Using Eventbrite

Guidelines for the Set-Up and Usage of Eventbrite for Parishes

These simple set-up guidelines aim to instruct parishes in the simple terms in the use and application of Eventbrite as a tool for the gradual re-opening of the Scottish Catholic Churches.

1. Turn your computer on, check to make sure you are connected to the internet, and open your preferred web browser.
2. In the top search bar, type in: www.eventbrite.co.uk
3. In the top right corner of the website, press the words colored in light blue, "Create Event".
4. On the page that you are directed to, type in your email address and click the orange "Get Started" button.
5. On the next page, entitled "Welcome" type in your email address once more to confirm it, along with your first name, your surname, and your chosen password.
6. Once you have typed this information in, press the orange "Sign Up" button.
7. You will be re-directed to a page with a few questions for you. Choose your experience level, probably "newbie", the amount of people helping to plan the event, and how often you plan to host events. Once you are finished, press the orange "Next" button in the bottom right corner.

8. Next, some questions will appear regarding your attendees. This is simply for the platform to categorize your event properly. Click on how many people you expect to attend.
9. Then, click on what type of event you will be hosting. For this question, select "Other".

10. Finally, select how you will categorize your event, ideally "Religion and Spirituality".
11. Finally, Eventbrite asks for your event details. Type in the name of your event.
12. Then, on the second question, please be sure to change your event from "Single Event" to "Recurring Event". **This is essential**. If you do not do this then you will not be able to change this later, and only 1 long event will be created, rather than the daily events.

13. Finally, type in the name and address of your church in the "Location" section, and it will come up automatically. If it doesn't come up, simply select, "Add a New Venue or Address" and type in the details manually.
14. Next, Eventbrite will take you to the "Schedule" section. Click on the orange "Add Dates" button in the top right corner. Select the "Daily" button under the "Occurs" section.
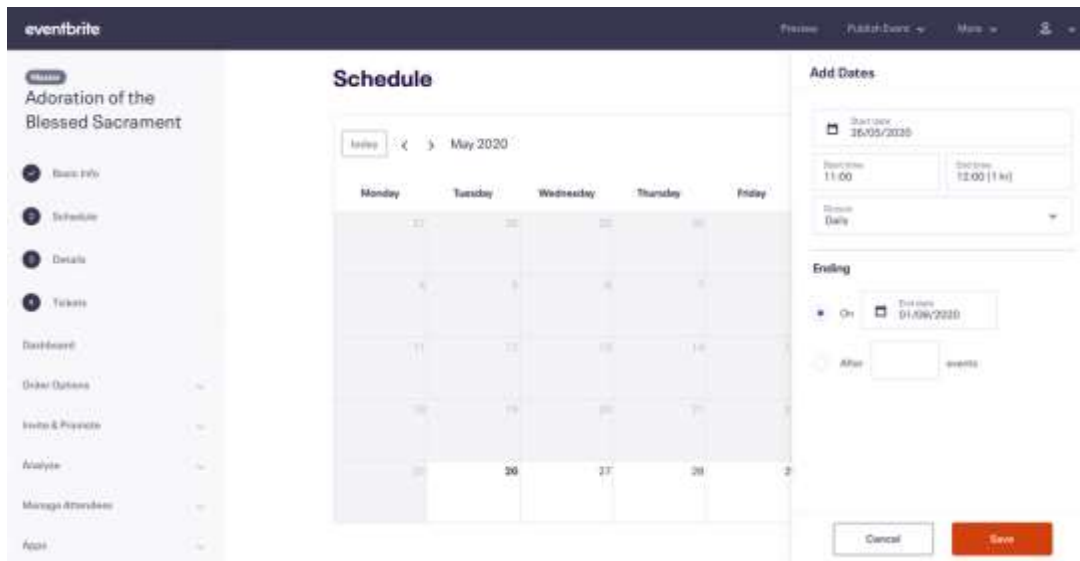
15. Next, select a start time for your event, this would be when you plan to re-open your Church, and an end date for your series of events. It is simply easier to select the option to put "After "X" events". Press the orange "Save" button in the bottom right corner to finish this step.
16. Next, press the orange "Continue" button in the bottom right corner.
17. This brings you to the "Details" section. If you would like to add an image, click on the grey "Drag & Drop" section in the middle. Then, upload the image from your computer.
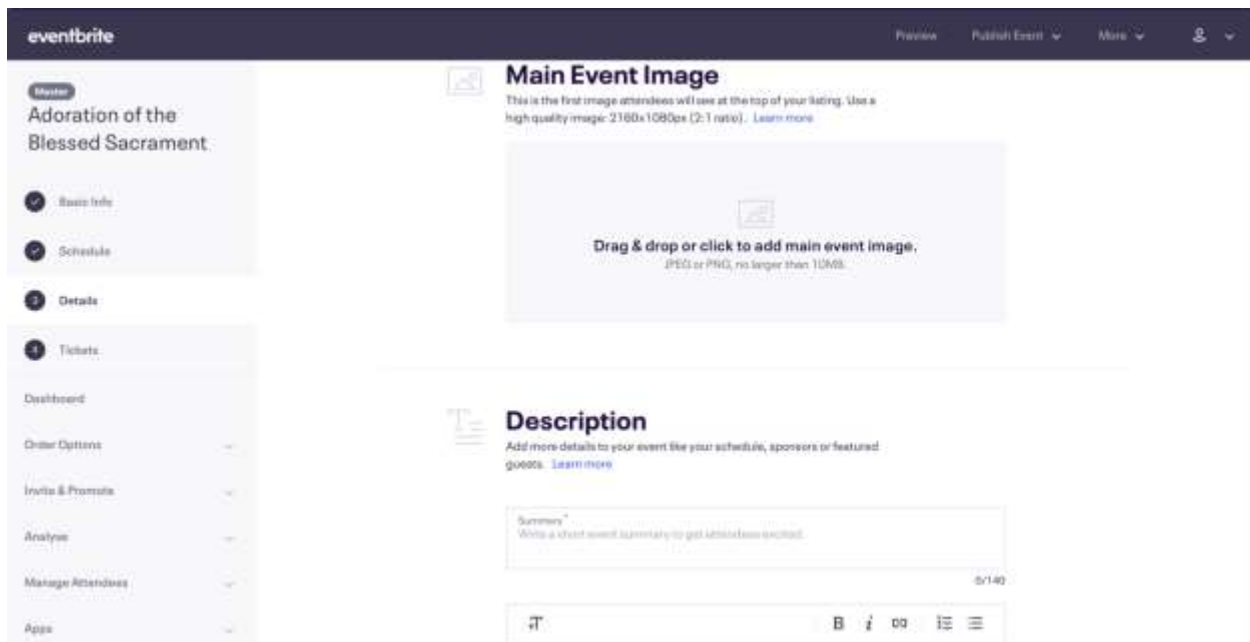
18. Scroll down to the "Description" section, and type in a brief summary in the "Summary" section. This can just be the title of your event.
19. Below the "Summary" section, is a much larger section for you to type in the details of your event. This section is especially suited for relaying any important information regarding registration, physical distancing procedures, and sanitization procedures to the faithful.
20. Once you are finished with your description, press the orange "Save & Continue" button in the bottom right corner.
21. Now, once you have pressed the button, you are either taken to the "Tickets" page, or you must select "Tickets" from the menu on the left side. To create your ticket, look to the right side of the page. Then, select the "Free" option listed underneath the "Add Ticket" banner.
22. If so desired, you can name your ticket, if not, the default "General Admission" setting is fine.
23. Then type in the quantity of tickets that are open for public selection. This will vary per parish as some parishes can accommodate more people and still be in line with physical distancing regulations.

24. If needed, you set a time when ticket sales end before the event. This is not really necessary but can be used at the priest's discretion.
25. Next, below click on Advanced Settings, and set the minimum quantity of "Tickets Per Order" to 1 and the maximum quantity to 1. This prevents anyone attempting to register multiple people. Also, select "Online Only" under "Sales Channels".

26. Finally, click the orange "Save" button in the bottom right of the page.
27. Almost there! All the relevant event categories have been filled in, and you are now ready to publish your event! If you wish to edit your categories later, just select the relevant section from the menu on the right. To publish your event, simply hover your cursor over the "Publish Event" button in the top right corner and select "Publish Now" from the drop-down selections.
28. Congratulations! You are now on the page called the "Events Dashboard". From here you can manage everything related to your event. Your event is also now live and can be viewed by the faithful! In order to go back to the administrator's view, click the icon of the person in the top right corner and select "Events" from the drop-down menu.

29. To manage your attendees and see which parishioners registered, simply go to the administrator's view, click "Manage Attendees" from the menu on the left, and then select "Orders". This enables you to see the name of the person that has registered, as well as how many people have registered.
30. Lastly, to copy your event link to post it to social media or your parish website, go to the administrator's view, and press the "View" button, the first button on the right side of the top blue bar of the page. Go to the search bar, select the link, right click, select copy, and then go to your desired page and right click and press "paste" to paste your link to that page!

Guidelines for the Usage of Eventbrite for the Faithful

For the Faithful with Access to a Computer and the Internet

1. First, the person clicks on the event link posted via Facebook or the parish website. If they are reading it off a piece of paper, they type it into the search bar of their preferred internet browser, such as Google Chrome or Microsoft Edge, and press "Enter" on their keyboard.
2. Second, once the event website loads for the person, they click the big orange box on the right side of the page titled "Select A Date".
3. Third, the person selects the date that they would like to attend by scrolling through the available dates and, once a date has been selected, clicks on the orange "Tickets" box.
4. Fourth, they select their ticket by clicking the orange "Register" box at the bottom of the pop-up. There is no need for payment information or further steps as the ticket is free.
5. Finally, they put in their name and preferred email address, and press the final orange "Register" box.
6. They then are shown an "Order Confirmation" page and receive a confirmation email of their order at their email address.

Some Ideas For the Faithful Without Access to a Computer and the Internet

1. They will have been notified of the re-opening of churches and of the institution of Eventbrite by either the news or fellow parishioners. In this time of isolation, it is important for parishioners to try to keep the unconnected members of their community updated regarding the status of the re-opening of churches.
2. They could call the parish office or the parish priest and request to register for a specific day.
3. If they for some reason have no phone, they can ask a fellow parishioner to call for them.
4. The parish priest or lay volunteer then could make a note of their registration and go on Eventbrite and register on their behalf. This allows the amount of tickets to be adjusted on the Eventbrite platform.
5. I realize this makes more work for the priest or volunteer but is possibly the easiest way to ensure the inclusion of the unconnected.

Compiled by Matthew Matisz

Matthew Matisz is a student in Theology at the University of St Andrews.
mpm24@st-andrews.ac.uk