

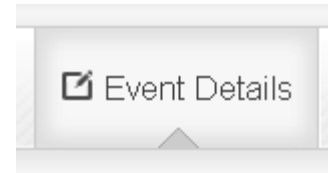
How to Use Eventbrite for IEEE

Jack Sun
IEEE San Fernando
Valley Section

Eventbrite

- Link: <http://www.eventbrite.com>

Eventbrite – Event Details



- Your Event Title: Enter title of talk/meeting.
- Venue Name:
 - Ex. California State University, Northridge.
- Street Address:
 - Ex. 18111 Nordhoff Street, Northridge, CA.

Eventbrite


- Event Starts: Click on the calendar icon right below “Event Starts.”
 - Choose day of the event.
 - Choose start time.
- Event Ends: Unclick “Display end time.”
- Upload logo: Use logo that is provided via email.
 - If you do not have it, ask Program Coordinator/Section Chair.



Eventbrite

- Event Details: You can copy the body of the flier information in here, such as abstract and speaker biography.
 - Many tools/features available, and similar to MS Word.
 - Feel free to experiment by yourself!
- Organization/Host: Skip this, not needed.

Eventbrite

- Create Tickets:
 - Ticket name: Enter “General Admission.”
 - Ticket Quantity: Maximum number of people that can attend.
 - Ticket Price: \$0.
 - Click on “Settings.” 
 - Ticket Description: Skip, not needed.
 - Sale Starts: Skip, not needed.

Eventbrite

- Sale Ends: Click calendar icon, choose the date of your event.
 - Time: Set to 12:00 AM.
- Tickets Permitted: Skip, not needed.
- Service fees: Skip, not needed.
- Click on “Apply.”
- ▣ Publicize, or keep it private: “Public.”
- ▣ Search categories: Click categories closest to your event.

Eventbrite

- Remaining Tickets: Click “show number of tickets...”
- Customize web address:
 - Enter: <chapter/group>-<last name of speaker>-<year>
 - Ex.: ccc-smith-2012
 - Eventbrite will create the full link as:
<http://ccc-smith-2012.eventbrite.com>

Eventbrite – Colors & Options



- ❑ Skip, not needed.

Eventbrite

- When done, click “save.”
- You can preview to see what it looks like when someone goes to the signup page.
- When everything is done, click “Make Event Live.”

THAT'S IT!

Eventbrite

- Any questions, please ask IEEE SFV Section Chair, Vice Chair, Program Coordinator, or Webmaster.