




# Eventbrite Setup Guide

## Leadercast 2021 – Shift



**Please Note:** Leadercast recommends using Eventbrite as your ticketing website. However, Host Site Leaders are welcome to use any ticketing site they prefer.

1. Go to the [Eventbrite](#) site and create a new account if you do not already have one
2. Click “Create Event”
3. Fill out the appropriate fields:

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- a. **Event Details** – fill out the information for your Leadercast event
  - b. **Create Tickets** – Select “Paid Tickets” and fill out ticket name, quantity, and price
  - c. **Additional Settings** – Make sure “Public Page” is selected, then select “Event Type” and “Event Topic”. Only select “Remaining Tickets” if there is a certain ticket quantity that you don’t want to exceed
  - d. At the very bottom of the page, select the green button to “Make your event live”
  - e. On the new page, select the “Set Payment Options” button on the left toolbar, then select “Eventbrite Payment Processing” on the payment processor drop down tab
  - f. Fill out the payment information so the funds from the tickets can be directly deposited automatically five days after the event
  - g. Select “Save” at the bottom. Select “Event Dashboard” on the left side toolbar and scroll halfway down the page to get your Event URL (You will need this for the next step)
  - h. Make sure to send us your ticketing URL so we can list it on the Host Site Finder! Submit your information [HERE](#).
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### Example Eventbrite Pages:

[Calvin Leadercast 2020](#)

[Leadercast Lake Houston 2020](#)

[Leadercast Mt. Hood 2020](#)

[Leadercast Spotlight Church](#)