



Ladies! This month we have decided to focus on something a little different for our Social Media Information

series. This month we are looking at how to create and make your very own business profile/event on Eventbrite. Not everyone has heard of Eventbrite and that's ok, I honestly hadn't heard of it either until February. www.eventbrite.ca is an awesome place online to find fun and unique events throughout Red Deer and surrounding areas (you can specify in the search engine).

To start off you need to enter www.eventbrite.ca into your URL, once you have gotten to the site this is where all the magic happens! In the top right corner, you either want to "sign up" or "create an event"; I would honestly sign up, because if you make more than one event you have a history in your dashboard. Signing up is easy all you have to do is input your email and create a password and you're done pretty much. It will take you through a series of questions like your business name and things like that but that is to help other people find your events. You have successfully created your Eventbrite account, that's so exciting; now we are going to move on to creating your very first event.

Click the create an event tab in the top right hand corner of your screen, this will take you to a page entirely. Once you are there fill out all the information needed later you can preview and look at design theme. Once you have filled in these spots and are happy with the way things look, you can select the "make event live" tab right beside the save and preview tab. Congratulations you just successfully created your very first event on Eventbrite!

Now we are going to be looking at something called a "dashboard", a dashboard is a place on the site where you can manage your pages, delete old pages, and edit current ones. There is also an Event dashboard but that is something different. In the top right hand corner of your page you want to drop down (or click on) your settings, it will be the tab with your name on it e.g. mine says Independent. After you have dropped it down you will select "manage events"; this will take you to a page where you can edit and work on current events, view saved events, and delete old events. To delete these old events, you will select the manage tab right underneath the date of the event. It will take you to a page where it will allow you to either delete, copy, or unpublish the event.

This information page is going through just the basics, there are so many fun things you can do on Eventbrite that it makes planning fun! If you ever have any more questions you would like to ask pertaining to your social media please don't hesitate to call or email me! Thanks Ladies; and have fun with your events!

Emma Cameron

Social Media Coordinator

403-318-5273

emma.c.cameron@outlook.com