

# 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' dashboard. On the left is a sidebar with navigation links: Home, Events (selected), Draft (with a dropdown), and a list of event details for '( your LG or city ) coach to the big one!' including the date 'Fri, 21 Apr 2023 15:00' and a 'Preview your event' link. Below this is a menu with 'Basic Info', 'Details', 'Tickets', and 'Publish' (highlighted with a blue circle and the number 4). Further down are links for 'Dashboard', 'Order Options', 'Payments & Tax', 'Marketing', and 'Manage Attendees'. The main content area is titled 'Publish Your Event' and features a yellow event poster for 'COACH TO THE BIG ONE' with the text '(INSERT PICK UP POINT)' and '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', a price of '£20.00', and a limit of '40'. A 'Preview your event' link is also present. Below the poster, there are two sections: 'Who can see your event?' with radio buttons for 'Public' (selected) and 'Private', and 'When should we publish your event?' with radio buttons for 'Publish Now' (selected) and 'Schedule for later'. At the bottom, there are input fields for 'Start date' (07/09/2023) and 'Start time' (17:00). On the right side of the main area, there is a 'Tips before you publish' section with links to 'Create promo codes for your event', 'Customise your order form', 'Manage how you get paid', 'Set your refund policy', and 'Add this event to a collection to increase visibility'. A large red 'Publish' button is located at the bottom right corner of the main content area.

## 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 shows the Eventbrite 'Hello, Local' dashboard. The top navigation bar includes the Eventbrite logo and a 'Local support' button. The left sidebar contains icons for home, calendar, list, megaphone, bar chart, building, and settings. The main content area features a 'Hello, Local' greeting, a 'What's new' section, a 'Your next event is in 72 days' section with an event card for 'APR 21 (your LG or city) coach to the big one!', and a 'Your event checklist' section. A context menu is open over the event card, showing options: 'Promote on Eventbrite', 'View', 'Edit', and 'Copy URL'. On the right, there is a profile card for 'XR (insert your LG name)' showing 2 total events and 0 total followers, and 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.

Home

Calendar

Events

My Events

My Tickets

My Account

My Settings

My Profile

My Tickets

My Account

My Settings

My Profile

# Events

Events

My Events

Collections

List

Calendar

Upcoming events

Create Event

Put your event in front of more people with Boost

{ your LG or city } coach to the big one!

Promote this event

Event	Sold	Gross	Status
<div>APR 21</div> <div> <div>GO TO THE BIG</div> <div>OFFICE UPDATES</div> <div>FOR APRIL 2023</div> </div> <div>{ your LG or city } coach to the big one!</div> <div>Birmingham International Railway Station</div> <div>Fri, 21 April 2023 at 15:00 BST</div> <div>Private</div>	<div>2 / 42</div>	£0.00	<div>On Sale</div> <div>8 Feb • 15:00</div>

CSV Export

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

Home

Calendar

Events

My Events

My Tickets

My Account

My Settings

My Profile

My Tickets

My Account

My Settings

My Profile

Events

On Sale Soon

{ 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

Payments & Tax

Marketing

Manage Attendees

## Dashboard

Net Sales

£0.00

£0.00 gross sales

Open event sales breakdown

Tickets Sold

2 / 42

0 paid • 2 free

Page Views

1

0 from Eventbrite

Open page views report

Payouts

£0.00 Paid

£0.00 Remaining

Go to Payouts

Share

Event URL

https://www.eventbrite.com/e/your-lg-or-city-coach-to...

Share on

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Sales by ticket type

Other Attendee Actions

Attendee summary report