**Getting Started with Eventbrite**

Eventbrite is to be used if you need to charge admission or fees to your event. If you have an event that requires registration with no fee, you can also use Eventbrite

- Contact [events@depaul.edu](mailto:events@depaul.edu) to get started.
- You will need to create an account with Eventbrite at eventbrite.com. You will need to use a DePaul e-mail address as your user name. Once that account is setup, our events administrators will work with Eventbrite to connect your Eventbrite account with the University’s credit card processor, Authorize.net.
- The benefit of tying your Eventbrite account with the University’s Authorize.net account is that the university will pay for your credit card processing fees. The benefit is that the university will receive the funds from the event much quicker than any other payment processing options offered by Eventbrite.
- Fee revenue will be credited to your Financial Activity Report based on the chartfield entered in the Merchant Reference Code field, see page 4 for instructions. Fee revenue will post to your Financial Activity Report twice per month. As such, please allow up to 3 weeks for fee revenue processing when planning any necessary payments associated with your event.

**Creating an event in Eventbrite**

- Login with your Eventbrite user id (your DePaul e-mail address) and password.
- Click Create Event
- Fill out the fields on the event creation form. 1st step is to “Add your Event Details”.

![Add your Event Details](image)
• Create the Tickets in step 2. You can absorb the ticket fees or you can pass the ticket fees on to the buyer.

![Create Tickets](chart)

- General Admission: 100 tickets at $5.00 each, resulting in a fee of $1.12 and a total of $6.12.

• In Steps 3 and 4 you can select how to publicize the event and what information you want to collect from the ticket buyer.

![Promote your Event Page](chart)

3 Promote your Event Page

- Options: Public, Private
- Search Categories: Primary Category, Secondary Category

![Capture Attendee Information](chart)

4 Capture Attendee Information

- Collect Information from:
  - The ticket buyer

- Required Information:
  - Basic Name, Email
  - Country, State, Zip Code
  - Phone Number
  - Contact Name, Email, Company Name, Job Title
  - Custom: I would like to pick my own information to collect

• Once you are done entering your event details, click Save.
• You can review your event details, and when you are ready to publish, click “Make Event Live”.

![Save Make Event Live](chart)
• You will see a confirmation screen once your event is live.

Congratulations, Your Event Has Been Published!

Your Event Link:
http://www.eventbrite.com/event/2930195293

How Authorize.net Payment Processing Works:
Money collected online for your event will go to your Authorize.net account associated with the API Login ID:
4kGny59gER87

Tips from The Eventbrite Experts

Send Invitations
Send custom email invites, upload or create contact lists, and send out email invitations to potential attendees

Publicize Your Event
Make sure your event is publicly listed in the Eventbrite Directory. Eventbrite will automatically blast out event pages to search engines and a network of event partner sites that serve event seekers.

Collect Customized Attendee Information
You can survey attendees to collect additional information about their preferences for the event.

Find More Tips Like These in The Eventbrite Help Center!

How to Connect Your Event with the Authorize.net Credit Card Processor

• Click Payment Options.
1. Change drop-down to Authorize.net
2. In the field labeled “Merchant Reference Code”, insert the chartfield string where event funds will be deposited. See below for an illustration on how to enter this chart field information. **This step is critical for you to receive the revenue for your event. Below are instructions on how the chartfield should be entered. If you are unsure about how the chartfield should be entered, please call the controller’s Office at extension 2-6727 for assistance.**

**Chartfield String Format**

| Account | Characters 1-6 |
| Fund | Characters 7-9 |
| DeptID | Characters 10-15 |
| Class | Characters 16-17 |
| Project | Characters 18-23 |

**SAMPLE CHARTFIELD STRING**

- Account 4009001
- DeptID 1006
- Project 71100
- Fund 5000000
- Class 000

Note: Program codes are not available for use in the Eventbrite system. For questions regarding chart fields or program codes please contact the Controller’s Office at 2-6727.

3. Save Changes

**Localist and Eventbrite**

- Eventbrite events will feed into Localist automatically every two hours.

- If you are a Localist administrator, you can edit your event in Localist to make sure that all of your event details are coming across correctly. You can also categorize your event with a department or event type, and add keywords to help users find your event.

**Refund Process**

- See the screen shots following:
DePaul Test #4 Include fees into ticket price.

Tuesday March 12, 2012 from 1:00 PM to 4:00 PM (CT)

Click on refine this order.