

Eventbrite

A well-recognised ticketing system for paid-for ticketed events, charging a fee for each ticket sale. There is also a free option for free events.

Reasons to use Eventbrite could be:

- you want to charge for tickets to your event (Eventbrite will do all the payment processing securely)
- you want to invite non-XR people to your event (and therefore don't want to use XR's Action Network email list)

You can set up email responses and pre-event reminder emails with info for ticket holders and also set limits to numbers of tickets at different prices.

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Creating your event: first steps and basic info page

You can create an Eventbrite account by following this link www.eventbrite.co.uk and clicking sign up in the top right corner.

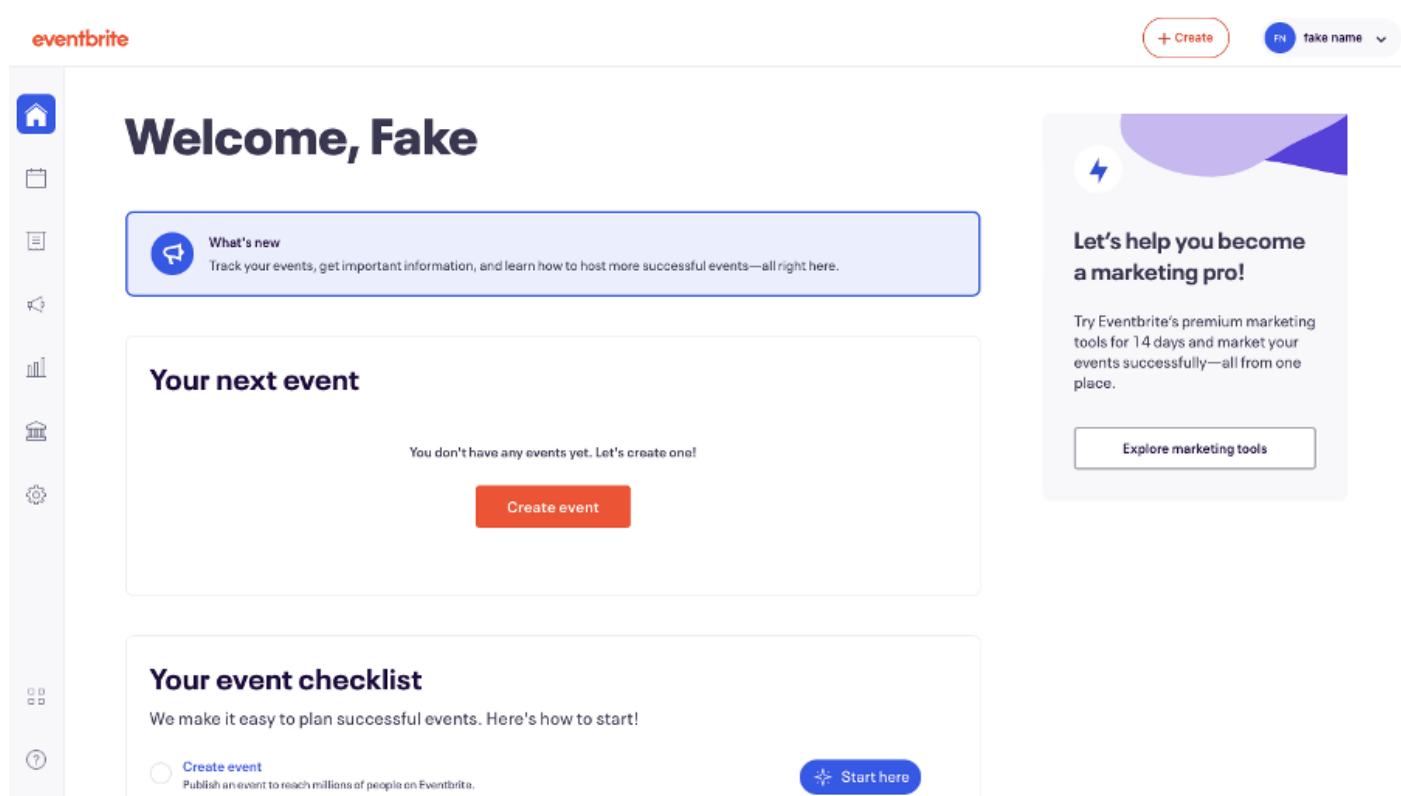
You will then be asked to enter an email, name and password. We recommend you use an XR email address. We recommend that you do not use a personal Eventbrite account to create events for XR.

Once you have made your account, you will be able to create an event: click the button 'Create an event' that is now on Eventbrite's top bar.



If this is the first time you made an event, it will ask you several questions about how you will use the website. This will help set up the tools that Eventbrite has.

You will be then taken to this page, where you can click the orange 'create event' button that is now in the middle of the screen and the top bar.



Editing the event - Basic info page

From here, you will then land on this basic info page. This is a scrollable page, scroll down to see the three main sections, which are Basic Info, Location, Date and Time.

< Events

Basic Info

Name your event and tell event-goers why they should come. Add details that highlight what makes it unique.

Event Title*
(your LG or city) coach to the big one!
42/75

Organiser
XR (insert your LG name)

This profile describes a unique organiser and shows all of the events on one page. [View Organiser Info](#)

Rally Other

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
4/10 tags. 0/25

extinction x extinction_rebellion x extinctionrebellion x xr x

Discard Save & Continue

Add an 'Event Title'.

You then need to add the organiser's name. This could be your Local or Regional/National/Community group name, such as XR Midlands. Don't put your real name down for security reasons!

You will then need to decide what type of event it is in the drop box, in our example above, we have chosen 'rally'.

You then should add some tags: this helps people find the event when they are searching on eventbrite. Examples you could use are, Extinctionrebellion, XR, Extinction_rebellion, climateactivism. You can choose up to 10 tags.

Location



Location

Help people in the area discover your event and let attendees know where to show up.

Venue location

Venue Name*
e.g. Earls Court 0/500

Street Address

Address 1* Address 2

Town/City* County Choose Cou... Post Code*

Country*
United Kingdom



Date and time

Now scroll down to the 'Location' section to add the address/location of your event. If your event is online you can select online as an option. If you do not know the address yet or it is still to be agreed click 'to be announced', as you can always edit this later.

Date and Time



Date and time

Tell event-goers when your event starts and ends so they can make plans to attend.

Single event happens once and can last multiple days

Event Starts* 21/04/2023 Start Time 15:00

Event Ends* 21/04/2023 End Time 18:00

Display start time.
The start time of your event will be displayed to attendees.

Display end time.
The end time of your event will be displayed to attendees.

Time Zone
(GMT+0000) United Kingdom Time

Event Page Language
English (UK)

Scroll down again to the Date and Time section and specific when the event is, and if it is a recurring event. You can also choose if you display and start and end time when it is a live published event.

Once you have filled in the above details, click '**Save & Continue**' to save your work. This does not publish the event. It just saves it.

You will then be sent to the main page to manage your event. This page has 4 main sections: Basic Info, Details, Tickets, Publish. These sections can be found on the left sidebar.

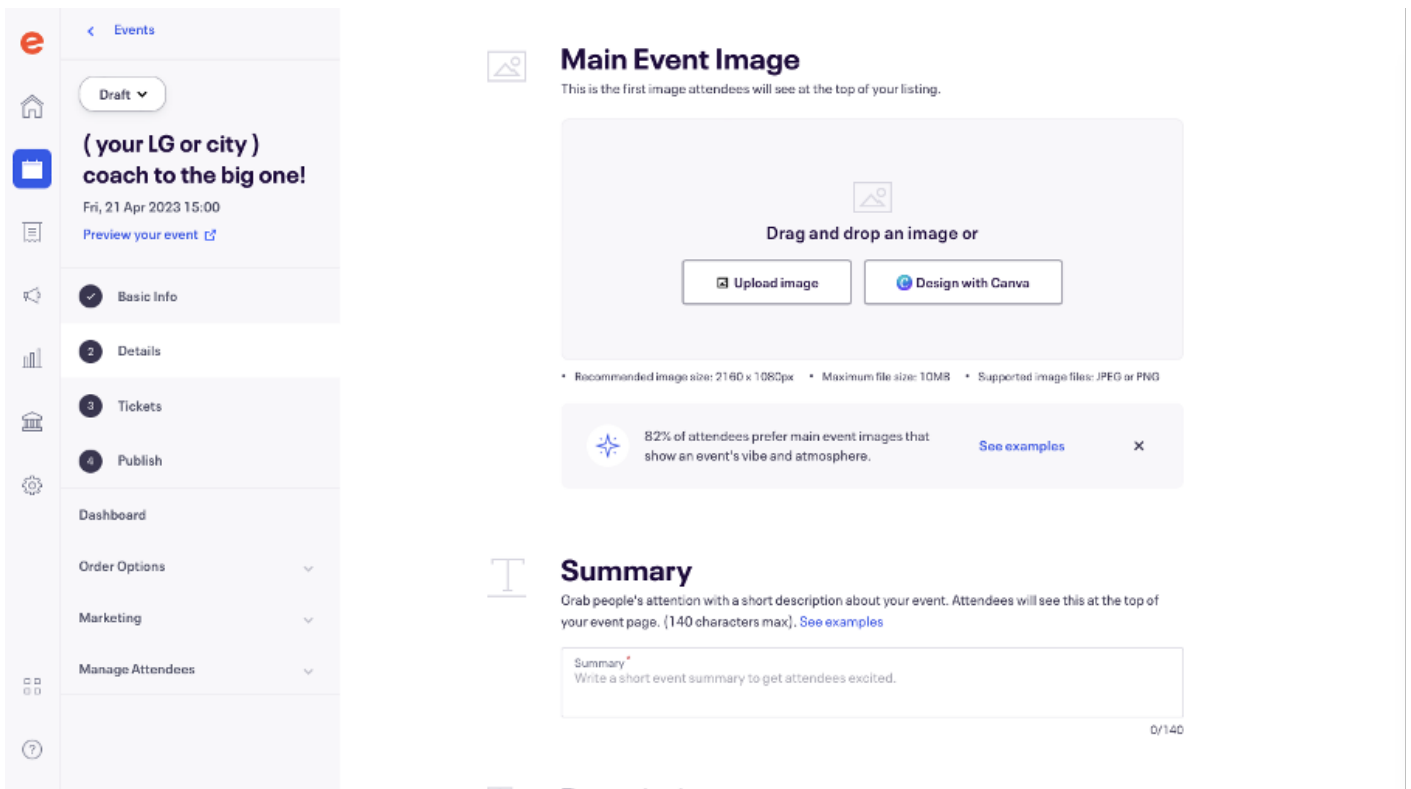
Eventbrite has a very useful and extensive [support section on their website](#) as well as prompts all the way through the process.

The rest of this guide covers a more simple step-by-step approach to the main features of Eventbrite for ease of use.

Please note that Eventbrite sometimes changes its policies or costs. We will do our best to keep this guide updated, correct, and relevant.

Creating your event: Main Details Page

Once you have followed the instructions on the previous page, you will be taken to this page, where you will be asked to go into more detail. This information will make up the main page people see when they click on the link to your event.



Main Event Image

First you can add a picture. This picture should be attention-grabbing but also informative. You can use <https://extinctionrebellion.aktivisda.earth/en> to make a good graphic. Once you have a graphic you can upload it by clicking 'upload image'.

Summary

In the summary, you should include key but short details about the event, as you only have 140 characters.

Description

The screenshot displays an event management dashboard. On the left is a sidebar with navigation options: Home, Draft (dropdown), Event Title: "(your LG or city) coach to the big one!", Date/Time: "Fri, 21 Apr 2023 15:00", and a "Preview your event" link. Below these are sections for "Basic Info", "Details", "Tickets", and "Publish", each with a checkmark. Further down are "Dashboard", "Order Options", "Payments & Tax", "Marketing", and "Manage Attendees", each with a dropdown arrow. The main content area is titled "Summary" and "Description". The "Summary" section has a text input field containing "(pick up point) (pick up time and date) coach to the big one" and a character count of 60/140. The "Description" section has a rich text editor with a toolbar (bold, italic, link, list) and a text area containing "Include some basic information about the big one and the coach (where it will pick up from, times and drop off, etc.) and how much luggage is allowed. Also, add an email for rebels to ask questions about the coach." Below the editor are three buttons: "Add Text", "Add Image", and "Add Video". At the bottom of the main area is a section titled "Add more sections to your event page" with a rocket icon and the text "Make your event stand out even more. Adding these sections will help attendees purchase tickets." At the bottom right of the interface are "Discard" and "Save" buttons.

In the description you can give more details and go into more depth. You can include information about your event, locations, timings and also why people should come!

Include information about your refund policy (see later sections) and an email so people can contact you for questions about the event .

You could add more images or videos if desired.

Once finished click save.

Creating your event: Tickets, Payouts and Refunds

New costs since 2023s Big One

Since the big one, Eventbrite has since added new costs for paid-for events. These are for each event, so if you have two events, you will have two fixed fees to pay.

26-100 tickets have a fee of £7.99 per event (probably affecting bookings for 1 large coach).

101-250 tickets have a fee of £19.99 per event (probably affecting bookings for 2+ large coaches).

Unlimited tickets- £34.99 per event.

This is in addition to the per-ticket processing fees, which are still charged as a percentage of each ticket.

[See More information about the changes here.](#)

The screenshot shows the Eventbrite 'Add tickets' interface. On the left is a sidebar with navigation options: 'Draft', 'Basic Info', 'Details', 'Tickets', 'Publish', 'Dashboard', 'Order Options', 'Marketing', and 'Manage Attendees'. The main area displays 'Let's create tickets' with a 'Create a section' button and an 'Add tickets' button. The right sidebar contains the 'Add tickets' form with the following fields and options:

- Add tickets** (Learn more)
- Buttons: **Paid**, **Free**, **Donation**
- Name: Ticket to the big one (22/50)
- Available quantity: 40
- Price: £ 20.00
- Buyer total: £22.38 (How fees work)
- Absorb fees: Ticketing fees are deducted from your ticket revenue
- Sales start: 08/02/2023 (Start time: 15:00)
- Sales end: 20/04/2023 (End time: 15:00)
- Advanced settings (dropdown)
- Buttons: **Cancel**, **Save**

First click 'Tickets' on the left of your screen or 'Add tickets' in the middle of the screen, on the event dashboard page. This will open up a section to the right on your screen.

If your event is free to attend, select the 'free ticket' box, or if it's paid click the 'paid' box.

In the ticket name, Give it a name, such as 'Coach ticket to The Big One'. If you are offering different types of ticket you can specify those here, eg 'Coach ticket to The Big One- child'

For the available quantity add the amount you have capacity for. You can break up that capacity across multiple ticket types if needed.

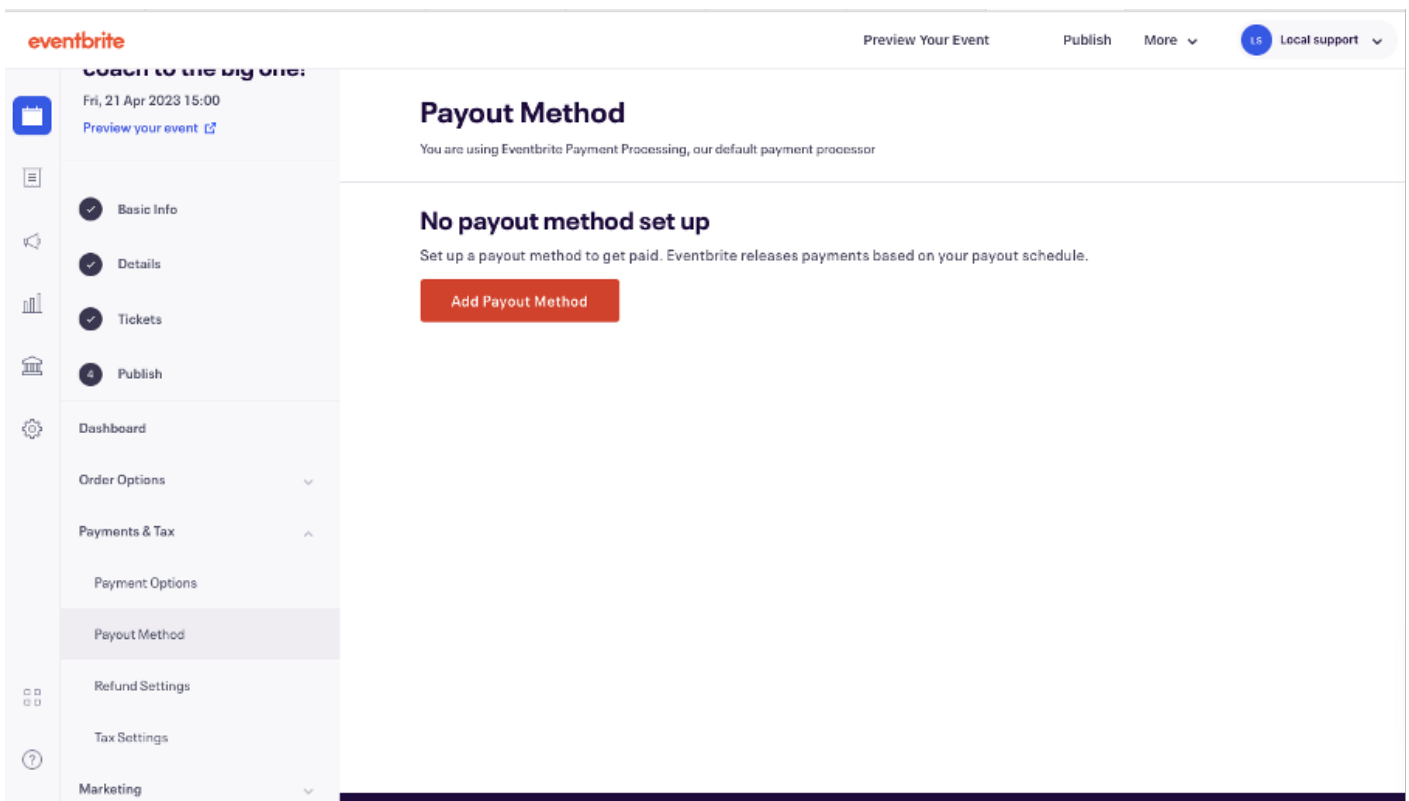
It is important that you **do not select 'absorb fees'** when setting up the event, as this will mean you will be paying for the fees even if the ticket gets refunded, this will affect your payout from Eventbrite.

Make sure the currency is set to £ pounds and the country is set to the UK. Eventbrite payment processor should be automatically set.

You will then need to enter the time period the tickets will go on sale and an end time to stop selling tickets.

Once you have entered the name, amount of tickets, price of tickets (including free) and time length for the sale of tickets, click save.

The payout from tickets sales



The screenshot shows the Eventbrite event dashboard for 'Coach to the big one:'. The top navigation bar includes 'Preview Your Event', 'Publish', 'More', and 'Local support'. The left sidebar contains a menu with icons and labels: 'Basic Info', 'Details', 'Tickets', 'Publish', 'Dashboard', 'Order Options', 'Payments & Tax', 'Payout Method', 'Refund Settings', 'Tax Settings', and 'Marketing'. The main content area is titled 'Payout Method' and includes the text: 'You are using Eventbrite Payment Processing, our default payment processor'. Below this, it states 'No payout method set up' and 'Set up a payout method to get paid. Eventbrite releases payments based on your payout schedule.' A red button labeled 'Add Payout Method' is prominently displayed.

To withdraw the money paid for your ticket sales, on the event dashboard/edit page and once you have set tickets up, go to the left-hand sidebar, click 'Payments & Tax' and then 'Payout Method'. From here click 'Add Payout Method'. This will then ask you to enter your bank account details.

Once you have entered your bank account details you will be sent the page below. To change the payout schedule click 'Payout Schedule' on the left side of the screen.

You can now choose from the following payment options:

- total amount 3 days after the event
- weekly on Wednesdays
- twice a month on the 1st and 15th

Finance

Payouts Charges & Credits Invoices Attendee Credits **Settings**

Bank accounts

Taxpayer info

Payout schedule

Manage when you get paid for your events. By default, Eventbrite issues payouts after each event ends. Depending on your bank, it may take 4-5 business days to receive your funds. [Learn more about scheduled payouts in our Help Centre](#)

After each event
One payout sent 3 business days after your event ends.

Weekly (Wednesday)
Payouts sent on Wednesdays as tickets are sold.
Next payout: Wed, Feb 8, 2023

Twice a month
Payouts sent on the 1st and 15th of each month as tickets are sold
Next payout: Wed, Feb 15, 2023

About scheduled payouts
Receive up to \$100,000 before your events ends with scheduled payouts.
We'll hold 20% of your gross event sales until 3 days after an event ends to cover potential refunds. You'll receive these funds with your final payout.

You may need to return funds to Eventbrite to cover attendee refunds and chargebacks. We have the right to stop or modify scheduled payouts at any time. Review the [Eventbrite Merchant Agreement](#) for full details.

This schedule will apply to all current and future events. **Cancel** Confirm new schedule

However if you chose either of the second two options, Eventbrite will hold back 20% of the ticket sales until after the event. But you may still want to withdraw some of the funds- it could be useful if someone has paid a big deposit and can't wait until after the event to be repaid. On the negative side, multiple withdrawals makes keeping track of the accounting a bit more complicated.

Eventbrite charges VAT, so we don't need to change or edit the tax settings.

Refund policy

You need to select a refund policy, which must be on your event page. Refund policies may not be changed retroactively. We recommend setting this to 'On a case-by-case basis'. This means that if someone wants to ask for a refund, they can email in with their order number and a possible reason why. Setting up auto refunds puts you at risk of bad actors or being left in a financially difficult situation.

You will get an email notification if someone asks for a refund. You must respond to this within 3 days, and the email from Eventbrite will tell you how to process the refund.

By default, fees are not refunded on orders. This means that the attendee will receive a refund for the amount they paid minus the Eventbrite fees. There are a couple of exceptions: If the refund is made before the charge has settled (usually within 24 hours), the original charge will be completely voided. If the refund reason is "COVID-19", "Duplicate order", or "Event cancelled or postponed", the fees will be refunded as well.

If there are enough funds in your event balance to cover the refund, then Eventbrite will use those to pay for the refund. If there aren't enough funds in your event balance to cover the refund (because you have withdrawn some of the money), you have two options:

- You can add funds to your event. This option is best if you need to issue multiple refunds or partial refunds.
- If you don't add funds to your event, Eventbrite will ask for a debit or credit card to pay for the refund. This option is best for individual refunds, and you must refund the complete order this way.

To find out how to set the refund settings, go to the left-hand side bar on your events dashboard, then click 'Payments & Tax' and then click 'Refund Settings'. You will need to select 'On a case-by-case basis' and click 'Save'.

The screenshot shows the Eventbrite dashboard for an event titled "coach to the big one!". The left-hand sidebar contains navigation options: Home, Calendar, Basic Info, Details, Tickets, Publish, Dashboard, Order Options, Payments & Tax (expanded to show Payment Options, Payout Method, Refund Settings, and Tax Settings), and Marketing. The main content area is titled "Refund settings" and includes a link to "Eventbrite policy guidelines". Under "Set a refund policy", there are radio button options for when attendees can request refunds: "Up to 1 day before the event starts", "Up to 7 days before the event starts", "Up to 30 days before the event starts", "On a case-by-case basis" (selected), and "No refunds". There is also a toggle for "Automatically issue refunds" which is currently turned off. Below this is a dropdown menu for "Fees for automatic refunds" with the text "Select an option". A note about fees states: "Eventbrite's fees are non-refundable, so they won't be returned to the ticket buyer unless the event is cancelled, or if the buyer requests a refund for a duplicate charge within 7 days of purchase. Get more details about our fees."

How to issue a refund

Go to the left-hand sidebar on your event dashboard, click 'Manage Attendees' and then 'Orders'. To issue a refund, you will need either their name, email or order number. You can then use the search bar to search for this information. Press enter on the keyboard to generate the report.

eventbrite View Your Event [More](#) [Local support](#)

[View your event](#)

Orders

See all the orders for your event, including revenue and fees

Report Type:

ORDER TYPE: DATE: SORT: PER PAGE:

Export:

Orders: Since sales started

Total Sales: £0.00 Orders: 2 Attendees: 2

Order no. 5786513099 - £0.00

Once you have found the order to be refunded, on the right side of the order information, click 'Actions', and on the drop box menu that opens select 'Issue Refund'. Then fill out the refund details, including the refund reason, which tickets you want to refund and the amount you want to refund (this should be 100%, unless the purchaser has asked to donate some of the cost of the ticket). Then click continue, add any 'Notes to the buyer' and then click 'Issue Refund'.

[Events](#)

**(your LG or city)
coach to the big one!**
Fri, 21 Apr 2023 15:00
[View your event](#)

- Basic Info
- Details
- Tickets
- Publish

Dashboard

Order Options

Marketing

Manage Attendees

Orders

Add Attendees

File Type

Orders: Since sales started

Total Sales: £0.00 Orders: 1 Attendees: 1

Order no. 5786513099 - £0.00
Completed (Delivery method: eTicket)

Ordered by **MADE UP NAME** (cafonev170@brandoza.com) on 7 Feb 2023 at 16:51 (GMT)
Free order
Collection type: Each Attendee

Attendee	Qty	Tickets	Paid	Actions
Made up Name	1	General Admission test	£0.00	<input type="text" value="Actions"/>
TOTAL			£0.00	

[Learn more about orders](#)

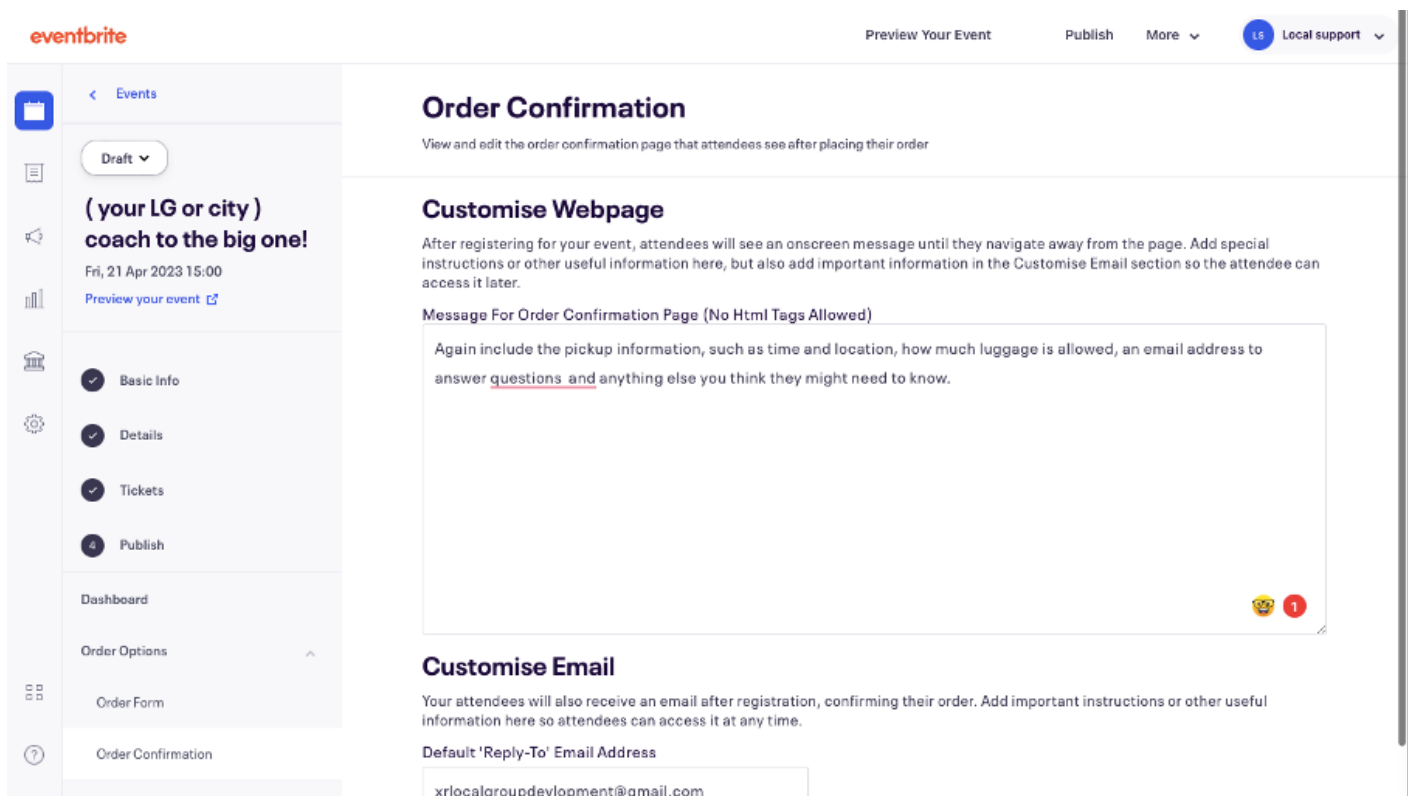
Creating your event: Order Confirmation and Order Form

Once someone buys a ticket, they will be shown an order confirmation page. It's helpful to include some basic information, including event accessibility, timings, and an email so people can ask questions.

You should then also put this information on the email confirmation that people will receive.

To edit this page, on your event dashboard go to the left bar and click 'Order Options' and then click 'Order Confirmation'. Then you can add details to the the confirmation webpage and the email confirmation in the boxes below. Make sure to use the XR email you used for the account and public enquiries, in the 'Default 'Reply-To' Email Address' box.

Once you have added the text you want, click 'Save' at the bottom right-hand of the screen.



The screenshot shows the Eventbrite dashboard interface. At the top, the Eventbrite logo is on the left, and navigation links for 'Preview Your Event', 'Publish', 'More', and 'Local support' are on the right. The left sidebar contains a navigation menu with icons for 'Events', 'Draft', 'Basic Info', 'Details', 'Tickets', 'Publish', 'Dashboard', 'Order Options', 'Order Form', and 'Order Confirmation'. The main content area is titled 'Order Confirmation' and includes a subtitle: 'View and edit the order confirmation page that attendees see after placing their order'. Below this, there are two main sections: 'Customise Webpage' and 'Customise Email'. The 'Customise Webpage' section has a subtitle: '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 Customise Email section so the attendee can access it later.' It features a text box for 'Message For Order Confirmation Page (No Html Tags Allowed)' with a placeholder text: 'Again include the pickup information, such as time and location, how much luggage is allowed, an email address to answer questions and anything else you think they might need to know.' The 'Customise Email' section has a subtitle: 'Your attendees will also receive an email after registration, confirming their order. Add important instructions or other useful information here so attendees can access it at any time.' It includes a text box for 'Default 'Reply-To' Email Address' with the value 'xrlocalgroupdevelopment@gmail.com'.

Order form

You can choose to ask more questions during the order, such as phone numbers. Eventbrite automatically collects full names, and email addresses, this can not be turned off. We recommend keeping the settings standard as you are unlikely to need to collect more than names and emails: do not collect more data than you need to. However, you may want to change the settings so it collects information on each attendee, as if a rebel books two tickets, then you only have the information for that one rebel. By collecting for each attendee you can easily track attendees on the day of the event. This will also mean you can email important updates to all attendees and not just to the person who made the booking.

To change this setting, you need to click 'Order Options' on the left hand side bar, then click 'Order Form'. Then under "Collect information from" click 'Each attendee' and then click 'Save' on the bottom right.

Order Form
Manage the information you collect from attendees during checkout.

Collect information from

Buyer only | **Each attendee**

Collect attendee information on the following tickets

Ticket to the big one

What do you need to know about your attendees?

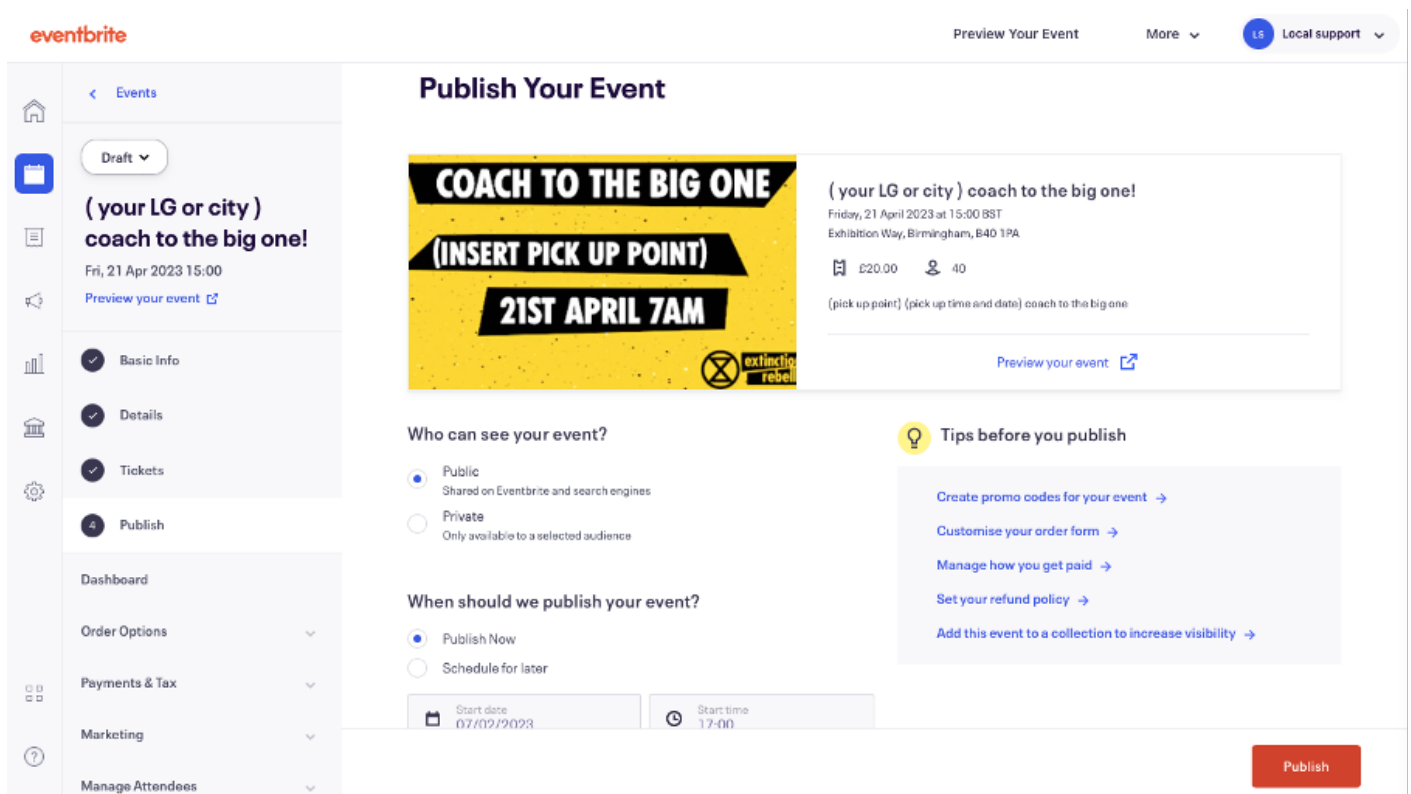
We collect first name, surname and email by default.

Details	Include	Required
Prefix (Mr, Mrs, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
Suffix	<input type="checkbox"/>	<input type="checkbox"/>
Gender	<input type="checkbox"/>	<input type="checkbox"/>
Birthday	<input type="checkbox"/>	<input type="checkbox"/>
Age	<input type="checkbox"/>	<input type="checkbox"/>
Home phone	<input type="checkbox"/>	<input type="checkbox"/>

Discard | **Save**

Creating your event: Publishing and finding your event in your Eventbrite account

Once you are happy to publish your events, and have double checked all the text, information and settings are correct, then you can publish by going onto the events dashboard. Then clicking '4: Publish' on the left hand side bar. This will give you an option to preview the event, as well as being able to decide if you want to publish straight away or schedule publishing for later. Once you are happy click 'Publish' on the bottom right corner.



The screenshot shows the Eventbrite 'Publish Your Event' interface. On the left is a navigation sidebar with a 'Publish' button highlighted with a '4'. The main content area is titled 'Publish Your Event' and features a yellow event poster for 'COACH TO THE BIG ONE' on '21ST APRIL 7AM'. To the right of the poster, event details are listed: '(your LG or city) coach to the big one!', 'Friday, 21 April 2023 at 15:00 BST', 'Exhibition Way, Birmingham, B40 1PA', '£20.00', and '40' attendees. Below the poster, there are sections for 'Who can see your event?' (Public or Private) and 'When should we publish your event?' (Publish Now or Schedule for later). A 'Tips before you publish' box contains links for creating promo codes, customizing the order form, managing payment, setting refund policy, and adding to a collection. A red 'Publish' button is located at the bottom right.

XR Volunteer Agreement and GDPR

Eventbrite has the ability to let you email ticket holders directly through Eventbrite. This functionality is only meant to be used to send email relating to that specific event. This does not mean you can then use this function to email about XR, just about the event you are organising.

Everyone who has access to the data from Eventbrite should sign the XR Volunteer Agreement here : [XR Volunteer Agreement](#)

You should only share data on a needs basis to rebels who signed the above agreement and dispose of any data you stored after using it.

Find out more about GDPR here : [GDPR and Personal Data](#)

How to find your event in your Eventbrite account

Log in and then click on the icon in the top right hand corner- which will be your account email or name. Then click 'Manage my Events'. From here you can find all the events you are planning.

You will be taken to this page, which will list your next event. Click the 3 dots on the right hand side of the event title, and this will open up several options. 'Copy URL', can be used to share your event, and 'Edit', which takes you back to the event page, and you can use the same process as when making your event. Just make sure to click save on each page or setting you edit.

The screenshot displays the Eventbrite account interface. At the top left is the 'eventbrite' logo. In the top right corner, there is a 'Local support' dropdown menu. The main content area is titled 'Hello, Local'. Below this, there is a 'What's new' notification box. The central part of the dashboard features a 'Your next event is in 72 days' section, which includes a calendar icon and a list of upcoming events. One event is highlighted with a 'Promote on Eventbrite' button and a dropdown menu containing 'View', 'Edit', and 'Copy URL' options. Below this is a 'Your event checklist' section with two items: 'Create event' (marked as complete) and 'Set up your organiser profile'. On the right side, there is a user profile card for 'XR (insert your LG name)' showing '2 Total events' and '-- Total followers'. At the bottom right, there is a 'Let's help you become a marketing pro!' section with an 'Explore marketing tools' button.

If you are running more than one event, you may need to click the calendar icon in the left sidebar, which says 'Event' as you hover over it with your mouse. Click this, and it will take you to all your upcoming events. This page will also tell you how many tickets have been bought and the amount of money raised. Clicking your event will take you to the event dashboard.

The screenshot shows the Eventbrite Events dashboard. At the top, there's a navigation bar with 'Events', 'Events', and 'Collections' tabs. Below this is a search bar and buttons for 'List', 'Calendar', and 'Upcoming events'. A prominent blue banner encourages users to 'Put your event in front of more people with Boost'. Below the banner is a table of events:

Event	Sold	Gross	Status
APR 21 (your LG or city) coach to the big one! Birmingham International Railway Station Friday, 21 April 2023 at 15:00 BST Private	2 / 42	£0.00	On Sale 8 Feb • 15:00

At the bottom left, there is a 'CSV Export' link.

The event dashboard will also tell you about ticket sales, page views, and links to share the event.

The screenshot shows the Eventbrite Dashboard for the event '(your LG or city) coach to the big one!'. The dashboard includes several key metrics and sections:

- Net Sales:** £0.00 (0.00 gross sales, 0 paid, 2 free). Link: [Open event sales breakdown](#)
- Tickets Sold:** 2 / 42
- Page Views:** 1 (0 from Eventbrite). Link: [Open page views report](#)
- Payouts:** £0.00 Paid, £0.00 Remaining. Link: [Go to Payouts](#)
- Share:** Event URL: <https://www.eventbrite.com/e/your-lg-or-city-coach-to...>. Social sharing icons for Facebook, WhatsApp, Twitter, Email, LinkedIn, and Messenger.
- Recommended:**
 - Increase your sales by 16% with a Boost marketing campaign. [Launch a new campaign](#)
 - Choose when you get paid. [Set up scheduled payouts](#)
- Sales by ticket type:** A table with columns for Ticket type, Price, and Sold. Link: [Attendee summary report](#)
- Other Attendee Actions:** [Attendee summary report](#)

The left sidebar contains navigation options: Basic Info, Details, Tickets, Publish, Dashboard, Order Options, Payments & Tax, Marketing, and Manage Attendees.

How to send an update email and how to access your attendee list

Sometimes you may need to send an update about your event, such as changes to the time or place. There is also an automatic 2-day reminder email that Eventbrite sets up to remind people about the event.

To send an update email to your ticket holders, you need to go to the Event Dashboard (as described on the previous page), and on the left-hand side-bar, click 'Manage Attendees', which will open a new menu on the page, then click 'Emails to Attendees' in the left sidebar.

To send a new email click the orange 'Create New Attendee Email' button on the right side of the screen.

Emails to Attendees
Schedule and send emails to attendees with critical event reminders or updates.

The Email to Attendees tool should only be used to send your attendees service or transactional information about their upcoming event (e.g., event updates, parking info, online event links) and is governed by Eventbrite's Terms of Service. Marketing or promotional emails about future events should be sent using the [Email Campaigns](#) tool.

[Emails Scheduled \(1\)](#) [Emails Sent](#) [Create New Attendee Email](#)

Subject Of Email	Recipients	DATE	Quick Links
Reminder for (your LG or city) coach to the big one!	2	2 days before event	Edit Delete

[Learn more about emails to attendees](#)

Recommended apps [See all →](#)

- Gift Up!** The simplest way to sell gift cards onli...
- Mailchimp** Keep Eventbrite and Mailchimp in sync
- HubSpot** Sync and track leads from your events
- Tixel** Easy, secure ticket resale for your atte...

This will then open a new page where you enter the name of your group; your reply to an email address; and the subject title of your email. To send to all ticket holders, select 'All Attendees' in the 'To' drop-down menu. Then you can add your text in the large text box labelled 'Message'.

The screenshot shows a web interface for event management. On the left is a sidebar with a navigation menu. The main content area is titled 'Events' and features a button 'On Sale Soon'. Below this is a section for an event titled '(your LG or city) coach to the big one!' with the date 'Fri, 21 Apr 2023 15:00' and a 'View your event' link. The sidebar menu includes 'Basic Info', 'Details', 'Tickets', and 'Publish', all with checkmarks. Below these are 'Dashboard', 'Order Options', 'Payments & Tax', 'Marketing', and 'Manage Attendees'. The main content area has fields for 'Name' (XR (insert your LG name)), 'Reply-To Email' (xrlocalgroupdevelopment@gmail.com), 'To' (All Attendees (2)), and 'Subject' (Message to attendees of (your LG or city) coach to the big one!). A 'Message' editor is present with a toolbar and a text area containing 'A Message from XR (insert your LG name)'. A checkbox at the bottom is checked and labeled 'Include event details and a link to print tickets'.

Once you're happy with your email, you can send a test to your own email, to make sure you are happy with how the email looks, or for someone else to proofread the email. Enter your email (or your proofreaders email) in the 'Send Test Message To' text box and click 'Send Test'. Then you can review if the email looks good.

Then you can either schedule the email for a specific day and time, or send the email straight away. Once ready click 'Send Now' to send the email straight away or 'Save' if you choose to schedule the email.

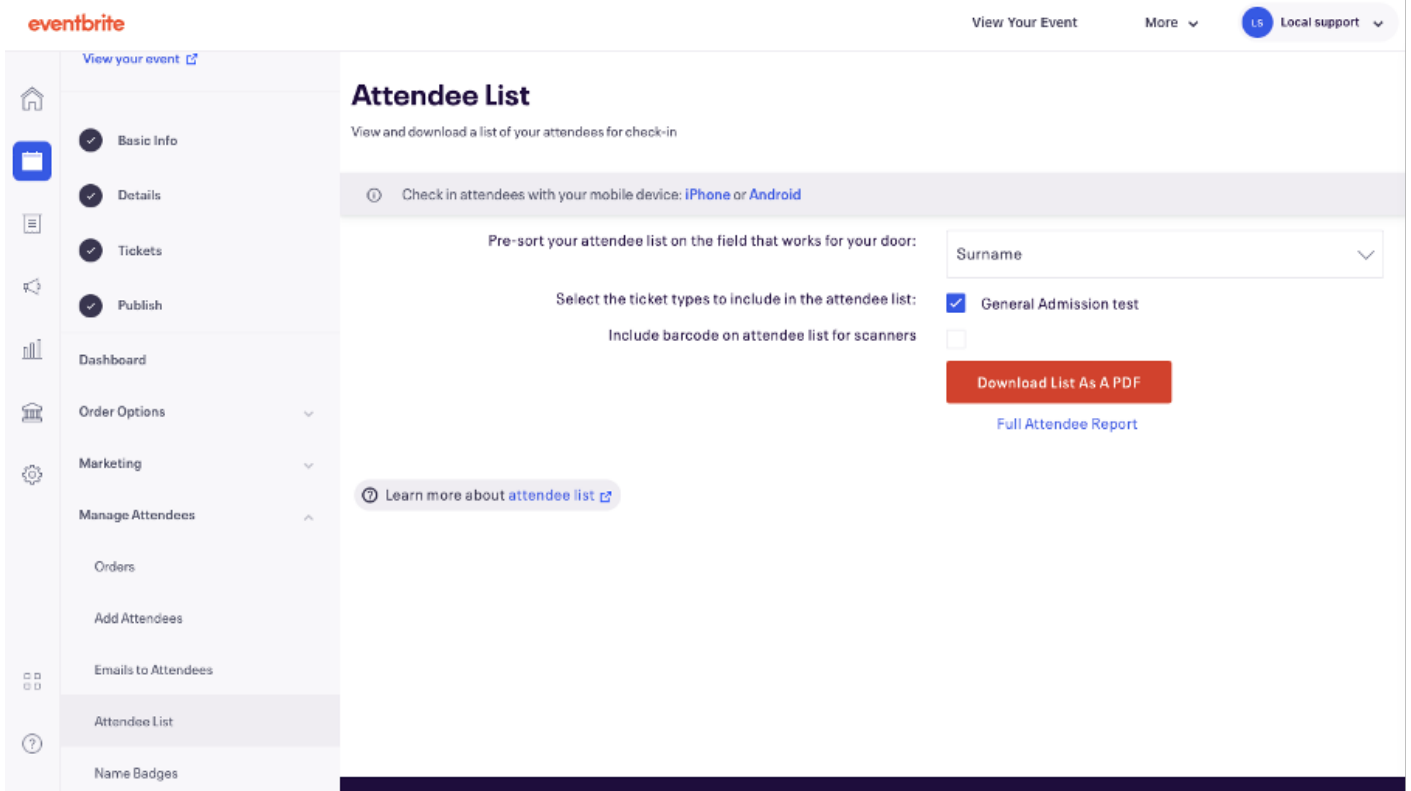
The email must be about the event onnly, with no other updates or email shout-outs.

The screenshot displays the Eventbrite interface for an event titled "(your LG or city) coach to the big one!". The left sidebar contains navigation icons and a menu with options: Dashboard, Order Options, Payments & Tax, Marketing, and Manage Attendees. The main content area shows event details: "On Sale Soon", event title, date and time (Fri, 21 Apr 2023 15:00), and a "View your event" link. Below this, there are sections for "Send Test Message To" (with an email address field and a "Send Test" button) and "Send Email:" options. The "Send Email:" section includes a "Now" radio button, a time selection field (at 00:00), and a "Days Hours Minutes Before the event starts" section. A checkbox for a certification statement is present, followed by "Send Now" and "Cancel" buttons. A link to "Learn more about emails to attendees" is also visible.

How to access your attendee list

Accessing your attendee list can make it easier on the day to track who has and hasn't turned up, and to an extra layer of security so that only people who are meant to be there are at the event. This can be done by ticking people's names off against the list as they arrive at the event. There are also options to use your phones to check people into the event with an app, but on paper is a simple way to keep track.

To download the attendee list, on your Event Dashboard, go to the left sidebar, click 'Manage Attendees' then click 'Attendee List'. This will then take you to a new page and give the option to 'Download List as a PDF" button, click this and it will open a new tab with your attendee list.



Your attendee list should look something like the image below, which you can then print off or save. Remember to safely shred or dispose of this list once you are done with it. Only people who have signed the [XR Volunteer Agreement](#) and need to see this information should have access to this list.

(your LG or city) coach to the big one!

Friday, 21 April 2023 at 15:00 (BST)
Birmingham International Railway Station - Exhibition Way - Birmingham B40 1PA - United Kingdom

	Surname	First Name	Qty	Ticket Type	Payment Status
<input type="checkbox"/>	NAME	TEST	1	General Admission test	Free Order Order 537762912347-5786477589
<input type="checkbox"/>	Name	Made up	1	General Admission test	Free Order Order 537762912347-5786513099