

Purpose

To have a basic understanding of how to interact with the Eventbrite website which is utilized to set up registration for LEAD events (speaker events, LEAD 'N LEARN sessions, and book clubs).

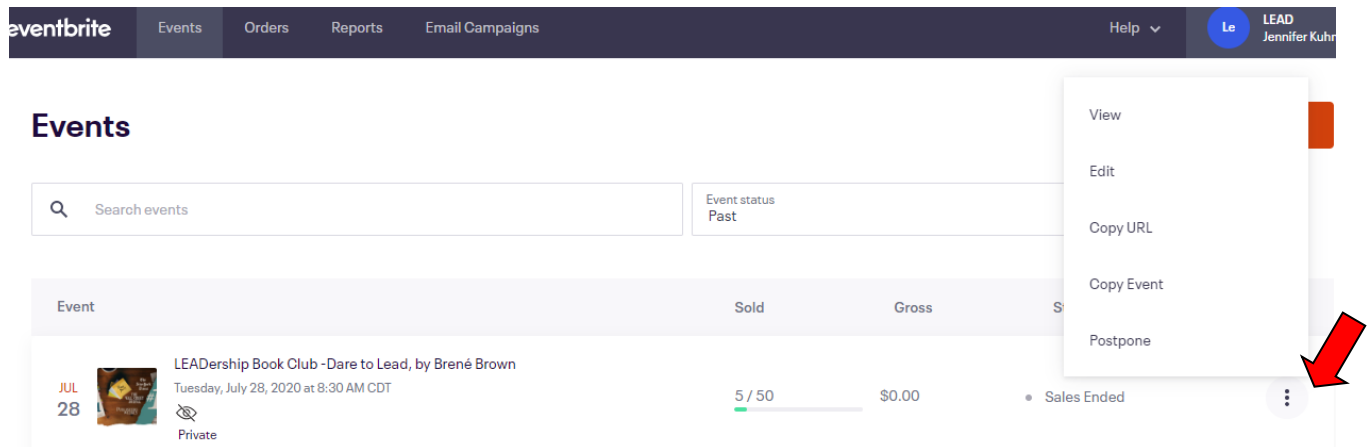
Applicability

The LEAD coordinator and all event participants.

Instructions

1. To set up registration for a LEAD Event

- Go to <https://www.eventbrite.com/> and log in with username and password.
- The Event page will populate and if there are any events currently open for registration, those events will be available to click on the link to open them.
- Since there are already LEAD speaker events, book clubs, and LEAD 'N LEARN events already created, it's easiest to choose one of those events and to copy it for the basic forma.
- If there are not any open events, go to the drop down menu for "Event Status" and choose "past."
 - Several listings will populate.
 - On the far right of the listing, there are three dots. Click on those so that a menu will populate. Choose, "Copy Event."



The screenshot shows the Eventbrite Events page. The top navigation bar includes 'eventbrite', 'Events', 'Orders', 'Reports', 'Email Campaigns', 'Help', and a user profile for 'LEAD Jennifer Kuhn'. The main content area is titled 'Events' and features a search bar and a filter for 'Event status Past'. A table lists events with columns for 'Event', 'Sold', 'Gross', and 'Sales Ended'. The first event listed is 'LEADership Book Club - Dare to Lead, by Brené Brown', scheduled for Tuesday, July 28, 2020 at 8:30 AM CDT. The event is marked as 'Private' and has '5 / 50' tickets sold for '\$0.00'. A red arrow points to the three-dot menu icon on the right side of the event listing, which is open to show options: 'View', 'Edit', 'Copy URL', 'Copy Event', and 'Postpone'.

- A page will populate for the event you are copying.
 - Click on the “COPY EVENT” button at the bottom of the page.



Copy Event

Your event copy will have the same event info and settings, without attendee information.

Event Title * Copy of LEADership Book Club -Dare to Lead, by Brené Brown	
Summary * Learn why years of research identified courage as the most important quality for leaders (all of us) and how to dare to lead. 125/140	
Event Starts * 09/09/2020	Start Time 8:30 AM
Event Ends * 09/09/2020	End Time 9:30 AM
<input type="button" value="Cancel"/> <input type="button" value="Copy Event"/>	

- A new dashboard will populate.

✔ Success! Your Basic Info, Tickets, Design, Order Confirmation, and Settings all copied.

Event Dashboard

Find

- On the far left of the screen, click on the tabs (Basic Info, Details, and Tickets” to begin entering the updated information.

Copy of LEADership
Book Club -Dare to
Lead, by Brené Brown
Wed, Sep 9, 2020 8:30 AM
[Switch Event](#)

- ✔ Basic Info
- ✔ Details
- ✔ Tickets

- On the “Basic Info” page, make sure that you **delete the word “Copy”** from the Event Title. If just duplicating the same event with different dates, most of the information will stay the same.
- If creating a new event with a different title, dates, photo, description, etc. make sure that you change the information in each of the areas to match up with the new event.



Basic Info

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

Event Title ^{*}
Copy of LEADership Book Club -Dare to Lead, by Brené Brown

58/75

Organizer
LEAD ▼

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

Other ▼ Business & Profes... ▼ Other ▼

Here is a link for the Eventbrite tutorial for the next steps of setting up events.
<https://www.eventbrite.com/support/GettingStarted>