



Eventbrite Guide for Edcamp Organizers

What is Eventbrite?

[Eventbrite](#) is an online events management platform that allows organizers easy access and management to their Edcamp event created under Edcamp's parent account. It allows attendees to easily look for Edcamp events and register for them.

Why does the Edcamp Team at Digital Promise encourage organizers to use Eventbrite for Registration?

The Edcamp Community relies on its community members for information regarding the utilization and effectiveness of the Edcamp model. To maintain a robust Edcamp network of empowered educators and connect teachers and educational professionals, the Edcamp Team at Digital Promise encourages organizers to register under the Eventbrite platform. Organizers will have easy access to their attendee lists, receive technical support from the Edcamp Team, and be able to continue connections long after the Edcamp event is over. Also, it allows the Edcamp Team to connect teachers within the same regions, districts, and counties, making the professional learning experience even more accessible.

How do I set up my Sub-user Eventbrite account?

Organizers complete and submit an online [Edcamp Registration Form](#). By submitting this form, organizers agree to follow the tenets of the Edcamp model: 1) free + open to all, 2) participant-driven, 3) experience not experts, 4) rule of two feet, and 5) vendor free and agree to our [Registration Terms & Conditions](#).

Once the form is received, you will receive an email from us verifying that an event under your Edcamp's name has been established and asking for an email address to use for your Eventbrite page login. We will add this email to our Eventbrite account, and an email will be sent through Eventbrite notifying you.

Follow the outlined steps below for step-by-step instructions on how to set up your sub-user account.

What if I have problems setting up my account?

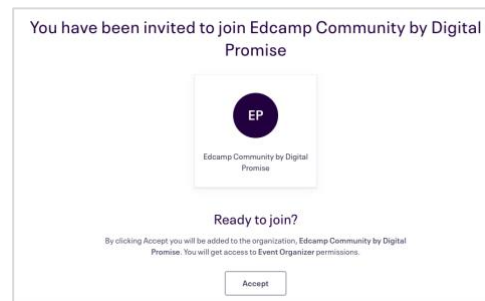
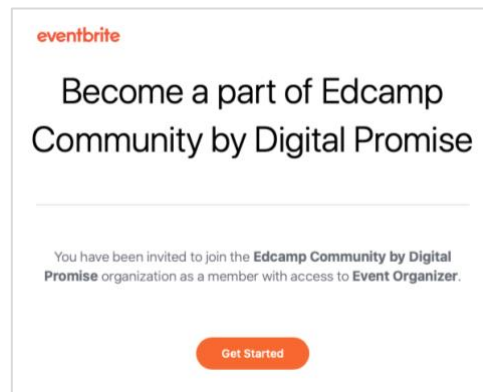
We are available to help you if you get stuck! Email the person with whom you corresponded during your registration process or email edcamp@digitalpromise.org and we will get back to you as soon as we can!

How to Access your Sub-user Account

Step 1: After the Edcamp Team at Digital Promise has approved your Edcamp event and determined which email to use, we will add you to our Eventbrite account.

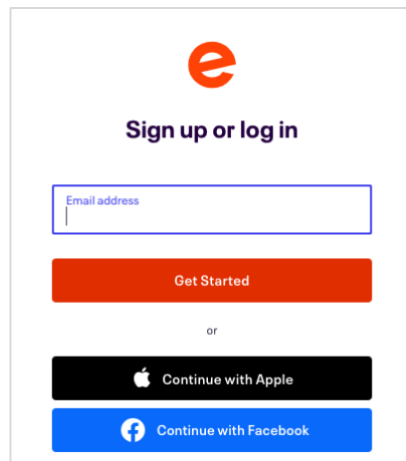
You will receive an email directly from Eventbrite. Click on the **“Get Started”** button in the email. This will bring you to the Eventbrite website.

Under **“Ready to join?”** click **Accept**.

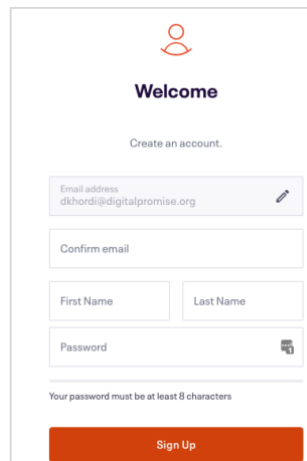


Step 2: You will be brought to the Eventbrite site. Enter your email address and click **“Get Started.”**

It will ask you to re-enter your email address, enter your name, and create a password for your account. **Complete the fields and click “Sign Up.”**

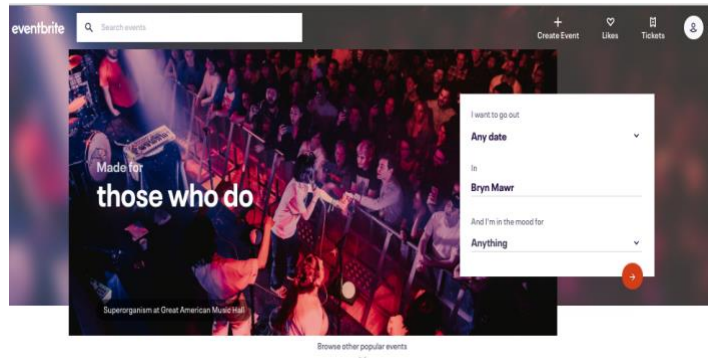


The screenshot shows the Eventbrite sign up or log in page. It features the Eventbrite logo (a red 'e') at the top. Below the logo, it says "Sign up or log in". There is a text input field for "Email address". Below the field is a prominent orange "Get Started" button. Below the button, it says "or". There are two social login options: "Continue with Apple" (black button with Apple logo) and "Continue with Facebook" (blue button with Facebook logo).

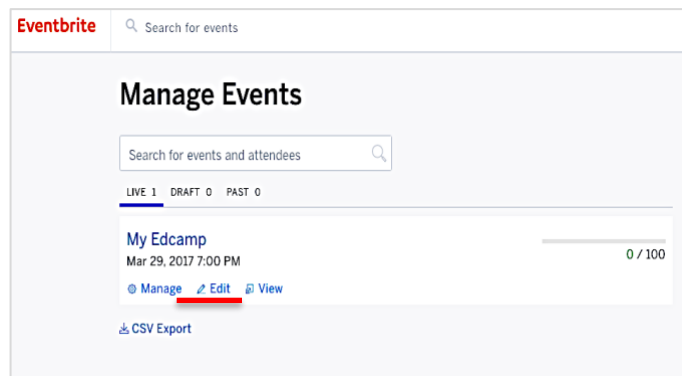


The screenshot shows the Eventbrite "Welcome" account creation page. It features a red person icon at the top. Below the icon, it says "Welcome" and "Create an account.". There is a text input field for "Email address" with the value "dkhordi@digitalpromise.org" and a pencil icon for editing. Below the field is a "Confirm email" field. There are two text input fields for "First Name" and "Last Name". Below these is a "Password" field with a strength indicator icon. Below the password field, it says "Your password must be at least 8 characters". At the bottom, there is a prominent orange "Sign Up" button.

Step 3: You'll be brought to the Eventbrite main page. **Click on the dropdown tab in the upper right-hand corner** to select your Edcamp event. Note: you will only see events that you have been linked to by the Edcamp Team at Digital Promise.



Step 4: The Edcamp Team at Digital Promise will have created a draft event for you already. To edit your Edcamp event, **click the “Edit” button**. This will bring you to the your Edcamp page where you can enter your event-specific information. (All details must comply with the tenets of the Edcamp model.)



After clicking the “**Edit**” button, you will see your Eventbrite page.

Step 5: As a sub-user, you have access to **Basic Info, Details, Tickets**.

Step 5a: The *Basic Info* title section has already been completed for you by the Edcamp Team. You do not need to add or update anything here.

In *Location*, update the venue address or add online instructions. In *Date and time*, indicate event start and end times. Be sure to update the *Time Zone* under *Advanced Settings* as needed.

Click **Save**.

Basic Info

Name your event and tell event-goers why they should come. Add details that highlight what makes it unique.

Event Title*
My Edcamp 9/75

Class, Training, or ... ▼ Family & Education ▼ Education ▼

Enter tag
Add keywords to your event 0/10 tags. 0/25 Add ⚡

Organizer
Edcamp Foundation ▼

This profile describes a unique organizer and shows all of the events on one page. [View Organizer Info](#)

Location

Help people in the area discover your event and let attendees know where to show up.

Venue Online event **To be announced**

Date and time

Tell event-goers when your event starts and ends so they can make plans to attend.

Single Event **Recurring Events**

Single event happens once and can last multiple days

Event Starts*
06/03/2020

Start Time
9:00 AM

End Time
12:00 PM

Advanced settings ▲

- Display start time.
The start time of your event will be displayed to attendees.
- Display end time.
The end time of your event will be displayed to attendees.

Time Zone
(GMT-0400) United States (New Yor... ▼


Discard Save

Step 5b: In the *Details* section, upload your unique Edcamp logo (as a jpeg or png) to the *Main Event Image* field.

In the *Summary* field, write a headline for your Edcamp. In the body of the text section, write a fun and engaging description of your event. Include any social media handles here: Twitter accounts, hastags, YouTube links, event website.

Main Event Image

This is the first image attendees will see at the top of your listing. Use a high quality image: 2160x1080px (2:1 ratio). [Learn more](#)







Drag & drop or click to add main event image.
JPEG or PNG, no larger than 10MB.

Description


Add more details to your event like your schedule, sponsors, or featured guests. [Learn more](#)

Summary *
Write your headline here.

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 **B** *i*   

Insert your event description and social media handles here.

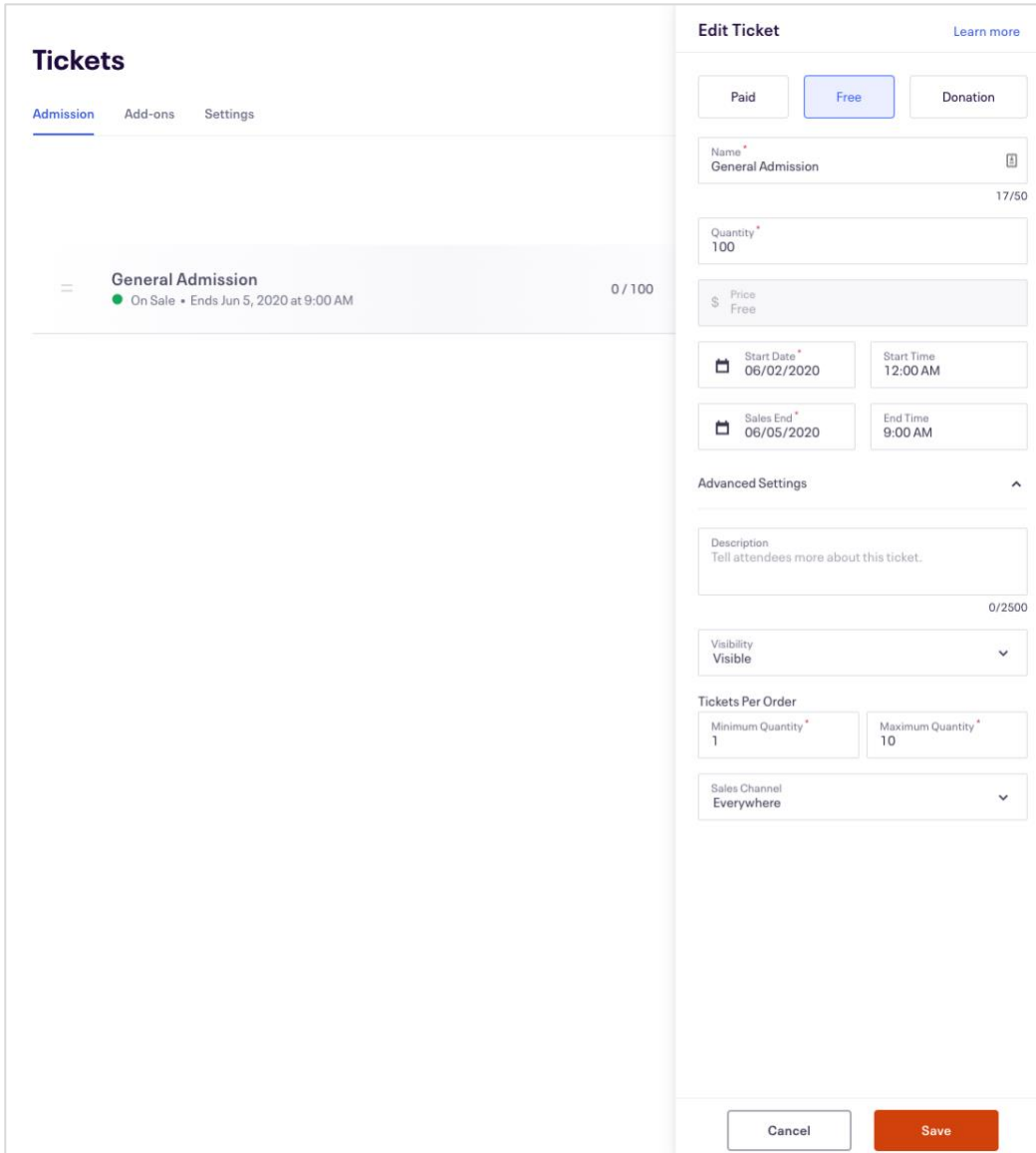


Add Text

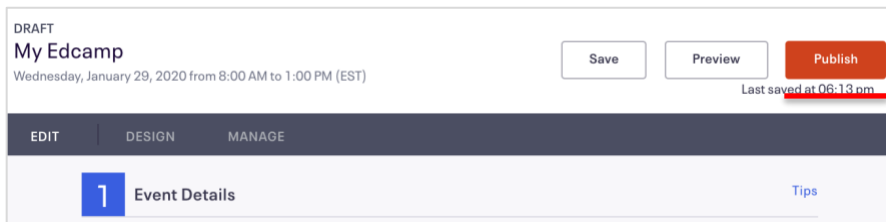
Add Image

Add Video

On the *Tickets* tab, use the *Edit* icon (three stacked dots) to change your ticket maximum or ticket sale dates. Click **Save**.



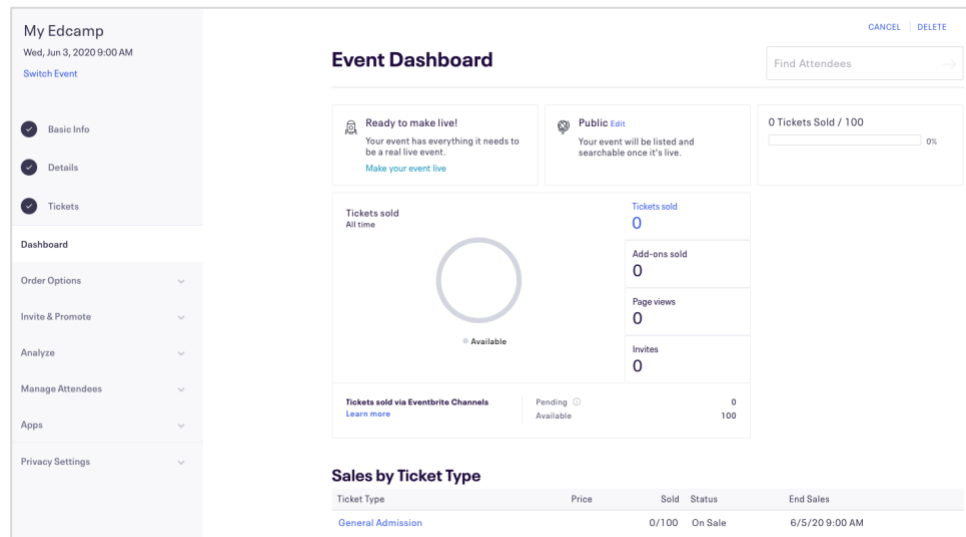
Step 6: Once you have finished entering your information, click **Publish**.



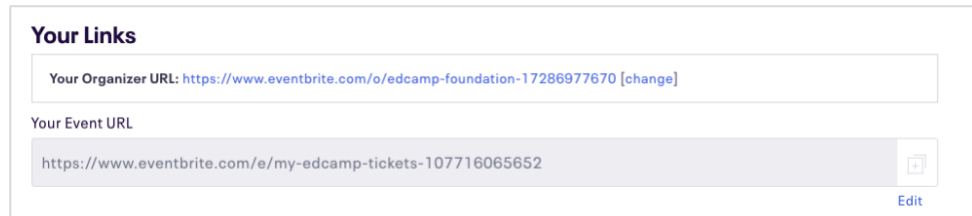
Step 7: After you click **Publish**, Eventbrite will notify the Edcamp Team at Digital Promise that your page is ready. If your page needs edits, we will contact you directly. If your page looks good, we will post your Edcamp to the official Edcamp website and email you with next steps.

Additional Features:

The *Event Dashboard* summarizes ticket sales and other high-level data.

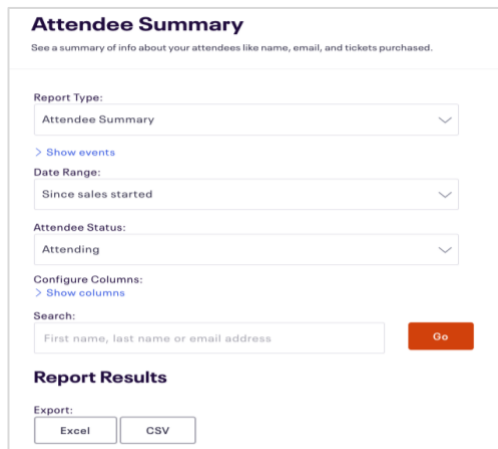


Access your *Event URL*, the public link to share with people who want to register, under the “Manage” tab at the bottom of the Dashboard page.



The 'Your Links' section displays two URLs. The first is the 'Your Organizer URL' with the value <https://www.eventbrite.com/o/edcamp-foundation-17286977670> and a '[change]' link. The second is the 'Your Event URL' with the value <https://www.eventbrite.com/e/my-edcamp-tickets-107716065652> and an 'Edit' button.

To view and download your registration list, go to *Manage Attendees > Orders > Report Type = Attendee Summary*. You can even export this list to Excel!



The 'Attendee Summary' page provides a summary of attendee information. It includes a 'Report Type' dropdown set to 'Attendee Summary', a '> Show events' link, a 'Date Range' dropdown set to 'Since sales started', an 'Attendee Status' dropdown set to 'Attending', and a 'Configure Columns' dropdown with a '> Show columns' link. A search field is labeled 'Search:' and contains the placeholder text 'First name, last name or email address', with a 'Go' button. At the bottom, the 'Report Results' section includes an 'Export:' section with 'Excel' and 'CSV' buttons.