



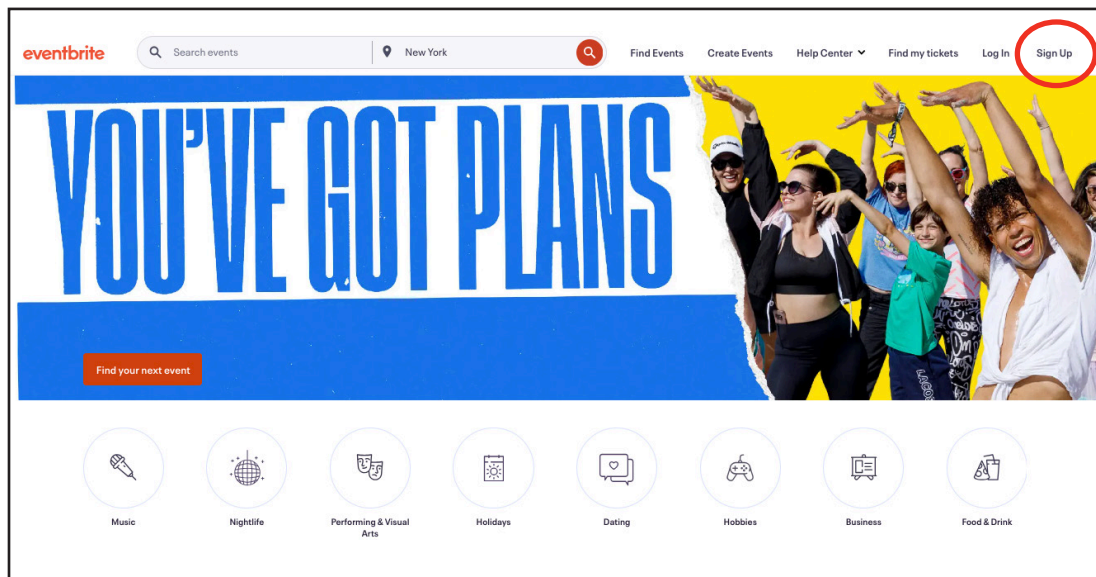
Getting Started with Eventbrite



Eventbrite is a great resource for finding all kinds of events in your area. Many events are free, but you need to register or present a ticket for admission. Not all events are free, however. In any case, you will need to sign up for an account. You can also host events using Eventbrite! Follow the steps below to sign up for a free account and start browsing events! Eventbrite is also available as app, so once you create an account, you can download the app and log in with the same credentials on your smartphone.

Sign up for a Free Account

- 1 Go to eventbrite.com and find the **Sign up** button.





- 2 Enter your email address and select **Continue**.

The screenshot shows the Eventbrite 'Create an account' page. At the top is the Eventbrite logo. Below it is the heading 'Create an account'. There is a text input field for 'Email address'. Below the field is a large orange button labeled 'Continue', which is circled in red. Below the button is a horizontal line with the word 'or' in the center. At the bottom is a button with the Google logo and the text 'Sign in with Google'.

- 3 Follow the instructions and select **Create account** when you're ready.

The screenshot shows the Eventbrite 'Create an account' page. At the top is the Eventbrite logo. Below it is the heading 'Create an account'. There is a text input field for 'Email address' containing 'seniorplanettraining12345@gmail.com'. Below it is a text input field for 'Confirm email'. Below these are two text input fields for 'First Name' and 'Last Name'. Below them is a text input field for 'Password'. Below the password field is a note: 'Your password must be at least 8 characters'. Below that is a checkbox with the text 'I accept the Eventbrite Terms of Service and Community Guidelines, and have read the Privacy Policy.' At the bottom is a large orange button labeled 'Create account', which is circled in red.

- 4 Once you've successfully set up your account, you'll see a welcome message. Select **Tell us what you love** so that Eventbrite can tailor suggestions to your interests.

The screenshot shows the Eventbrite 'Welcome to Eventbrite!' page. At the top is the heading 'Welcome to Eventbrite!' with a waving hand emoji. Below it is the text 'We're glad you're here! What can we help you with first?'. There are two main sections. The left section has an illustration of a man thinking and the heading 'Find an experience'. Below it is a button labeled 'Tell us what you love', which is circled in red. The right section has an illustration of a woman with a calendar and the heading 'Organize an event'. Below it is a button labeled 'Plan your best event ever'.



Get Personalized Suggestions

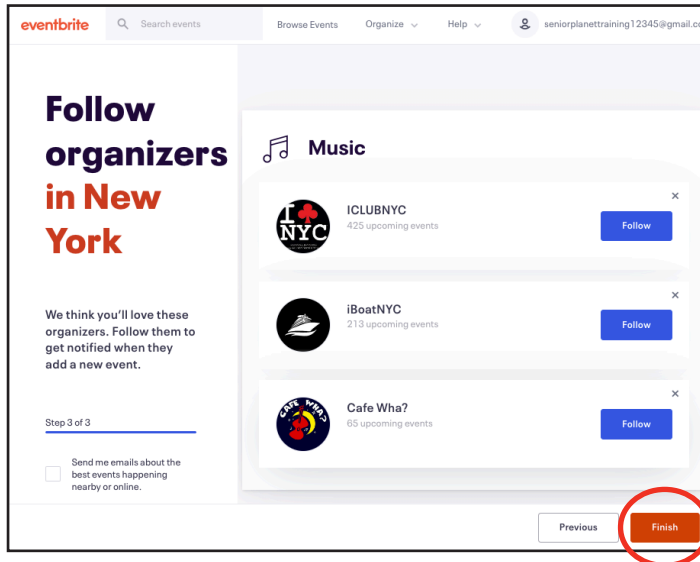
It's important to select the things that you're interested in so that Eventbrite can suggest accurate events for you.

- 1 Let Eventbrite know the city or town where you will be attending most events, then select **Next**.

- 2 Scroll down the page to see all the categories. Click on the topics that you're interested in. When ready, click **Next**.



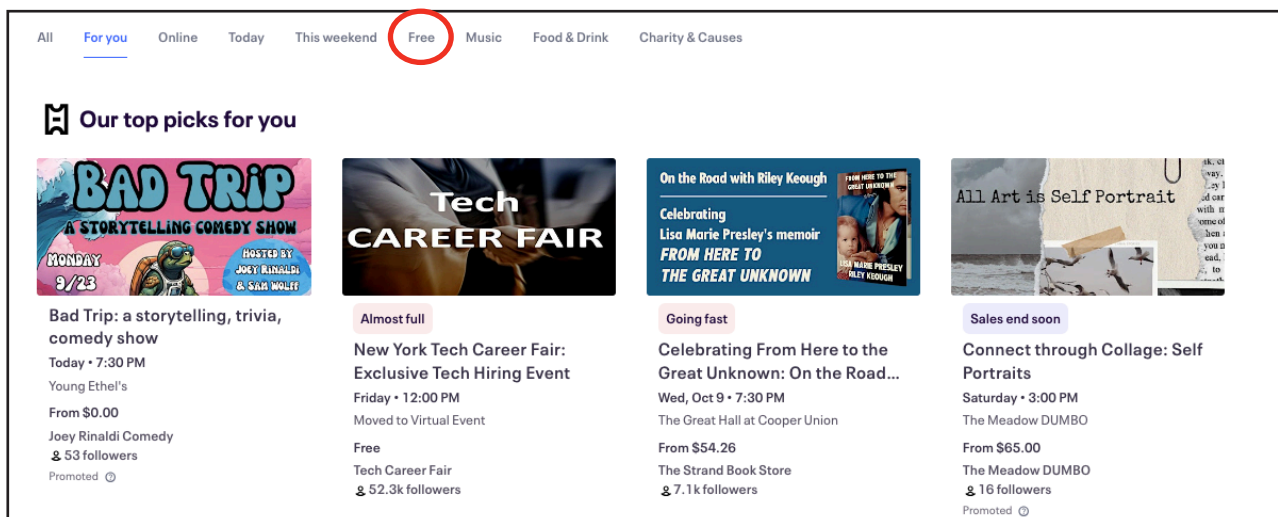
- 3 Follow the organizers that you're interested in. Scroll down the page to see more. You do not have to make a selection to continue. When you're ready, select **Finish**.



Filter and Browse Events

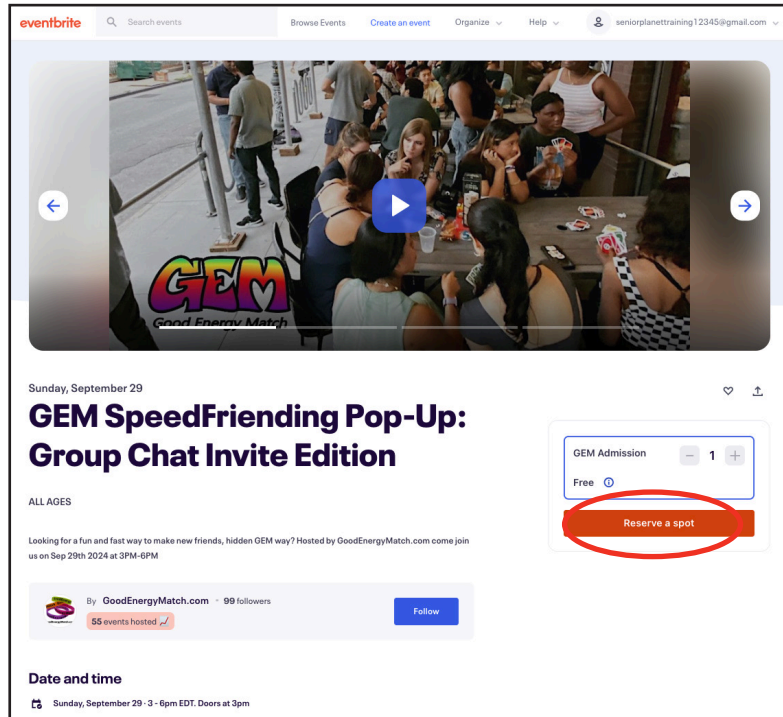
Navigate back to the homepage. You can do this by finding the Eventbrite logo and clicking it.

- 1 Scroll down the page until you find the filters. Select filters to help you narrow down the events, for example, **Free**.





- 2 Click on any event to find out more about it. To RSVP, select **Reserve a spot**.



- 3 Confirm your RSVP by entering your name and email address. Note that the cost to attend is free. Select **Register** to confirm your spot!

The screenshot shows the Eventbrite checkout page. The contact information section includes fields for first name (Janet), last name (Planet), and email address (seniorplanettraining12345@gmail.com). There are checkboxes for "Keep me updated on more events and news from this event organizer" and "Send me emails about the best events happening nearby or online." A red circle highlights the "Register" button. The order summary on the right shows the event details and a total cost of \$0.00.

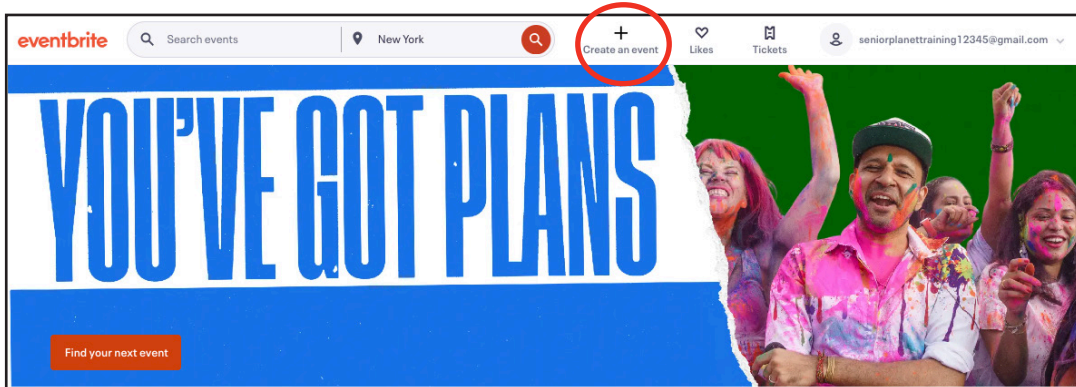
Order summary	
Sunday, September 29 - 3 - 6pm EDT	
1 x GEM Admission	\$0.00
Delivery	\$0.00
1 x eTicket	
Total	\$0.00



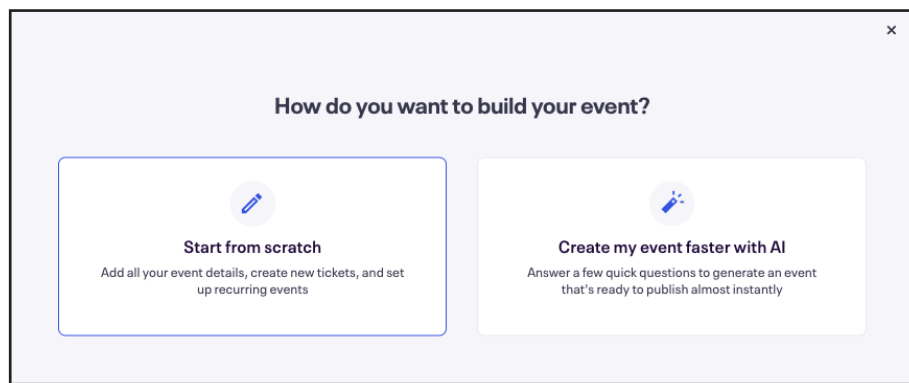
Creating Events

If you're ready to host your own event on Eventbrite, you can get started right from the homepage.

- 1 Find the **Create an event** tab at the top of the page.



- 2 Decide if you want to create your event with the help of AI, or do it from scratch.





- 3 If you decide to use AI to help create your event, the initial step will look something like the image below. Follow the prompts and when ready, select **Create event** or tap **Exit** to go back to the main section of the site.

Create an event with AI

Answer a few questions about your event and our AI creation tool will use internal data to build an event page. You can still [create an event without AI](#).

What's the name of your event?

This will be your event's title. Your title will be used to help create your event's summary, description, category, and tags - so be specific!

Event title *

When does your event start and end?

Date 11/02/2024 Start time 10:00 AM End time 12:00 PM

Where is it located?

Venue Online event To be announced

Location *

Add location details

How much do you want to charge for tickets?

Our tool can only generate one General Admission ticket for now. You can edit and add more ticket types later.

Price * \$ 0.00

☒ My tickets are free

What's the capacity for your event?

Event capacity is the total number of tickets you're willing to sell.

Total capacity * 0

Exit Create event

- 4 To return to browsing events to attend, find your name in the top corner of the page. Select the dropdown arrow, then select **Switch to attending**.

