TOP 5 BENEFITS

OF LISTING YOUR EVENTS ON THE MEMBER EVENTS COMMUNITY PORTAL

Young Living Australia & New Zealand has partnered with Eventbrite to ensure that you get the very most out of your events and workshops!

A PROFESSIONAL LOOK

If you feel like your event listings lack a little pizazz, you'll now be able to access a range of corporate-designed and approved templates for a professional look. You will still be able to add your own flare into the description and of course add your own photos and information. Your events will look amazing and attract the attention that they deserve!

ATTRACT MORE GUESTS TO YOUR EVENT

Listed member events are searchable by location, category and date, helping interested people in your area find you online and join your events and workshops!

REDUCED FEES

How does NO CHARGE EVER for free events sound? That's right – free events will be totally free of charge for you to list. Plus if you do charge for an event, you will benefit by reduced fees and you can even build in this small cost into the ticket price.

Eventbrite Service fee: 2.5% + 75c (capped at $4.95)
Payment Processing fee: 2%

MANAGE YOUR EVENTS EASILY

Receive quick payments, easily manage your ticket sales and communicate with attendees. You can even issue refunds when needed.

SHARE YOUR EVENTS EASILY

Share your events on social platforms easily and even embed your event listings into your business Facebook page!

Do you need assistance?

As a Young Living sub-user, you have access to

24/7 EVENTBRITE SUPPORT

Australia: **1800 292 701** (option 2 & hold)   New Zealand: **0800 453 788** (option 2 & hold)
Online Chat **www.eventbrite.com.au/support/contact-us**

SETTING UP YOUR ACCOUNT

Now that you're ready to become a part of the Member Events Community Portal, please follow these easy steps to set up your account.

STEP 1

Firstly, we need to set you up on our Eventbrite platform as a sub-user – this is so you have access to our professionally designed templates so that your event features on the Young Living Event Community Portal and also looks amazing!

To do this, please send an email to membereventsau@youngliving.com.au with your **Name, Member ID and PIN,** along with the email address you would like to use for your new Eventbrite account.

Please note, if you already have an existing Eventbrite account, you will need to either:

   a.   Use another email address for your Community Portal sub-user account.

           OR

   b.   Change the email address on your existing account (so that it still exists and you have access to it) and then we can set up your new Community Portal Eventbrite account with the original email address you prefer to use (e.g. your business email). You can go this by logging into your Eventbrite account and clicking on **Account Settings** and then selecting **Change** under **Email Address**.

STEP 2

Once you've been added as a sub-user, you will receive an email from Eventbrite to set up your new account password. Please click the button in the email and you will be taken to the Eventbrite website and asked to select a password.
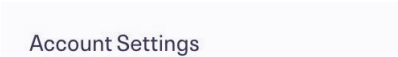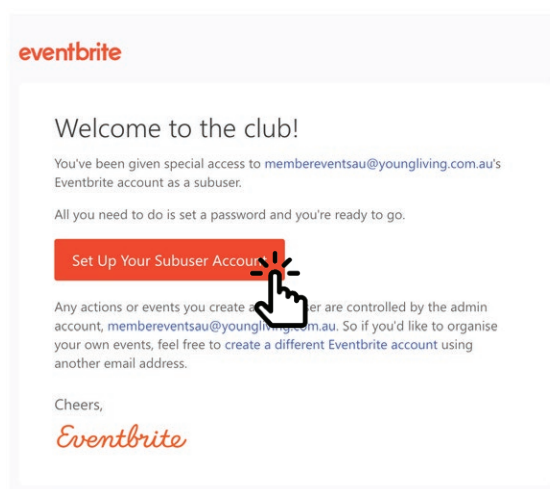

STEP 3

Now you can start creating your events! But first you need to set up your Account. *Continue to the next page.*

ACCOUNT SETTINGS

Set up your Account Settings

STEP 1

1. Sign in to your www.eventbrite.com account using the email and password you just set up

2. Hover your mouse over the **account icon** ⊖ ∨ in the top right corner

3. Select **Account Settings** from the drop down menu   Account Settings

4.   Under the profile photo section, click the **Add A Profile Image** box and locate the image on your computer that you want to use.

   ADD A PROFILE IMAGE
   Drag and drop or choose a file to upload
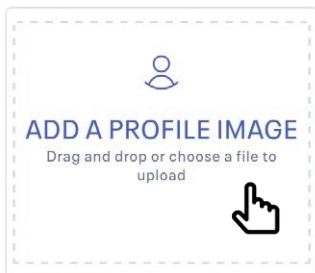
   Crop your image and Save!

5. Fill out your contact information below and **Save** your profile.

STEP 2

1. On the right side, use the tabs under Account to fill out your information where relevant under each page.

   - Change your password
   - Change your Email Preferences
   - Link your Facebook account

2. Under the Organiser tab, you can:

   - Add your PayPal email address for your payouts from ticket sales
   - View your payout summary
   - View your charges and credits
   - View your Eventbrite invoices

CREATING AN EVENT

Now that you've set up your account, you are ready to start creating events!

STEP 1

Log into www.eventbrite.com using your email address and password.

First we need to make a **copy** of the event draft that we've created for you, so that you have a copy of your own on your account.
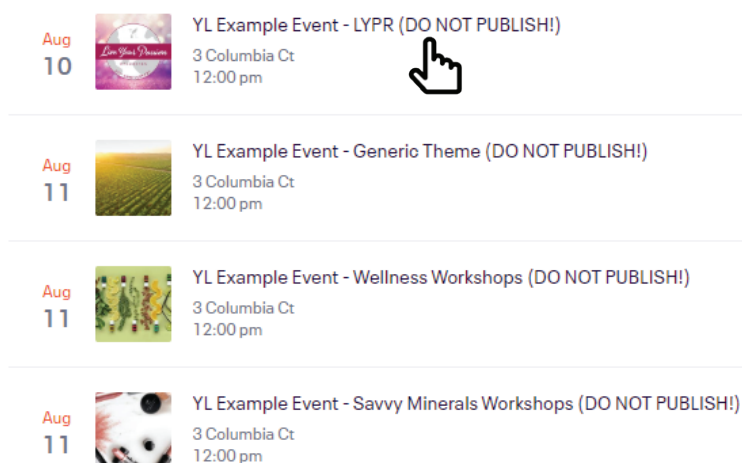
1. Hover your mouse over the **account icon** 👤 ⌄ in the top right corner
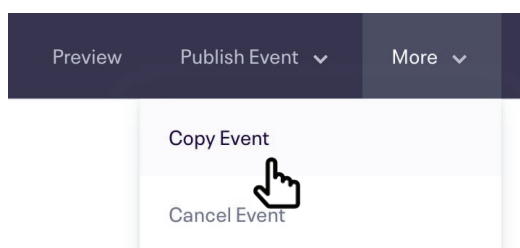
2. Select **Manage Events** from the drop down menu   Manage Events

3. Click on the **Draft** tab

    Published (0)
    ✓ Draft (5)
    Past (0)

4. Find the type of event you wish to host (e.g. LYPR) and click it.

    Aug 10 — YL Example Event - LYPR (DO NOT PUBLISH!)
    3 Columbia Ct
    12:00 pm

    Aug 11 — YL Example Event - Generic Theme (DO NOT PUBLISH!)
    3 Columbia Ct
    12:00 pm

    Aug 11 — YL Example Event - Wellness Workshops (DO NOT PUBLISH!)
    3 Columbia Ct
    12:00 pm

    Aug 11 — YL Example Event - Savvy Minerals Workshops (DO NOT PUBLISH!)
    3 Columbia Ct
    12:00 pm

5. **IMPORTANT STEP!** In the top right corner, click on More and select **COPY EVENT**

    Preview   Publish Event ⌄   More ⌄
    Copy Event
    Cancel Event

    IMPORTANT: Always ensure you COPY the event prior to making edits. Do not press Cancel event on the 'draft' as this will delete it for you and fellow YL Sub-users.

    This is because the draft event has been created by Young Living Head Office for you to copy, so if it is published it will publish the event on the main Young Living community page and not on your account, so please follow these steps closely to ensure this event is your own. Thank you!

CREATING AN EVENT

6. Delete the current Event Title and write in your own and the date and time of your event. (Example of an event title - type of event, title of event + your name and/or business name)

Copy Event
The same event info and settings, without attendee information.

Event Title *
Copy of YL Example Event - LYPR (DO NOT PUBLISH!)

Event Starts *
19/09/2019

Start Time
12:00 PM

Event Ends *
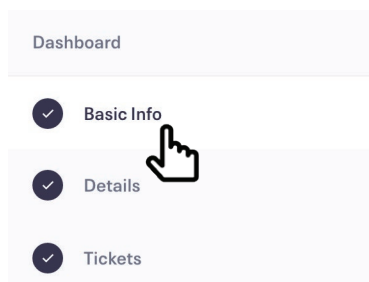17/11/2019

End Time
3:00 PM

7. Click the Copy Event button in the bottom corner of the screen.   **Copy Event**

STEP 2

Now you can start building your new event!

1. Click on the **Basic Info** tab to the left side unde "Dashboard"

Dashboard

✓ Basic Info

✓ Details

✓ Tickets

2. Now you will begin to build your event. Select the category (if different from the template) and add in some keywords under tags. ALL tags should include the word "tickets" and "young living", along with the type of event, location and anything else you can think of that people may search for in looking for events on Eventbrite and/or search engines like Google.

Rally ⌄   Health & Wellness ⌄   Sub-category ⌄

Enter tag
Add keywords to your event

Add   ⚡

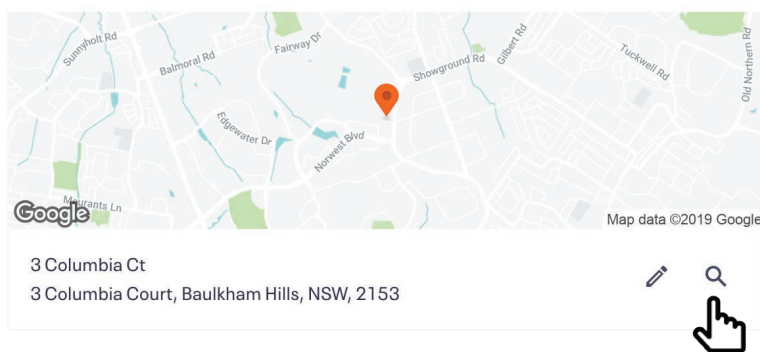3/10 tags.   0/25

CREATING AN EVENT

3. Enter your location by clicking on the magnify glass to type in the event address or select online event.
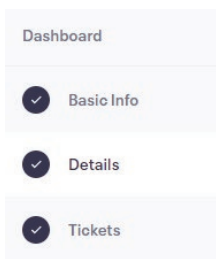
Location

Help people in the area discover your event and let attendees know where to show up.

3 Columbia Ct
3 Columbia Court, Baulkham Hills, NSW, 2153

4. Ensure your date, time, timezone and any recurring dates are set up correctly and press **Save**.

5. In the left Dashboard menu, click on **Details**

Dashboard

Basic Info

Details

Tickets

6. You can leave the **Main Event Image** as it is if you like, or you can change it to your own. If you wish to do this, hover your mouse cursor over the image and select the bin icon.
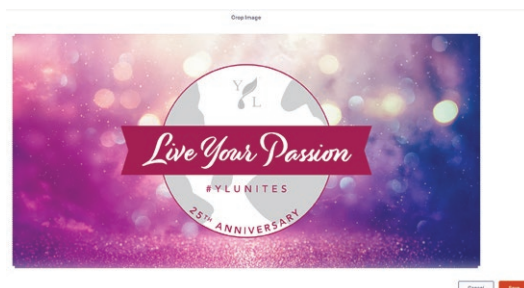
Main Event Image

This is the first image attendees will see at the top of your listing. Use a high quality image: 2160x1080px (2:1 ratio).

7. Then click the banner area and select the image you wish to use from your computer. A 'crop image' box will appear where you can easily resize your banner to fit and click **Save**.

CREATING AN EVENT

8. **Description**

Fill in a brief summarised description about your event to get guests excited - this summary appears on the Eventbrite search so be sure to include keywords again (like in your tags) such as 'tickets', 'young living', etc.

> ## Description
> Add more details to your event like your schedule, sponsors, or featured guests.
>
> Summary *
> Write a brief description here to get guests excited - be sure to use keywords such as 'tickets' and 'young living'!

In the box below appears the longer event description:

We have added an example description to each event type for you, please ensure you edit the BOLD sections to the correct details and add your own flare to the text if you like! We want each event to be unique, fun and inviting.

> B *i* ⌐⌐ ☰ ☰
>
> **Please edit bold sections below and feel free to add your own flare:**
>
> Celebrate 25 years of wellness, purpose and abundance with our passionate and conscious community and see why there are over 5.6 million members globally supporting this ethical and authentic company.
>
> Join us and let us show you how with Young Living you can reduce the toxins in your home, support your mind, body and soul with natural products and make small changes every day towards whole life wellness!
>
> Connect with hundreds of thousands of Young Living members all across the globe at the '**MONTH'S**' Live Your Passion Rally Event!

9. **Event Organiser Information**

Each template (or draft) has an Event Oraganiser Information box below the event description. This is important to include in ALL events because as a sub-user, your Organiser Profile is set up to appear under the Young Living Independent Distrubutor AU/NZ. So by adding your organiser information to the event, you're ensuring your guests know exactly who you are and how to contact you if they need to.

> --------------------------------
> **Event Organiser Information**
> --------------------------------
>
> Name: Young Living Independent Distributor
>
> Mobile:
>
> Email:
>
> Website:
>
> Facebook:

10. **Adding extra sections** is now so easy!

> T Add Text   🖾 Add Image   ▶ Add Video

Add Text: Simply type in your additional text and format accordingly
**Add Image:** Click on the banner and select the image directly from your computer
Add Video: Paste in your YouTube link to embed the video directly onto your event

Note: You can easily re-order the images, text and videos by using the arrows on the right side of the boxes and you can remove an unwanted box by hitting the bin icon.

↑
🗑
↓

CREATING AN EVENT

11. Moving on to tickets! Click the **Tickets** link in the left dashboard menu.
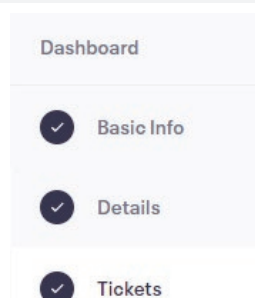
12. In all draft templates, we've set up a General ticket - you can either edit this or delete and start from scratch.

13. To create a new ticket type, click on **Create Ticket.**

14. Select **Paid, Free or Donation** type

15. Name your ticket type and enter the quantity and price.

Rolling fees into ticket prices - this means you charge your guests your ticket fees rather than paying them to Eventbrite yourself. Click on **View Details** to see a breakdown of fees and charges.

16. Set up your sales **start date and time**.

17. Drop down the **Advanced Settings** and type in a description for the ticket type if necessary, the visibility, amount of tickets per order and your sales channel - how you want to sell this ticket.

18. Press **Save**

Hints and Tips
- You can create multiple ticket types and reorder them using click and drag.
- You can now Copy ticket types to make it easier for you to quickly set these up - do this by clicking the 3 dots⋮ on the right side of the ticket type and clicking Copy.
- There is now an Add-ons tab which is great to set up extras to tickets such as a t-shirt or other merchandise or a workshop add-on.
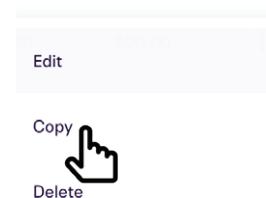
19. Click Save in the bottom corner.

CREATING AN EVENT

20. In the Dashboard Navigation, click on the Settings tab at the bottom and select Privacy.

Settings ^
Privacy
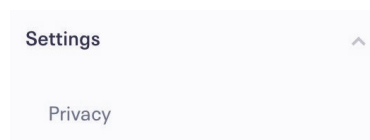
21. Select whether you want this event to be public or private.

Public: The event is fully searchable on the Eventbrite platform along with search engines such as Google. NOTE that public events that meet certain criteria may be eligible for event support by corporate. Contact Member Services for details.

Privacy settings
Is your event open to the public, or is it a little more exclusive? Manage your privacy settings here.

Privacy
Public ⌄

Private: Accessible only by people you provide the link to. Please note that a private event will still be displayed when added to the Young Living Member Events Community Portal. However, it will not be visible by searching on the Eventbrite platform or be searchable on search engines such as Google.

22. Under the **Settings** tab again in the dashboard navigation, click on **Refund Policy** Here you can choose which setting you prefer when offering refunds.
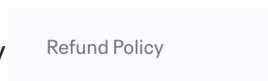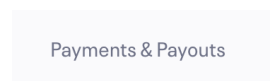
Refund Policy

[O] **Refund Policy**
Select a refund policy to display to your attendees on your event listing.

○ 1 day: Attendees can receive refunds up to 1 day before the event start date.
○ 7 days: Attendees can receive refunds up to 7 days before the event start date.
○ 30 days: Attendees can receive refunds up to 30 days before the event start date.
○ No refunds: We do not offer refunds.
● I don't want to specify my refund policy now. I will respond to attendee refund requests on a case by case basis.

23. Click on **Payments and Payouts** in the dashboard navigation
This is an important step for all charged events.
Enter in your bank account information to ensure you will be paid once your event has ended. You will need to do this for ALL EVENTS!

Payments & Payouts

24. Back in the Dashboard navigation, click on **Country Currency** - ensure yours is set to Australian AUD or New Zealand NZD depending on your location.

25. Next down the dashboard nav is **Tax** - if you are a business owner and have an ABN it is important you enter your information here to avoid any tax discrepancies.
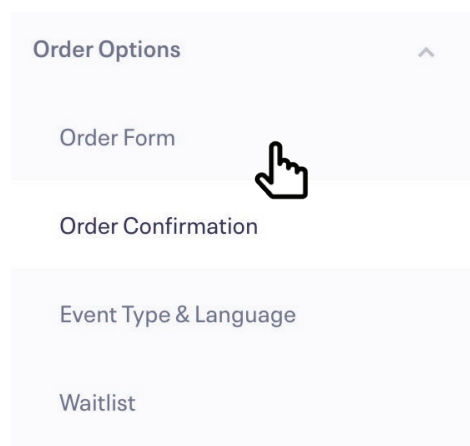
26. Press SAVE once you're ready to move onto the next step.

CREATING AN EVENT

STEP 3

Change the email address on your event so that you get the ticket sale emails!

1. On the left side, click on Order Options drop down and select Order Confirmation

Order Options

Order Form

Order Confirmation

Event Type & Language

Waitlist

2. Under Customise Email, please change the email address under **Default Reply-to** to your *own email address*
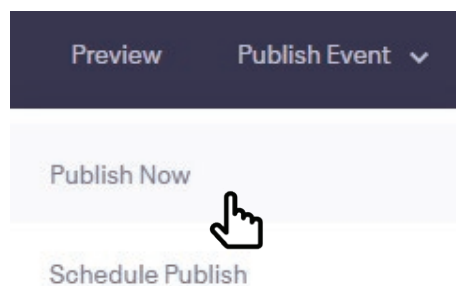
Default 'Reply-to' Email Address

youremailhere@website.com.au

3. Press Save Settings

STEP 4

If you're happy with how your event looks, you can preview first and then Publish or Schedule Publish the event from the top menu.

Preview   Publish Event ⌄

Publish Now

Schedule Publish

Bonus! You will see a pop-up window to add the event to Facebook. If you have a business page, you can connect your Eventbrite account to Facebook and follow the instructions to add your Eventbrite event to your Facebook page!

Congratulations!

Add this event to Facebook in 3 simple steps to reach more people and sell more tickets at no extra cost.

f Facebook Events

IMPORTING YOUR EVENT

STEP 1

Your event is now live on Eventbrite!
Let's import it to the Young Living Member Events Community Portal!

1. Visit the YL Events Community Page here

    nvite.com/community/younglivingmembers

    TIP: Bookmark that link above so you can always access it and share it with your team!

2. In the top bar, click on **Import Event** [Import Event]

3. In the pop-up box, select the type of event from the list that your event falls under.

Savvy/Beauty
Live Your Passion Rally
Wellness Workshops
Business Workshops
Other/Generic

4. You will then be prompted to **log into Eventbrite**, please enter your email address and password you use for your account

5. Press **Allow** to let Nvite give access to your Eventbrite account

Allow Community Pages by nvite to access your Eventbrite account?

Eventbrite takes privacy very seriously. Before allowing access to your account, please ensure that you trust nvite with your data and that you initiated this request.

If you have questions or comments, please contact us.
By proceeding, you agree to the Eventbrite Terms of Service and Privacy Policy.
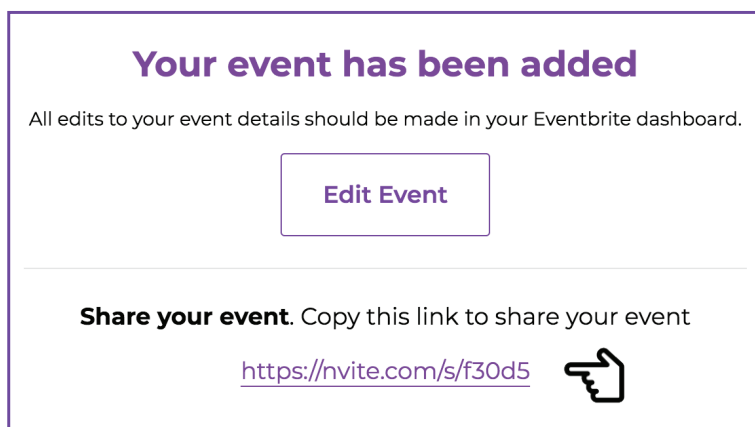
[Allow] [Deny]

IMPORTING YOUR EVENT

6. If you are prompted to select the type of event again, please select it again from the event types.

7. A list of your events will display. Please select the **new event** you just set up and press **Apply.**

> LYPR: Living a Chemical Free Lifestyle with Jane Smith
> Saturday, August 10
>
> **Apply**
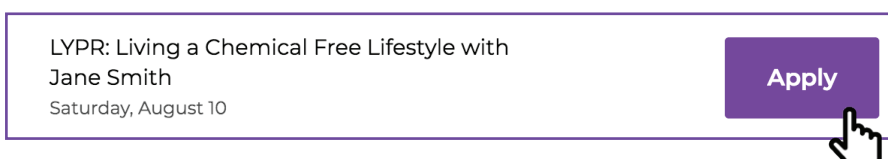
8. You can then view your event at the link provided and share with your team via email or social media to start selling tickets!

> ## Your event has been added
>
> All edits to your event details should be made in your Eventbrite dashboard.
>
> **Edit Event**
>
> ---
>
> **Share your event**. Copy this link to share your event
>
> https://nvite.com/s/f30d5

Your event will now be displayed on the
Young Living Member Events Community Portal
until the event date has passed
(it will then be displayed under past events)

Do you need assistance setting up your events?

As a Young Living sub-user, you have access to

24/7 EVENTBRITE SUPPORT

Australia: **1800 292 701** (option 2 & hold)   New Zealand: **0800 453 788** (option 2 & hold)
Online Chat **www.eventbrite.com.au/support/contact-us**

REMOVING YOUR EVENT FROM THE PORTAL

STEP 1

Should you need to remove your event from the Member Events Community Portal, please carefully follow these simple steps below.

1. Ensure you are logged into www.eventbrite.com.au

2. Open a new tab or window and visit the YL Events Community Page:

    nvite.com/community/younglivingmembers

3. In the top bar, click on **Import Event**   Import Event

4. In the pop-up box, select the category that your event is listed under

Savvy/Beauty
Live Your Passion Rally
Wellness Workshops
Business Workshops
Other/Generic

5. Find your event in the list that you want to remove and press the Remove button

Copy of YL Example Event - Business Workshops (DO NOT PUBLISH) Saturday, December 7	Apply
Copy of YL Example Event - Generic Theme (DO NOT PUBLISH) Saturday, December 7	Remove
Copy of YL Example Event - Savvy Minerals Workshops (DO NOT PUBLISH) Saturday, December 7	Apply

    Note: only events that have been added under this category will have the Remove button.
    If you do not see the Remove button, it's possible that the event was added under a different category.