

# HOW TO SET UP AN EVENTBRITE EVENT

## Account Registration

1. Create an [Eventbrite account](#). The email used to create the account will be publicized when you publish an event. Ensure that you use an email address suitable for receiving emails from interested registrants if they have any questions regarding the event.
2. Once logged-in, click **"Create Event"** at the top of the page.

## Basic Information

1. Enter the "Basic Info" for your debate.

Sample description (edit as desired):

- a. **Event title:** [Riding] Debate on the Environment
  - b. **Organizer:** [organizer name]
  - c. **Type:** Seminar or talk (use the drop-down menu)
  - d. **Category:** Government and Politics
  - e. **Tags:** Environment, Environmental, 100 Debates, Debate [your riding name]
2. Choose **"Online Event"** for the location.
  3. Select the date and time.
    - a. Click **"Single Event"**
    - b. Select **"Display Start Time"**
    - c. Select **"Display End Time"**
    - d. Select your **time zone**.
  4. Click **"Save and Continue"**

## Event Details

1. Add a main event image. You can use a photo unique to your riding or edit and use the sample event photo available on the organizer portal.
2. Write a description of your debate.

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Website: [www.100debates.ca](http://www.100debates.ca)

Sample description (edit as desired):

"Join us virtually for our virtual Debate on the Environment. RSVP for your ticket on eventbrite to obtain the zoom link, or you can watch it on Facebook as we will be live streaming.

Can't attend? We will be posting the recording once the debate has been completed.

[Include this if you wish to connect your event to the national movement or delete if not] Our debate is part of the [100 Debates on the Environment](#) initiative, a national non-partisan movement coordinated by [GreenPAC](#).

3. Click **"Save and Continue"**

## Tickets

1. Click **"Free"**
2. **Title:** General Admission
3. **Available Quantity:** Depending on the type of zoom account you are using for the town hall, add the max number of attendees able to join on.  
Free plan – 100 (make sure you take into consideration that your team and the MP are a part of this number)
4. **Sales Start**
  - a. Select "Date & Time"
  - b. Start date: Put in today's date, so that people can register as soon as you publish the event.
  - c. Sale end: Put in the debate day, and time that it starts. This allows registration to be open until the debate begins to accommodate any last minute interested folks to sign up.
5. Click **"Save and Continue"**

## Order Form

Before you publish the event, make sure you customize the order form so that we can collect pertinent information from attendees.

1. Click on **"Order Options"** on the sidebar
2. Click **"Order Form"**

Under **"Collect attendee information on the following tickets"** click **Customize Checkout questions**

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A list will pop-up. Scroll down to the bottom of the list and click “**Add Custom Question**”

You will be adding two custom questions.

- 1) Under **question prompt**, write “What is your postal code”

Under **question type**, choose text.

Click **save**.

This will take you back to the question list. Turn **off** “**require**” next to this question. It is purely optional.

- 2) Click **add custom question** again.

Under **question prompt**, write “This debate is one of 100 taking place across Canada - from coast to coast to coast - as part of GreenPAC's 100 Debates on the Environment initiative. GreenPAC works to activate, inspire, and amplify environmental leadership in politics. To hear more about their work, choose ‘**yes**’ to opt into their newsletter. You can choose to unsubscribe at any time.”

Under **question type**, choose **radio buttons**.

Under **options available**, write **Yes** for option 1, **No** for option 2, and delete the third blank option by clicking the little trash can.

Click **save**.

This will take you back to the question list. Keep **require** turned **on**.

## Order Options

Before you publish the event, make sure you set up the order options for attendees.

3. Click on “**Order Options**” on the sidebar
4. Click “**Order Confirmation**”

Under “**Customize Web Page**” edit **Message for Order Confirmation Page**:

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Thank you for registering! The zoom link will be included in an email sent shortly after registration.

Under “**Customize Email**”, set up **Message for Email**

You will notice the default “Reply-to” email is the one you have registered with. This is the email address registrants will see.

Sample Email Message

We look forward to your participation in this debate. Please save the zoom link details to log-in to listen on the day-off.

[insert zoom link]

[insert password] – (if you have one)

5. Click “**Save Settings**”

## **Publish**

1. On the sidebar, click “**Publish**”
2. Review all details and check the “**Preview**” to see how it looks.
3. Make sure it is set to “**Public**”
4. **Publish!**

Your Eventbrite event page is now set up!

Make sure to promote your event using your eventbrite URL so that everyone knows where to register to get a ticket.

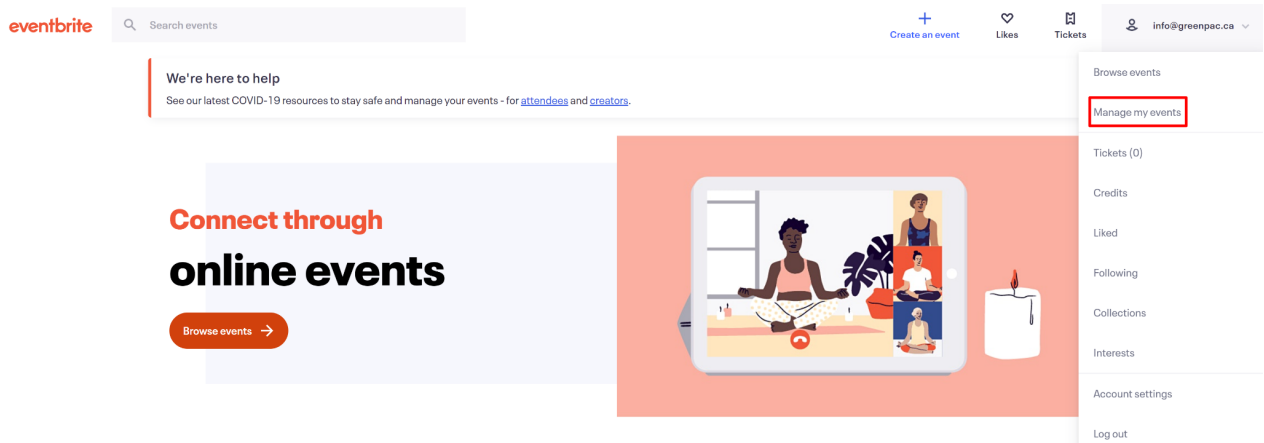
Email: [100debates@greenpac.ca](mailto:100debates@greenpac.ca)

Website: [www.100debates.ca](http://www.100debates.ca)

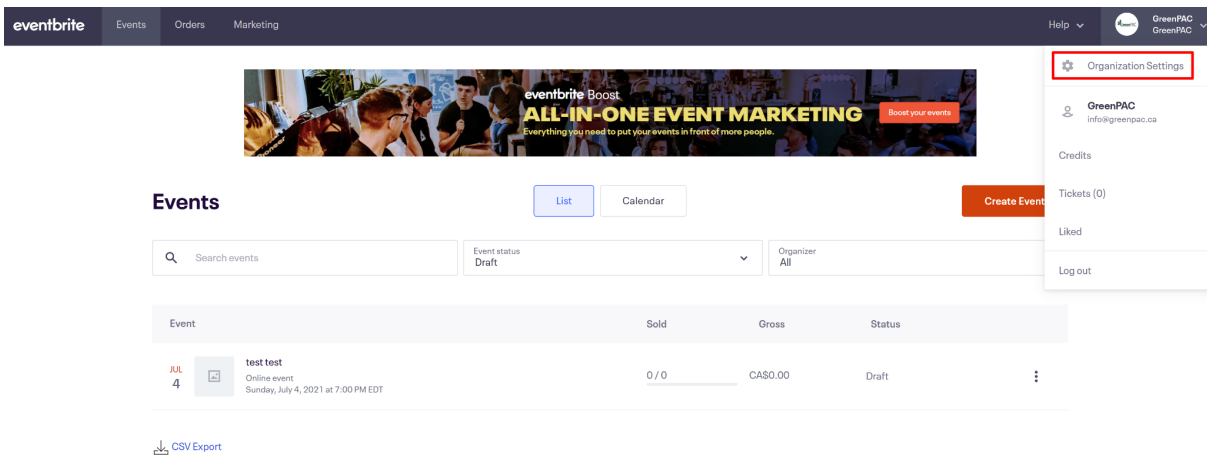
# How to make GreenPAC a co-host

Before proceeding with these steps, make sure you have already created your event in Eventbrite. It can either be a draft or it can be live. Either one is fine.

1. Go to Eventbrite.com and hover over your email in the top-right corner, select **Manage my events**



2. Hover over your username in the top right corner, select **Organization Settings**



3. Select **Team Management** in the menu on your left.

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Website: [www.100debates.ca](http://www.100debates.ca)

Basic Info

Team Management

Package

Payment Information

Payouts

Charges & Credits

Attendee Credits

Invoices

Tax Information

Apps

Account Settings

## Basic Info

### Organization

Details that apply across your events and venues



Organization Name  
GreenPAC

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Preferred Country  
Canada (EN)

#### 4. Select **Roles** under the Team Management heading.

Basic Info

Team Management

Package

Payment Information

Payouts

Charges & Credits

Attendee Credits

Invoices

Tax Information

Apps

## Team Management

Easily manage your team by inviting team members into default or customized roles

Users

Roles



### Build your team

Create new custom roles and assign them to team members, or invite users into an all access role.

Invite users

#### 5. Select **Create New Role**.

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Users **Roles**

Create new role

Name
<div>Ow</div> Owner <div></div>
<div>Ad</div> Admin <div></div>
<div>1D</div> 100 Debs <div></div>

6. Name the new role GreenPAC 100 Debates.

### Role information

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### Permissions

Event creation

Allow users to enter event info, create tickets and customize order forms.

☐ Select all

☐ Access basic event reports

☐ Create Events

☐ Edit Event Details

7. Under **Permissions**, click on the **Event Creation** heading and check off the box that says **select all**. Scroll down to repeat for the **Orders and Attendees** heading.

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Website: [www.100debates.ca](http://www.100debates.ca)

## Permissions

^	<b>Event creation</b> Allow users to enter event info, create tickets and customize order forms.
^	<b>Venue creation</b> Allow users to create new venues.
^	<b>Marketing</b> Sell more tickets by creating campaigns, tracking engagement with 3rd party analytics and selling on Facebook.
^	<b>Orders and attendees</b> Allow users to view, update and refund orders, manage attendee guest or waitlists and release tickets.
^	<b>Payouts and billing</b> Users can configure payout methods, manage event payment options and track financials with reporting.

Each of those two sections will look like this when done.

### Event creation

Allow users to enter event info, create tickets and customize order forms.

- ☒ Select all
- ☒ Access basic event reports
- ☒ Create Events
- ☐ Edit Event Details
- ☐ Edit seat maps
- ☒ Manage event groups
- ☒ Manage event status
- ☒ Manage ticket holds
- ☒ Manage tickets
- ☐ View ticket holds

### Orders and attendees

Allow users to view, update and refund orders, manage attendee guest or waitlists and release tickets.

- ☒ Select all
- ☒ Add attendees
- ☒ Check in attendees
- ☒ Create attendee name badges
- ☒ Email attendees
- ☒ Manage guest list
- ☐ Manage orders, refunds, transfers and attendees
- ☒ Manage prebox orders
- ☒ Manage waitlist
- ☒ Override ticket restrictions
- ☐ Resend confirmation emails
- ☒ Revoke and reissue barcodes
- ☐ Sell tickets at the door
- ☒ Toggle royalties on/off when selling orders at the door
- ☐ View event guest list
- ☐ View list of attendees

8. Click the Create button in the bottom right corner.

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Website: [www.100debates.ca](http://www.100debates.ca)



## Role information

Name  
EDA

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## Permissions

^ **Event creation**  
Allow users to enter event info, create tickets and customize order forms.

^ **Venue creation**  
Allow users to create new venues.

^ **Marketing**  
Sell more tickets by creating campaigns, tracking engagement with 3rd party analytics and selling on Facebook.

^ **Orders and attendees**  
Allow users to view, update and refund orders, manage attendee guest or waitlists and release tickets.

^ **Payouts and billing**  
Users can configure payout methods, manage event payment options and track financials with reporting.

^ **Organization**

Cancel Create

9. Click the **Users** button under the Team Management heading.

## Team Management

Easily manage your team by inviting team members into default or customized roles

Users Roles

Q Enter text to search Create new role

Name
Ow Owner
Ad Admin
Ed EDA

10. Under Build Your Team click **Invite Users**.

Email: [100debates@greenpac.ca](mailto:100debates@greenpac.ca)

Website: [www.100debates.ca](http://www.100debates.ca)

[Users](#) [Roles](#)



### Build your team

Create new custom roles and assign them to team members, or invite users into an all access role.

[Invite users](#)

11. Under **Email** enter **100debates@greenpac.ca**. Under **Role** select **GreenPAC 100 Debates**

[Invite users](#)

Enter the email addresses of the users you'd like to add, then choose the role they should have within your organization

Email  
info@greenpac.ca

Role \*  
Select a role

Select a role

Admin

100 Debs

EDA

12. Under Role, check the box that says **Limited Event Access** and then locate the specific event in the search bar that pops up.

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Website: [www.100debates.ca](http://www.100debates.ca)

Invite users

Enter the email addresses of the users you'd like to add, then choose the role they should have within your organization

Email  
info@greenpac.ca

Role \*  
EDA

☒ Limited event access

13. Click **Add** in the bottom right corner. And that's it! We'll get an email and accept the request.

info@greenpac.ca

Role \*  
EDA

☒ Limited event access

Cancel

Add

Email: [100debates@greenpac.ca](mailto:100debates@greenpac.ca)

Website: [www.100debates.ca](http://www.100debates.ca)