

# Creating an event in Eventbrite

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A step by step guide to using Eventbrite to organise and manage CIBSE volunteer events



eventbrite

# Accessing your account

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- 01** Your Eventbrite account will be tied to your network's CIBSE email address (yournetwork@cibse.org). The default password is !!Welcome10!!
- 02** Contact [regions@cibse.org](mailto:regions@cibse.org) or [groups@cibse.org](mailto:groups@cibse.org) for assistance accessing your account.

## Log in

Email address  
scotland@cibse.org

Password  
.....



Log in



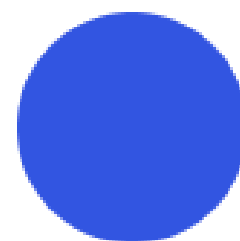


# Join the CIBSE network

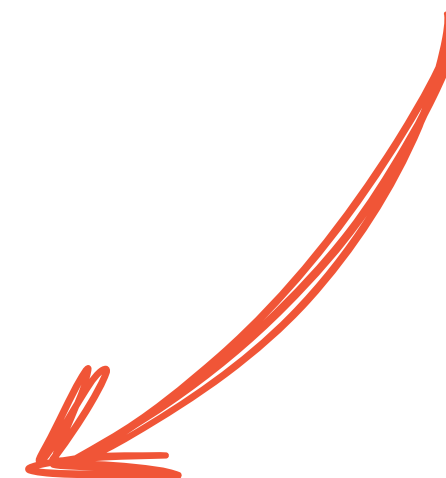
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If you are ever asked to select an organization, choose 'CIBSE Networks'

## Select organization



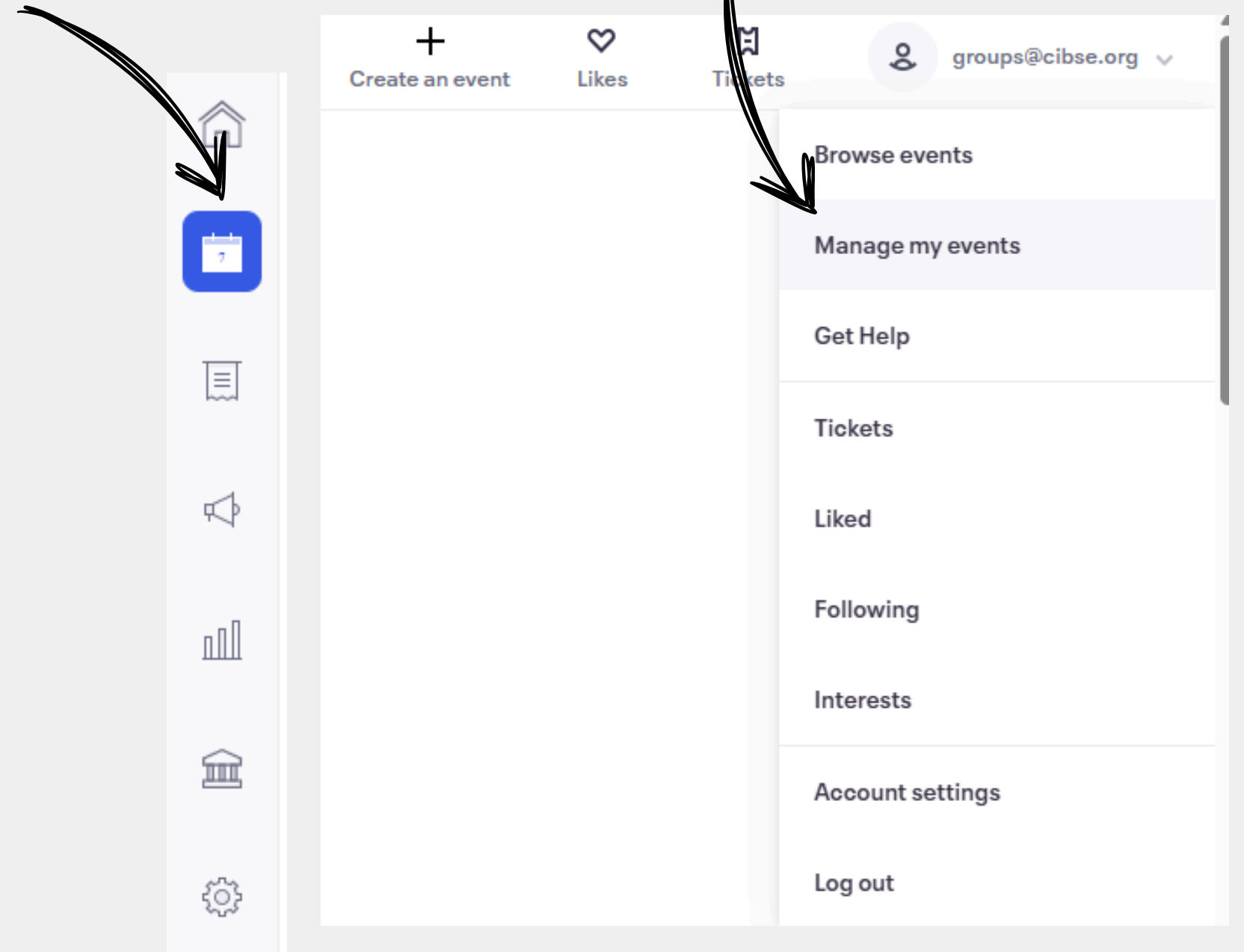
CIBSE Networks



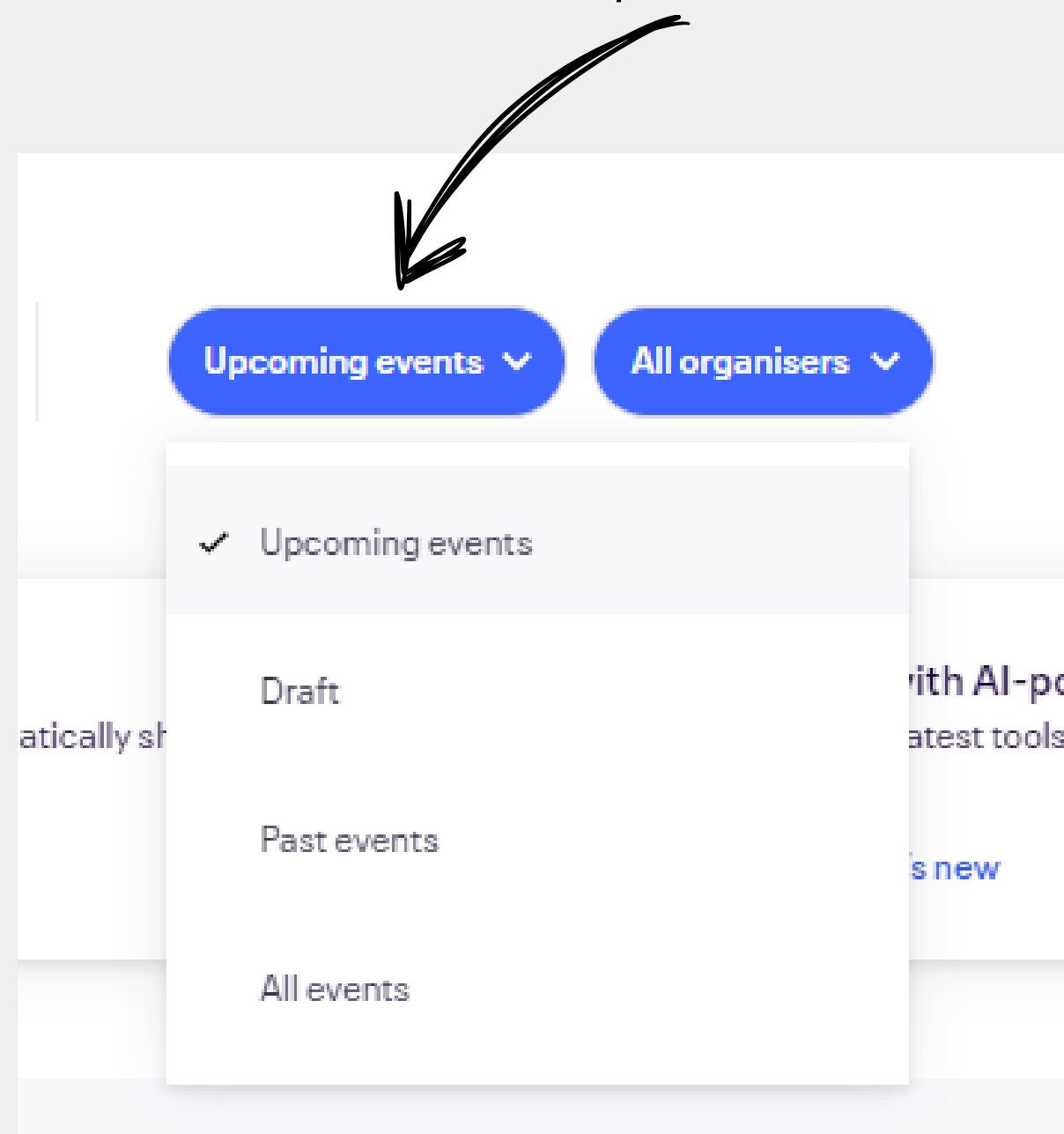
# Creating an event

Find the draft template we have created for your network

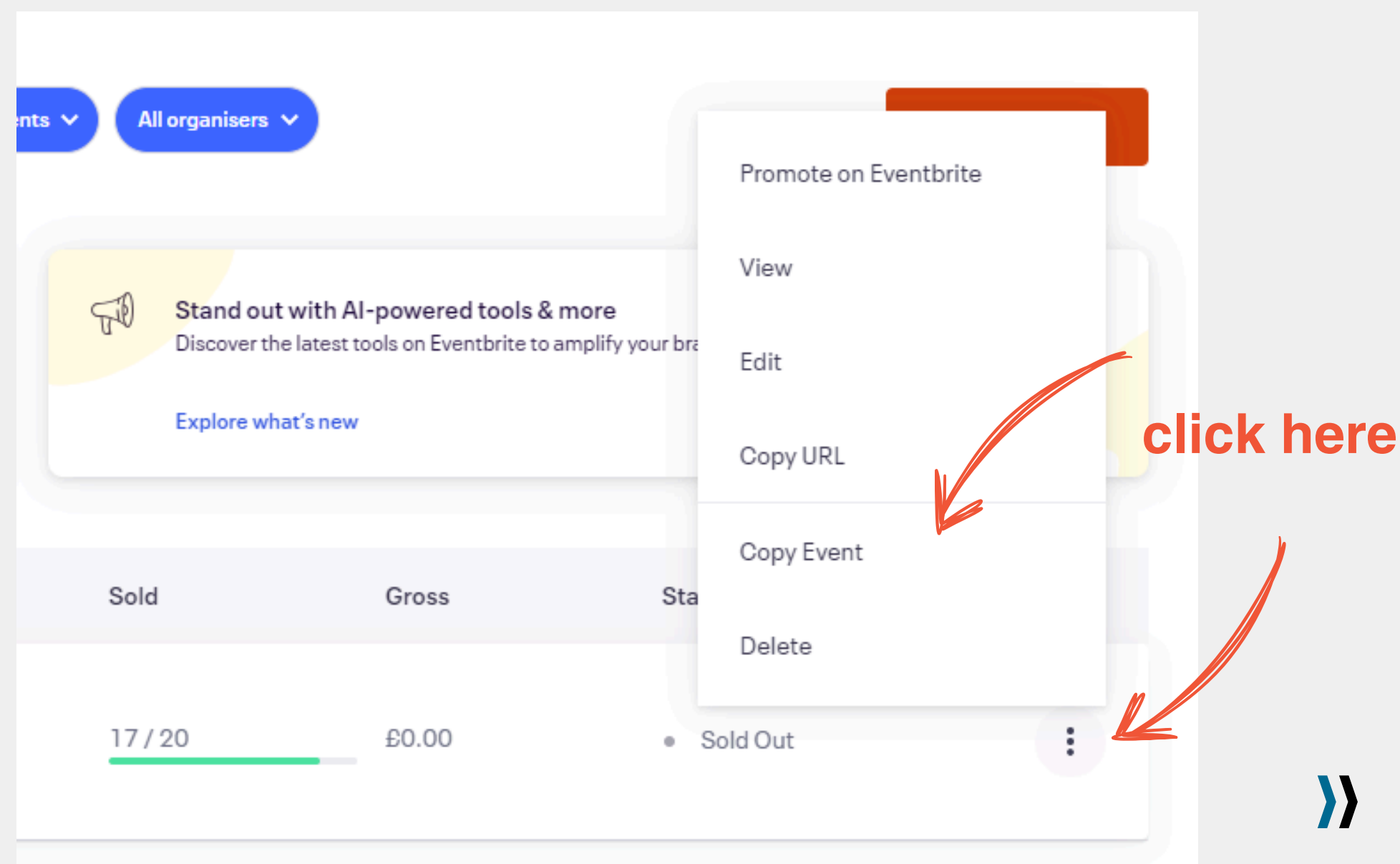
- 01** Go to 'manage events' to see your events calendar and ticket sales at a glance
- 02** You can also select 'Events' from the right hand menu



**03** Select 'Draft' from the drop down menu

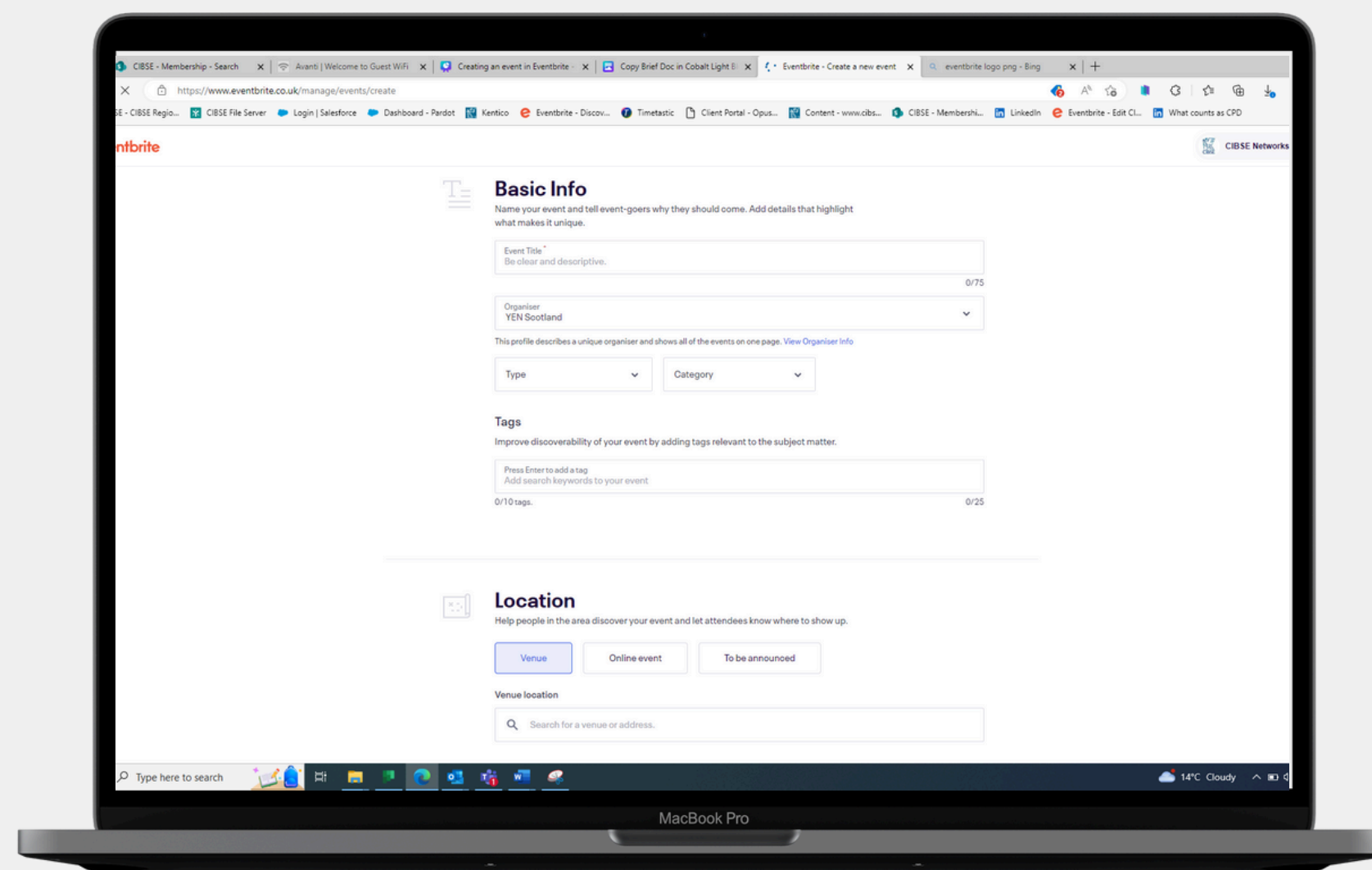


**04** Find your network's template, and click on the three dots next to the listing to select 'Copy Event'



# Basic info page

Complete this page with the  
basic details of your event



**This section of your template will be pre-populated with examples - remember to edit the date and time**

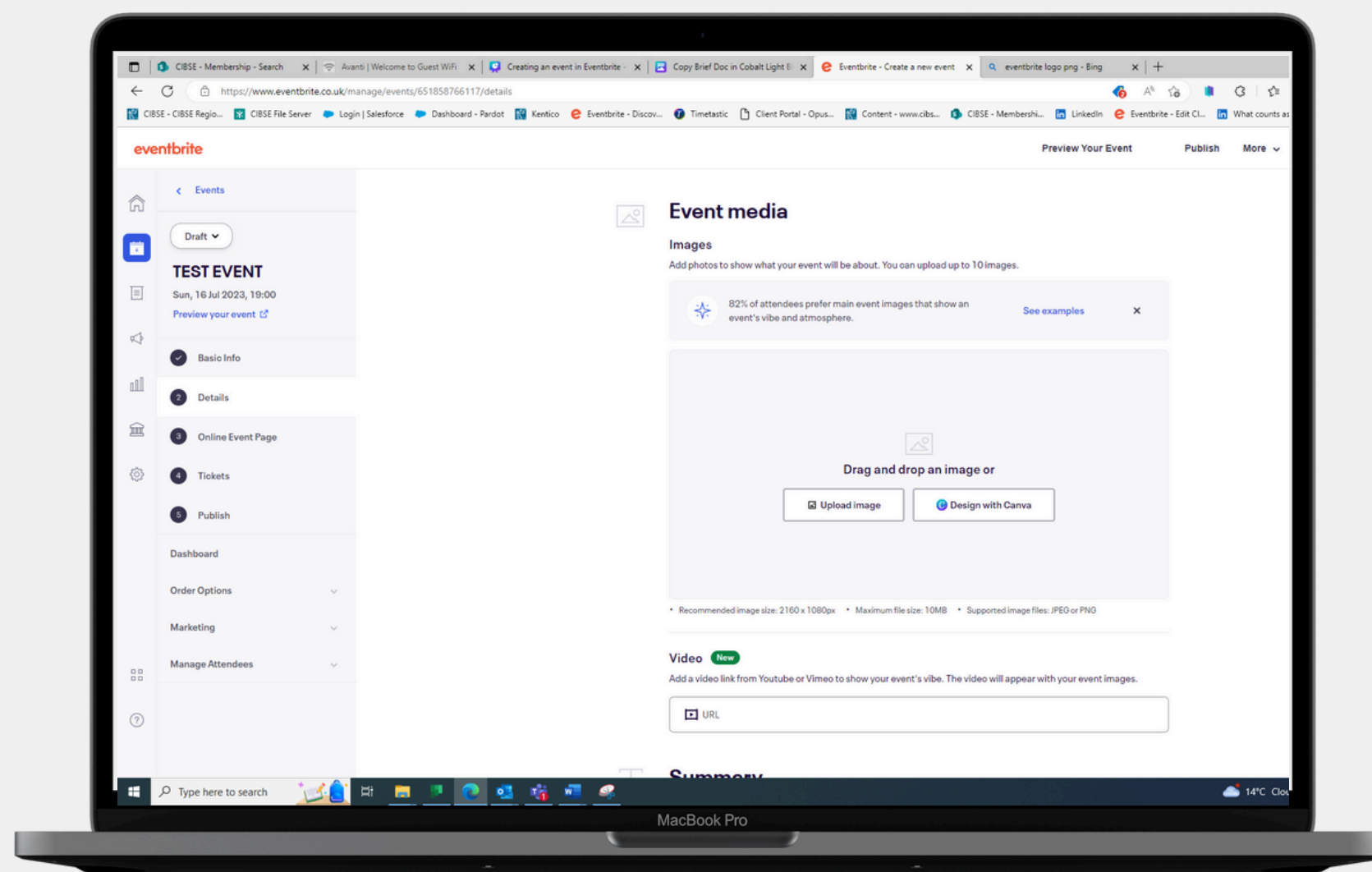
- 01** Insert your event title (there is a 70 character limit)
- 02** Select your network as the organiser
- 03** For type, choose 'Seminar or talk' and for category choose 'Science & Technology'. Tag the event with relevant keywords
- 04** Input the location of your event (if your event is hybrid, input the physical venue of the event)
- 05** Input the date and time of your event. If you do not have a finite end-time, you can choose not to display one



**Tip:** you can find high-quality royalty free images at [unsplash.com](https://unsplash.com) and [pixabay.com](https://pixabay.com), or use images from your previous events (if you have the subject's permission)

## Details page

Tell delegates what they can expect from your event



**This section of your template will be pre-populated with your network's logo and the CIBSE privacy policy. Do not delete this**

- 01** Choose a suitable image to advertise the event (make sure it is royalty free!)  
Contact the NET team if you would like to download an image from shutterstock
- 02** Repeat the event title in the 'Summary' box
- 03** Write a description about what will happen at your event. If it is a CPD, what topics will be covered?  
Include the speaker's name and a short biography. If you need delegates to contact you about dietary or access requirements, you can include your contact details here.

- 04** You can click 'add image' to include sponsor logos

**01** Enable the page by clicking on the settings button and then toggling the page on



### Attendee Event Page

Attendees will join your online event through your virtual venue. Use this space to embed your Zoom video and share exclusive content. We'll direct your ticket holders to this page from your event listing and in reminder emails.

 [Page Settings](#)



**click here**

# Attendee Event page

If you selected 'online event' on the Basic Info page, the 'Attendee Event page' will appear as an option.


This setting will automatically send your joining link to delegates 2 hours, and then again at 10 minutes, before the event so it is a useful feature!

**02** Click 'link another provider' and put the URL of your joining link in the 'Live Video or Audio' URL section. For the 'Title' section, you can put 'click here to join'.

**click here**



#### Add live video or audio

Connect with Zoom to embed your event within your virtual venue, or link to another video or audio service. Use  to manage when your video or audio is available and who can access it.

 Add Zoom

[Link another provider](#)



#### Share additional content

Include any resources or instructions your attendees may need for your event.



Text



Image



Video



Link



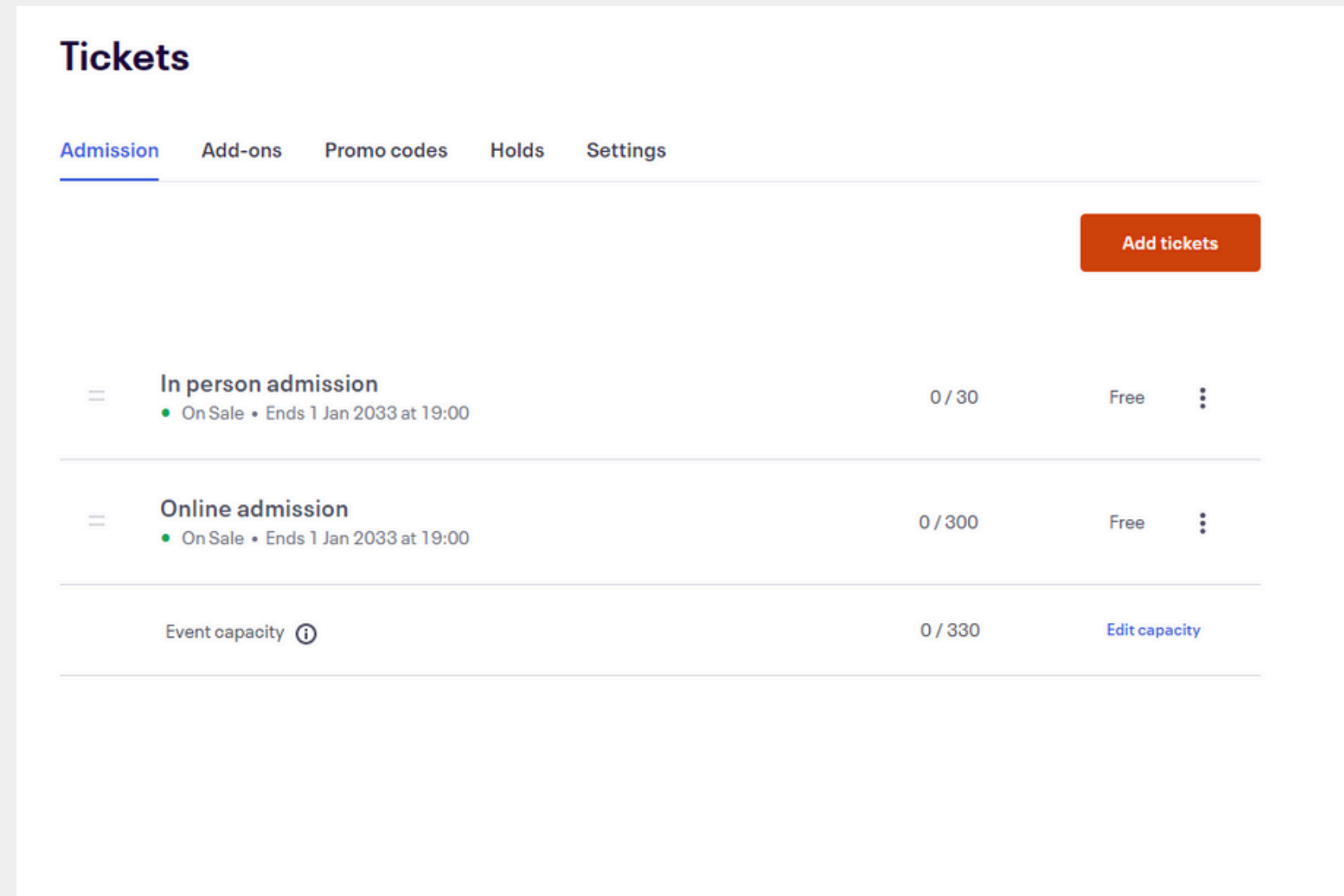


# Tickets

Your draft event has been pre-populated with options for online tickets and in-person tickets. You can add to, edit or delete these as appropriate by clicking on the three dots next to each ticket type.



- 01 Click 'add tickets.' Select if your tickets will be paid-for or free, name them, and input how many are available for sale. If you want to do early-bird tickets, you can even change the dates the tickets are available for sale. You can add multiple ticket types

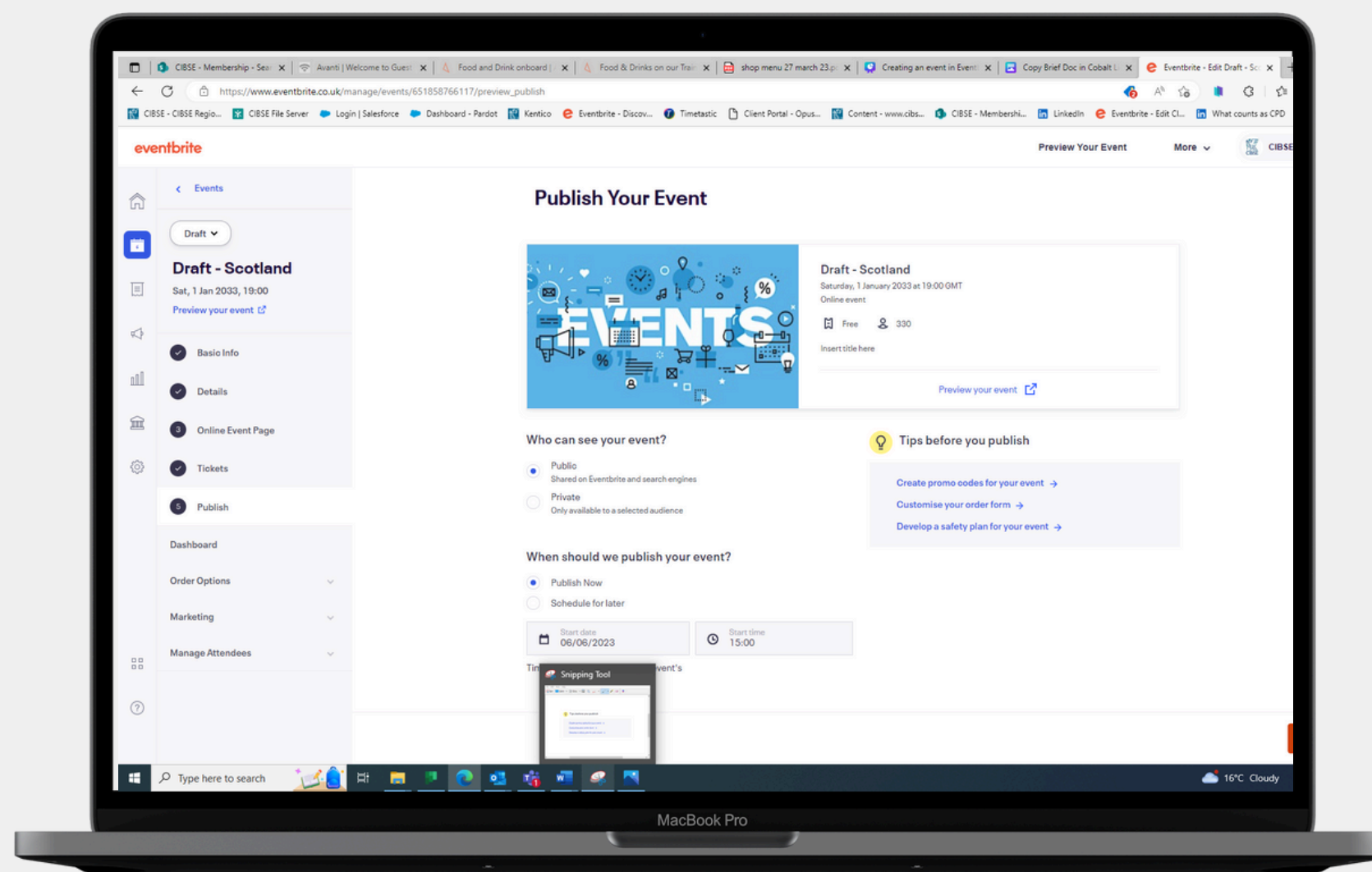


Tickets			
<a href="#">Admission</a> <a href="#">Add-ons</a> <a href="#">Promo codes</a> <a href="#">Holds</a> <a href="#">Settings</a>			
<a href="#">Add tickets</a>			
	<b>In person admission</b> • On Sale • Ends 1 Jan 2033 at 19:00	0 / 30	Free
	<b>Online admission</b> • On Sale • Ends 1 Jan 2033 at 19:00	0 / 300	Free
Event capacity ⓘ		0 / 330	<a href="#">Edit capacity</a>

- 02 If you are charging for tickets, you will need to decide if you will absorb the fees Eventbrite charges or pass them on to delegates.  
[You can calculate what these will be here](#)



# Publish your event!



**01** Insert your event title (there is a 70 character limit)

**02** Select your network as the organiser

**03** For type, choose 'Seminar or talk' and for category choose 'Science & Technology'. Tag the event with relevant keywords

**04** Input the location of your event (if your event is hybrid, input the physical venue of the event)

**05** Input the date and time of your event. If you do not have a finite end-time, you can choose not to display one



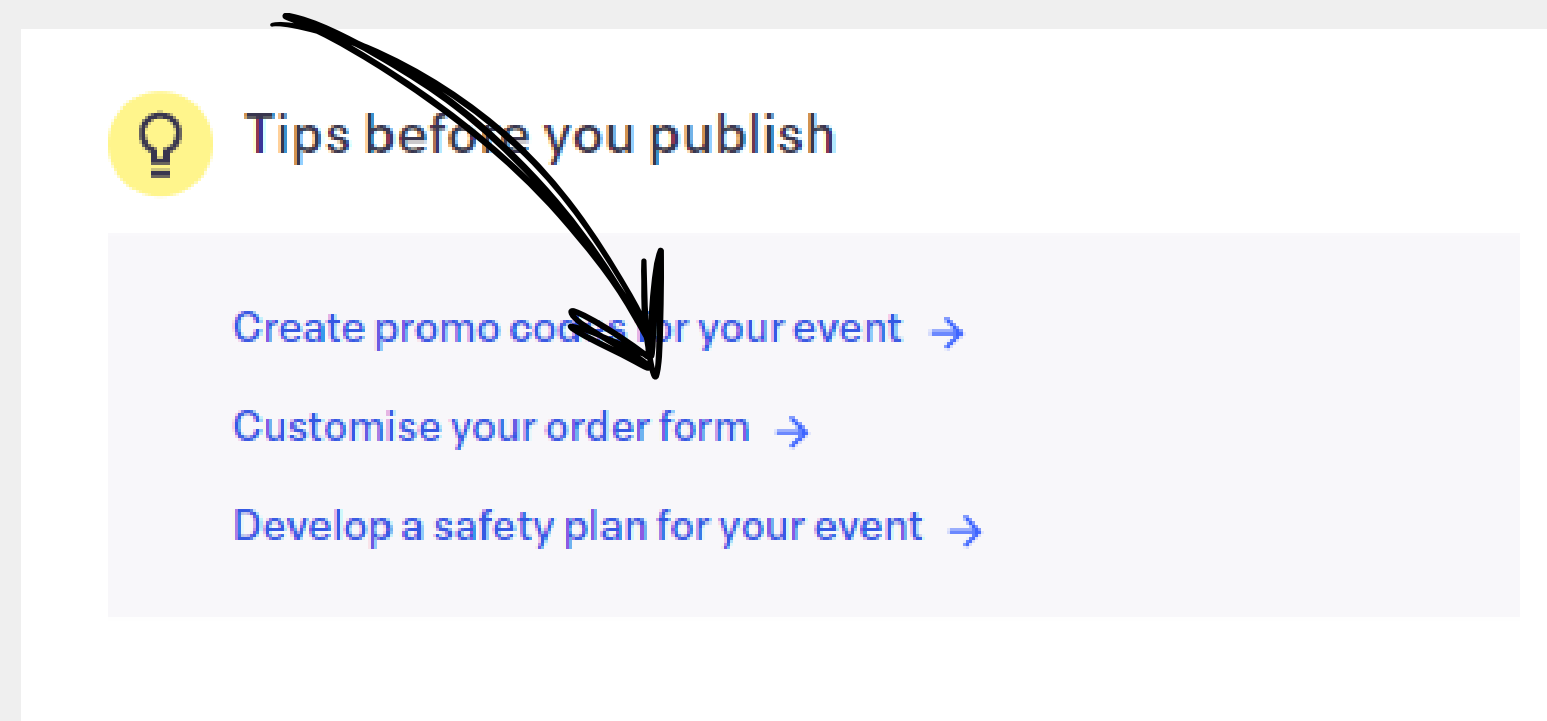
This section of your template will be pre-populated with examples - remember to edit the date and time

# Get dietary information

If you want to ask delegates specific questions when they book tickets, use the 'customise your order form' feature. This will be available when you publish your event.

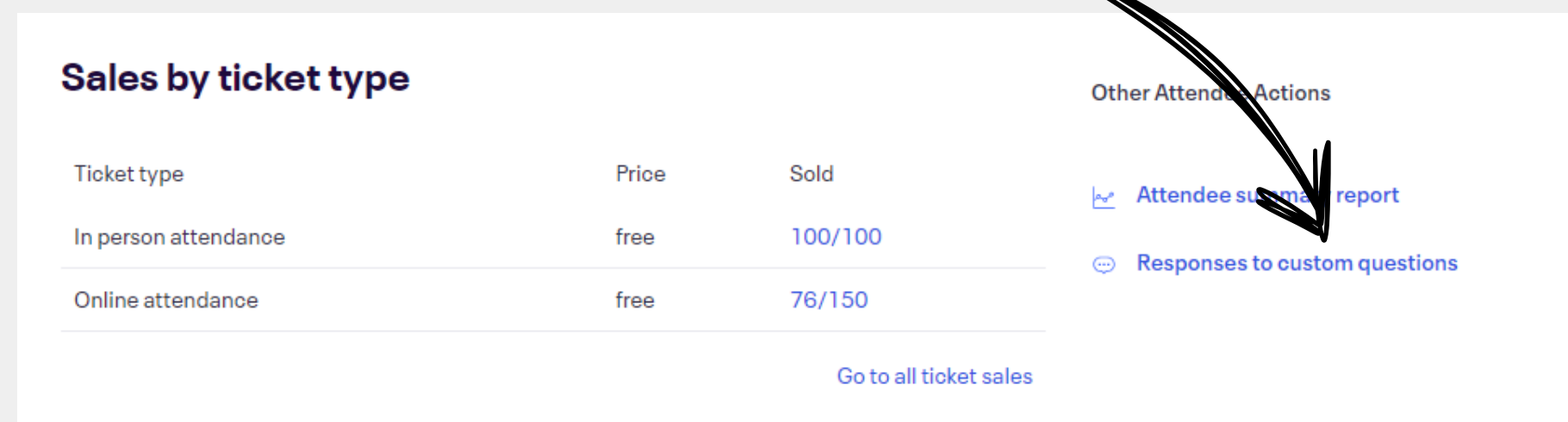
01

Select the 'customise your order form feature' and add your desired questions



02

To find the responses, select 'Dashboard' on the left hand menu and select 'Responses to custom questions'

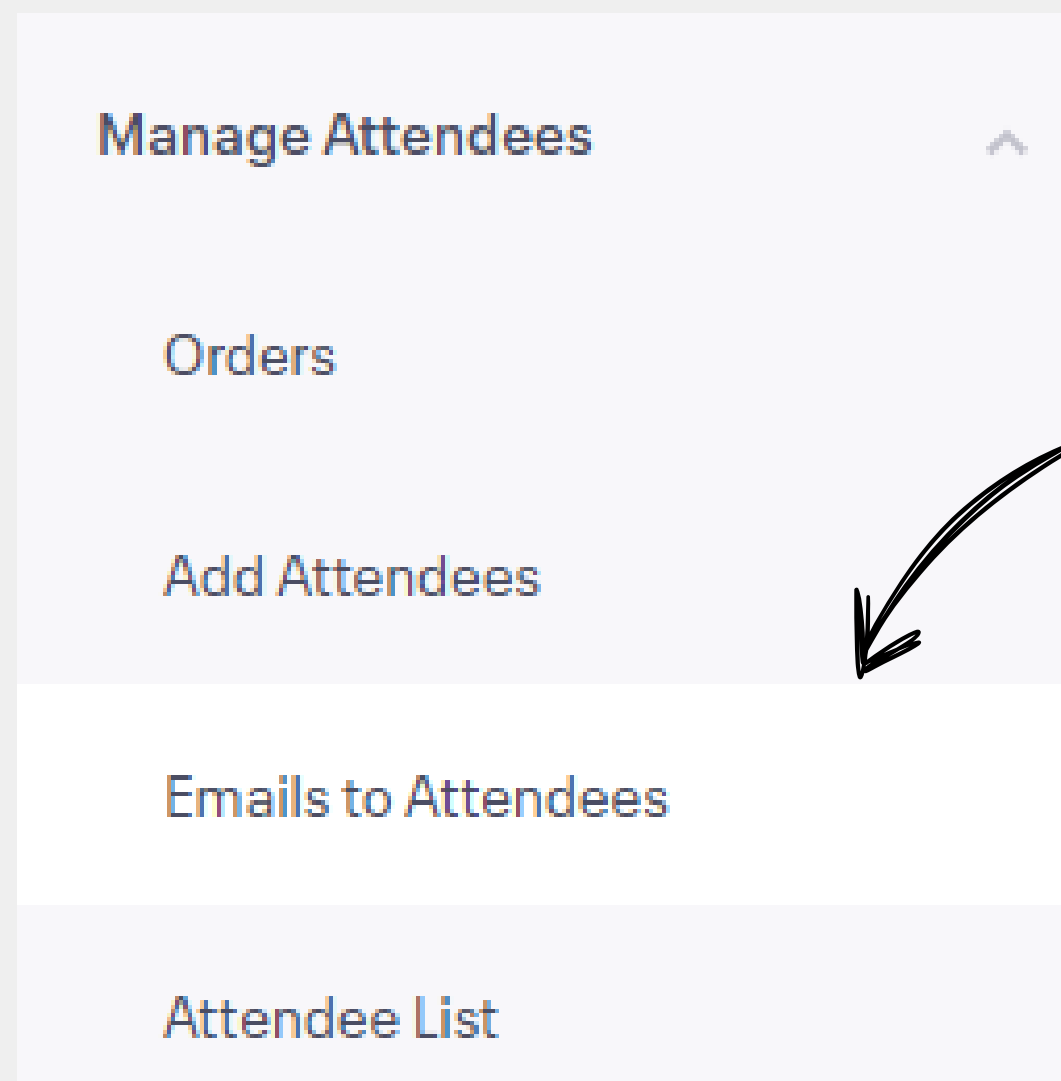


# Emailing attendees

You can use the 'Emails to attendees' function to contact delegates about dietary requirements, joining links etc. You can preschedule these emails. This feature cannot be used to promote other events or sponsoring companies due to Eventbrite's data policy.

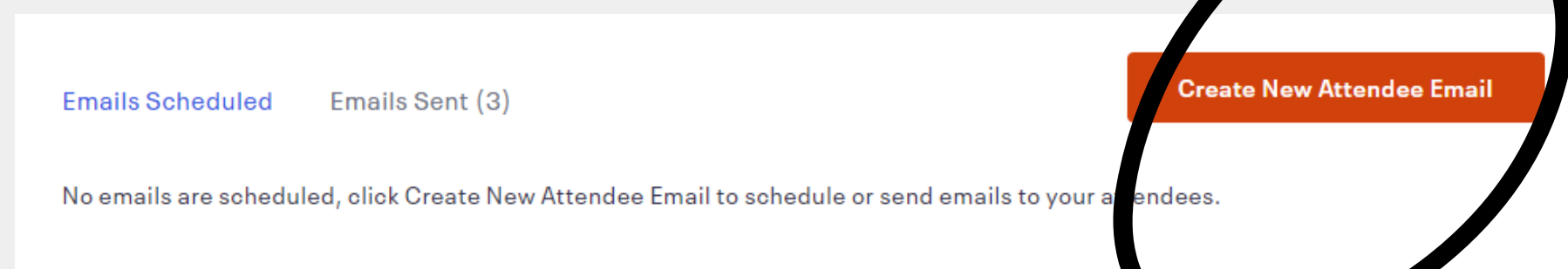
This is a no-reply account, so include contact details if you require a response.

01



Find it under  
'Manage Attendees'

02



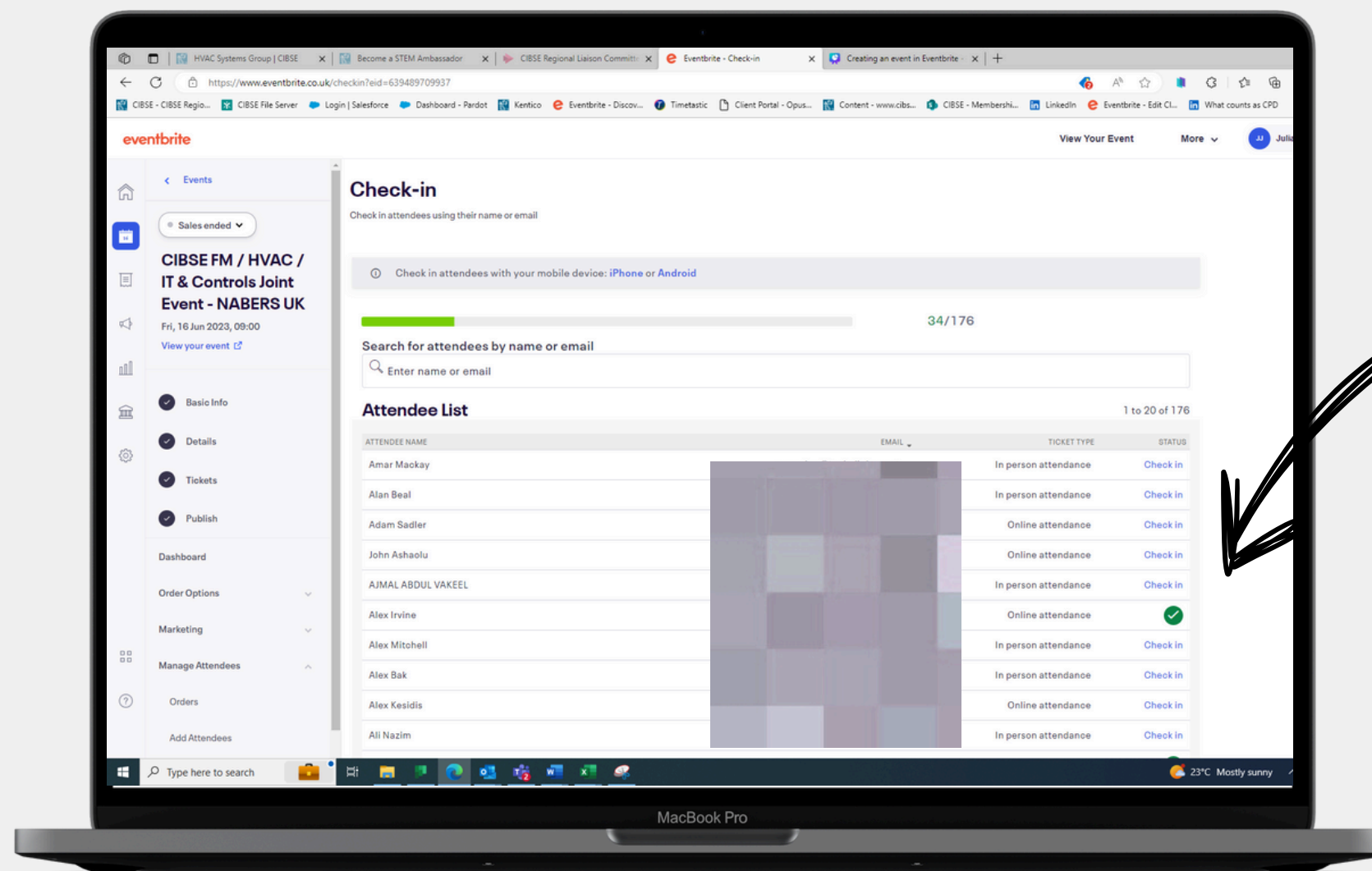
click here





# Check-in attendees

Use this feature to log attendance. This helps CIBSE to measure the effectiveness of event promotion.



**01** Find this feature under 'Manage Attendees'

**02** Search for the names of your delegates who are attending in person or online and click the 'check-in' button on the far right hand side

You can also do this in the Eventbrite app - [watch this tutorial](#) to find out how.

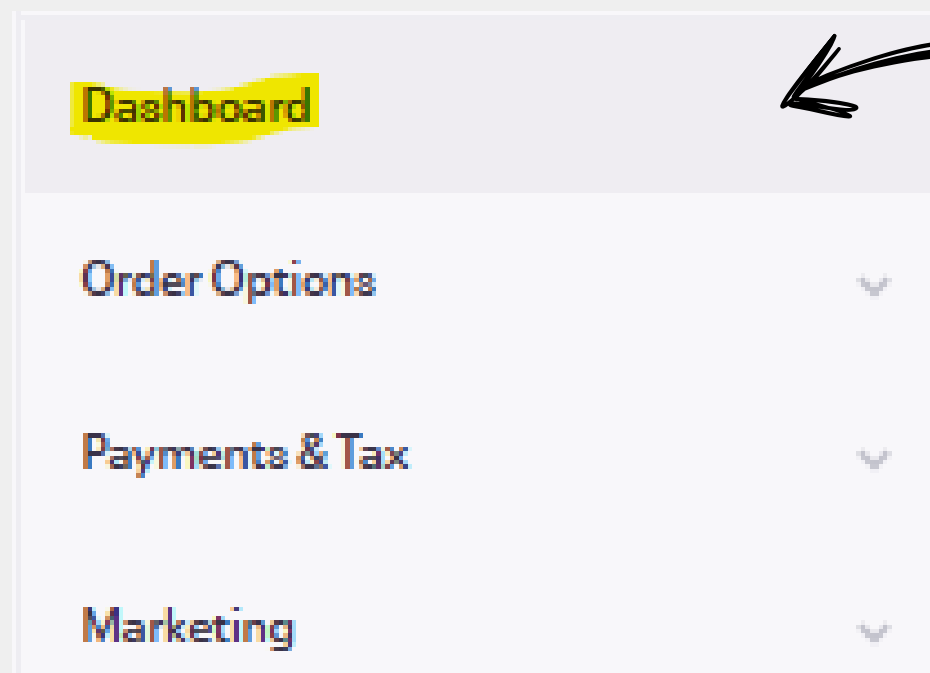


# Adding your bank details

If you are running a paid-for event, ensure the income is paid out to your network's account using the 'Manage account' feature.

This will become visible after you have published your event, so remember to go back and do this.

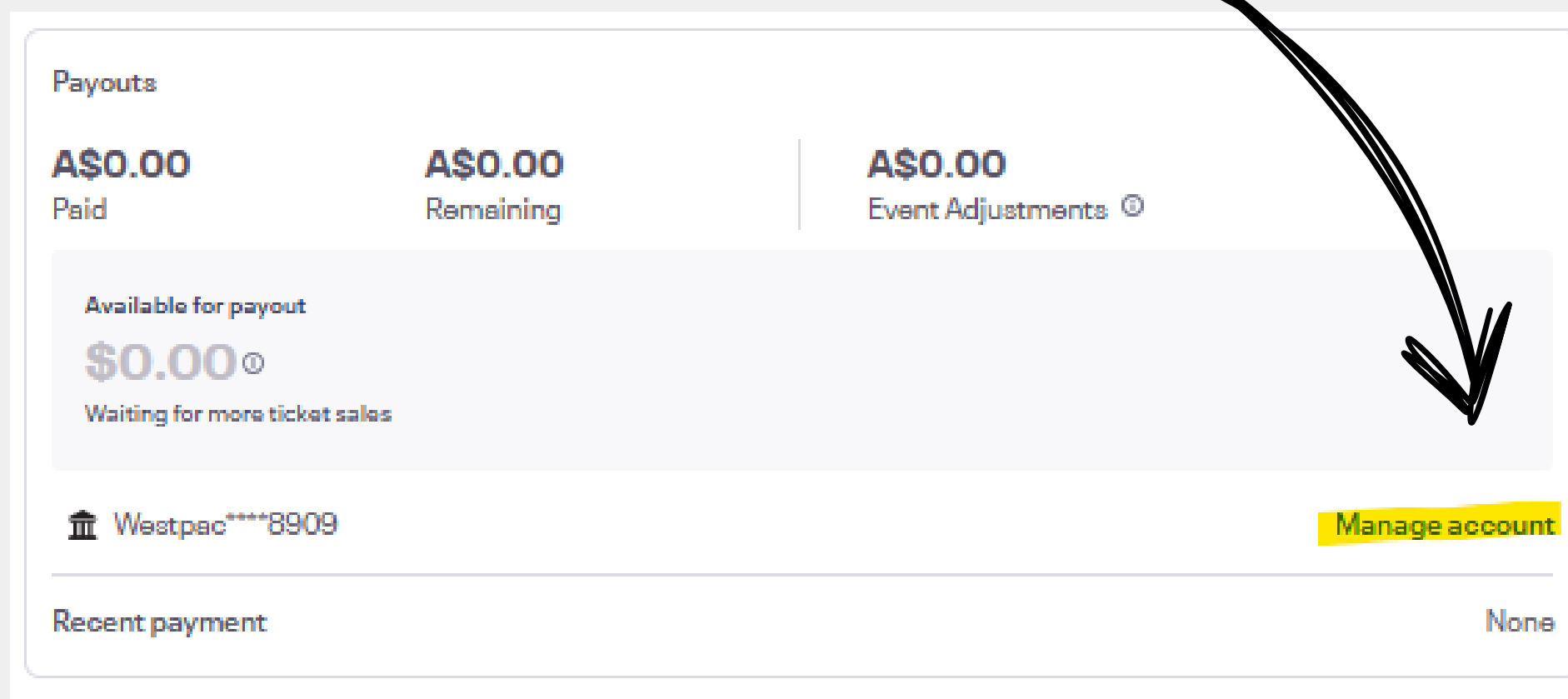
01



Navigate to the Dashboard on the event editor

Click 'Manage account'

02





Add or update bank account

Select or add a bank account

To receive your event funds, select one of your active bank accounts or add a new one.

Bank account	Type	Events
<input type="radio"/> CIBSE ANZ CIBSE New Zealand, Account *****9300 Australian Dollars AS, Australia	Bank	0
<input type="radio"/> CIBSE ANZ Westpac, Account *****4823 Australian Dollars AS, Australia	Bank	30
<input type="radio"/> CIBSE New South Wales Westpac, Account *****4794 Australian Dollars AS, Australia	Bank	9
<input type="radio"/> CIBSE South Australia Westpac, Account *****4807 Australian Dollars AS, Australia	Bank	11

Set for this event

Confirm as default

General Admission

0/2

### 03 Select your network's bank account

You may be asked for the account number of the last account used - contact the CIBSE NET team for details.

If your account isn't listed, scroll down to find the 'add account' option.

### 04 Make sure to choose 'set for this event'

The orange button is hard to resist, but you will be sent every payout for every event. If you receive payouts not intended for your network, contact the CIBSE NET team to arrange to transfer the money to the correct network.

Choose this one



Set for this event

Confirm as default



# Changing currency

Eventbrite will default to showing event prices in the last currency used. To change your currency, navigate to 'Payments & Tax.' This option will only appear once you have published your event.

01

Payments & Tax

Payment Options

Refund policy

Tax settings

Select 'Payment options'

02 Choose your preferred currency

## Payment processor

Payment processors are how you sell tickets and get paid.

### Add your country and currency

This determines which payment processors you can use. You can't change your payment processor after a ticket is purchased.

Payout Country\*  
Australia



Currency\*  
AUD





**01** Go to 'manage events' to see your events calendar and ticket sales at a glance

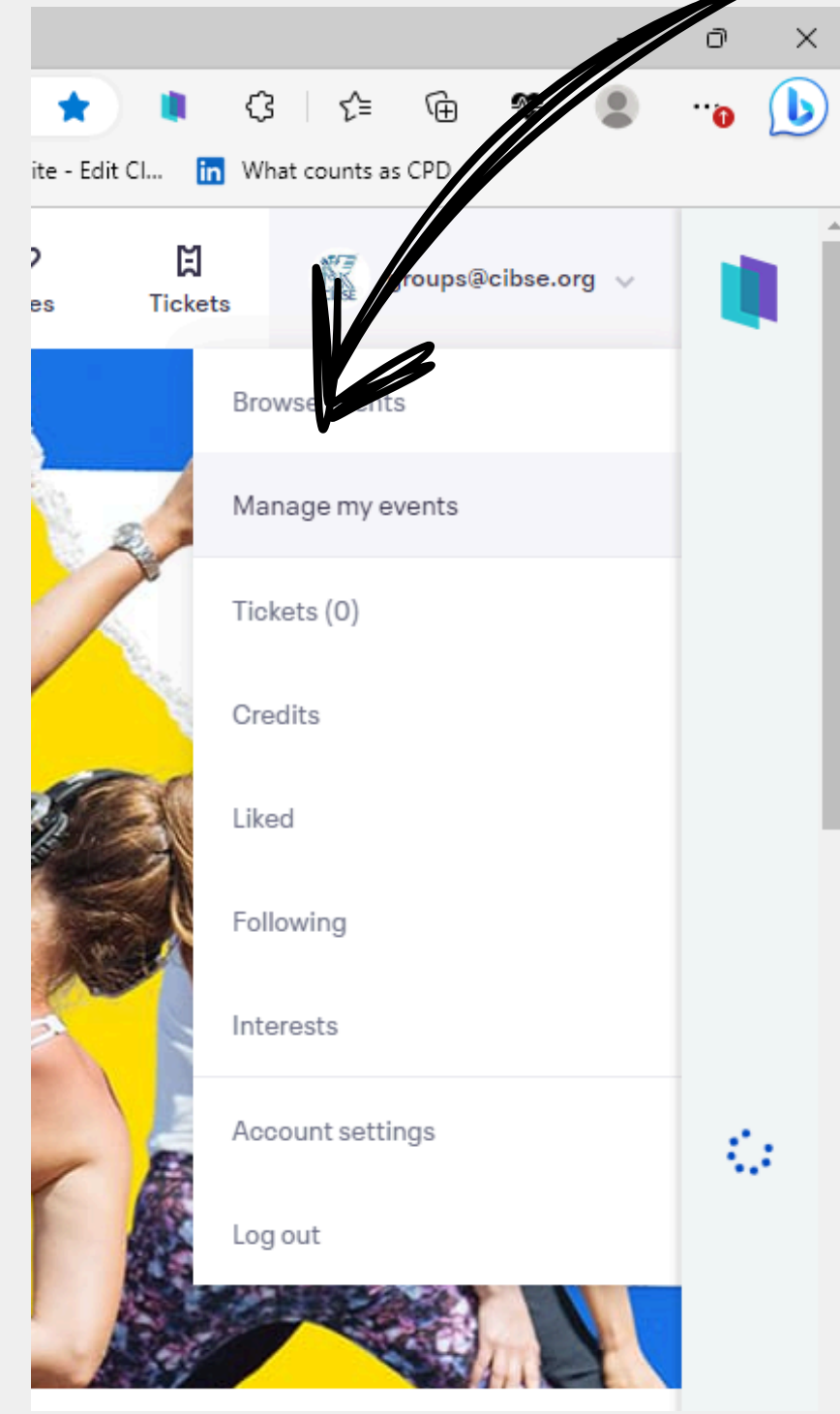
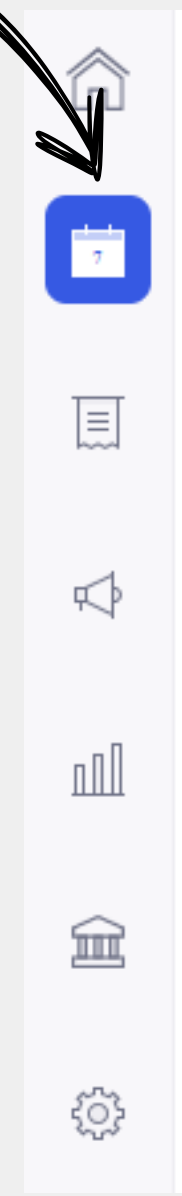
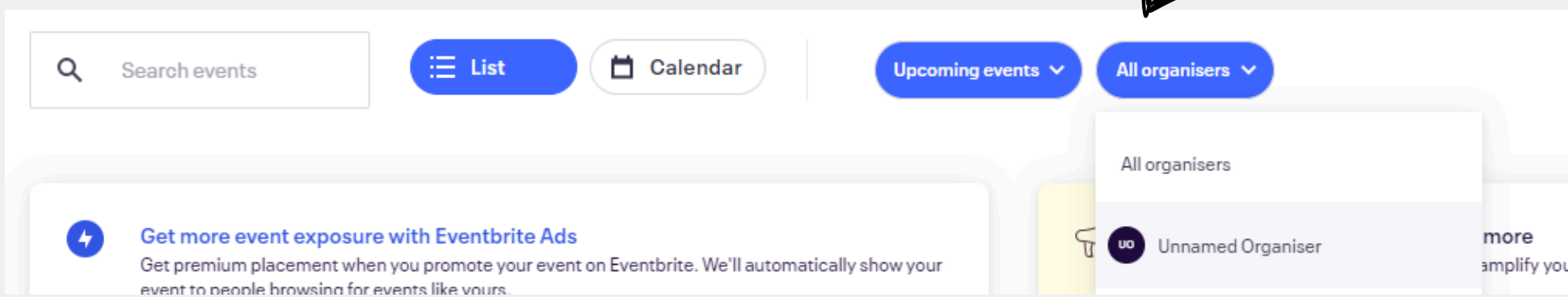
**02** Select 'Events' from the right hand menu

**click here**

# Using your account

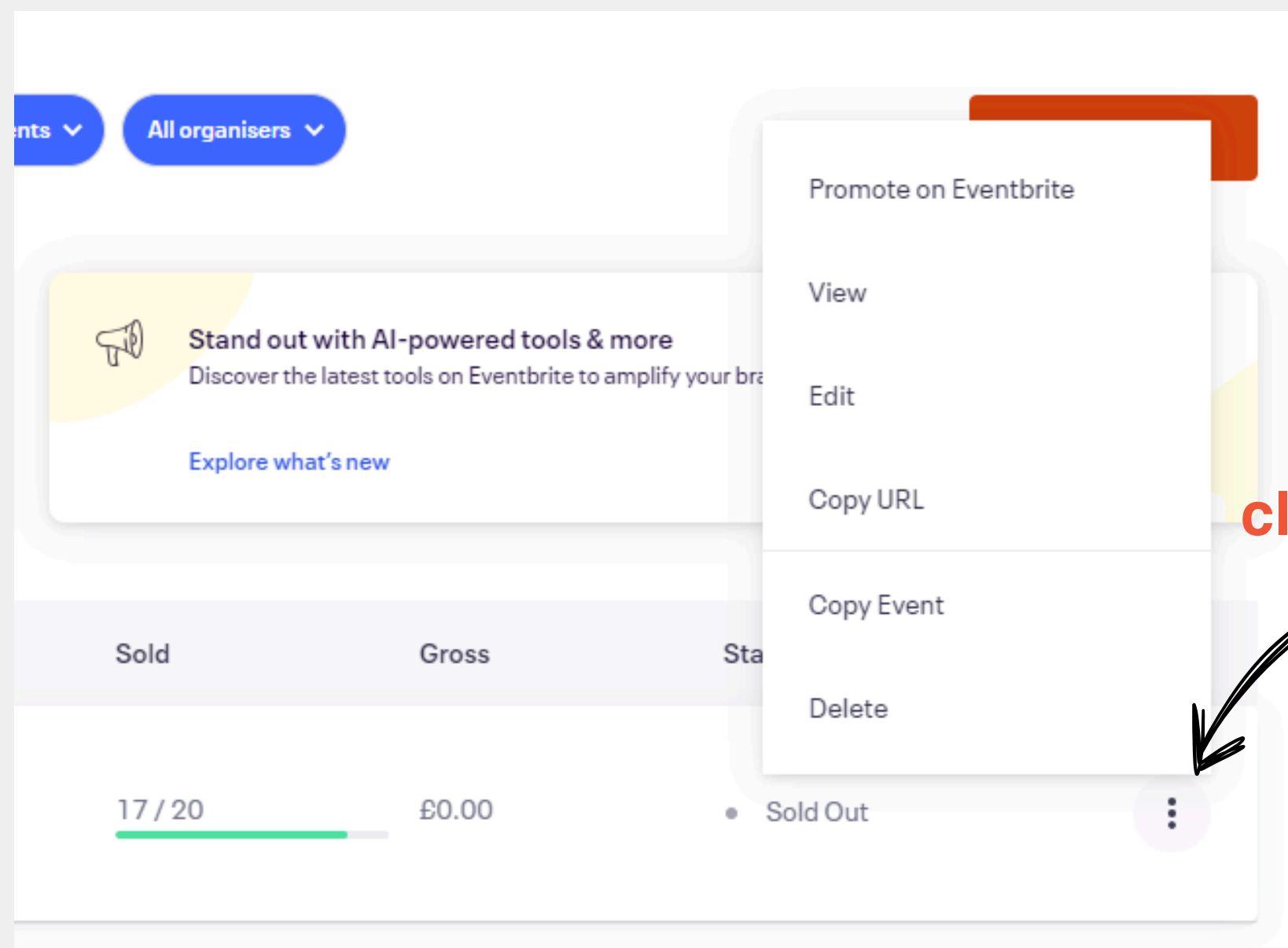
See all your events at a glance

**03** Select your network from the drop down menu



# Using your account

- 04** Click on the three dots besides an event listing to edit, copy or delete the event



# Need any assistance?

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Contact [regions@cibse.org](mailto:regions@cibse.org) or [groups@cibse.org](mailto:groups@cibse.org)