ACA TESTFEST

HOW TO SET UP ONLINE REGISTRATION WITH EVENTBRITE

As you're preparing to host an ACA Test Fest, offering online registration is a great way to keep things organized and helps you keep track of the students that will be attending the event. There are many online registration options available, but if you don't already have an option in mind, we've found Eventbrite.com to be a great solution. So let's go through the steps of how to set up online registration for your ACA Test Fest using Eventbrite:

Step 1
Open a web browser and go to
http://www.eventbrite.com/

Step 2
Before you can set up your event, you'll need to sign up for an Eventbrite account. To do this, click the 'Sign Up' button located on the right hand side of the navigation bar at the top of the home page.

Step 3
You'll be taken to a sign-up screen where you'll need to provide an e-mail address and choose a password. After you enter this information into the appropriate boxes, click the 'Sign Up' button.

Step 4
You'll now be taken back to the home page, where you'll see a pop up window that offers you the option to 'Find Events' or 'Host an Event.' Click the 'Host an Event' option.

Step 5
This will take you to the 'Create an Event' page. You will be filling out information in three sections: 'Add Event Details', 'Create

Tickets' and 'Additional Settings.' If at any time during the event creation process you need to stop working on creating the event and come back to it later, you can use the 'Save' button located on the right side of the 'Create An Event' header to save your progress. Next to the 'Save' button is a 'Preview' button, which will allow you to see what the Event Webpage looks like at any point in the creation process.

Step 6
Let's start with filling out the 'Add Event Details' section.

- First, you'll need to select a title for your event. For example, something like '[YOUR SCHOOL/INSTITUTION NAME] ACA Test Fest'.

- Next, enter in the location for the Test Fest. Once you've entered the address it will pop up a box where you can put the name of the venue/building and select whether or not to show a map on the event page.

- After that, select the date and time the test fest will take place. There is a link below the date and time boxes, which will allow you to change the time zone, if necessary.

- Next, there is a place provided to upload an event logo. We suggest you use either the Adobe Certified Associate logo or your school logo. To upload your logo, click the 'Choose File' button, navigate to the logo file on your computer, click the 'Open' or 'Add' button. The 'Choose File' button should now be replaced by an 'Upload' button. Click the upload button and the logo will be added to your event details.

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- After uploading your logo, you'll be adding an event description in the next box. Let students know what the ACA Test Fest is, what's required to sign up, and any other specific details they'll need to know to take part in your Test Fest.

- Below this, you will be provided with two boxes: 'Organizer Name' and 'Organizer Description.' This is where you'll enter the name and a short description of your school or institution to let students know they've got the right page.

- The last item in this section is a checkbox for 'Include links to Facebook and Twitter'. If you'd like to include links to your school or institution's Facebook and Twitter pages with your event details, then click this box.

Step 7

In the next section, you can create tickets for your Test Fest. You are presented with four options: 'Free Ticket', 'Paid Ticket', 'Donation' and 'Reserved Seating'.

- If you are offering free spots at the Test Fest, click on 'Free Ticket'. Next, give the ticket a name and select the quantity of tickets or spots you have available. If you would like to add additional details to the ticket, such as an expanded description or the minimum and maximum number of tickets a student can reserve, click on the gear icon to the right of the 'Price' field.

- If you are charging a fee for the Test Fest, you can use Eventbrite to collect that fee by selecting 'Paid Ticket' or you can collect payment at the door. If you choose to use Eventbrite to collect your fees, enter the ticket name, quantity available, and the price you are charging. You will notice that below the price you set is a 'Buyer Total' with a slightly higher price. This is because Eventbrite charges $.99 per ticket + 5.5% of the ticket price as a service and payment processing fee, and by default, that fee is passed on to the buyer. So the 'Buyer Total' is what your students will actually be paying. By clicking the gear icon to right, you can adjust this setting to either spilt the fee with the buyer, or pay the fees yourself.

- If you are offering free spots at the Test Fest, but would like to accept donations, click on 'Donation'. Fill out the ticket name and available quantity, and use the gear icon to the right to adjust to whom you want to assign the payment-processing fee.

- Eventbrite also offers the option to enable reserved seating, so you can design a map of your event, assign where people will sit, and even what order the reserved ticket spaces are sold. To use this option, click the 'Reserved Seating' button in the upper right of the 'Create Tickets' section. From here, you'll be prompted to add a seating map, using the Eventbrite map system. If you use this option, please watch the Tutorial video that pops up just before you start building the map   layout.

Step 8

In the additional settings section, you'll be adding the final details to your event.

- For the first option, select whether you want the page to be 'Public' or 'Private'. Public pages are listed on Eventbrite and are searchable by search engines, while private events are not. If you select 'Private', you will be provided with the option to share the event through social media and/or send out Eventbrite invitations. You can also set a password for viewing the event page if you want to add another level of privacy.

- Next, select the 'Event Type' for the Test Fest. The 'Class, Training, or Workshop' event type seems like an appropriate option.

- After that, select an appropriate 'Event Topic'.

- The last option is a checkbox, which, if checked, will display the remaining number of available tickets on the event page.

Step 9

Next, it's time to finish up your event. If the standard look works for you, click 'Make Your Event Live.' If you want to apply a design different from the standard look, click on 'Choose a Design.' On the next screen you'll be provided with some additional looks or the option to select custom colors. Once you've selected an appropriate look, select the 'Make Your Event Live' option in the upper right of the top navigation bar.

Congratulations! Your event is now live and you can accept online registration. By logging into your Eventbrite account, you can look at the event dashboard to see how many tickets have been claimed, how many remain, and other details. You can also make changes to the event details. For more information on the Eventbrite system, visit their help center: http://help.eventbrite.com/customer/en_us/portal/articles