

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 *

Cardiff University 1995 Reunion

LOCATION

Cardiff University Students' Union

Park Place

Address 2

Cardiff

County

CF10 3QN

United Kingdom

Reset location

Show map on event page

STARTS

27/09/2015

19:00

ENDS

27/09/2015

22:00

Schedule multiple events

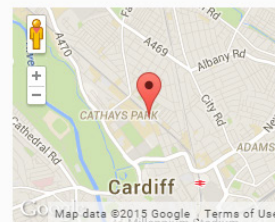
Timezone & date settings (BST)

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

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



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
<div><div></div><div>Cardiff University Alumni</div></div>	100	<div>£</div> <div>15.00</div>	<div><div></div><div></div></div>
Buyer total: £16.55 ⓘ			
<div><div><div>⊕</div>FREE TICKET</div><div><div>⊕</div>PAID TICKET</div><div><div>⊕</div>DONATION</div></div>			
In which country will you be paid? *		Currency * ⓘ	
<div>United Kingdom</div> <div>▼</div>		<div>Pounds Sterling £</div> <div>▼</div>	
Tax Options + Add VAT			
Once your first ticket has sold, this information can't be changed. <div>My country isn't listed ⓘ</div>			

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
<div><div></div><div>Cardiff University Alumni</div></div>	100	£ 15.00	<div><div></div><div></div></div>
Buyer total: £16.55 ⓘ			
Settings for Cardiff University Alumni			
Ticket description			
<div>Includes hot buffet and drinks reception.</div>			
<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			
<div>Pass fees on</div>			
Online: Fee: £1.55 Buyer total: £16.55			
<div>You'll receive the price of the ticket and the buyer will pay the Payment Processing Fee and Eventbrite Service Fee</div>			
Ticket sales start			
<div>08/19/2015</div>		<div>06:40 AM</div>	
or when ticket sales end			
Ticket sales end			
<div>09/28/2015</div>		<div>06:00 PM</div>	
Ticket visibility			
<input type="checkbox"/> Hide this ticket type			
Add ticket auto-hide schedule			
Tickets allowed per order			
<div>1</div>		<div>10</div>	
minimum		maximum	

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.

EDITDESIGNMANAGE

Choose a theme

<



>

☐ Display Attendees

☐ Allow visitors to see which of their Facebook friends are going

Or design your own

Event Title

Header Text

Body Text

Links

Background

Box Background

Box Border

Box Header

[Custom Header / Footer](#)

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
Standard ticket	27 Sep 2015	£25.00	£2.15	1

Includes hot buffet and drinks reception.

AMEX

MasterCard

VISA

VISA

Order Now

Share Cardiff University 1995 Reunion

Share

Tweet

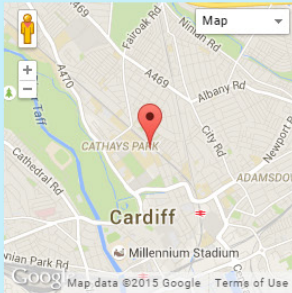
Like

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 and we'll be delighted to help.






Watch the bookings come flooding in!

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Share Cardiff University 1995 Reunion

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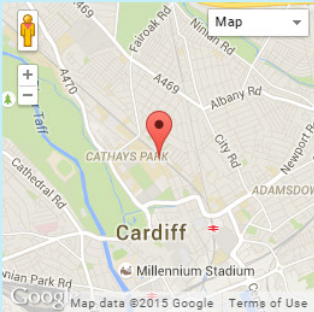
There will be a cash bar and disco.

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](#)