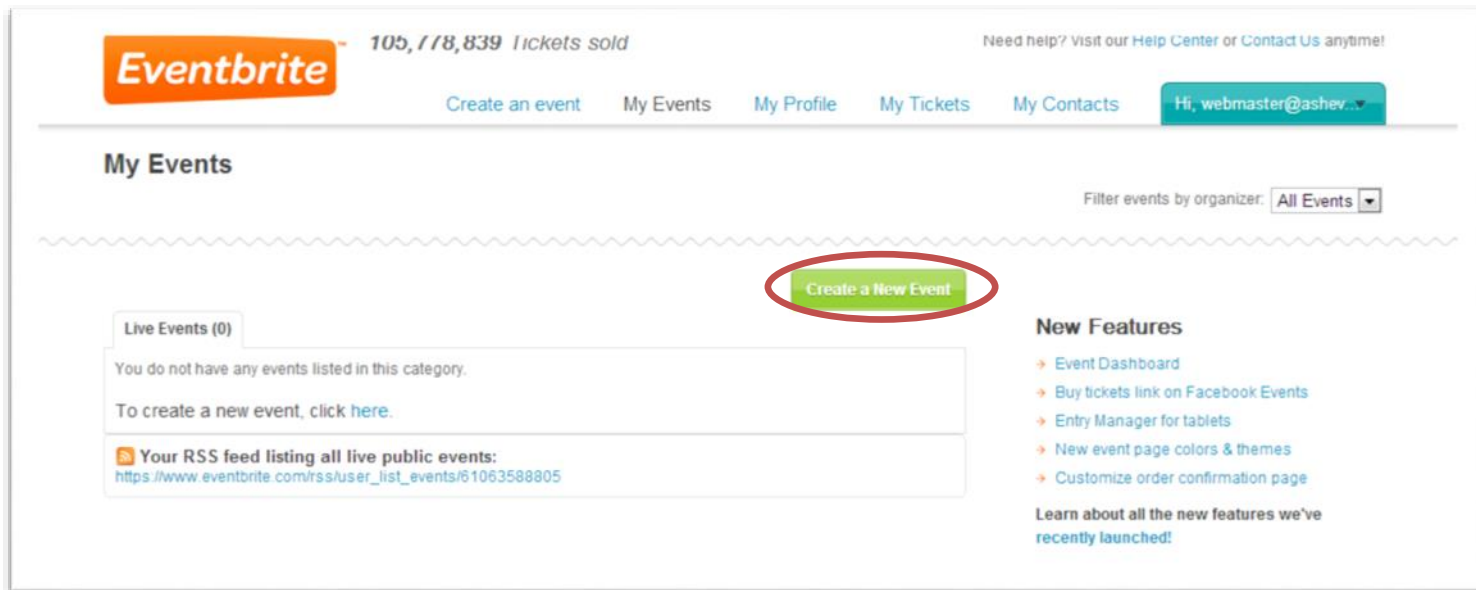
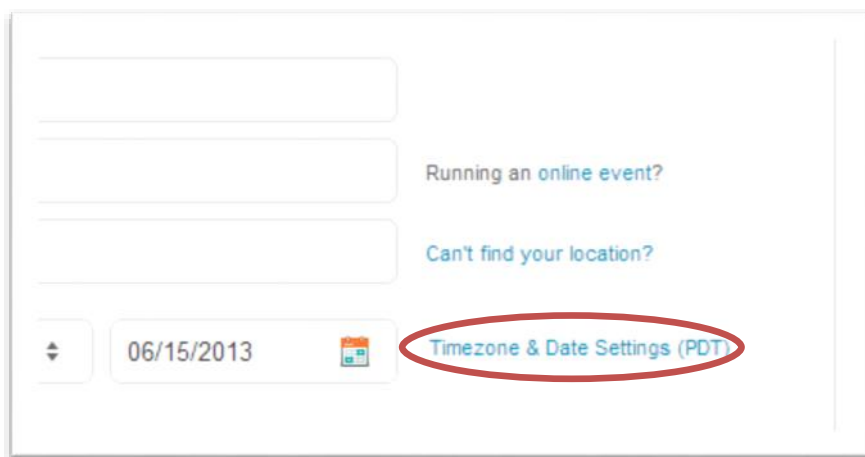


Running a foray on Eventbrite is mostly automated once setup. **The only thing you will have to do is release spots for those on the waitlist when someone cancels.** See # 4 at <http://help.eventbrite.com/customer/portal/articles/428739-waitlist-management> for how to release spots when someone cancels with a waitlist. Email webmaster@ashevilmushroomclub.com with any questions.

1. Login to <http://eventbrite.com> or create a new account.
2. Click the **Create a New Event** button.



3. Enter an event title like "AMC Foray at Warren Wilson". I recommend leaving street address blank as it will show a map that may not be accurate. Instead, enter driving directions in the event description.
4. Set the foray date and time. Then change the timezone to Eastern.



Date & Time Settings ✕

United States

Hawaii-Aleutian Standard Time

Alaska Daylight Time

Mountain Standard Time (AZ)

Pacific Daylight Time

Mountain Daylight Time

Central Daylight Time

Eastern Daylight Time

More timezones

(GMT-0400) United States (New York) Time

Event Page Settings

Display start time on event page

Display end time on event page

Display time zone on event page

Cancel Save

5. Set ticket type to **Free**.

2 Create Tickets Ticket Tips

What type of ticket would you like to start with? *

Free
Paid
Donation

6. Specify ticket qty as the maximum number of attendees. Set ticket name to something like "Foray registration."

2 Create Tickets Ticket Tips

Add a ticket: Free Paid Donation

Ticket Name *	Ticket Quantity *	Ticket Price	Fee	Buyer Total	Sales Status
Foray registration	35	Free			On Sale ▼ Settings ▼ ✕

- Set privacy settings to **private page**. Uncheck "Attendees can share..." and check "show the number of tickets remaining" to cut down on emails about availability.
- Optionally enter a custom web address for the event, something like "amc-location-foray".
- Click the **Make Event Live** button.

3 Privacy Settings [Promote Tips](#)

Publicize, or keep it private Public Page Private Page This event is private and will not be listed in our event directory or on search engines.

Attendees can share the event with their friends on Facebook, Twitter and LinkedIn.

Invitation Only - Attendees must receive an Eventbrite email invitation to register.

Password Protected

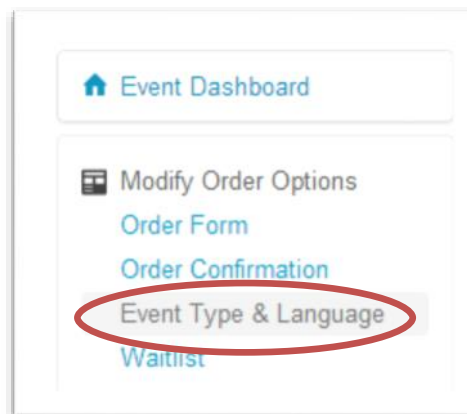
Remaining Tickets Show the number of tickets remaining on the registration page

Customize Web Address eventbrite.com

Prefer to create events on the old design? [Switch back](#) to the original layout.

[Save](#) [Preview](#) [Make Event Live](#)

- On the left sidebar, select **Event Type & Language**.



11. Set event type to **Registration Event**. Don't forget to click **Save**.

Event Type

Ticketed Event

Choose this option if your event is a ticketed event (e.g. music and performing arts, comedy, festival, etc.).

Example terms: Buy Tickets, Ticket Information, Ticket Type

Registration Event

Choose this option if your event is a registration event (e.g. conference, endurance event, etc.).

Example terms: Register, Registration Information, Registration Type

Language and Regional Settings

English (US) ▼

Your event will display in the date, time, and language format of your choice.

Preview

Eventbrite

Create an event

Find events

AMC Foray at Warren Wilson

Rob Heck

Saturday, June 15, 2013 from 10:00 AM to 1:00 PM (EDT)

Registration Information

TYPE	REMAINING	END	QUANTITY
Foray registration	35 registrations	Jun 15, 2013	Free 1 ▼

Register

Event Details

Carpool meetup at Earthfare at 9AM.

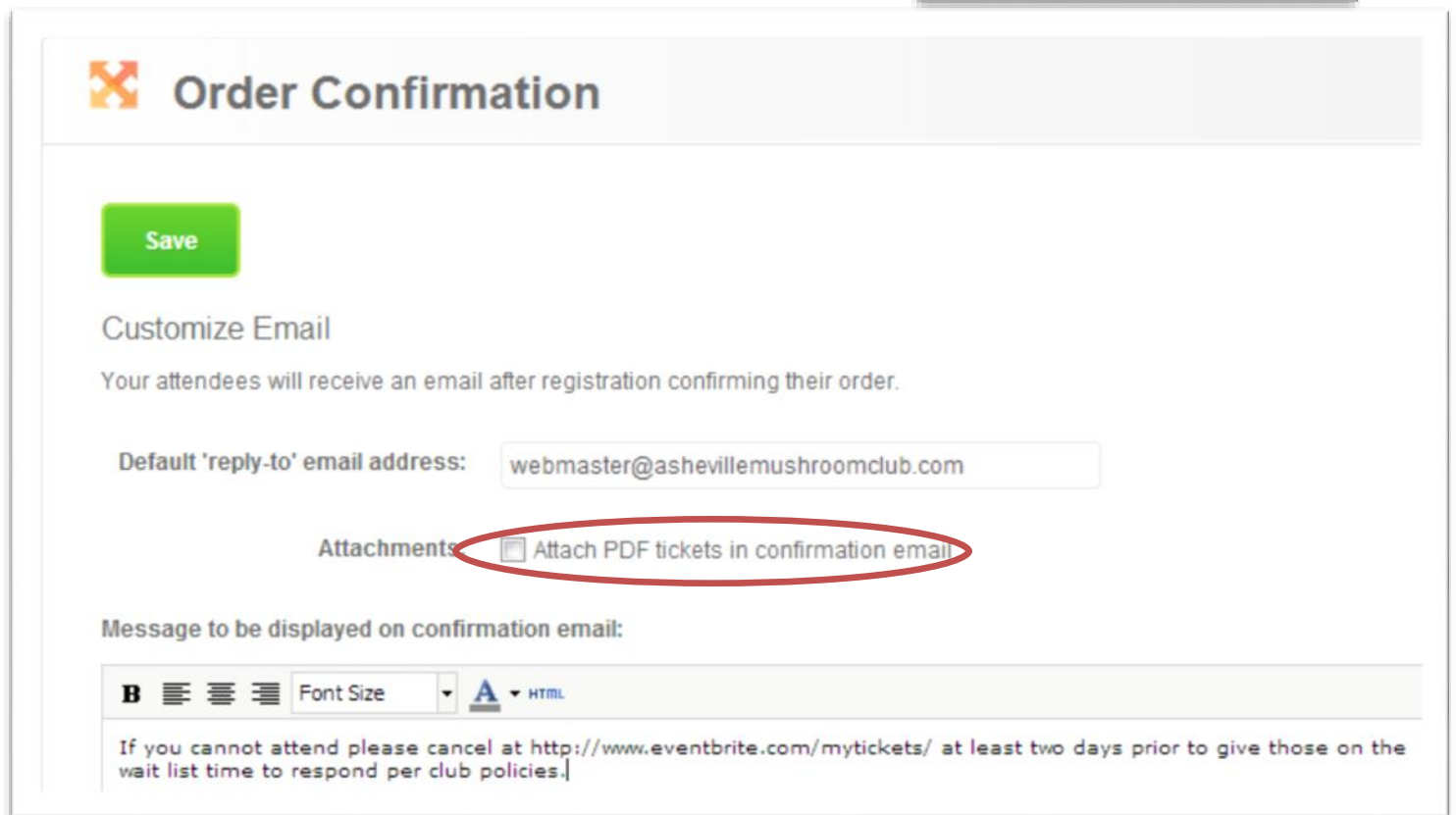
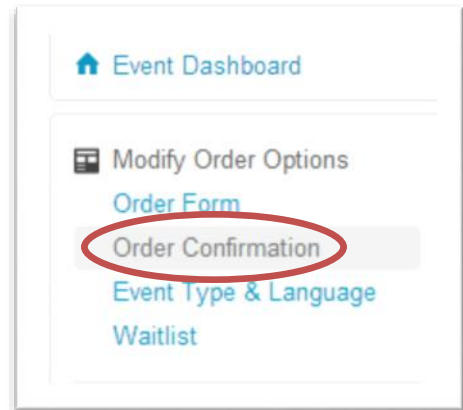
Save Changes

12. On the left sidebar, select **Order Confirmation**.

13. Uncheck "Attach PDF tickets in confirmation email".

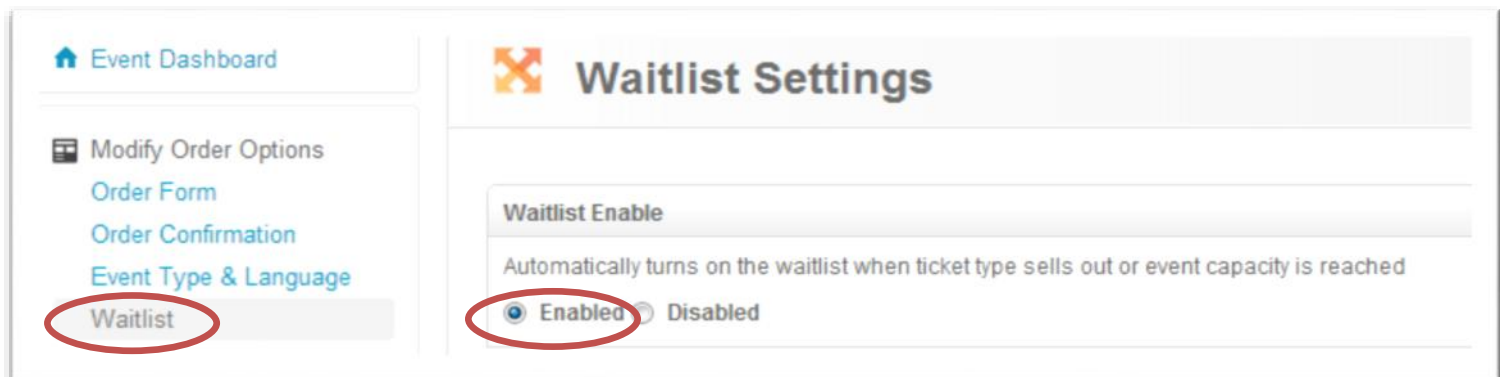
14. Enter a message for the confirmation email. I recommend entering directions on how to cancel because it may not be intuitive, something like:

"If you cannot attend please cancel at <http://www.eventbrite.com/mytickets/> at least two days prior to the foray per club policy. This allows us sufficient time to notify those on the wait list. Be sure each person in your party RSVPs by selecting the correct quantity on the registration page."



15. Click **Waitlist** on the left sidebar.

16. Enable the waitlist.



17. Scroll down to the bottom of the wait list page. I recommend changing the time those on the wait list have to respond to less than 1 day so if they are AWOL others have a chance to respond before the foray. Don't forget to click **Save**.

Maximum Time Attendee Has to Respond to Ticket Release Message

14 Hour(s) 0 Minute(s) 0 Day(s) (Until next waitlist position is contacted)

Save Changes

18. Select the **Design** tab. Uncheck "Allow visitors to see which of their FB friends" to prevent any mention of the foray on Facebook. Check **Display attendees** to cut down on emails about whose going. Uncheck **Company** and check **First Name, Last Name, and Tickets Ordered**. When finished click **Save** at the top right.

Design

Last saved at 05:25 Save View

Choose a theme

Or design your own

- Event Title
- Header Text
- Body Text
- Links
- Background
- Box Background
- Box Border
- Box Header

Display Attendees (Edit) Allow visitors to see which of their Facebook friends are going

Add Custom HTML

Display Attendee Information

First Name Last Name Tickets Ordered *

City (home address) * State (home address) * City (work address) *

State (work address) * Job Title * Company *

Website * Blog *

* These fields require the collection of additional information during registration.

Cancel Save

19. Select **Event Dashboard** on the left sidebar.

20. Copy the Page URL and send it to whoever is doing the AMC newsletter so members can see the event & register for the foray.

You're done, congrats! Email webmaster@ashevilmushroomclub.com with any questions.

Event Dashboard

Modify Order Options

Event Dashboard

Page URL <http://amc-wvc-foray.eventbrite.com>