

Thanks to York People's Assembly



Selling tickets for your coach on Eventbrite

If you've run coaches for protests before, you'll know those awkward "Is this the number to get a ticket..." phone calls and people promising to pay on the day and then never showing up. Eventbrite is great because it does a lot of your admin for you and its about as trustworthy as any website for taking card payments. You can also enter cash sales from stalls and events. The fees aren't any worse than other options, and its becoming more familiar to more people.

First, you'll need to log-in to either an existing or new Eventbrite account (if you've bought tickets before, you can use the same log-in if you created one) at [www.eventbrite.co.uk](http://www.eventbrite.co.uk). You should find a button saying 'Create Event', which will take you to a page with boxes for all the basic details needed to get started.

Just a few suggestions: Include the departure town/city and demo title in the event title, use the pick-up location and timings for the location and start so they appear on the print-out tickets. Estimate the home arrival time for the finish. For tickets, you need to decide whether to have Eventbrite take the fees out of the ticket price (Absorb fees), or add them on top (Pass fees on). You can also edit when ticket sales will end (as late as possible!). These options are in the Ticket Settings for each ticket type - click the 'Cog' at the right of the Price box to edit. The 'Donation' ticket type is best avoided.

Once you've made the event 'Live', you'll get shown the 'Manage' page. Its highly recommended you change the following settings:

- Under 'Order Form', change 'Basic Information' to either 'Buyer Only' or 'Each Attendee' and select both options for Mobile Phone so you have a quick way to contact people if you need to.
- If you have multiple pick-ups, use the 'Create a Question' option at the bottom of the list. Set 'Question Type' to 'Radio Buttons' and create options with names e.g. '8am - Market Place'. Check the box that says "Show the attendee answer... on tickets".
- If you want to allow people to add a donation, use 'Add Additional Item' in the 'Order Form' options to create a 'Donation' that people can add (for instance, allow people to buy up to 10 x £1 donations).
- On the 'Manage' page, half way down is the link for your event which you should share everywhere. But first, you can edit it to make a nicer link that will be easier to copy from leaflets.

- Under 'Payment Options', enter details for your bank account. You may need to ask your bank for the IBAN number of your account. Ignore 'Offline Payment Methods'.

If people give you cash in person, you can enter their details and send them a ticket confirmation email by clicking 'Add Attendees' lower down on the left. Eventbrite won't charge fees this way, but will keep updating ticket and 'Net Sales' totals.

Finally, you can print a list of everyone who's bought a ticket by clicking 'Guest List' or fetch everyone's data (minus card details) by clicking 'Event Reports' and downloading the file in Excel or CSV (plain text) format.