1. Log in to your account and click ‘Create event’ in the top right-hand corner. Enter the title of your event and its location, date and time. Add an image that says something about your event, or you can upload the Cardiff University logo.
2. Make sure you include all the relevant information in the event description, and say something about the organiser(s) too. It’s a great idea to include links to your Facebook and Twitter accounts – social media can really help to build attendance.

**EVENT DESCRIPTION**


Ticket includes hot buffet and drinks reception.

There will be a cash bar and disco.

Dress code: casual

Looking forward to seeing you there.

**ORGANISER NAME**

Dylan Aberdare

**ORGANISER DESCRIPTION**

Graduated from the School of Engineering in 1991.

☑ Include links to Facebook and Twitter

facebook.com/

classof1991reunion
3. Select which type of ticket you’d like to start with. We recommend setting up two ticket types, one for Cardiff University alumni and one for guests. Call the first ‘Cardiff University Alumni ticket’ and enter in the quantity. Repeat this step for guests, but call the ticket ‘Guest ticket (Non-Cardiff alumni)’.

If applicable, enter in the price and the country and currency you want to be paid in. Please note that Eventbrite can only process a limited number of currencies.

<table>
<thead>
<tr>
<th>Ticket name*</th>
<th>Quantity available*</th>
<th>Price</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cardiff University Alumni</td>
<td>100</td>
<td>£ 15.00</td>
<td></td>
</tr>
</tbody>
</table>

Reserved Seating: 

In which country will you be paid? *
United Kingdom

Currency *
Pounds Sterling £
4. Tick the cog under ‘Actions’ and fill in your ticket settings. If you’ve selected the ‘Paid Ticket’ option, say what is included in the cost of the ticket in the ‘Ticket description’ field. Click ‘Show ticket description on event page’ so people can see what’s included.

Under ‘Sales channel’, untick the ‘At the door sales using Neon (app)’ unless you want to collect money on the evening using their app. Choose whether or not you want to charge your guests for the Eventbrite Payment Processing and Service Fees.
5. Choose whether to display your event on the Eventbrite website or not. Then select the event type and event topic.
6. Add some design flair.
7. Preview your page to make sure you’re happy before you make it live. You can send a link to all of your contacts, and the Alumni Office can include it in an invitation to all relevant alumni we have details for. Just email alumni@cardiff.ac.uk and we’ll be delighted to help.

Watch the bookings come flooding in!