

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.

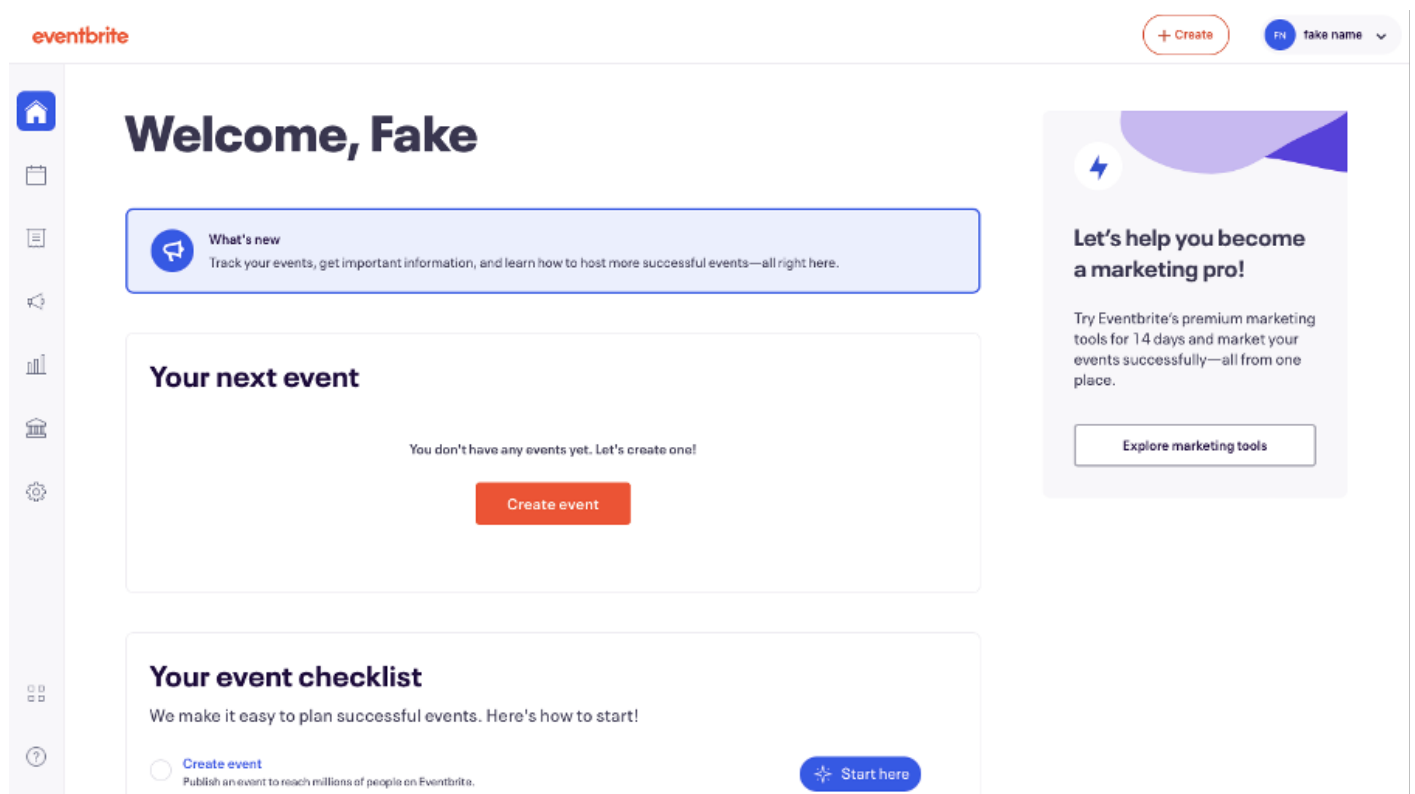
You will then be asked to enter an email, name and password. We recommend you use an XR email address. We recommend that you do not use a personal Eventbrite account to create events for XR.

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](#)

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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.

Add

0/25

extinction

extinction_rebellion

extinctionrebellion

xr

↓

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

Online event

To be announced

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

Search location



Date and time

Discard

Save & Continue

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

Recurring Event

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)

Discard

Save & Continue

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.
