

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.

The screenshot shows a web interface for creating an event. On the left is a sidebar with a navigation menu. The main content area is titled 'Main Event Image' and includes a 'Draft' button, a title '(your LG or city) coach to the big one!', a date 'Fri, 21 Apr 2023 15:00', and a 'Preview your event' link. Below this is a list of steps: 'Basic Info' (checked), 'Details' (selected), 'Tickets', and 'Publish'. The 'Main Event Image' section has a large box for uploading an image, with options to 'Upload image' or 'Design with Canva'. It also lists recommended image size (2160 x 1080px), maximum file size (10MB), and supported formats (JPEG or PNG). A tip states that 82% of attendees prefer images showing the event's vibe and atmosphere, with a 'See examples' link. Below this is the 'Summary' section, which prompts the user to write a short description (140 characters max) and includes a text input field with a character count '0/140'.

Main Event Image

This is the first image attendees will see at the top of your listing.

Drag and drop an image or

Upload image Design with Canva

Recommended image size: 2160 x 1080px • Maximum file size: 10MB • Supported image files: JPEG or PNG

82% of attendees prefer main event images that show an event's vibe and atmosphere. See examples

Summary

Grab people's attention with a short description about your event. Attendees will see this at the top of your event page. (140 characters max). See examples

Summary Write a short event summary to get attendees excited.

0/140

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

Events

Draft

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

Fri, 21 Apr 2023 15:00

[Preview your event](#)

Basic Info

Details

Tickets

Publish

Dashboard

Order Options

Payments & Tax

Marketing

Manage Attendees

Summary

Grab people's attention with a short description about your event. Attendees will see this at the top of your event page. (140 characters max). [See examples](#)

Summary*

(pick up point) (pick up time and date) coach to the big one

60/140

Description

Add more details to your event like your schedule, sponsors or featured guests. [Learn more](#)

B *i*

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.

Add Text

Add Image

Add Video

Add more sections to your event page

Make your event stand out even more. Adding these sections will help attendees purchase tickets.

Discard

Save

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.
