# Icon Description automatically generatedSetting up an event on Eventbrite

1. Open up Eventbrite and click ‘Create an event’
2. Complete the basic info page – select the appropriate CIBSE Group/Society/Region to be the event organiser from the drop down menu and choose ‘Seminar or Talk’ and ‘Science and Technology’ for the Type and Category options

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1. Choose ‘Online event’ for location if it is for a webinar

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1. For the details section, choose an appropriate image to illustrate the event (ensure it is royalty free or purchase one from Shutterstock)
2. Repeat the title in the summary section, and write a description for the event in the text box
3. Use the ‘Add text’ and ‘Add image’ buttons to add the Group/Region/Society’s logo, any sponsor logos, and the CIBSE Privacy Policy to the pageGraphical user interface, text, application

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1. Create the attendee event page – choose ‘link another provider’ and insert the joining link

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1. Create the tickets

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1. Review the details of the completed event page and click publish