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 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".

- Create the Tickets in step 2. You can absorb the ticket fees or you can pass the ticket fees on to the buyer.

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

- 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".

- 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:

4kQny58gER87

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
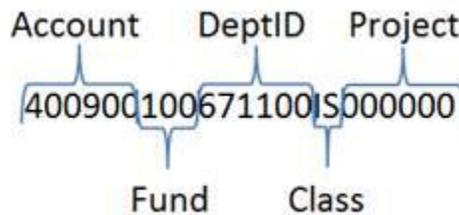
- Click Payment Options.

Need help? Call us anytime - day or night! 1-800-350-8850, Email or visit the Help Centre

Welcome cshurley@depaul.edu | Logout

Eventbrite | Tickets sold 48,592,883 | Create Event | My Events | My Profile | My Tickets | My Contacts | Account

MPT Open House Test
Friday, February 24, 2012 from 1:00 PM to 4:00 PM (CT)

⚙ Manage | ✏ Edit | 👁 View

🏠 EVENT SUMMARY

REGISTRATION
Payment Options
Collect Custom Information
Event Type & Language
Add News and Updates

INVITE
Create Invitations

PROMOTE
Publish to Facebook
Add Ticket Form to Website
Add Registration to Website
Create Links for Event
Create Buttons for Event
Display Event Calendar on Site
Display Countdown on Site

ANALYSE
Charts

Payment Options

Collect payments from attendees

Select payment processor: Authorize.net ▼

Authorize.net Login ID
4kQny58gER87

Authorize.net Key
9dbm44Dr4t83TwML

Merchant Reference Code (optional)

This self-defined tracking code will be sent with each order placed and stored in your account under "PO Number"

+ Additional payment methods (optional)

Save Changes

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- 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

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:

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Choose event the event you want to refund

Click on Recent Attendees tab

DePaul Test #4 Include fees into ticket price.

Tuesday, March 13, 2012 from 1:00 PM to 4:00 PM (CT)

Manage | Edit | View

Review and Process Refund

Confirm the refund details and then click Issue Refund. To change the refund amount, click Edit

Order #: 68356457
Purchased By: John Miller
jmiller@depaul.edu
Date: Feb 6, 2012
Original Payment: $2.00
Status: Authorize.net Completed

ATTENDEE	TICKET	QTY	PAID	REFUND QTY	REFUND AMOUNT
John Miller	Include fees into Ticket piece	1	$2.00	1	$2.00
				TOTAL REFUND	$2.00

Cancel | Edit | Issue Refund

Click Issue Refund

DePaul Test #4 Include fees into ticket price.

Tuesday, March 13, 2012 from 1:00 PM to 4:00 PM (CT)

Manage | Edit | View

Print Preview | Export

Event reports: Order details

Report Type: Order details
Date Range: Since sales started
Order Type: All Orders   Sort By: Date Descending   # Per Page: 20
Search for Orders: 68356457   (order #, name or email)

Order details: Since sales started

Total Sales: $2.00 Orders: 1 Attendees: 0

1. Order #68356457 - $2.00 - Refunded/Canceled on Feb 15, 2012 at 11:44 AM
Purchased by John Miller (jmiller@depaul.edu) on Feb 06, 2012 at 10:11 AM
Paid by MasterCard - XXXX-XXXXXX-9422 via Authorize.net ID: 4159270358

Quick Actions

Ticket Buyer	Qty	Tickets	Paid	
John Miller	1	Include fees into Ticket piece	$2.00	Quick Actions
		TOTAL	$2.00	

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