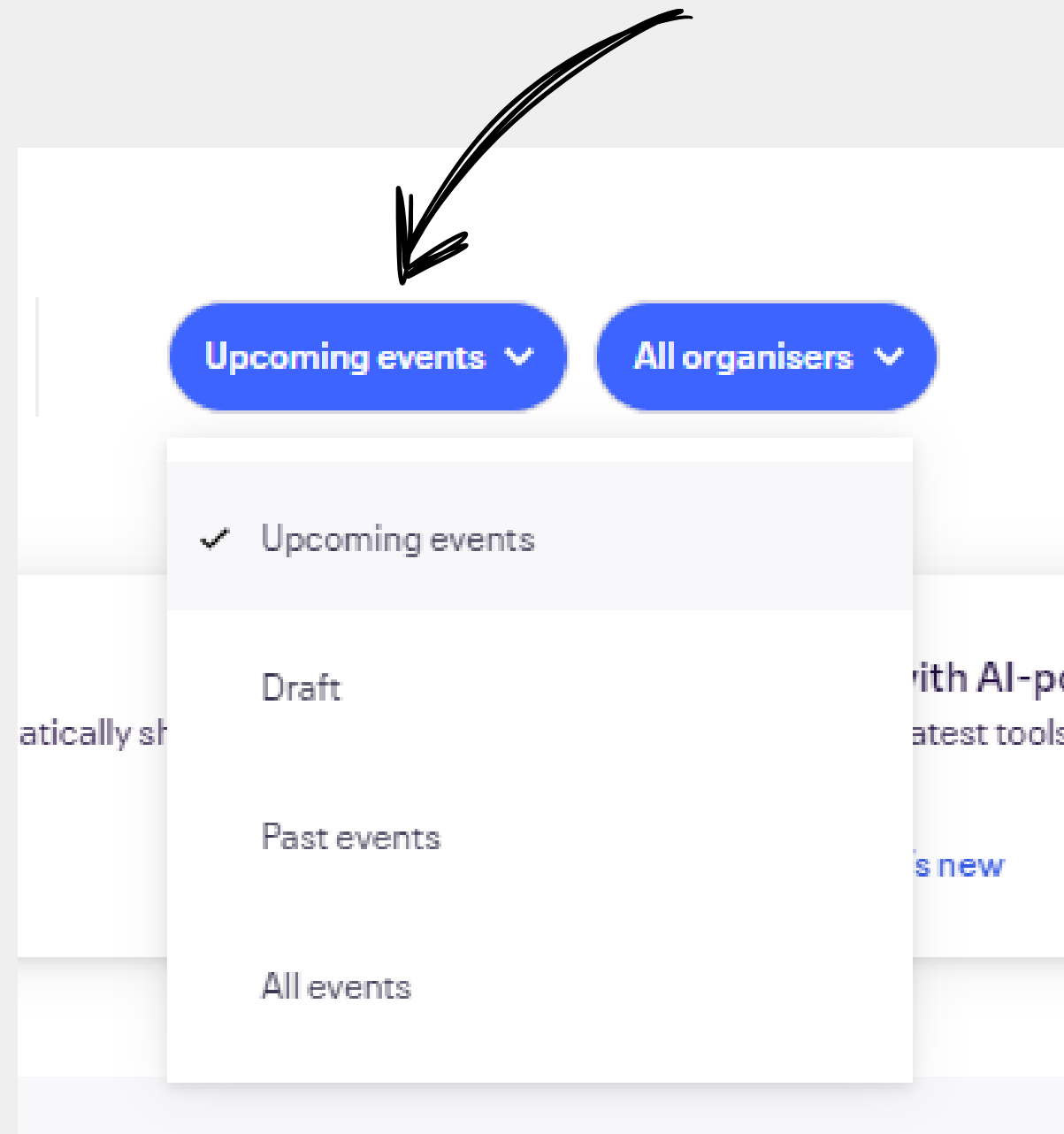
01 Go to 'manage events' to see your events calendar and ticket sales at a glance

02 Select 'Events' from the right hand menu

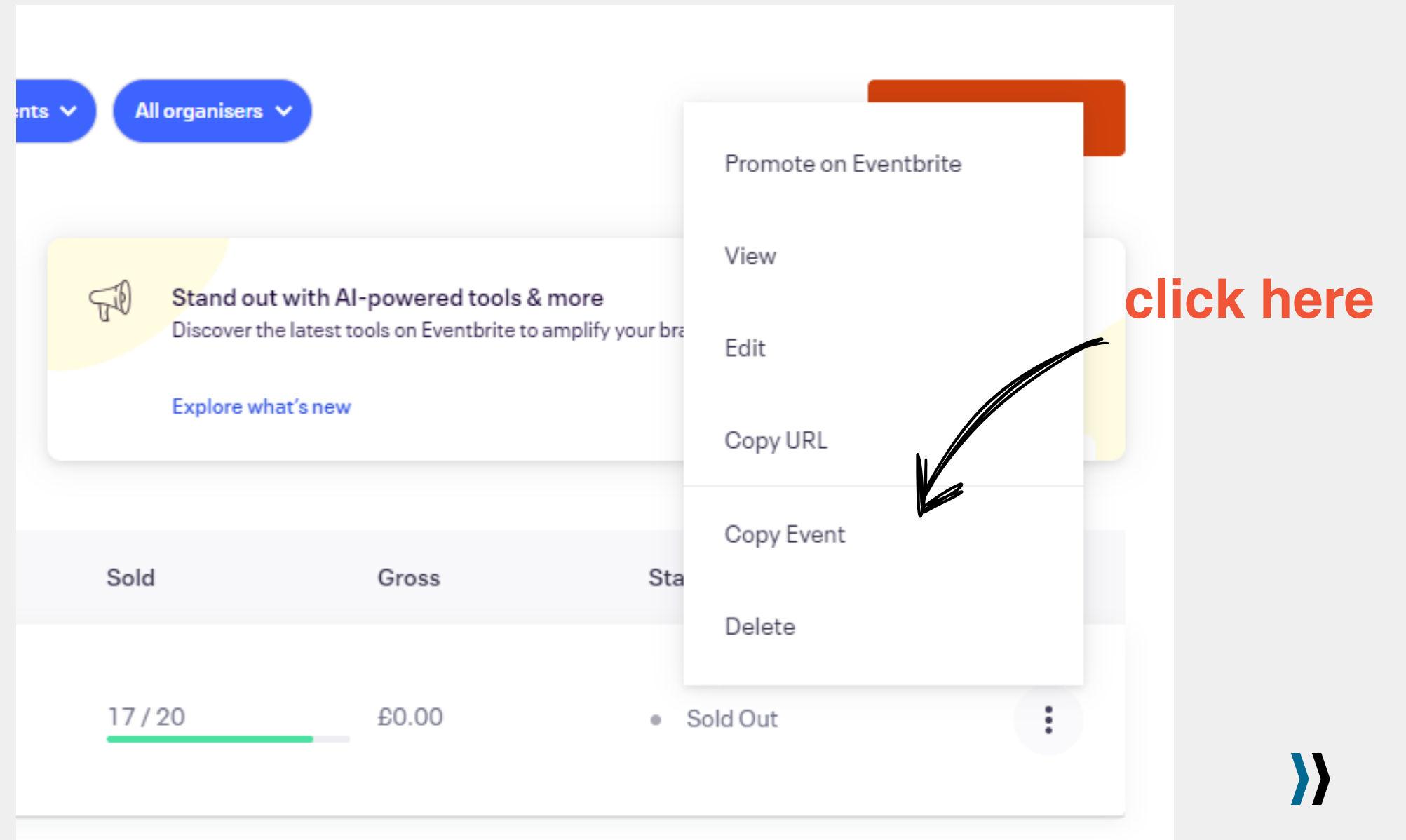
[click here](#)



03 Select 'Draft' from the drop down menu

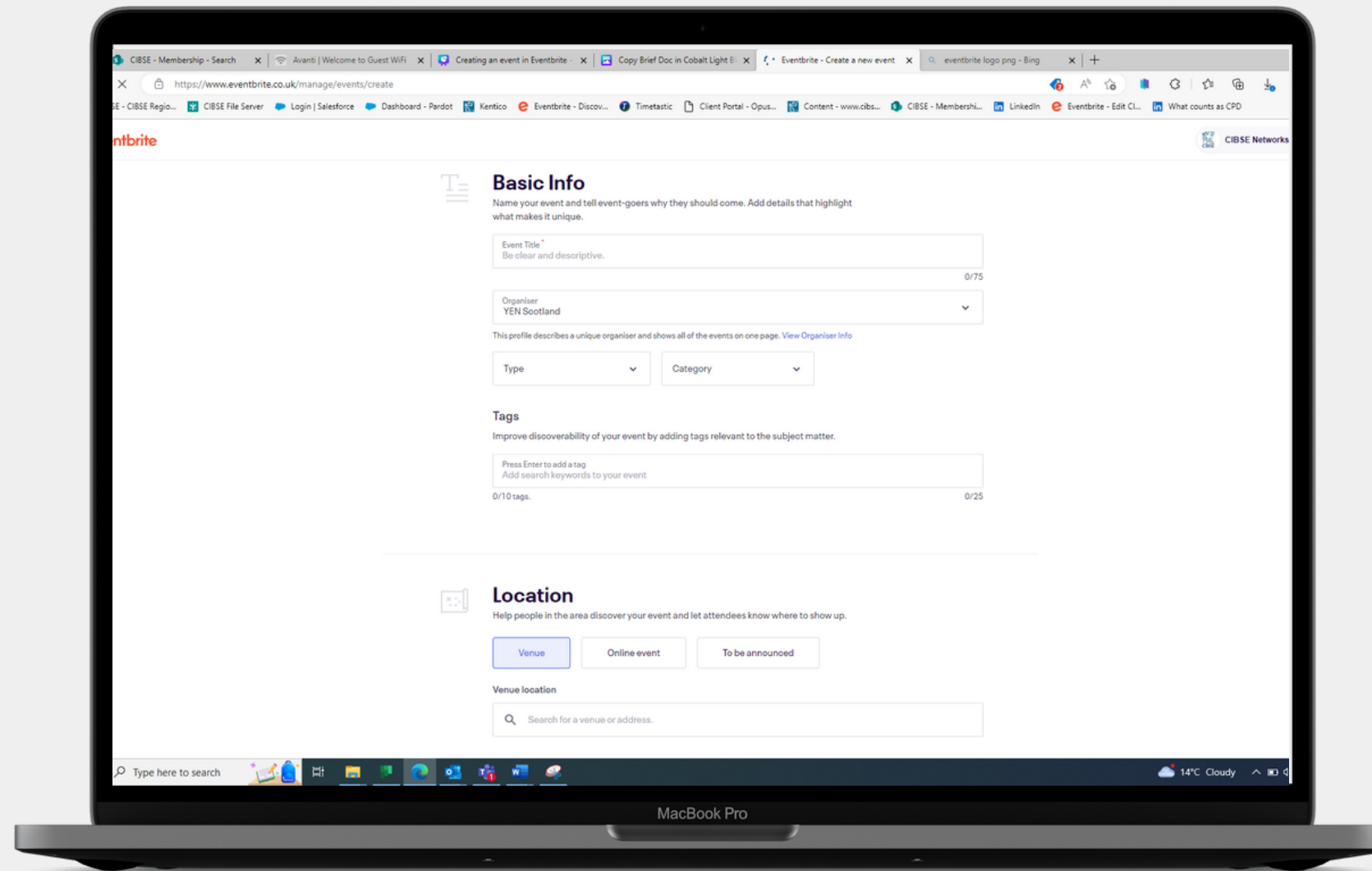


04 Find your network's template, and click on the three dots next to the listing to select 'Copy Event'



Basic info page

Complete this page with the basic details of your event



- 01** Insert your event title (there is a 70 character limit)
- 02** Select your network as the organiser
- 03** For type, choose 'Seminar or talk' and for category choose 'Science & Technology'. Tag the event with relevant keywords
- 04** Input the location of your event (if your event is hybrid, input the physical venue of the event)
- 05** Input the date and time of your event. If you do not have a finite end-time, you can choose not to display one



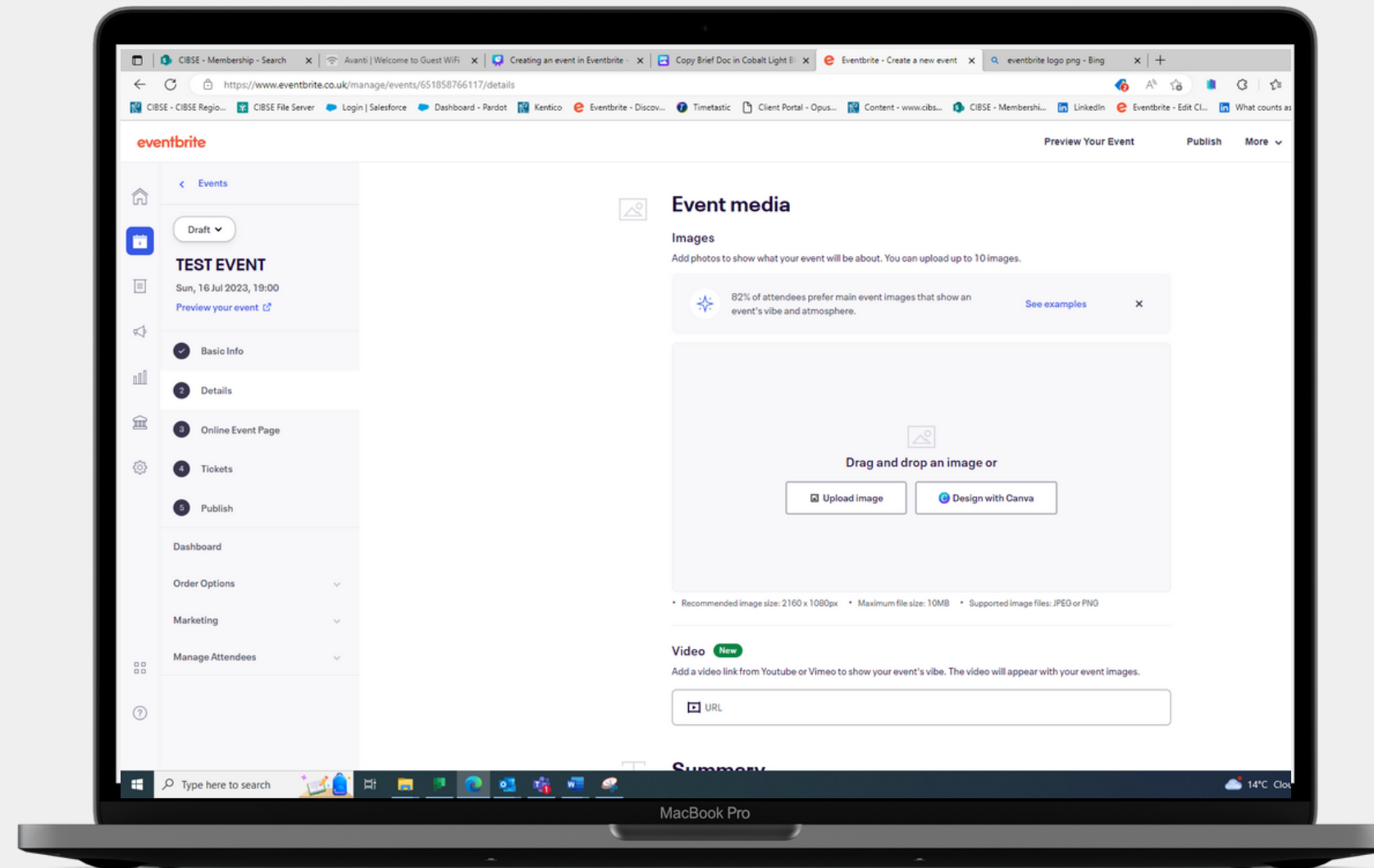
This section of your template will be pre-populated with examples - remember to edit the date and time



Tip: you can find high-quality royalty free images at unsplash.com and pixabay.com, or use images from your previous events (if you have the subject's permission)

Details page

Tell delegates what they can expect from your event



01 Choose a suitable image to advertise the event (make sure it is royalty free!)
Contact the NET team if you would like to download an image from shutterstock

02 Repeat the event title in the 'Summary' box

03 Write a description about what will happen at your event. If it is a CPD, what topics will be covered? Include the speaker's name and a short biography. If you need delegates to contact you about dietary or access requirements, you can include your contact details here.

04 You can click 'add image' to include sponsor logos



This section of your template will be pre-populated with your network's logo and the CIBSE privacy policy. Do not delete this

Attendee Event page

If you selected 'online event' on the Basic Info page, the 'Attendee Event page' will appear as an option.

This setting will automatically send your joining link to delegates 2 hours, and then again at 10 minutes, before the event so it is a useful feature!

- 01** Enable the page by clicking on the settings button and then toggling the page on



Attendee Event Page

Attendees will join your online event through your virtual venue. Use this space to embed your Zoom video and share exclusive content. We'll direct your ticket holders to this page from your event listing and in reminder emails.



click here



Share online event access with attendees, or enable the virtual venue and we'll do this for you.


Settings

- 02** Click 'link another provider' and put the URL of your joining link in the 'Live Video or Audio' URL section. For the 'Title' section, you can put 'click here to join'.

click here



Add live video or audio

Connect with Zoom to embed your event within your virtual venue, or link to another video or audio service. Use  to manage when your video or audio is available and who can access it.

Add Zoom

Link another provider



Share additional content

Include any resources or instructions your attendees may need for your event.



Text



Image



Video



Link

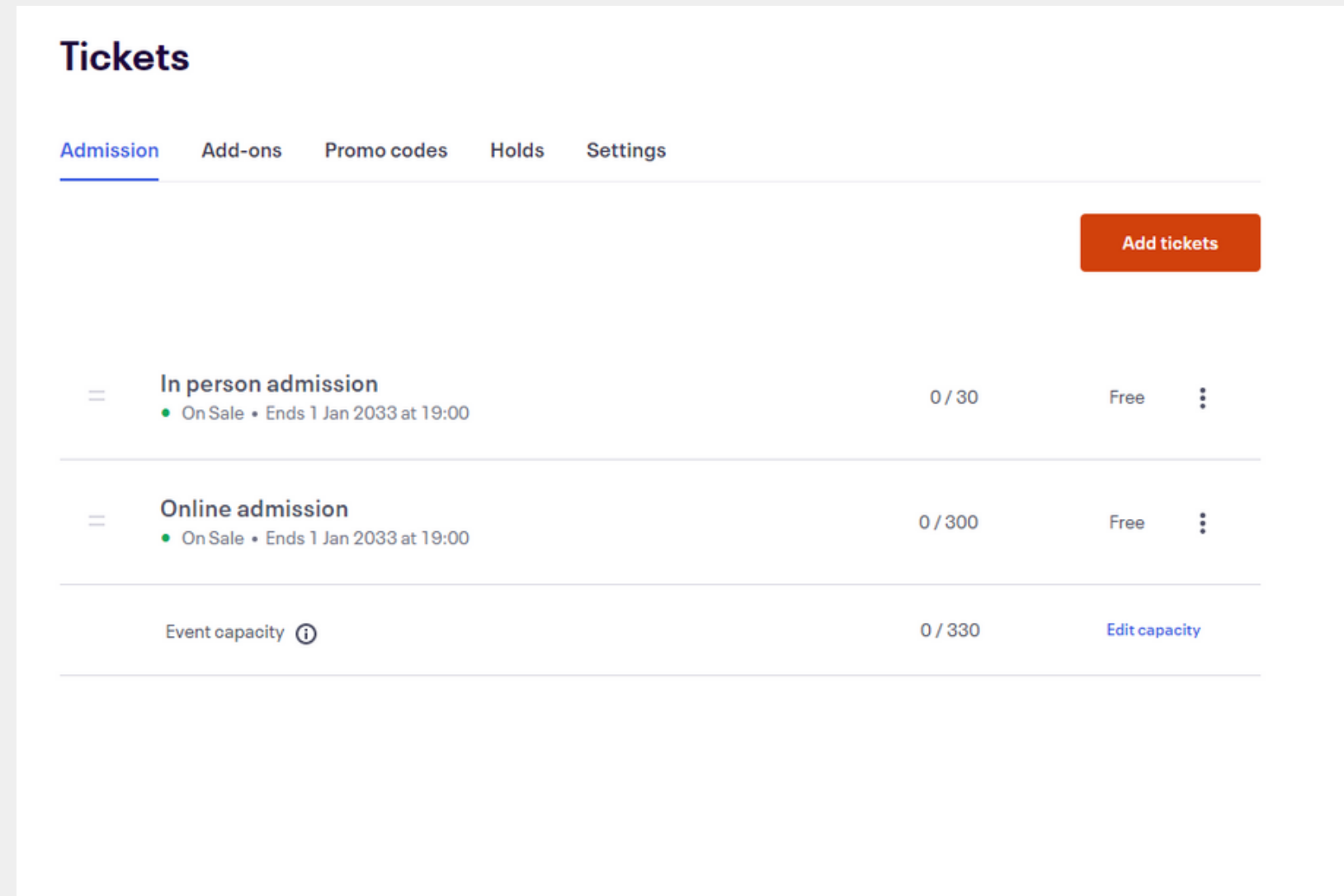


Tickets

Your draft event has been pre-populated with options for online tickets and in-person tickets. You can add to, edit or delete these as appropriate by clicking on the three dots next to each ticket type.



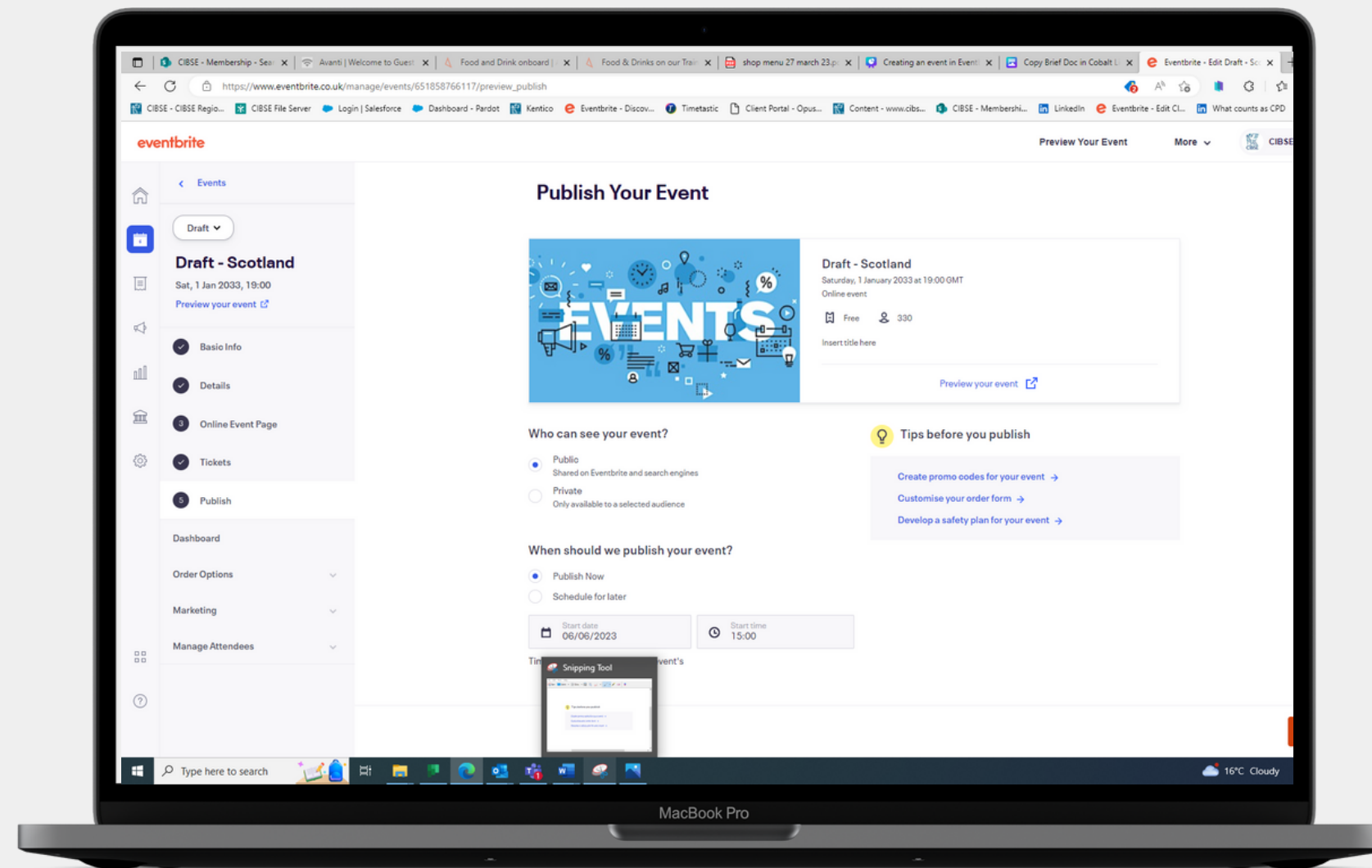
- 01 Click 'add tickets.' Select if your tickets will be paid-for or free, name them, and input how many are available for sale. If you want to do early-bird tickets, you can even change the dates the tickets are available for sale. You can add multiple ticket types



- 02 If you are charging for tickets, you will need to decide if you will absorb the fees Eventbrite charges or pass them on to delegates. [You can calculate what these will be here](#)



Publish your event!



01 Insert your event title (there is a 70 character limit)

02 Select your network as the organiser

03 For type, choose 'Seminar or talk' and for category choose 'Science & Technology'. Tag the event with relevant keywords

04 Input the location of your event (if your event is hybrid, input the physical venue of the event)

05 Input the date and time of your event. If you do not have a finite end-time, you can choose not to display one

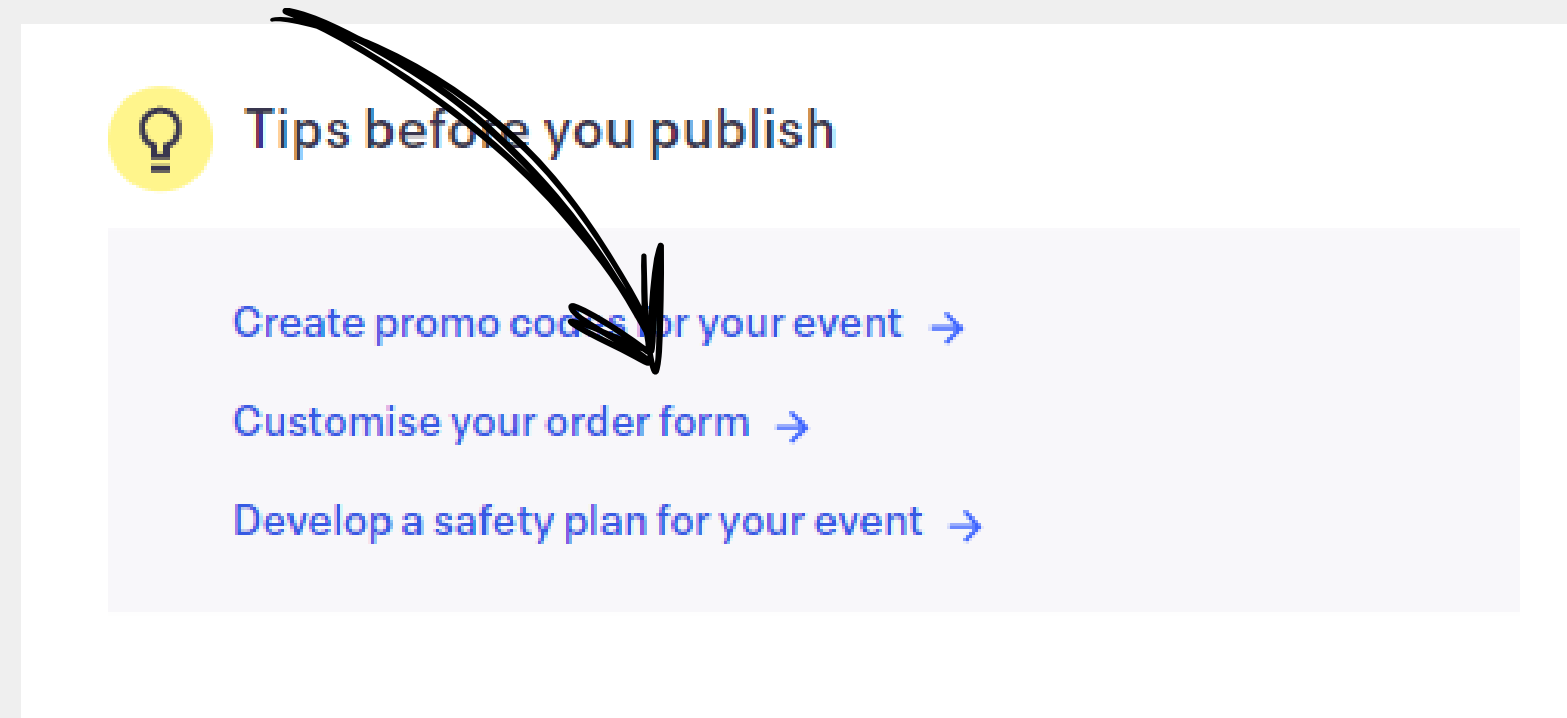


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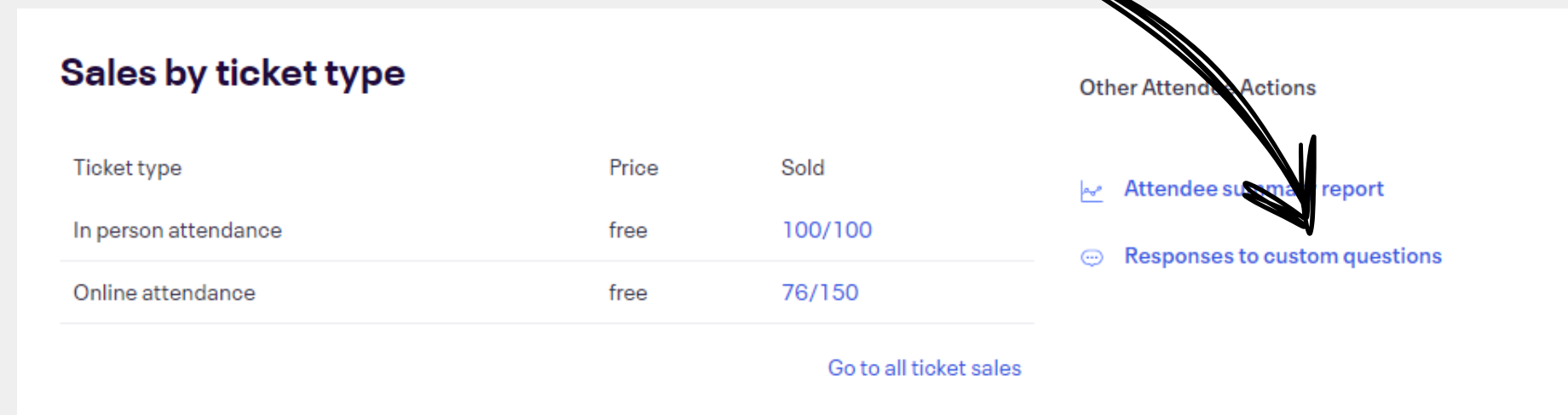
Get dietary information

If you want to ask delegates specific questions when they book tickets, use the 'customise your order form' feature. This will be available when you publish your event.

- 01 Select the 'customise your order form feature' and add your desired questions



- 02 To find the responses, select 'Dashboard' on the left hand menu and select 'Responses to custom questions'

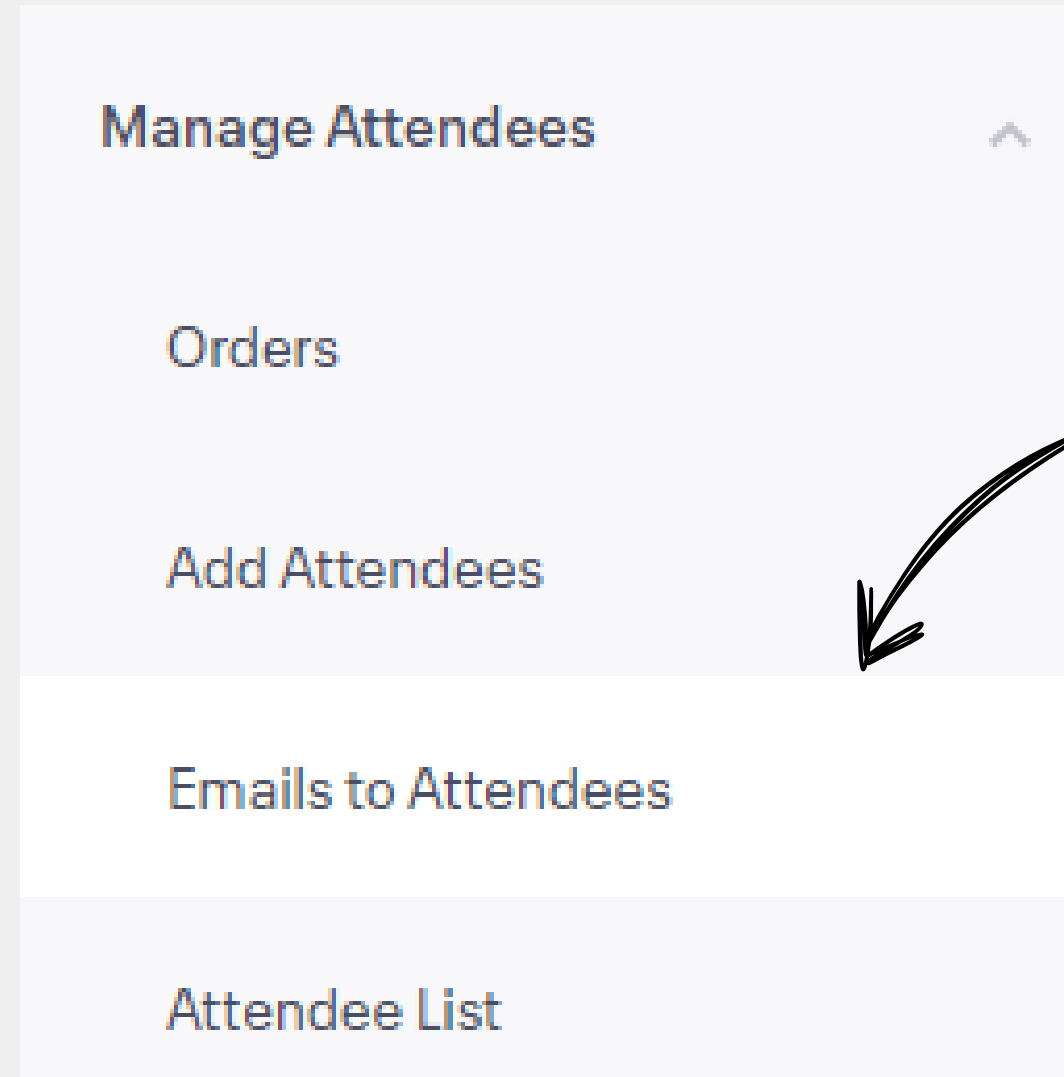


Emailing attendees

You can use the 'Emails to attendees' function to contact delegates about dietary requirements, joining links etc. You can preschedule these emails. This feature cannot be used to promote other events or sponsoring companies due to Eventbrite's data policy.

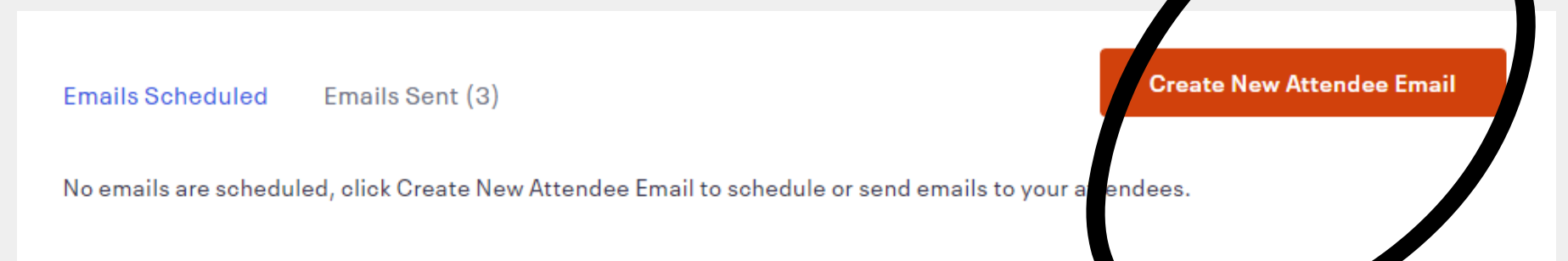
This is a no-reply account, so include contact details if you require a response.

01



Find it under
'Manage Attendees'

02



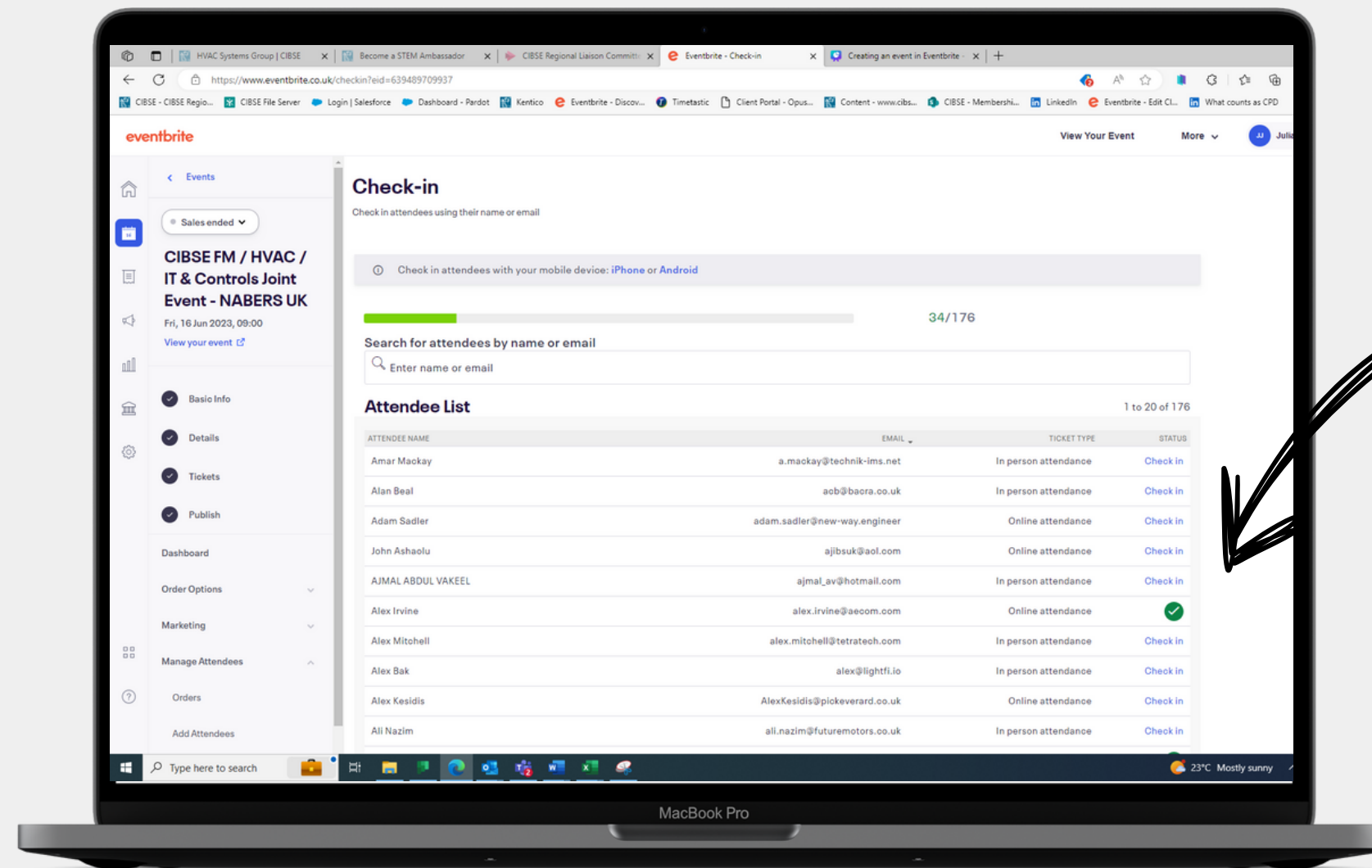
click here





Check-in attendees

Use this feature to log attendance for CPD certificates



01 Find this feature under 'Manage Attendees'

02 Search for the names of your delegates who are attending in person or online and click the 'check-in' button on the far right hand side

03 This will auto-synch with our certificate software. Email regions@cibse.org to notify us that certificates are ready to be sent



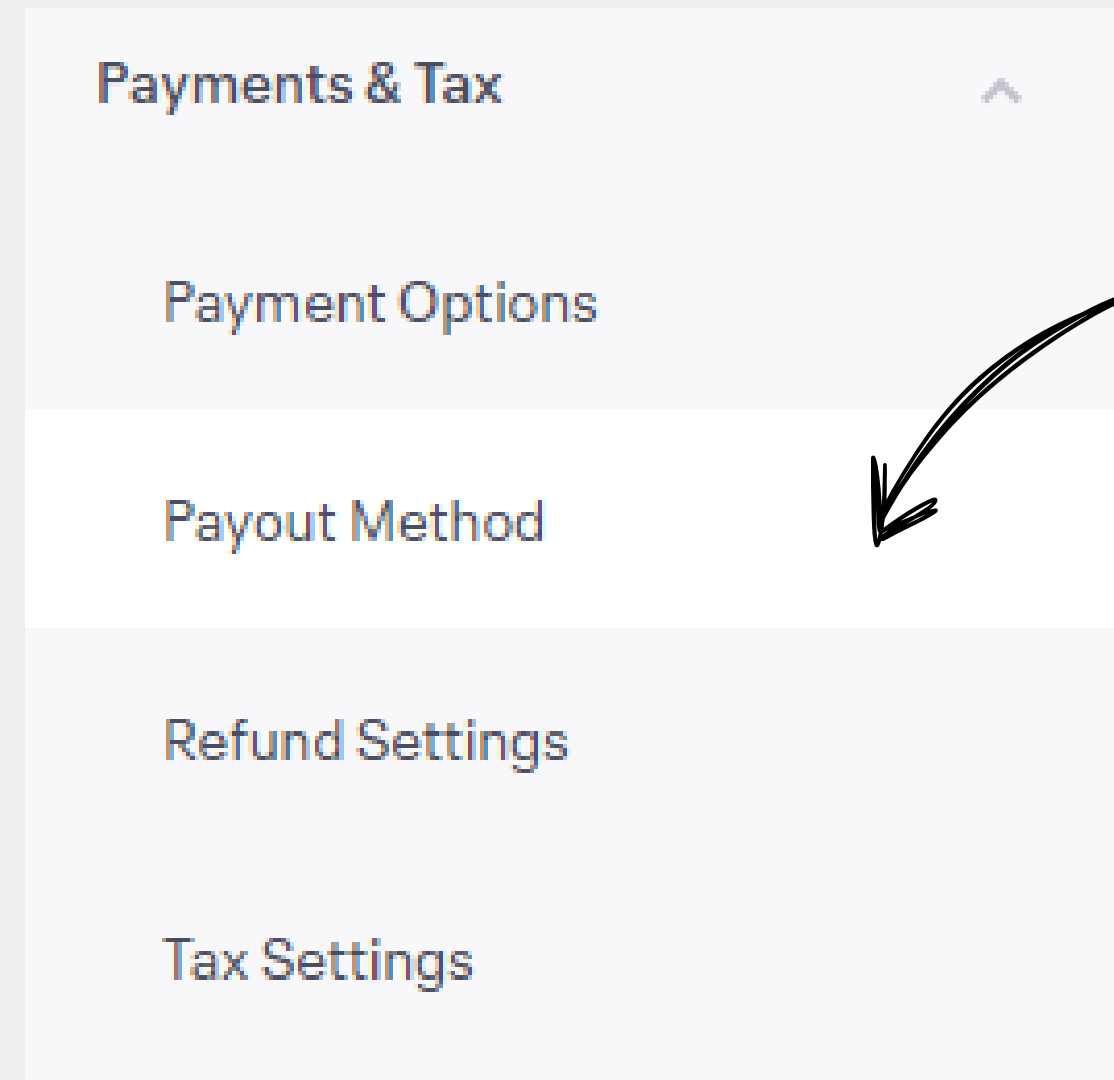


Manage your payouts

If you are running a paid for event, ensure the income is paid out to your account using the 'Payout method' feature.

If your bank account is not listed, contact regions@cibse.org to add it to the system.

01



Find it under
'Payments & Tax'

02

Select the correct bank account from the drop-down menu

Send payouts to

EFT: XXXXX0010, The Chartered Institution of B... (GBPE, United Kingdom)





Using your account

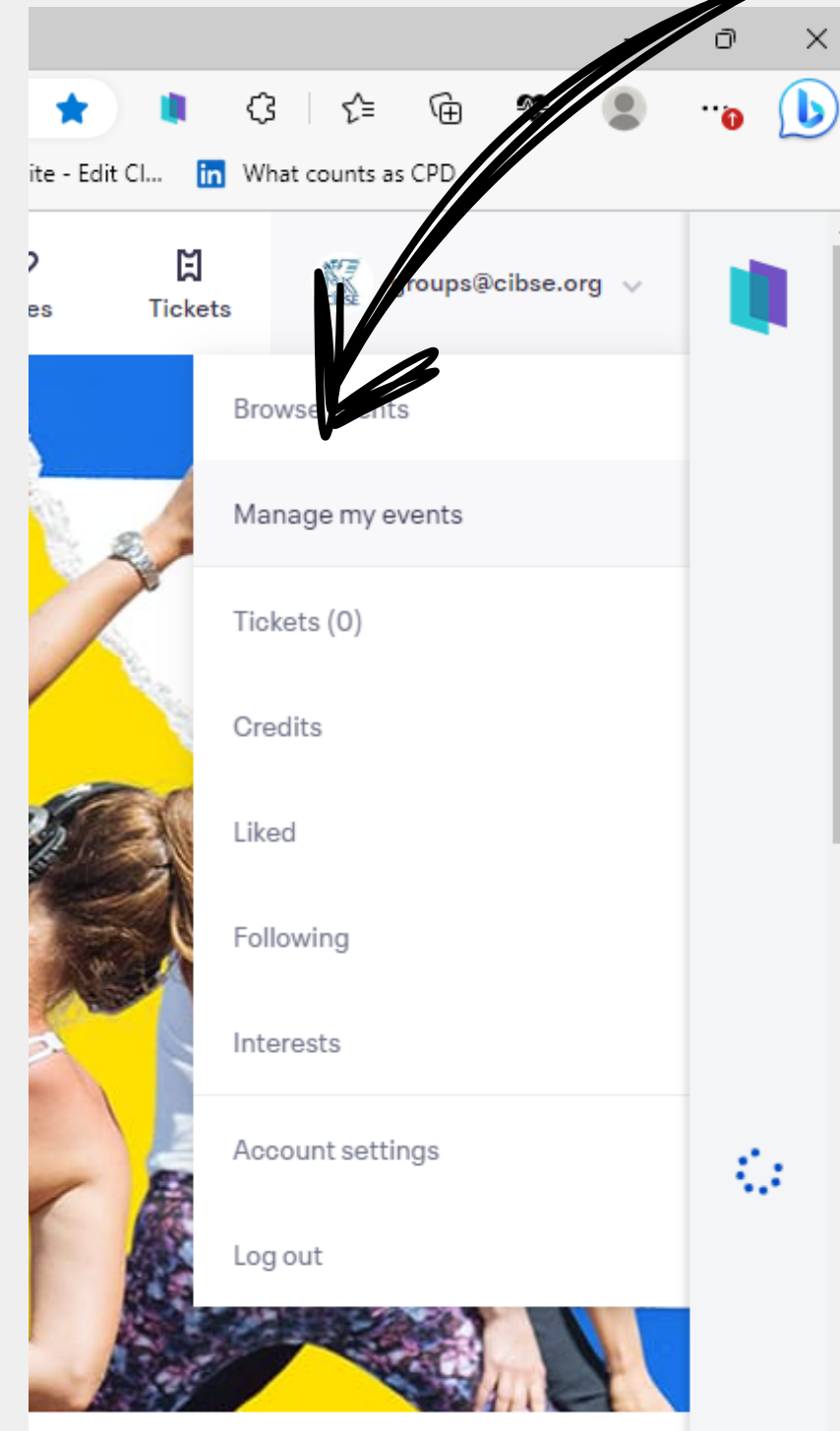
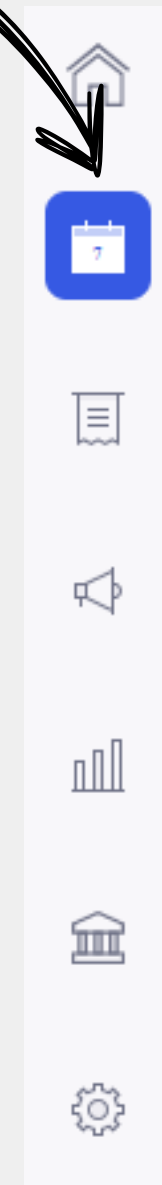
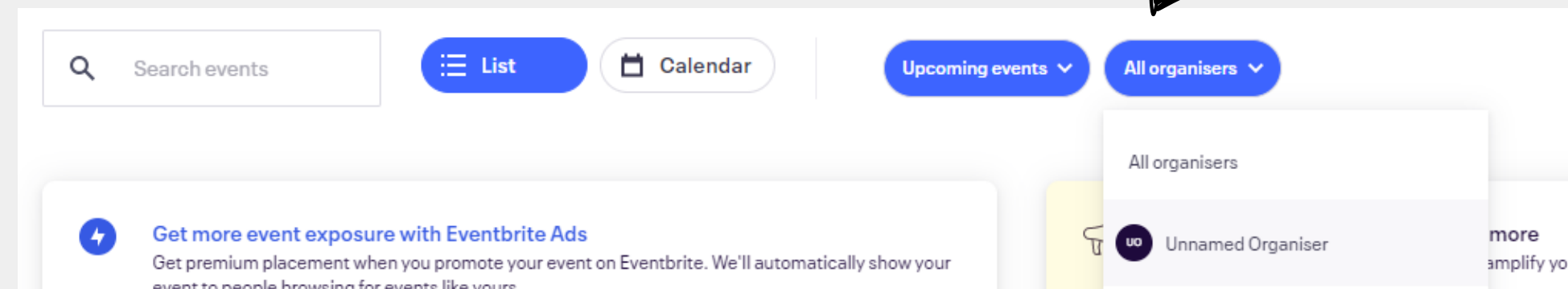
See all your events at a glance

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02 Select 'Events' from the right hand menu

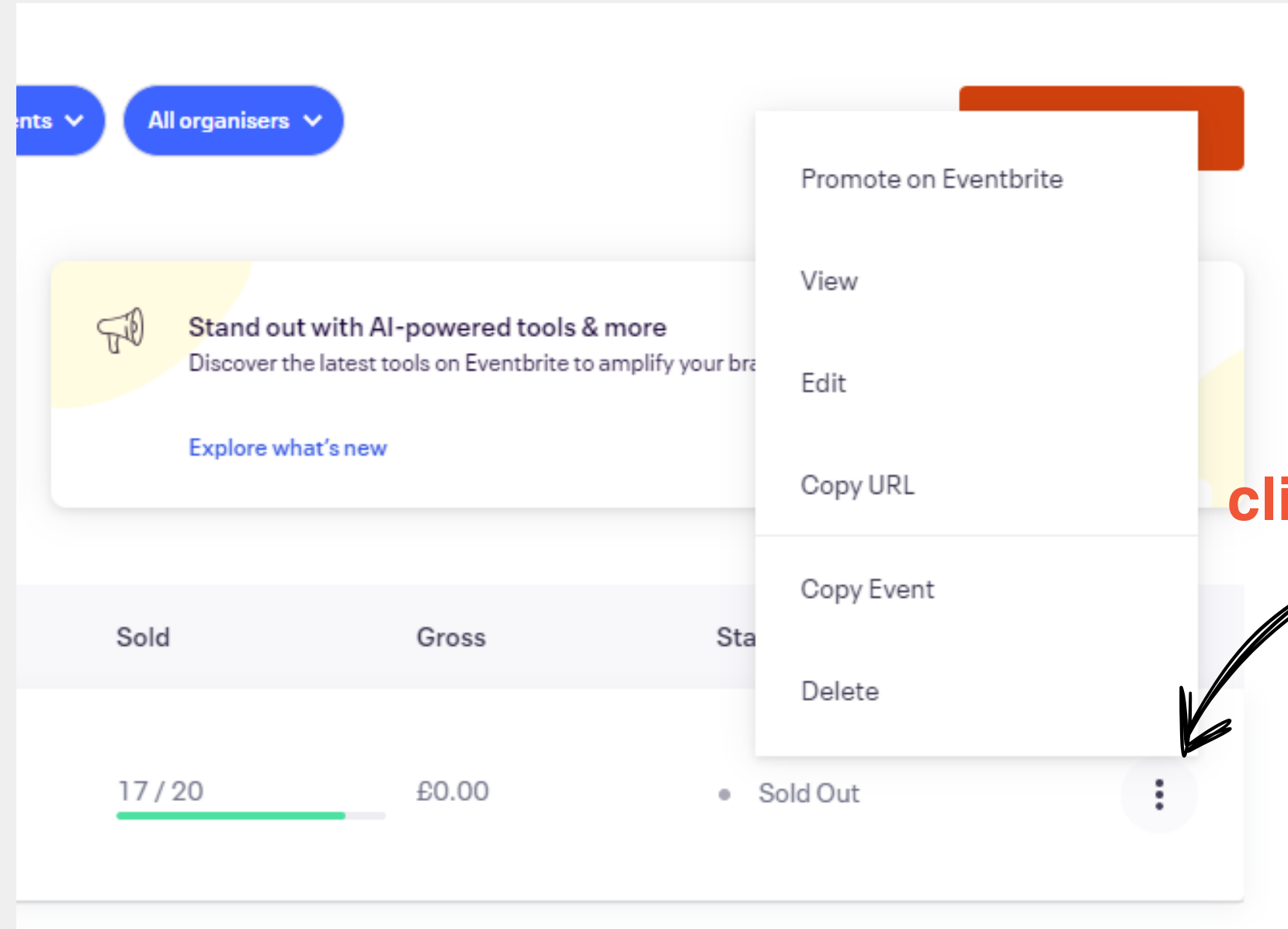
03 Select your network from the drop down menu

[click here](#)



Using your account

- 04** Click on the three dots besides an event listing to edit, copy or delete the event



click here





Need any assistance?



Contact regions@cibse.org or groups@cibse.org