## How to create your event?

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Because of updates to the website, the display on the website can differ from this document. Please check the website for the latest version.

### 1-1) Register your account

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First, lets create a Peatix account!

Access the Peatix website (http://peatix.com/), and click the "Register/Login" button in the upper right corner



Fill in your name, email address and password under "Register with your email" and click the "Register" button. Alternatively, you can create an account with your Facebook, Twitter or Google+ account.



#### 1-2) Create your group

After you created your account, the following page will be shown. Click "New Event".

HOSTING TICKETS MY GROUPS	PRO TIPS
	Contributions feature >
	Check-in methods >
	Collect Attendee Information >
	Organizer Guide >

To start, we will first be creating a group. This group will become the community around your event(s).

<b>O</b> Peatix	Q Find Events New Event	Peatix Demo 🔻	$\ge$
	YOU CAN NOW CREATE GROUPS!		- 1
	Groups allow you to build ongoing support and foster a loyal following for your events.		- 1
	COMMUNITY		- 1
	CREATE NOTIFY EVENTS PEOPLE		- 1
	31		
	LET'S BEGIN! >		
		_	

## Peatix

## 1-2) Create your group

To create a new group, please set a group name and add a description (recommended) of the group. To attract more members, we also recommend to add a group logo (size: 80px x 80px), and a cover image.



### 2-1) Create your event

After you created your group, please click "Create an event" to get

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started on your event page.



Enter the event name, country, start date and time of the event, time zone (depends on country) and venue, and click "Save event". You can still edit these details after saving.

Event Name	My Awesome Concert
Country	United States
Starts	05/01/2015 12 PM ♥ : 00 ♥ Date Time
Timezone	EST 🗸
Venue	Carnegie Hall

### 2-2) Register your events content

The Edit event page will de displayed. The event name will automatically be set, and you now create the rest of your event page.

Peatix Q FIND III PLAN EV	/ENT MY TICKETS	Peatix Demo 🔻 🔛
Group Event > Edit Settings D	esign Guide	S 1
• Add cover image		
Event is DRAFT Demo Event #1		ø

First, under "Description", you can enter the content of your event. When you are ready, please click "Save".

You can at any time edit your events description.



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## 2-3) Enter images

By entering images and/or videos into your event page, you can make the description more attractive. To insert your image, click "upload event images" and select your file.



The uploaded picture will be placed at the bottom of the page. To change the position, select the image by clicking with the mouse on the right side on the image and dragging to the left side of the image. Right-click with your mouse, cut the image, and paste it in the desired location.



#### 2-4) Enter a video

If you have a video related to your event, we recommend to insert it in your event page. To insert a video click "Insert Embeds" in the toolbar, enter the URL and a title of your video, and click "Embed"

Click "Save" when you have finished the	event description.
B	Ustream, YouTube, Slideshare or Flickr URL
Friday <b>May 1</b> , 2015 Start: 5:00 pm	Link:
Peatix	Embed

Click "Save" under the event description, and the video will be inserted into your events description.



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## 2-5) Set cover image

The cover image is an important item of your event page, as it is the first thing a visitor of the event pages sees. To set a cover image, please click "Add cover image" and select your image file.

#### Add cover image

#### Event is DRAFT Peatix test

The size of your image is automatically resized to 910 pixel (width). You can adjust height between 80px and 640px by moving the slide at the bottom. To change the position, just click on the image and move it to your desired position.



## 2-6) Register date, time, venue, etc. Peatix

Click on the pencil-marks on the right side, and enter the date & time, the venue, address, access information and organizer information.

![](_page_10_Figure_3.jpeg)

If you enter the building name, or floor number in the address, it is possible that the address can not be successfully displayed on the map. Please enter detailed information about the venue under "Directions". 3. Create tickets

From the edit event page, please click "Set up tickets and prices"

![](_page_11_Picture_4.jpeg)

Set the name of ticket, the price and the number of seats, and click "Save ticket type". For free tickets, check "free".

		×
	Create Ticket	
Ticket Type	Price Sold	Seats ?
VIP	\$30.00	0 / 25 🖬
i.e. Standard, VIP	\$ min. \$ 🗆 Free	# Seats
	SAVE TICKET TYPE	

% You can create multiple ticket types

※ You can at any time change the number of tickets, but you can not change the name or the price. If you made a mistake, please delete and re-create the ticket (not possible after the event is published and the ticket is sold)

※ For payment at the door tickets, check the 'free' box to create a free ticket.

Please specify in the ticket name the amount that needs to be paid at the door. (e.g.

"payment at the door - 25\$")

**Event page creation** 

#### 4-1) Customized URL

![](_page_12_Picture_2.jpeg)

In "settings", you can adjust a wide variety of settings.

![](_page_12_Figure_4.jpeg)

You can customize your event URL into something meaningful and easy to remember.

To change the URL, please click "Change".

![](_page_12_Picture_7.jpeg)

You cannot change the URL after you publish the event page.

※ The URL will end with peatix.com
E.g. http://rabbit-festival.peatix.com

※ An underscore (\_) can not be used in the URL

\* Your customized URL can only be used once. If you organize a recurring event,

we advise to register the date in the URL to create unique URL for each event.

E.g. http://rabbit-festival2015.peatix.com

#### 4-2) Private event

If you want to create an event that is not publicly visible, but only viewable to people of your choice, you can create a private event. Access to the event page will be restricted by a password set by you.

![](_page_13_Picture_4.jpeg)

### 4-3) Show/hide attendees

You can choose to show or hide the attendee names and/or number of attendees on the event page.

The show the attendee names and/or numbers, please add a check.

![](_page_14_Picture_4.jpeg)

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#### 4-4) Ticket sales deadline

You can set the ticket sales deadline (paid and free tickets).

By default, the ticket sales deadline is set to the start time of your event. To change the ticket sales deadline, please click "change".

![](_page_15_Figure_5.jpeg)

# 4-5) Purchase limit/ payment method Peatix

You can adjust the maximum number of tickets per order, and the payment options.

![](_page_16_Picture_3.jpeg)

#### Purchase limit

Standard, the maximum number of tickets for each ticket type that can be bought in one purchase is set to 6. You can change this ticket limit, with a maximum of 10 ticket per order.

#### Payment Methods

The payment methods differ depending on the country of the event. As default, all payment methods are turned on. To disable a payment option, just remove the check.

After you have published the event, the payment methods can not be changed.

By setting a form to your event, you can collect all kind of information (e.g. email address) from the ticket buyers.

Standard, as organizer you can only view the attendee name. If you require more personal information as phone number and/or email address, please set up a form.

USTOM FORM	Set up a custom form
	Great for marketing and CRM. Get to know your attendees by setting up a custom form.
	You can collect more information such as email and name from attendees.

To get started creating your from, click "Create a new form"

![](_page_17_Figure_7.jpeg)

**Event page creation** 

#### 4-6) Custom form

![](_page_18_Picture_2.jpeg)

A new form is created. Click "Edit" to start creating/editing your form.

![](_page_18_Picture_4.jpeg)

First, enter the name of the form, and click "Save Form".

The name of the form will not be shown to attendee, but will only be displayed in your account.

	wForm
Form Name	
Seminar Survey	
+ ADD	FIELD

• Peatix

Depending on the kind of answers you want, you can different types of fields. Click the "Add Field" button to start adding questions.

Edit Seminar Survey			×
Form Name			
Seminar Survey			
	_		
	ADD F	IELD	
	Text Field	Textarea	
	Radio Field	Checkbox Field	
	Dropdown Field	Email Field	
	Date Field	Phone Number Field	

To customize the questions, click "Edit".

![](_page_19_Figure_6.jpeg)

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Enter the question under "label", and enter the answer options under "Option value". Click "Add" to add more answers options.

Gender O Male		
<b>○</b>		
Label		
Gender		
1. Option value	×	
Male		
Male		

If you wish to let the buyer freely enter his answer, please choose the "Text field" or "Textarea" option.

Name*	
If you purchased multiple tickets, please e attendees	enter the name of all
Label	
Name	
Description	You can make the
If you purchased multiple tickets,	by checking the
	"required" box

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By moving the arrow on the left side, you can change the order of the questions.

![](_page_21_Picture_4.jpeg)

To delete a question, click the [X] button on the right side.

![](_page_21_Picture_6.jpeg)

When you are finished editing, please click "Save form" to save your form.

![](_page_21_Picture_8.jpeg)

![](_page_22_Picture_2.jpeg)

To set the form to your event, please click "Enable". After you enabled the form, a check-mark will be displayed.

After you have enabled the form to your event, you cannot make any changes to the form. Please check the questions of your form before enabling the form to your event.

![](_page_22_Figure_5.jpeg)

After you enabled the form, you cannot make any further changes. If you need to edit the form after you enable the form, please duplicate the form.

Semina	ar Survey	
<ul> <li>View</li> </ul>	Duplicate	

Click edit to make changes to the duplicated form

Seminar Survey-1	Enable
Seminar Survey	
View Duplicate	

After you have updated your form, you can enable the new form to your event.

<ul> <li>Seminar Survey - version 2</li> <li>View Duplicate</li> </ul>	
Seminar Survey	Enable
👁 View 🖪 Duplicate  💼 Delete	

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![](_page_24_Picture_2.jpeg)

Your created questionnaire will be added to the order screen.

reau			
Choose Ticket > Form > Confirm			
Gender		Tickets	
) Male		TICKELS	
) Female	free		
lame*	1 ×	SGD \$0.00	
	Total	SGD \$0.00	
all attendees E <b>mail address</b>			
all attendees Email address Back	Next: Confirmation		Hint

You can download the form in CSV-file. Please see the guide "Managing attendees" for more information.

#### 5. Design

![](_page_25_Picture_2.jpeg)

You can freely set the background of the event page.

You can choose a background color, or you can customize the event page by uploading your own background image.

![](_page_25_Picture_5.jpeg)

To upload your own image, please click "Select image", and upload your image. To place the background image side-by-side, please check the "Tile image" option.

Click "Save changes" to set the background to your event page.

#### 6. Publish event

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When you are finished editing the event page, click the "Publish" button at the bottom of the page.

When you publish your event, the ticket sale will automatically start.

![](_page_26_Picture_5.jpeg)

Your event will be listed under HOSTING on your Dashboard. To access your dashboard, click on **My Ticket / Events**.

OPeatix Q Find Events II New Event	Peatix demo account 👻 🔛
HOSTING TICKETS MY GROUPS Demo Group 1 Member	My Tickets / Events PROT Account Settings Contr Public Profile Checl Help Center Colled Logout Orgat
Open   1       Draft   0       Closed   0         Image: Deatix Live!       April 14 2016       Image: Deate sold ▼       Image: Deate sold ▼       Image: Deate sold ▼         0       tickets sold ▼       Image: Deate sold ♥       Image	Cash out licket sales >

#### Frequently asked questions

![](_page_27_Picture_1.jpeg)

- Q1. Can I create multiple events with different dates?
- A1. We recommend the use of the duplicating function.

http://help.peatix.com/customer/en/portal/articles/312449

- Q2. Can I set up discount codes for ticket buyers?
- A2. Yes, you can set up discount codes!

http://help.peatix.com/customer/en/portal/articles/976445

Q3. The Peatix website will not work properly

A3. We recommend that you use the latest version of your browser <a href="http://help.peatix.com/customer/en/portal/articles/1553070">http://help.peatix.com/customer/en/portal/articles/1553070</a>

- Q4. Will a receipt be issued?
- A4. Attendees can download a PDF receipt.

http://help.peatix.com/customer/en/portal/articles/825721

- Q5. Will you send me the payout details of my event?
- A5. You can to check the payout details in your account settings.

http://help.peatix.com/customer/portal/articles/1503354

For more FAQ, please see our help pages:

http://help.peatix.com/customer/en/portal/articles

If you have any questions, please feel free to contact us:

http://help.peatix.com/customer/en/portal/emails/new

Hint