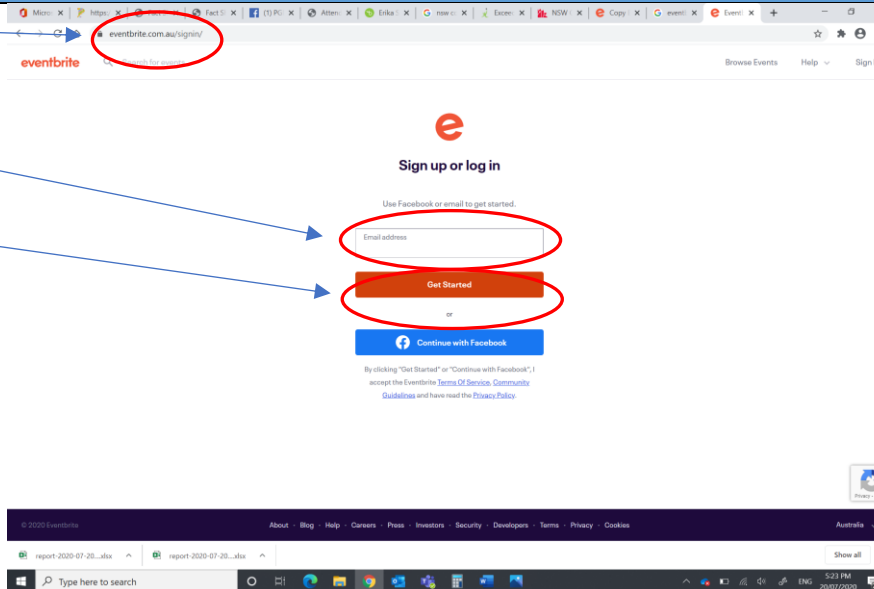


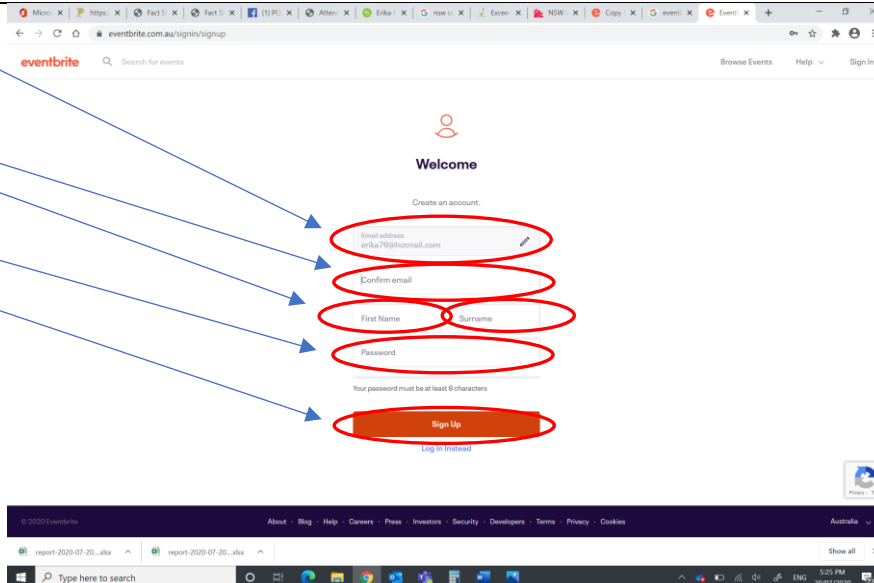
## Setting up an account in Eventbrite

1. Go to Eventbrite.com.au website
2. To sign up enter your email address
3. Then Click 'Get Started'



The screenshot shows the Eventbrite website's sign-up page. The browser address bar shows 'eventbrite.com.au/signin/'. The page title is 'Sign up or log in'. Below the title, it says 'Use Facebook or email to get started.' There is an 'Email address' input field, which is circled in red. Below it is a red 'Get Started' button, also circled in red. There is a link for 'Continue with Facebook'. At the bottom, there is a small disclaimer: 'By clicking "Get Started" or "Continue with Facebook", I accept the Eventbrite Terms Of Service, Community Guidelines and have read the Privacy Policy.'

- To create an account:
1. Enter email address
  2. Retype email to confirm
  3. Enter first name
  4. Enter surname
  5. Enter password
  6. Click 'Sign Up'

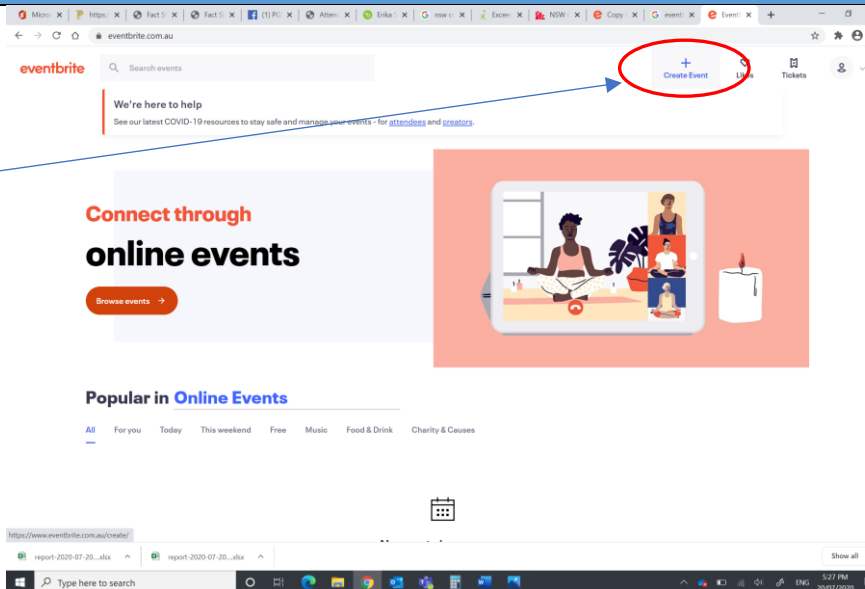


The screenshot shows the Eventbrite account creation page. The page title is 'Welcome'. Below it, it says 'Create an account.' There are four input fields: 'Email address' (with the value 'erika79@hotmail.com'), 'Confirm email', 'First Name', and 'Surname'. These fields are circled in red. Below them is a 'Password' field, also circled in red. A note below the password field says 'Your password must be at least 8 characters'. At the bottom is a red 'Sign Up' button, circled in red. There is a link for 'Log In Instead'.

## Creating an event!

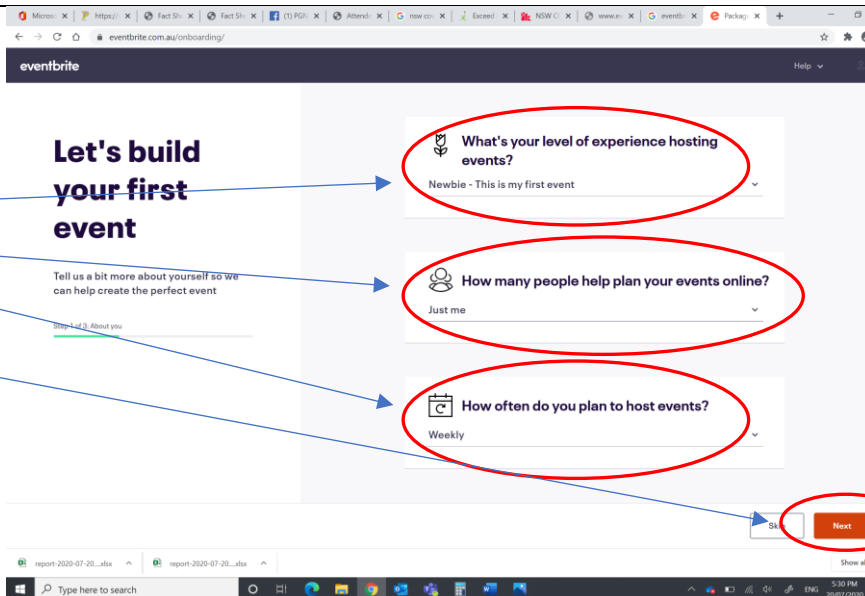
You will then be able to  
Create an event!

Click on the '+Create  
Event' tab on the top  
right



You will then be asked a  
few questions to build  
your first event.  
Generally, your answers  
would be like this:

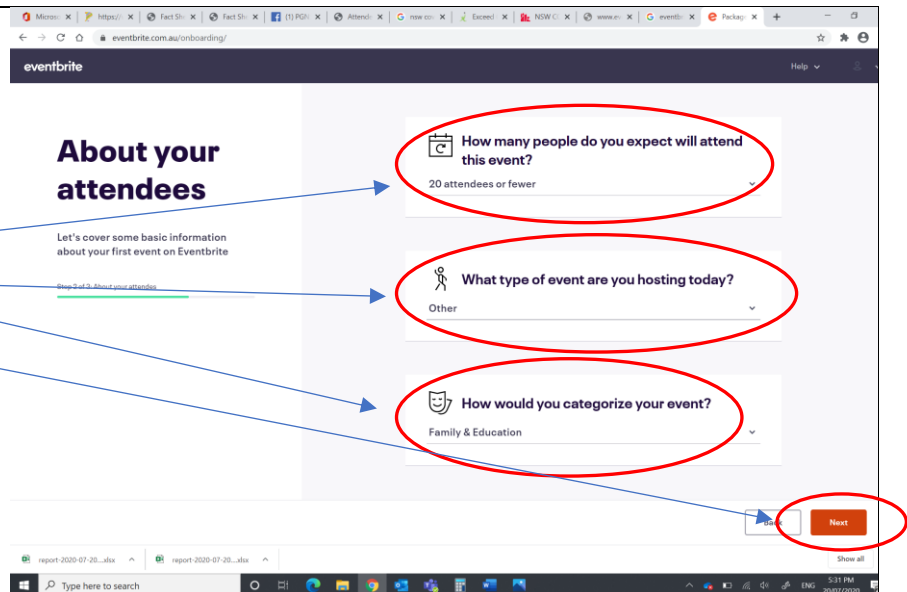
1. Newbie
2. Just me
3. Weekly
4. Then select  
'Next'



You will then be asked questions about your event.

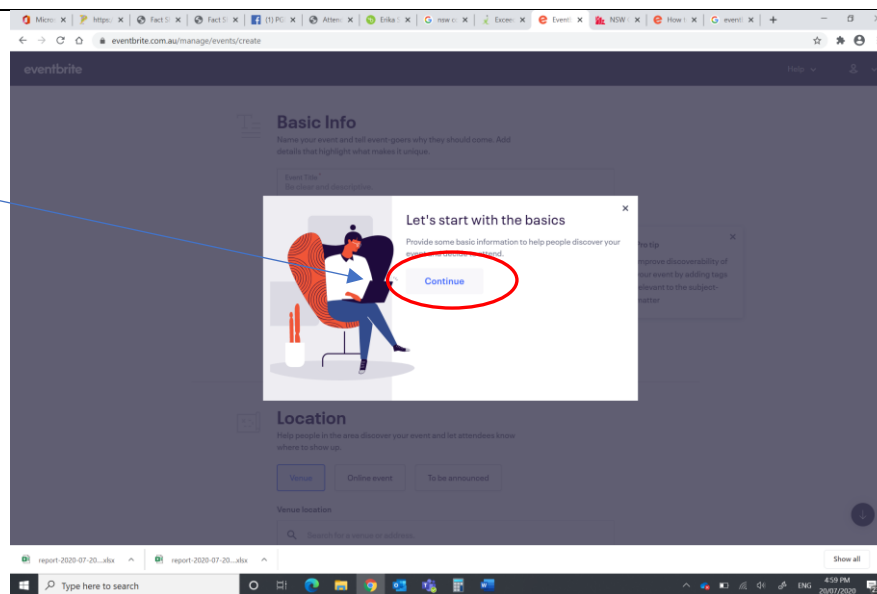
Generally, your answers would be like this:

1. 20 attendees or fewer
2. Other
3. Family & Education
4. Then select 'Next'



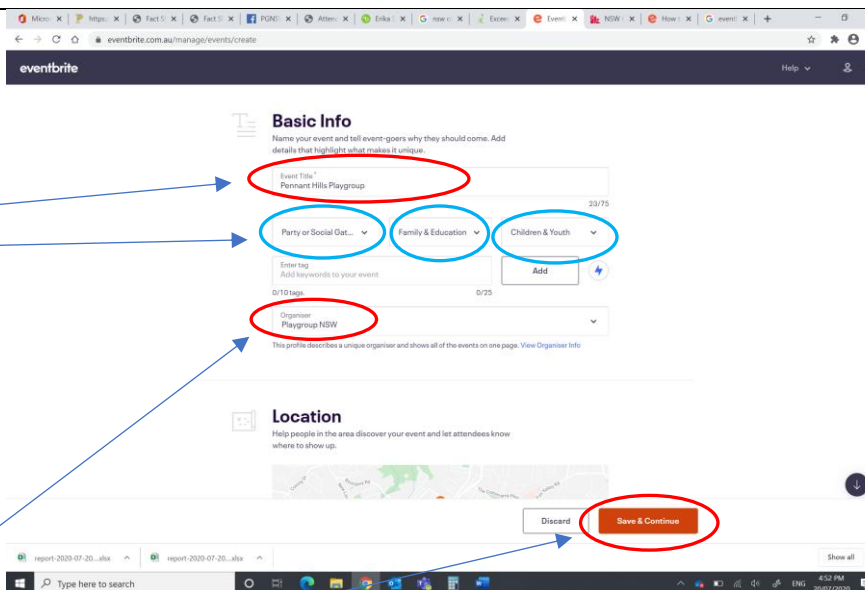
You will then be asked for some Basic Info about your event.

Select 'Continue'



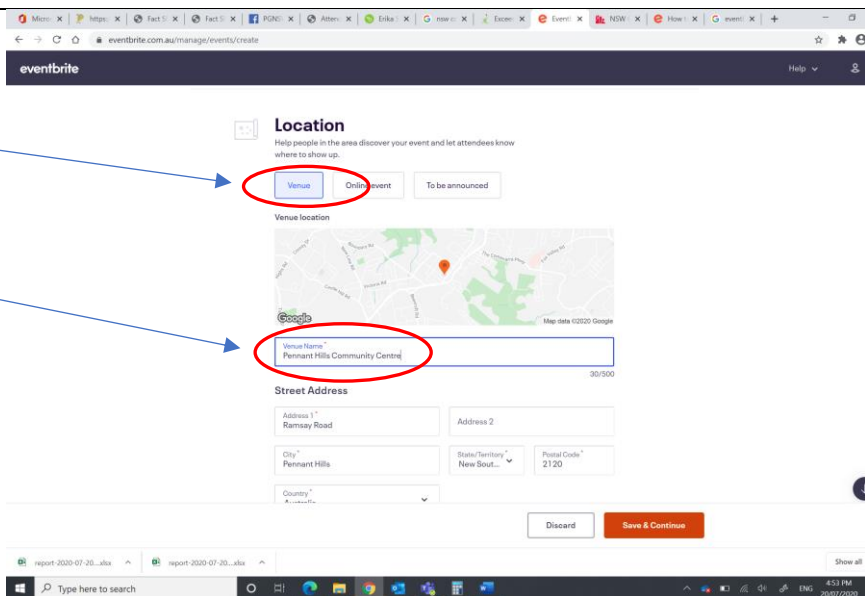
## Entering basic info about your event

1. Add an Event Title  
(name of your  
playgroup/session)
2. The next few fields  
will automatically  
be generated from  
the info you have  
previously provided,  
if not, just enter  
these categories
3. No need to 'Enter  
tag'
4. Organiser will be  
you OR Playgroup  
NSW
5. Then click 'Save &  
Continue'



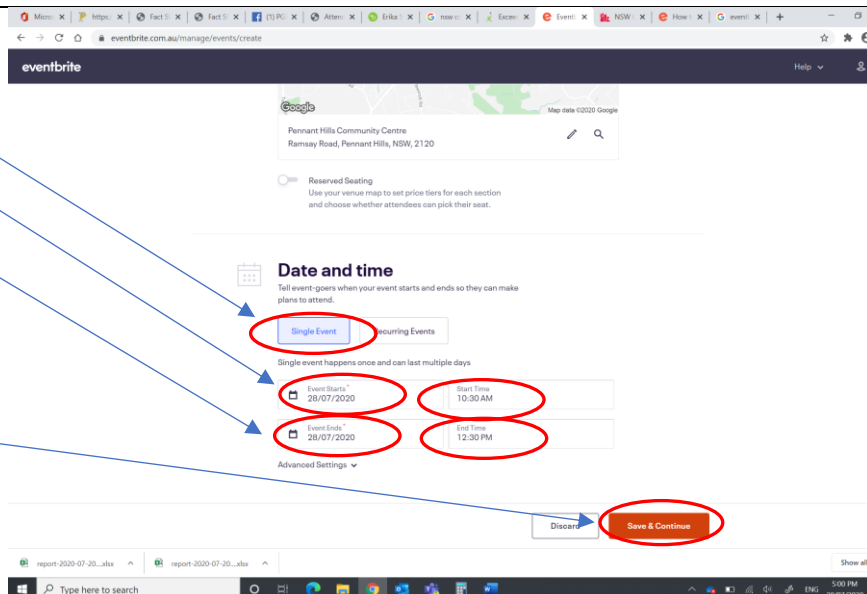
## Entering the Location of your event.

1. Click on 'venue'
2. Then enter the  
Venue Name
3. The street address  
will populate  
automatically once  
it recognises the  
venue



## Entering the date and time of your event.

1. Select 'Single Event'
2. Select the start date from the calendar
3. Select the end date from the calendar
4. Select the start time
5. Select the end time
6. Then click 'Save & Continue'

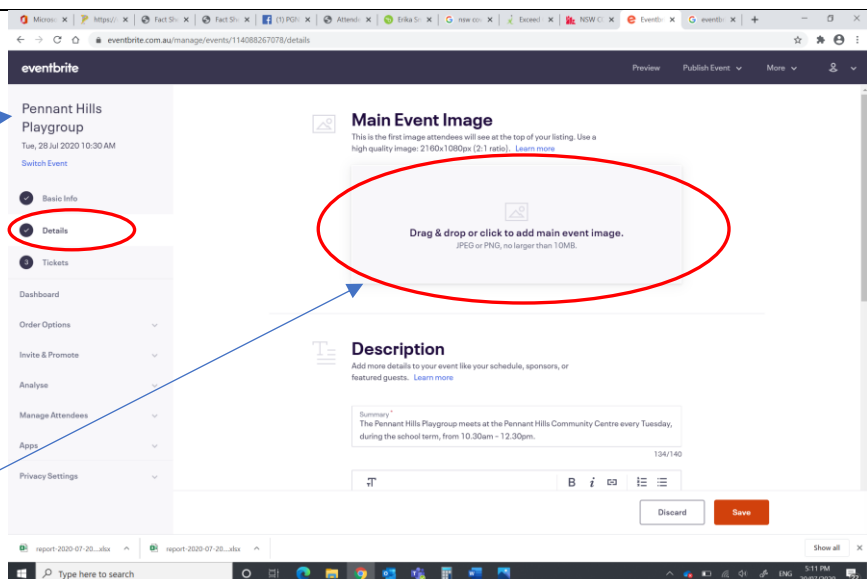


The basic details of your event will be display on the left-hand side of the page.

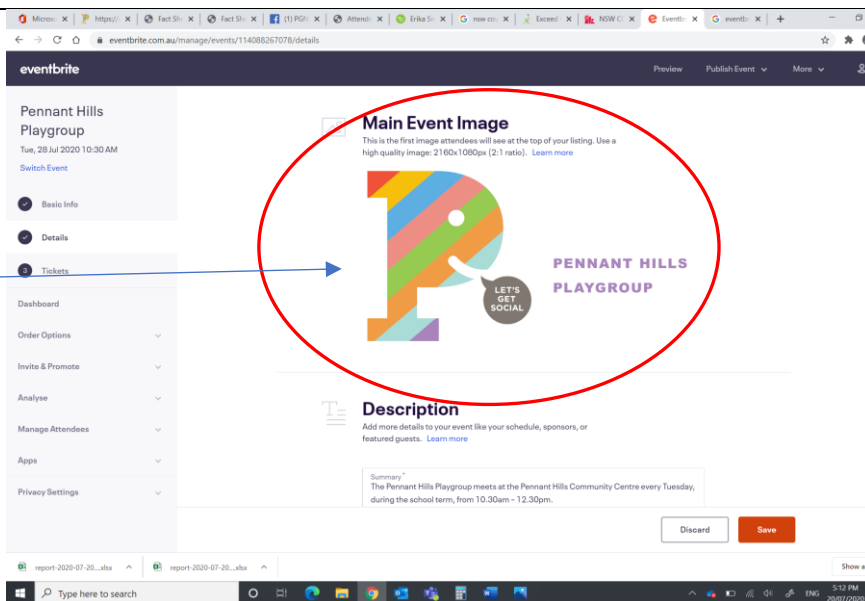
THIS PAGE IS WHERE YOU ADD THE DETAILS OF THE EVENT

## Entering an image for your event.

1. Click on this box to drag or select an image to display for your event

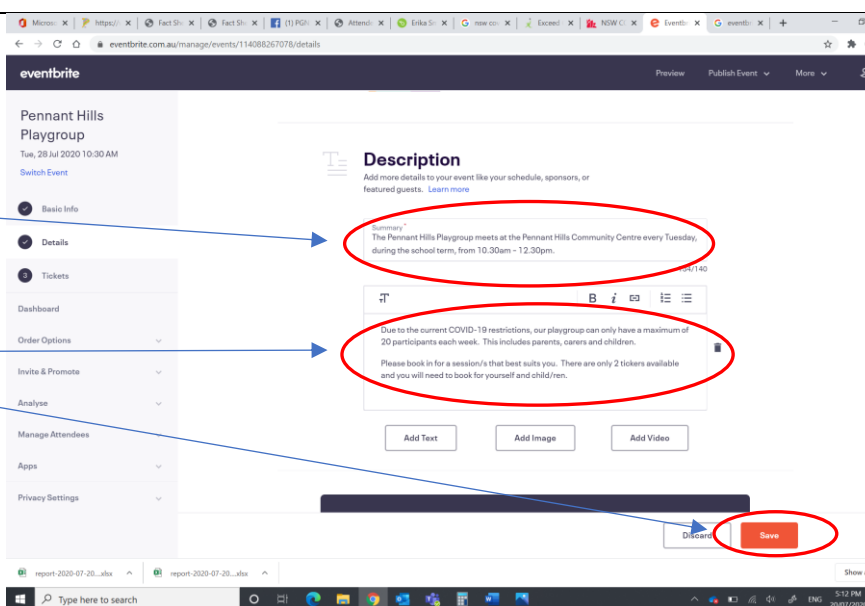


Select an image from your computer to upload (you do not need to display an image) Contact Playgroup NSW to obtain a logo for your group)



**Entering a description of your event.**

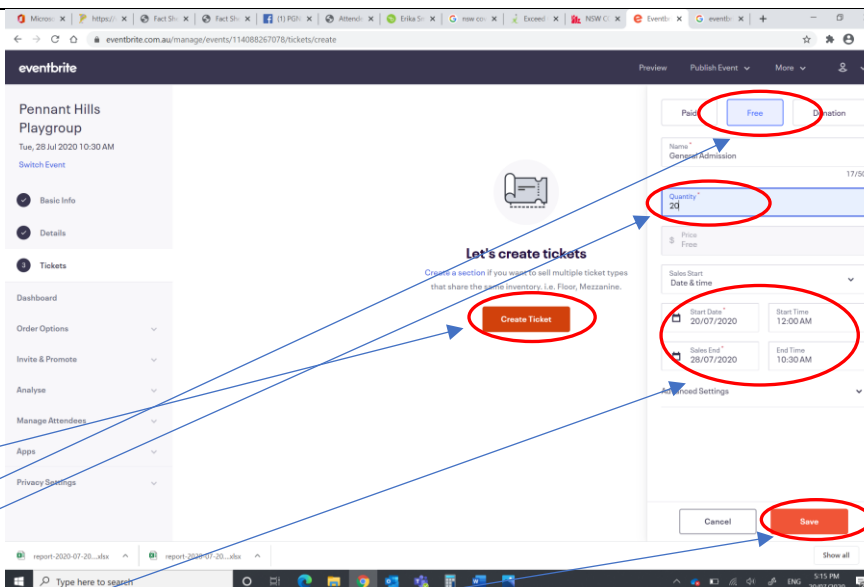
1. Enter a summary of your event – up to 140 characters
2. You can add further details in the second field if you need
3. Then click 'Save'



## Tickets

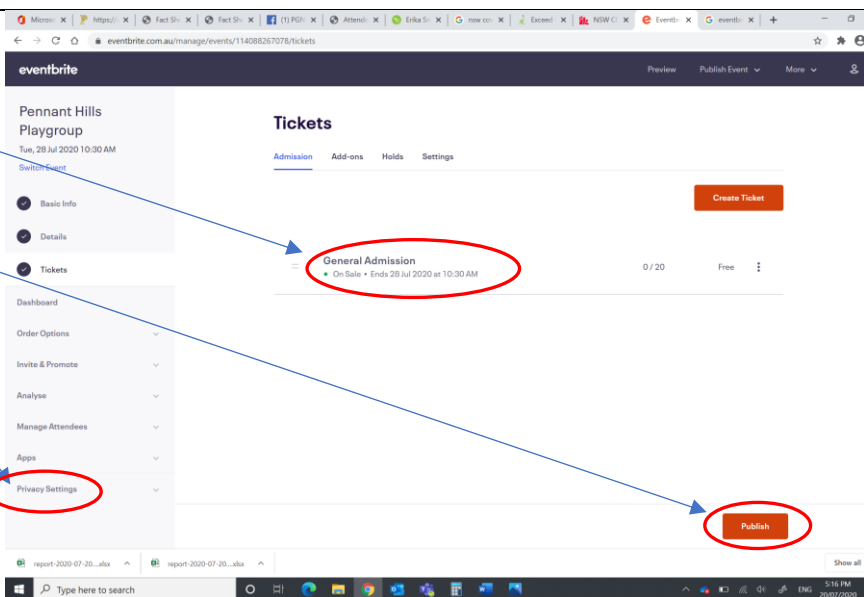
This is where you get to select the number of tickets you want available for your session. The max number of participants is 20 (inc both adults and children). Staff are not included in this number.

1. Click create ticket
2. Then select 'Free'
3. Then add quantity
4. Then select sale start date/time and sale end date/time
5. Then click 'Save'



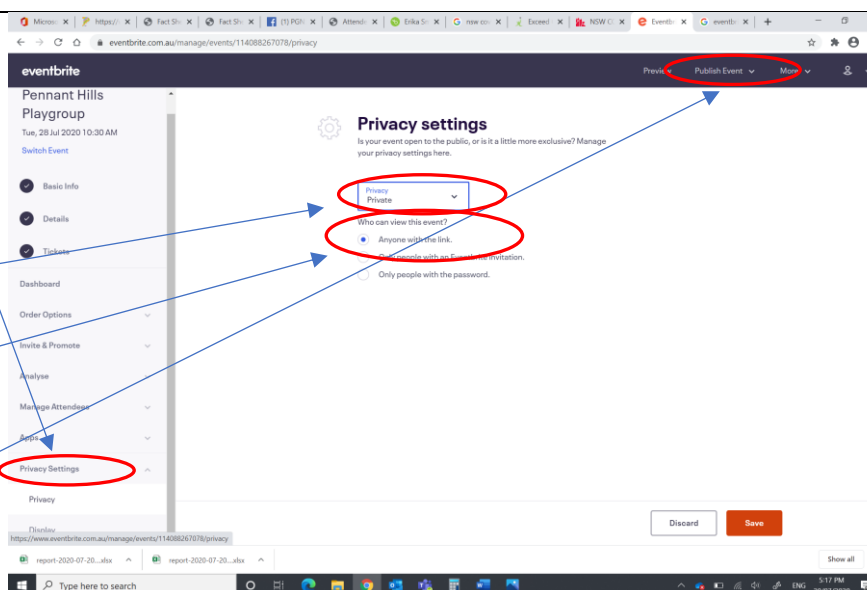
This page now tells you that your tickets are ready to go on sale.

DO NOT click on the PUBLISH button at this point as you will need to enter further information on the Privacy Settings tab (refer next page for further details)

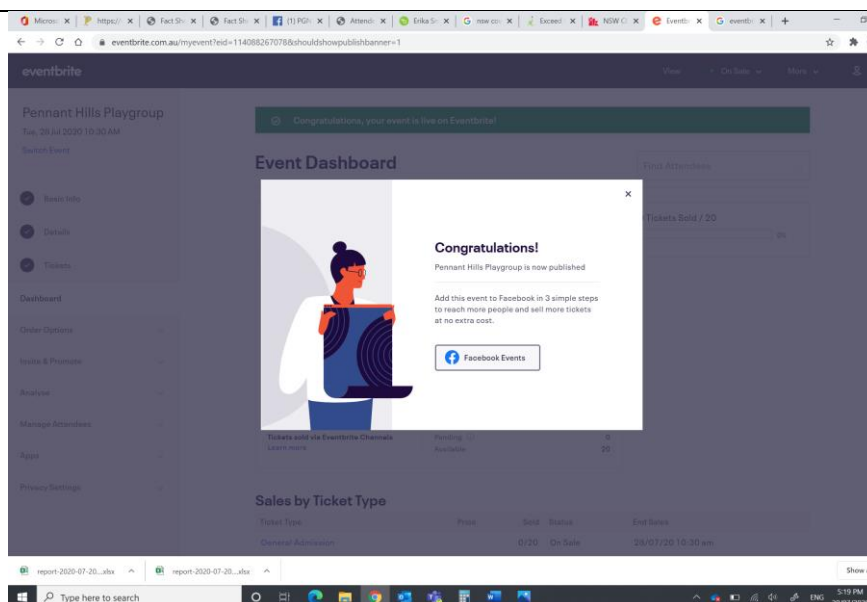


## Privacy Settings

1. You will then need to make your event 'private'. Go to 'Privacy Settings'
2. In the privacy field, change to 'Private'
3. Then select the option 'Anyone with the link'
4. Then if you are happy with all the information, click Publish Event
5. If you are not yet ready to publish the event, you can schedule for a later date (see next page)



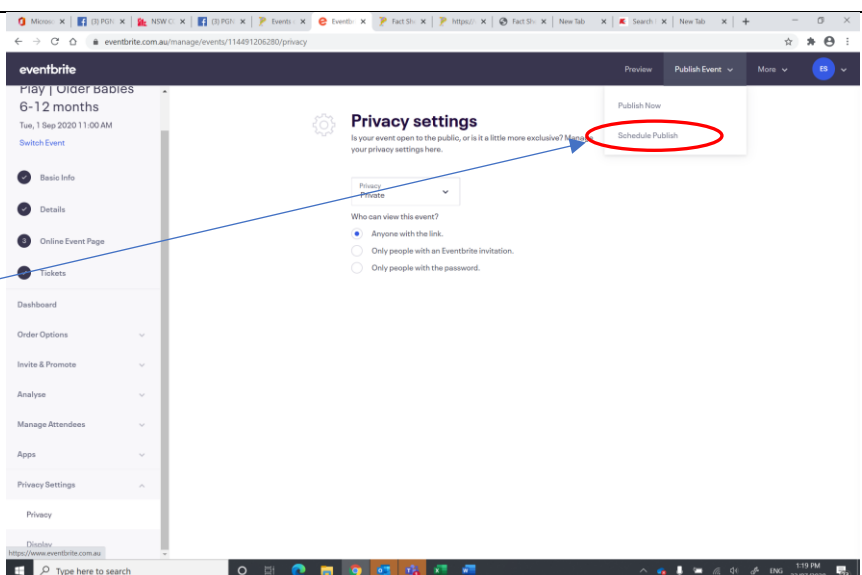
**Congratulations, you have now finished creating an event!**





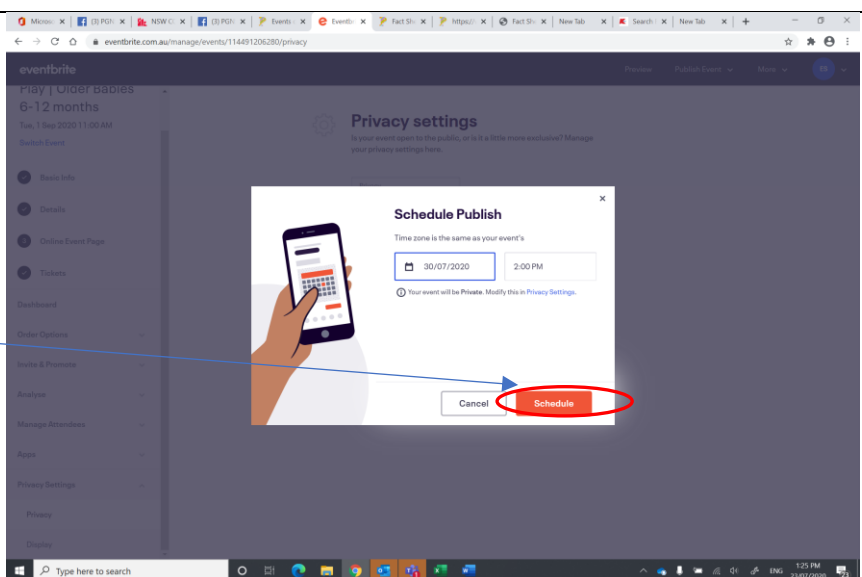
## Publishing Now V Schedule Publish

You may not be ready for your event to be published straight away, so you can schedule a future date for it to be published on Eventbrite



## Schedule Publish

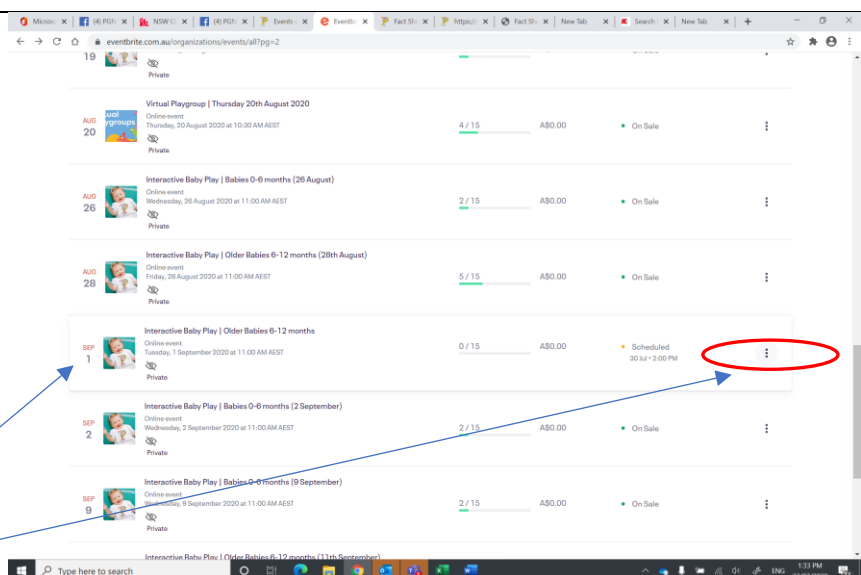
If you would like to schedule your event to be published on a future date, just select the relevant date and time and then select 'Schedule'



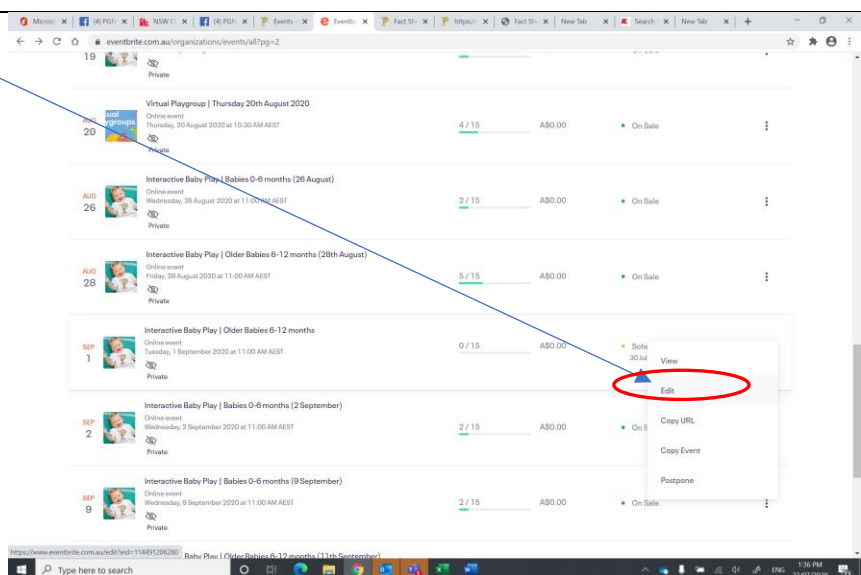
## Postpone, Cancel or Delete an Event

You have published OR scheduled to publish an event however you may need to postpone, cancel or delete the event. Do not worry, it is easy to do!

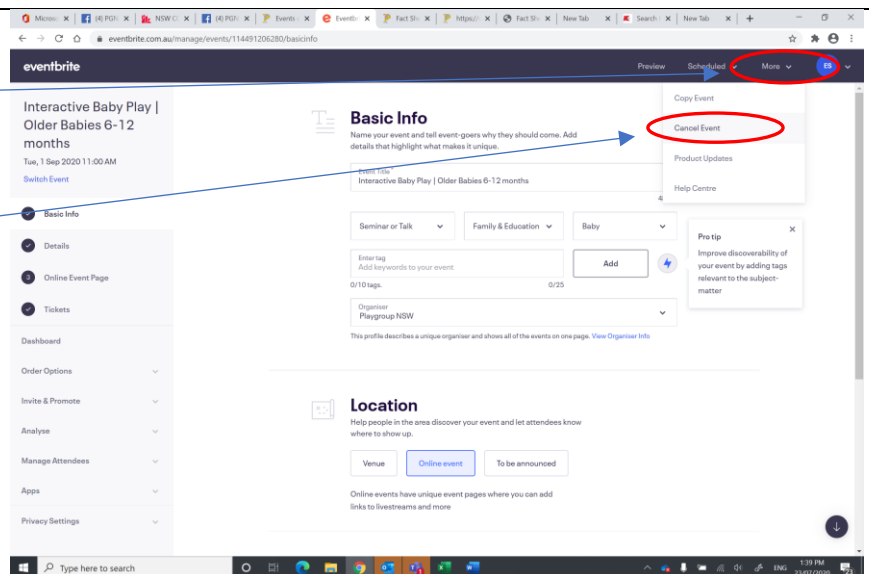
1. Find the event you would like to delete
2. Click on the 3 vertical dots



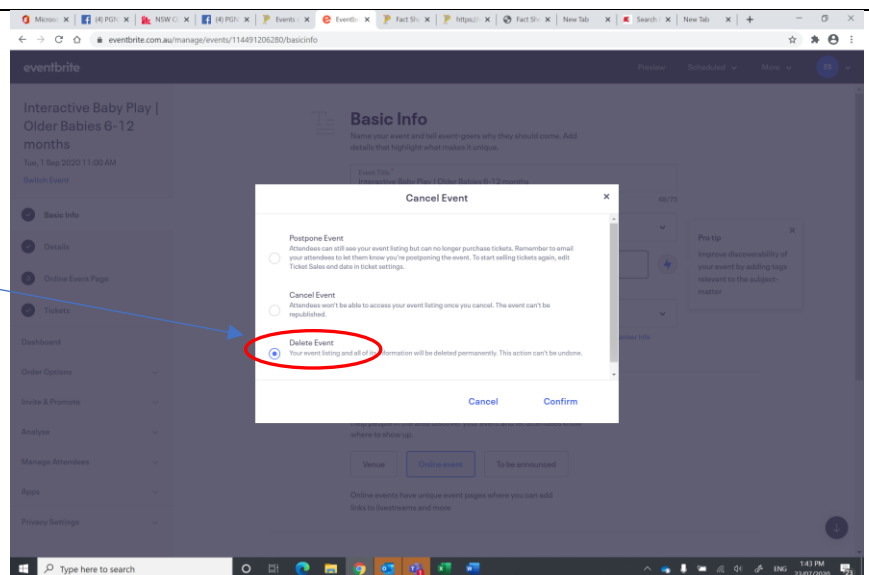
3. Then select 'Edit'



4. Once in the event click on 'More'
5. Then from the drop down select 'Cancel Event'



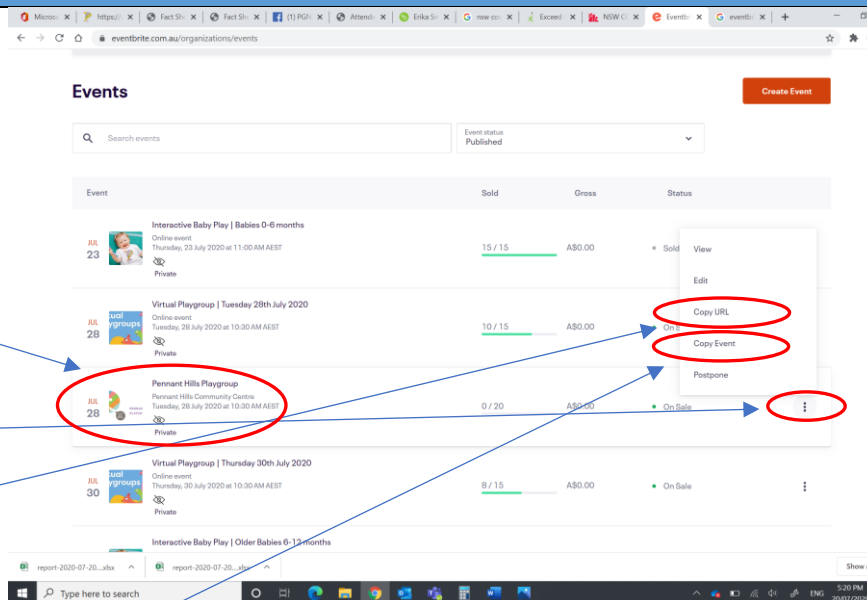
6. On the next screen you will have the option to postpone, cancel or delete the event. Select the option that best suits you



## Viewing your Published events!

Once you have published your events you can view them on your 'Manage Events' page

1. Your event should be listed here (note it is marked 'private')
2. You then need to click on the 3 vertical dots
3. Select 'Copy URL' and then paste this link into an email to share with your families (see example below)
4. You can then also copy this event for the next playgroup session, you just need to change the date, publish, and share the link with your families

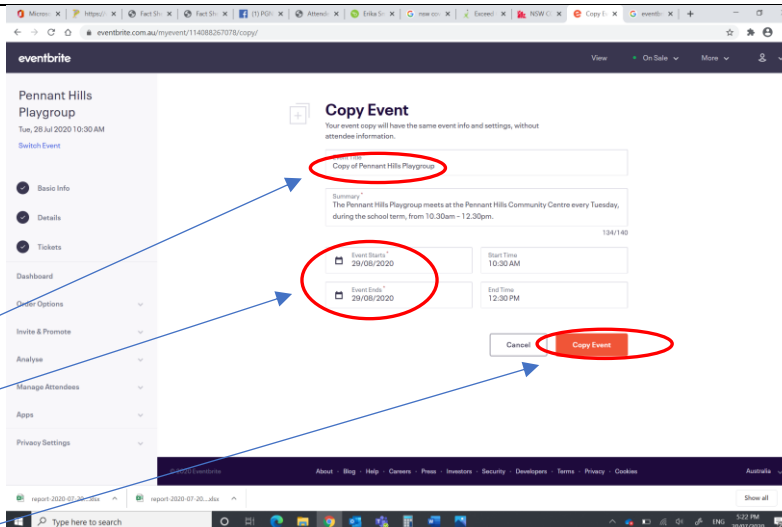


An example of the URL link for you to include in your email invitation or to share on Facebook

<https://www.eventbrite.com.au/e/114088267078>

After you have selected 'Copy Event', this page will pop up. You can copy this event for all the dates your playgroup is meeting. You just need to change the following:

1. Event title (take out words 'Copy of')
2. Event starts date
3. Event ends date
4. Amend any other details and then select 'Copy Event'
5. Then check Your Events page to see the listings



The screenshot shows the 'Copy Event' interface on Eventbrite. The event being copied is 'Pennant Hills Playgroup'. The form includes the following fields and elements:

- Event Title:** 'Copy of Pennant Hills Playgroup' (highlighted with a red circle).
- Event Starts:** '29/08/2020' (highlighted with a red circle).
- Event Ends:** '29/08/2020' (highlighted with a red circle).
- Start Time:** '10:30 AM'.
- End Time:** '12:30 PM'.
- Buttons:** 'Cancel' and 'Copy Event' (highlighted with a red circle).

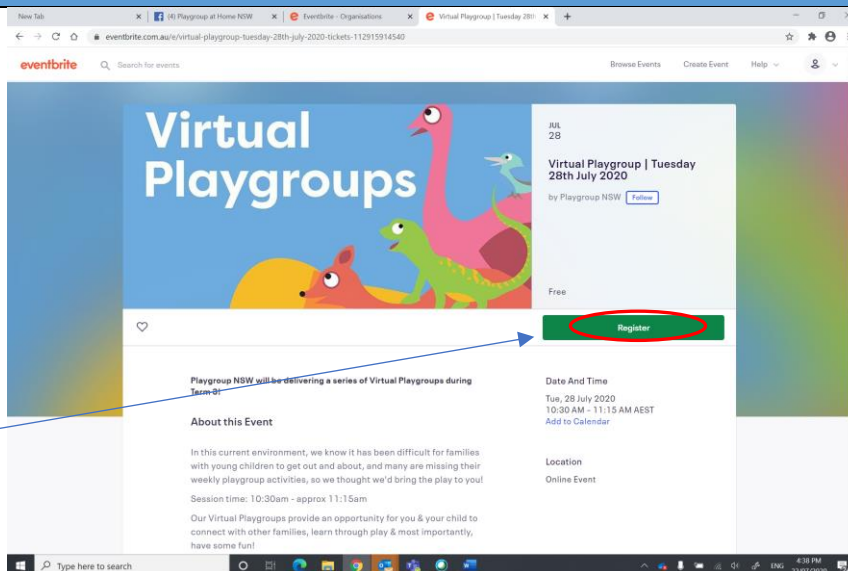
Blue arrows from the numbered list point to the title, start date, end date, and the 'Copy Event' button.

## What families will see

What does the page look like for your playgroup families?

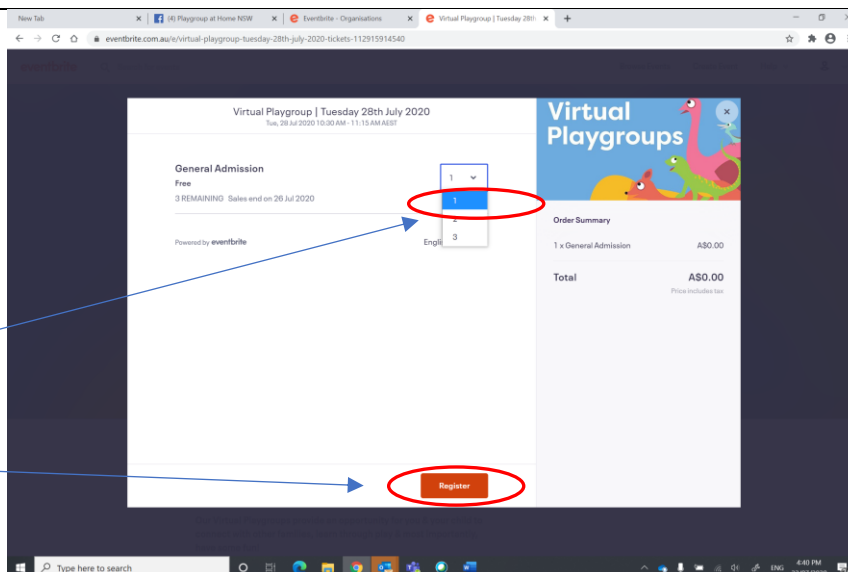
When you send the URL link, the families will click to register for the session, the page will look something like this.

They just need to click 'Register'



On the registration page they will be asked to select the number of tickets they require. If they have 1 child, they will need to select 2 tickets. Each adult and child are required to have a ticket. Each additional child will require a ticket.

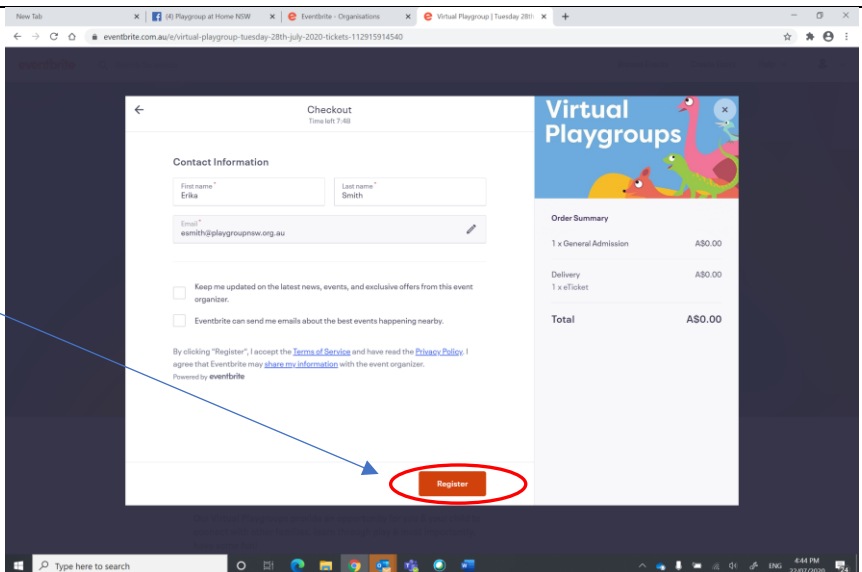
Then select 'Register'



They will then need to complete the relevant information to register for the event, first name, last name, email address.

(Unfortunately we can not obtain the child's details when the family registers).

Then select 'Register'



Checkout  
Time left: 7:40

Virtual Playgroups

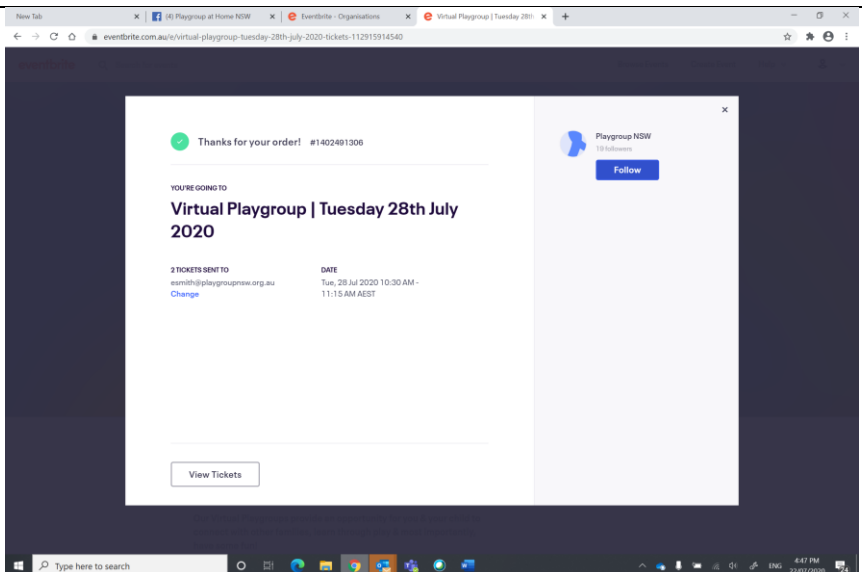
Order Summary

1 x General Admission	A\$0.00
Delivery 1 x eTicket	A\$0.00
<b>Total</b>	<b>A\$0.00</b>

By clicking "Register", I accept the [Terms of Service](#) and have read the [Privacy Policy](#). I agree that Eventbrite may [share my information](#) with the event organizer.  
Powered by eventbrite

Register

The families will then be directed to a confirmation page. They will also receive an email confirming their attendance.



Thanks for your order! #1402491306

YOU'RE GOING TO

**Virtual Playgroup | Tuesday 28th July 2020**

2 TICKETS SENT TO  
esmith@playgroupnsw.org.au  
[Change](#)

DATE  
Tue, 28 Jul 2020 10:30 AM - 11:15 AM AEST

[View Tickets](#)

Playgroup NSW  
19 followers  
[Follow](#)