EventBrite Tutorial

You will receive a unique link to each event. When you visit the link, this is what you will see. The time and place of the event will appear on the right hand side along with a map. If you are interested in connecting with Facebook, you can do so (it is optional). Click the green register button. If all spaces were full, you would be prompted to add yourself to the waitlist.
After your click the register button, you will see this screen. Complete the areas marked here with the red boxes. If you would like to synch the event to your calendar application of choice, click the add to my calendar link on the top, right sidebar. Then click the green complete registration button.
Your final screen will look like this. Make sure to *uncheck the stay in the loop box*!

That’s it! You will receive an email confirmation with your “tickets”. You will *never* need to print tickets. You will also receive reminder emails closer to the event.

If you need to cancel, you can click the link in your tickets and update your status.

If you are on a waitlist, you will be notified if space becomes available.