

Eventbrite: Create and Publish a New Virtual Event

Introduction

This document outlines the steps to create and publish a new Eventbrite virtual event by copying a previous one. It is intended as a quick reference guide for volunteer event coordinators organizing events hosted by [REDACTED] chapter. This document excludes instructions for marketing and managing events in Eventbrite. Please refer to the quick reference guides specific to those tasks.

You will need:

- Your chapter's login credentials for Eventbrite.
- A banner image for your event (e.g., created in Canva).
- A concise and descriptive title for your event (75-character limit).
- A short summary description of your event (140-character limit).
- A detailed description of your event, an agenda, and speaker biographies.
- A Zoom link for your event.

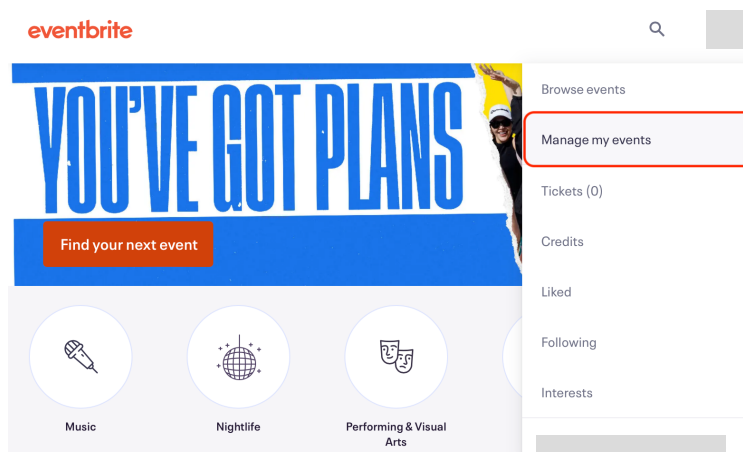
Log in

1. Go to eventbrite.com
2. Log in using the [REDACTED] email address and password.

Copy a Previous Event

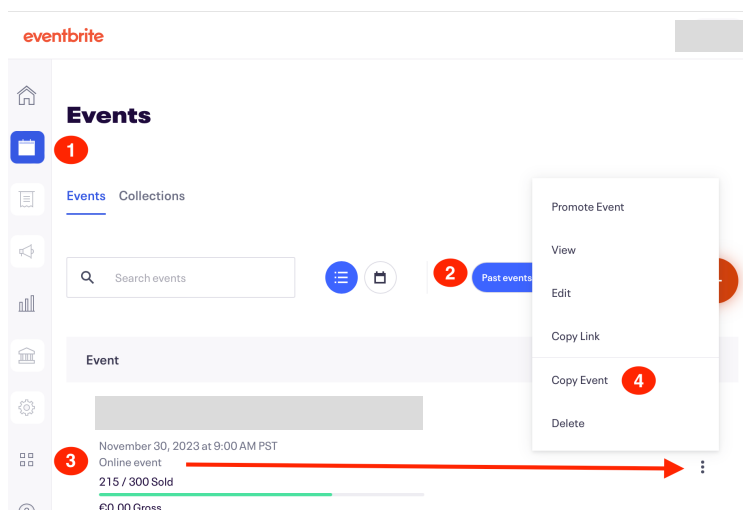
Copying a previous event allows you to easily create a new event that is consistent with the [REDACTED] structure and information. You will need to update all the required (*) event information and settings with details about your new event.

1. Go to the user profile in the upper right corner, select **Manage my events**.



2. Click the Calendar icon to go to the **Events** page.

3. View **Past Events**, choose the latest event and click on the three vertical dots on the right. Then select **Copy Event**.



4. Update the **Event Title** with the name of your event.
5. Update the **Summary** for your event.
6. Enter your event's **Start Date**.
7. Enter your event's **End Date**.
8. Click **Copy Event**.