

# Cardiff University Eventbrite guide

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.

## 1 Event Details [Tips](#)

**EVENT TITLE \***

**LOCATION**

County

United Kingdom

[Reset location](#)  Show map on event page

**STARTS** **ENDS**

[Schedule multiple events](#) [Timezone & date settings \(BST\)](#)

**EVENT IMAGE**



**ADD AN EVENT IMAGE**

Choose a beautiful image that perfectly captures your event.

[Learn more about adding great event images.](#)

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**

**B** *I* U ABC | [List Icons] | Verdana | Font Size | [Color Icon] | [Link Icon] | [HTML Icon]

Join us for an evening of celebration and nostalgia for all those who graduated in 1991. Partners welcome.

Ticket includes hot buffet and drinks reception.

There will be a cash bar and disco.

Dress code: casual

Looking forward to seeing you there.

[Add FAQs](#)

**ORGANISER NAME**

[Cancel](#)

Dylan Aberdare

**ORGANISER DESCRIPTION**

**B** *I* U ABC | [List Icons] | Font Family | Font Size | [Color Icon] | [Link Icon] | [HTML Icon]

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.

## 2 Create Tickets Tips

**Reserved Seating:**

Ticket name*	Quantity available*	Price	Actions
<input type="text" value="Cardiff University Alumni"/>	<input type="text" value="100"/>	£ 15.00	
Buyer total: £16.55 ⓘ			
<div style="display: flex; justify-content: space-around;"><span><input type="button" value="FREE TICKET"/></span><span><input type="button" value="PAID TICKET"/></span><span><input type="button" value="DONATION"/></span></div>			
In which country will you be paid? *	Currency * ⓘ		
<input type="text" value="United Kingdom"/>	<input type="text" value="Pounds Sterling £"/>		
Tax Options <a href="#">+ Add VAT</a>			
Once your first ticket has sold, this information can't be changed.			<a href="#">My country isn't listed ⓘ</a>

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.

Ticket name*	Quantity available*	Price	Actions
<input type="text" value="Cardiff University Alumni"/>	<input type="text" value="100"/>	£ <input type="text" value="15.00"/>	 
Buyer total: £16.55 ⓘ			
Settings for Cardiff University Alumni			
Ticket description			
<input type="text" value="Includes hot buffet and drinks reception."/>			
<input checked="" type="checkbox"/> Show ticket description on event page			
Sales channel			
<input checked="" type="checkbox"/> Online sales			
<input type="checkbox"/> At the door sales using Neon (app)			
FEES			
<input type="text" value="Pass fees on"/>			
<b>Online:</b> Fee: £1.55 Buyer total: £16.55			
Ticket sales start			
<input type="text" value="08/19/2015"/>	<input type="text" value="06:40 AM"/>		
<a href="#">or when ticket sales end</a>			
Ticket sales end			
<input type="text" value="09/28/2015"/>	<input type="text" value="06:00 PM"/>		
Ticket visibility			
<input type="checkbox"/> Hide this ticket type			
<a href="#">Add ticket auto-hide schedule</a>			
Tickets allowed per order			
<input type="text" value="1"/>	<input type="text" value="10"/>		
minimum	maximum		

You'll receive the price of the ticket and the buyer will pay the Payment Processing Fee and Eventbrite Service Fee

5. Choose whether to display your event on the Eventbrite website or not. Then select the event type and event topic.

## 3 Additional Settings

Tips

### LISTING PRIVACY

- Public page: list this event on Eventbrite and search engines
- Private page: do not list this event publicly

### EVENT TYPE

### EVENT TOPIC\*

### REMAINING TICKETS

- Show the number of tickets remaining on the registration page

**Nice job! You're almost done.**

SAVE

CHOOSE A DESIGN

MAKE YOUR EVENT LIVE

## 6. Add some design flair.

EDIT DESIGN MANAGE

Choose a theme

Or design your own

- Event Title
- Header Text
- Body Text
- Links
- Background
- Box Background
- Box Border
- Box Header

Custom Header / Footer

Display Attendees

Allow visitors to see which of their Facebook friends are going

### Cardiff University 1995 Reunion

Dylan Aberdare  
Sunday, 27 September 2015 from 19:00 to 22:00 (BST)  
Cardiff, United Kingdom

TICKET TYPE	SALES END	PRICE	FEE	QUANTITY
Standard ticket <small>Includes hot buffet and drinks reception.</small>	27 Sep 2015	£25.00	£2.15	1

AMEX MasterCard VISA VISA Order Now

Share Cardiff University 1995 Reunion

Share Tweet Like 6 people like this.

Event Details

Join us for an evening of celebration and nostalgia for all those who graduated in

#### When & Where

Cardiff University Students' Union  
Park Place  
Cardiff

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](mailto:alumni@cardiff.ac.uk) and we'll be delighted to help.

Watch the bookings come flooding in!

## Cardiff University 1995 Reunion

Dylan Aberdare  
Sunday, 27 September 2015 from 19:00 to 22:00 (BST)  
Cardiff, United Kingdom

### Ticket Information

TICKET TYPE	SALES END	PRICE	FEE	QUANTITY
<b>Standard ticket</b> Includes hot buffet and drinks reception.	27 Sep 2015	£25.00	£2.15	1 ▾

    [Order Now](#)

**Share Cardiff University 1995 Reunion**

[Share](#) [Tweet](#) [Like](#) 6 people like this.

### Event Details

Join us for an evening of celebration and nostalgia for all those who graduated in 1991. Partners welcome.

Ticket includes hot buffet and drinks reception.

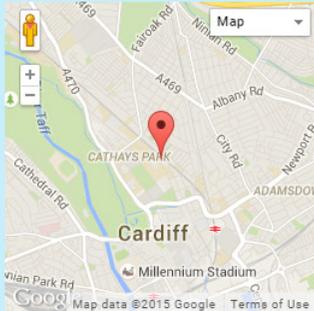
There will be a cash bar and disco.

Dress code: casual

Looking forward to seeing you there.

Do you have questions about Cardiff University 1995 Reunion? [Contact Dylan Aberdare](#)

### When & Where



**Cardiff University Students' Union**  
Park Place  
Cardiff  
CF10 3QN  
United Kingdom

Sunday, 27 September 2015 from 19:00 to 22:00 (BST)

 [Add to my calendar](#)

### Organiser

**Dylan Aberdare**  
Graduated from the School of Engineering in 1991.

[Contact the Organiser](#)

[View organiser profile](#)

[facebook.com/classof1991reunion](#)