

# 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 'Draft' dropdown and a list of event settings: Basic Info, Details, Tickets, and Publish (highlighted with a '4'). Below these 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 banner for 'COACH TO THE BIG ONE' with a pick-up point and date '21ST APRIL 7AM'. To the right of the banner, 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. A 'Preview your event' link is provided. Below the banner, 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 offers links for creating promo codes, customizing the order form, managing payment, setting a refund policy, and adding the event to a collection. At the bottom right, a red 'Publish' button is visible.

## 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](#)

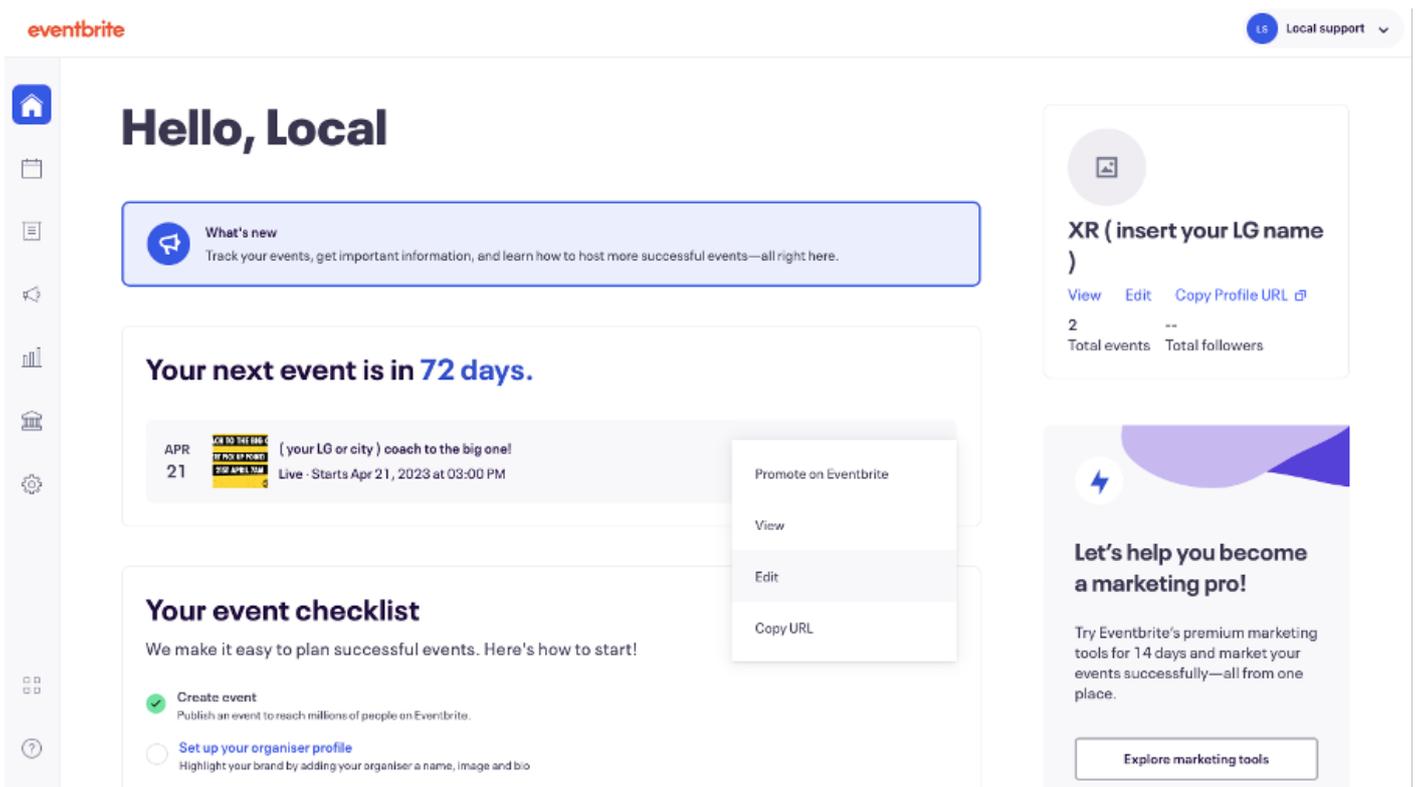
You should only share data on a needs basis to rebels who signed the above agreement and dispose of any data you stored after using it.

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 account dashboard for a local organizer. The top navigation bar includes the Eventbrite logo and a 'Local support' button. The main content area is titled 'Hello, Local' and features a 'What's new' notification box. Below this, a card displays 'Your next event is in 72 days.' with a calendar icon and a menu of options: 'Promote on Eventbrite', 'View', 'Edit', and 'Copy URL'. The event details are: APR 21, (your LG or city) coach to the big one!, Live - Starts Apr 21, 2023 at 03:00 PM. To the right, a profile card shows 'XR (insert your LG name)' with '2 Total events' and '-- Total followers'. A bottom card promotes 'Let's help you become a marketing pro!' with a button to 'Explore marketing tools'. A left sidebar contains navigation icons for home, calendar, list, notifications, analytics, profile, and settings.

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 'Events' dashboard. At the top, there's a navigation bar with 'Events', 'Events', and 'Collections'. Below that is a search bar and buttons for 'List', 'Calendar', and 'Upcoming events'. A red 'Create Event' button is on the right. A blue banner promotes 'Boost' with the text 'Put your event in front of more people with Boost (your LG or city) coach to the big one!' and a 'Promote this event' link. Below the banner is a table of events:

Event	Sold	Gross	Status
<b>APR 21</b> <b>GO TO THE BIG</b> <b>OFFICE OF PART</b> <b>FOR APRIL 21</b> (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 'Dashboard' for the event '(your LG or city) coach to the big one!'. The left sidebar has a navigation menu with 'Basic Info', 'Details', 'Tickets', and 'Publish' checked. Below that are links for 'Dashboard', 'Order Options', 'Payments & Tax', 'Marketing', and 'Manage Attendees'. The main content area includes:

- Net Sales:** £0.00 (£0.00 gross sales). Link: 'Open event sales breakdown'.
- Tickets Sold:** 2/42 (0 paid • 2 free).
- 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 share icons for Facebook, WhatsApp, Twitter, Email, LinkedIn, and Messenger.
- Recommended:**
  - Increase your sales by 16% with a Boost marketing campaign. Link: 'Launch a new campaign'.
  - Choose when you get paid. Link: '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:**