



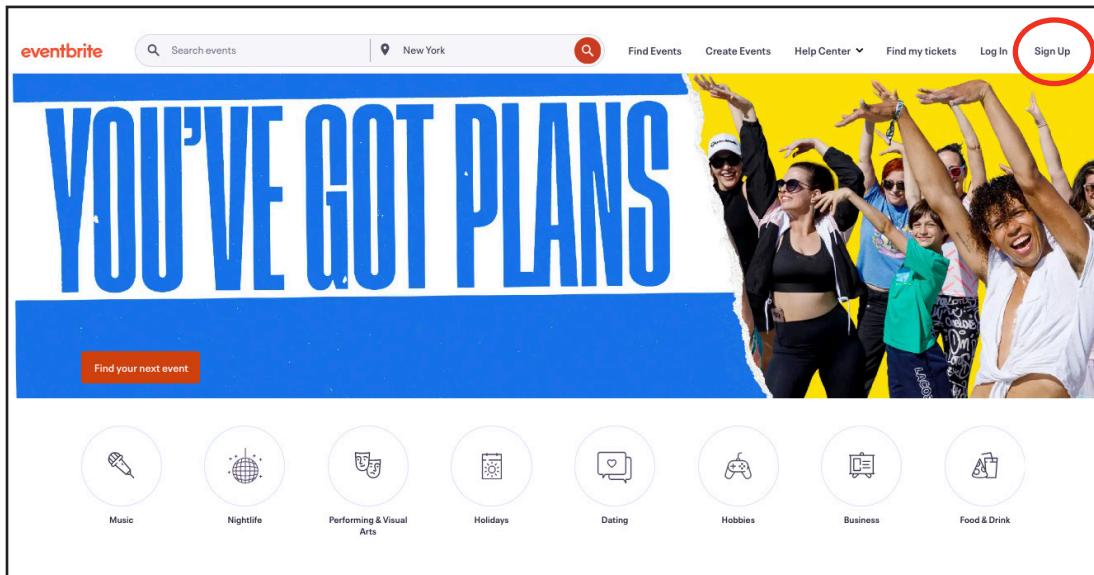
# Getting Started with Eventbrite



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](https://www.eventbrite.com) and find the **Sign up** button.





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

eventbrite

## Create an account

Email address

Continue

or

Sign in with Google

eventbrite

## Create an account

Email address  
seniorplanettraining12345@gmail.com

Confirm email

First Name      Last Name

Password

Your password must be at least 8 characters

I accept the Eventbrite [Terms of Service](#) and [Community Guidelines](#), and have read the [Privacy Policy](#).

Create account

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

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.

## Welcome to Eventbrite! 🙌

We're glad you're here! What can we help you with first?

Find an experience

Tell us what you love

Organize an event

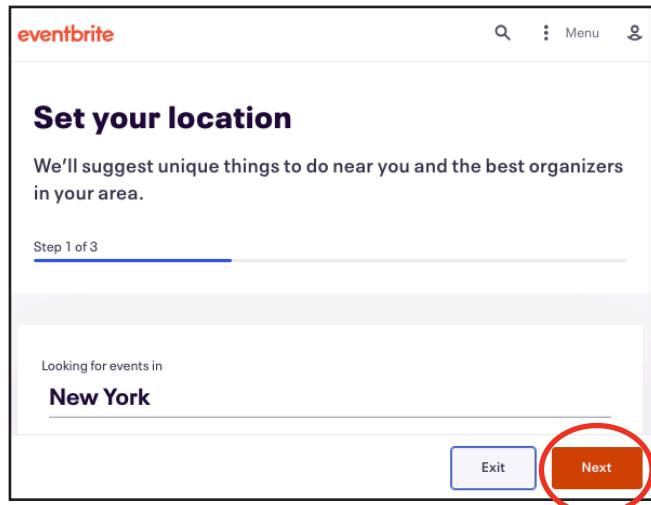
Plan your best event ever



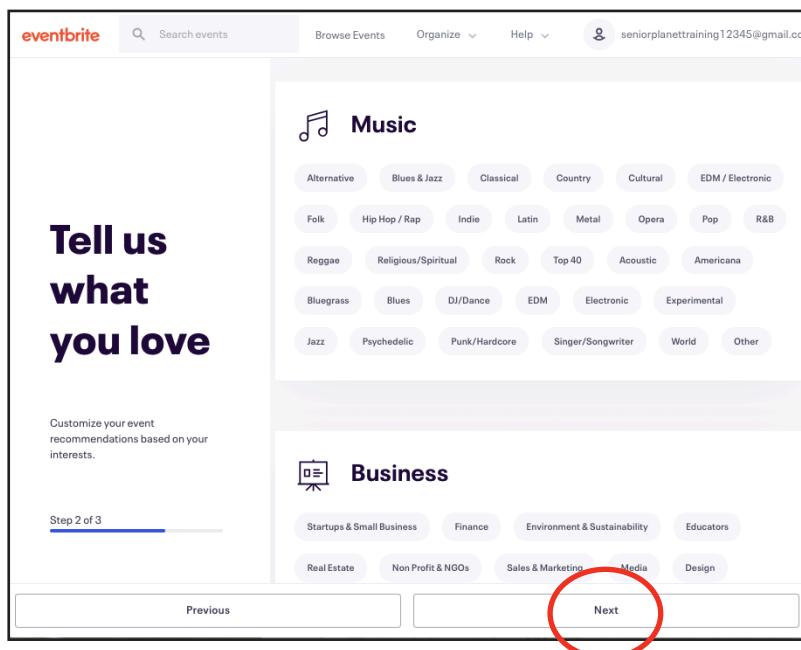
# Get Personalized Suggestions

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**.

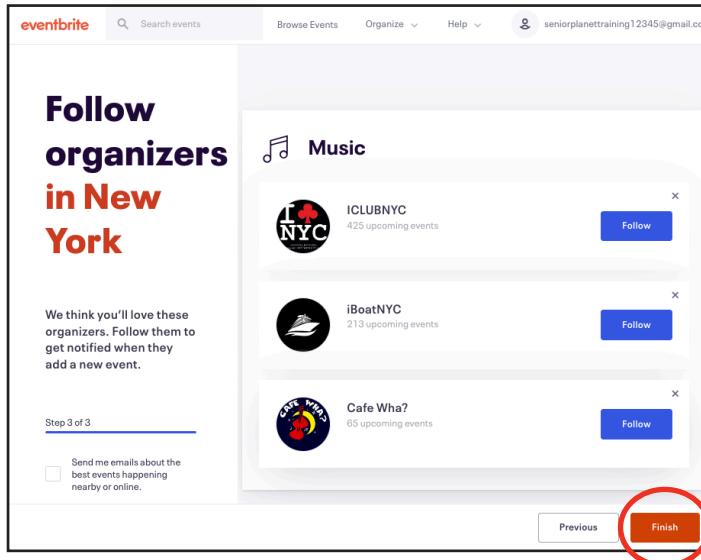


- 2 Scroll down the page to see all the categories. Click on the topics that you're interested in. When ready, click **Next**.





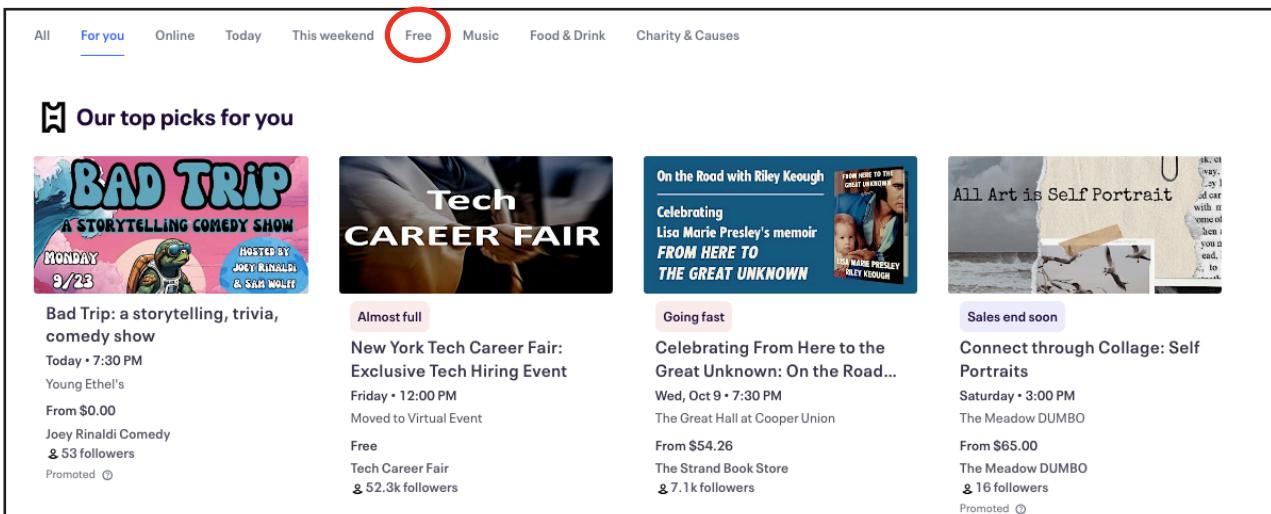
3 Follow the organizers that you're interested in. Scroll down the page to see more. You do not have to make a selection to continue. When you're ready, select **Finish**.



## 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**.

Sunday, September 29  
**GEM SpeedFriending Pop-Up: Group Chat Invite Edition**  
ALL AGES  
Looking for a fun and fast way to make new friends, hidden GEM way? Hosted by GoodEnergyMatch.com come join us on Sep 29th 2024 at 3PM-6PM  
By GoodEnergyMatch.com • 99 followers 55 events hosted Follow  
Date and time Sunday, September 29 • 3 - 6pm EDT. Doors at 3pm

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!

Checkout  
Time left 19:49  
**Contact information**  
Logged in as seniorplanettraining12345@gmail.com [Not you?](#) \* Required  
First name \* Janet Last name \* Planet  
Email address \* seniorplanettraining12345@gmail.com  
 Keep me updated on more events and news from this event organizer.  
 Send me emails about the best events happening nearby or online.  
By selecting Register, I agree to the [Eventbrite Terms of Service](#)  
**Register**  
Powered by **eventbrite**

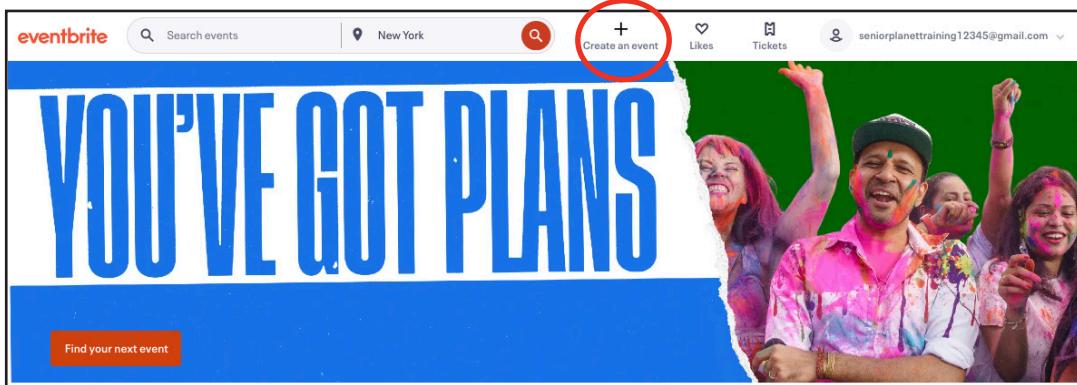
**Order summary**  
Sunday, September 29 • 3 - 6pm EDT  
1 x GEM Admission \$0.00  
Delivery 1 x eTicket \$0.00  
**Total** \$0.00



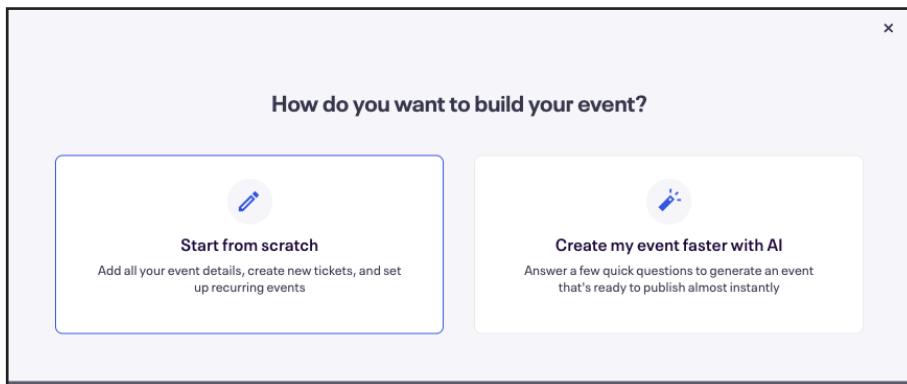
# Creating Events

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  Start time  End time

**Where is it located?**

Venue  Online event  To be announced

Location \*

**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 \*

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 \*

[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**.

