

# LIVE YOUR PASSION RALLY – PUBLIC EVENT PROMOTION



## HOST A KILLER LIVE YOUR PASSION RALLY

### LOCATION



Find a space that works for your event. Some cost-effective suggestions include your home, backyard, local library, church, school, or hotel meeting room.



Make sure the location has what you need—technology, equipment, adequate space for your audience, etc.

**TIP:** Ask if you can access the location a day or two before the event to test equipment, plan your setup, and feel more comfortable in the space.

### PROMOTE



Invite your team and others to attend your event. We suggest creating an electronic invitation or spreadsheet to help document your list of attendees.



Register your event on Jotform, and we'll add you to the host email list for updates and collateral to promote your event.

**TIP:** Plan a giveaway, DIY project, or additional trainings for your event to increase attendance. Check out the Young Living Blog for some fun ideas!

### PRE-EVENT



Create event on Eventbrite, register your attendees and send the Eventbrite Attendees List to [events.my@youngliving.com](mailto:events.my@youngliving.com).



Use the sample agenda as a template to create your personalized event agenda.



Ask leaders in your area to speak or give a training at your event.



Order products from our NingXia Red® line to set up your own NingXia Bar. You can donate the proceeds to The D. Gary Young, Young Living Foundation or keep them to recover some of your hosting cost.

**TIP:** Participate in Young Living training, calls, and email communications created specifically for Live Your Passion Rally hosts for more helpful hints!

### EVENT

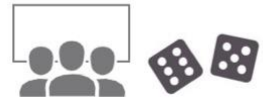
Check in your attendees on the spot using Eventbrite Organiser App.



Show the videos we'll provide, interact with your team, set goals for the quarter, and have fun!



Give yourself enough time to set up your space.



Engage your audience.



Make it your own!  
The event can reflect your personality and passions.



Recognize team rank advancements, recent achievements, and anyone who helped make the event possible.

Share your excitement with hashtags!  
Recap your event in video for members on your team who didn't attend.



**TIP:** Take pictures or video of your event to encourage others to participate in the next event.

### POST-EVENT



Thank your team members for attending the event and follow up with them to continue the momentum.



Provide your Eventbrite Attendees Summary Report to Young Living at [events.my@youngliving.com](mailto:events.my@youngliving.com).



Start planning your next Live Your Passion Rally event or team meeting!

**TIP:** Take a moment to appreciate yourself for all you did to host a killerrally!

# LIVE YOUR PASSION RALLY – PUBLIC EVENT PROMOTION

## DESCRIPTION

### 1. Public Event Promotion Registration

Requirement:

- Host must register the Live Your Passion Rally event on [Jotform](#) as public event with a physical venue within Malaysia and a target more than 30 pax attendees by 26 September 2018, 11.59pm MYT.
- Upon Jotform registration, host must also register the event on Eventbrite and manages the attendees via Eventbrite platform.

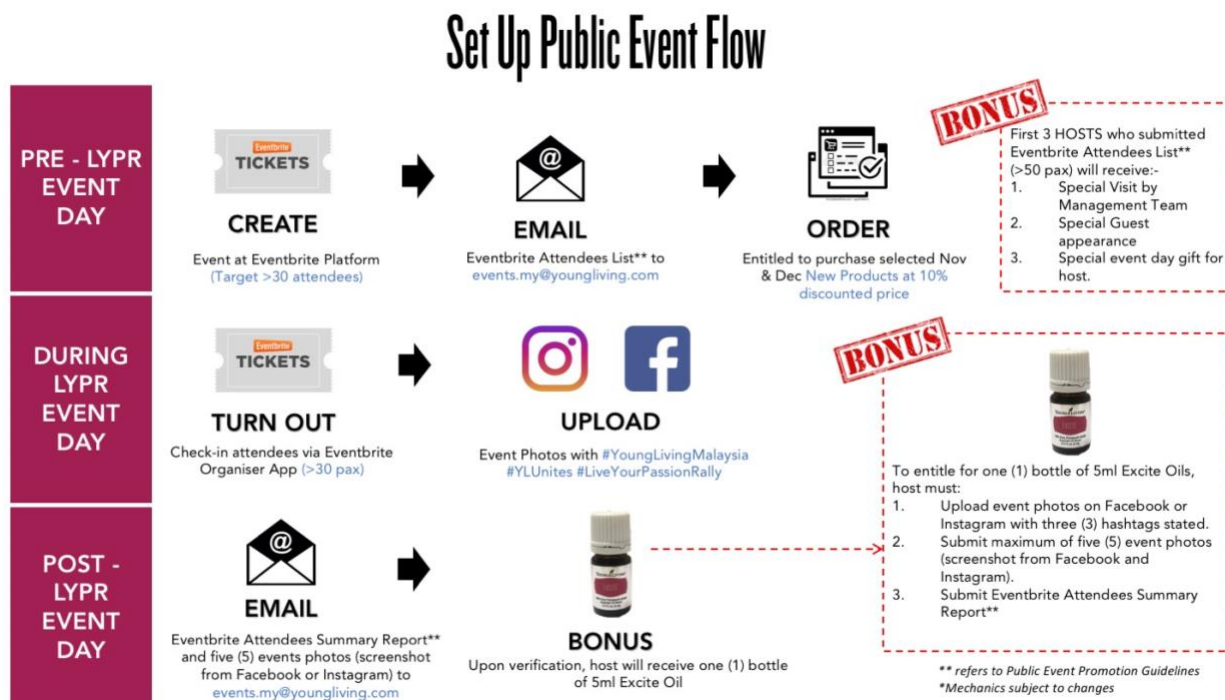
*\* Host who has registered the Live Your Passion Rally event on Jotform as private event but wish to participate the Public Event Promotion may [re-register online](#) with physical venue within Malaysia and a target of more than 30 pax attendees by 26 September 2018, 11.59pm MYT.*

*\* Member who has not register the Live Your Passion Rally event on Jotform may [register online](#)\* as public event with a physical venue within Malaysia and a target of more than 30 pax attendees before 26 September 2018, 11.59pm MYT.*

### 2. Promotions Entitlement for host as the following:

- In exchange for an order form\* (to purchase the selected November & December New Products at 10% discounted price), host must submit the Eventbrite Attendees List (more than 30 pax) in PDF file to [events.my@youngliving.com](mailto:events.my@youngliving.com) with email title: “**October LYPR Public Event–Attendees List**” by 3 October 2018, 11.59pm MYT.  
*\*Order form: Each host and co-host(s) is entitled to purchase one (1) unit per SKU of the selected November and December New Products at 10% discounted price.*
- For Bonus Gift, first three (3) hosts who submitted the Eventbrite Attendees List (more than 50 pax) in PDF file to [events.my@youngliving.com](mailto:events.my@youngliving.com) with email title: “**October LYPR Public Event–Attendees List**” by 3 October 2018, 11.59pm MYT.
- To claim one (1) bottle of Excite Oil (5ml), host must:
  - check-in all attendees (more than 30 pax) on 6 October 2018 at the event itself using Eventbrite Organiser App.
  - post the event photos on Facebook or Instagram with three (3) hashtags (#YoungLivingMalaysia, #YLUnites, #LiveYourPassionRally) by 6 October 2018, 11.59pm MYT.
  - submit maximum of five (5) events photos (screenshot from Facebook and Instagram) and the Eventbrite Attendee Summary Report in Microsoft Excel format to [events.my@youngliving.com](mailto:events.my@youngliving.com) with email title: “**October LYPR Public Event – Submission Items**” by 10 October 2018, 11.59pm MYT.

## LIVE YOUR PASSION RALLY – PUBLIC EVENT PROMOTION



### LYPR PUBLIC EVENT (STEP BY STEP GUIDE)

If you have not sign up as a host and you are interested to host a public event, start from STEP 1.  
If you have signed up as a public host on Jotform, proceed to STEP 2.

**STEP 1** – Register the Live Your Passion Rally event on [Jotform](#) as public event with a physical venue within Malaysia and a target more than 30 pax attendees by 26 September 2018, 11.59pm MYT.

**STEP 2** – Create your event on Eventbrite (compulsory) at your own cost. For more information, refer to:  
[How to Set Up Eventbrite Account](#)  
[How to Create Event on Eventbrite](#)  
[How to Set Up PayPal Account \(Personal\)](#)- (for online ticket payment only - optional)  
[How to Set Up PayPal Account \(Business\)](#)- (for online ticket payment only - optional)  
[How to Link a Bank Account to My PayPal Account](#)- (for online ticket payment only - optional)

**STEP 3** – Once your event is published on Eventbrite, invite people to register your event via Eventbrite.

**STEP 4** – Once the number of attendees on Eventbrite has achieved more than 30 pax, submit your Eventbrite Attendees List in PDF file to [events.my@youngliving.com](mailto:events.my@youngliving.com) with email title: **“ October LYPR Public Event–Attendees List”** by 3 October 2018, 11.59pm MYT in exchange of an order form\*.

## LIVE YOUR PASSION RALLY – PUBLIC EVENT PROMOTION

*\*Order form: Each host and co-host(s) is entitled to purchase one (1) unit per SKU of the selected November and December New Products at 10% discounted price.*

Learn: [How to Download Attendees List in PDF file \(Before LYPR\)](#).

(Bonus! First 3 hosts who submitted more than 50 pax attendees will receive the Bonus Gift:-)

- Special Visit by Management Team
- Special Guest Appearance
- Special Event Day Gift for host

**STEP 5** – Download the Eventbrite Organiser App and prepare for your event. For more information, refer to: [Where to Download Eventbrite Organiser App](#).

**STEP 6** – On the Event Day:

(a) Check-in all your attendees using Eventbrite Organiser App. Learn:

[How to Check-In Attendees on Eventbrite Organiser App for IOS \(During LYPR\)](#)  
[How to Check-In Attendees at the Event on Eventbrite Organiser App for Android \(During LYPR\)](#)

(b) Take as many photos and post them on Facebook or Instagram by 6 October 2018, 11.59pm MYT with the following hashtags:

#YoungLivingMalaysia

#YLUnites

#LiveYourPassionRally

(c) Enroll new members and promote Young Living to be eligible for the Enrollment Promotion\*\*.

*\*\*Enrollment promotion details will be announced near LYPR event day.*

**STEP 7** – After LYPR, host must submit the following items to email title: **“October LYPR Public Event Submission Items”** to [events.my@youngliving.com](mailto:events.my@youngliving.com) by 10 October 2018, 11.59pm MYT.

(a) Enrollment Template (if applicable)

(b) To claim one(1) bottle of Excite Oil (5ml), submit:

- Maximum of five (5) event photos (screenshot from Facebook or Instagram).
- Eventbrite Attendees Summary Report in Microsoft Excel format (more than 30 pax).

Learn: [How to Download Attendees Summary Report in Microsoft Excel format \(Post LYPR\)](#).

(c) Order Form\* (for eligible host only)

*\*Order form: Each host and co-host(s) is entitled to purchase one (1) unit per SKU of selected November and December New Products at 10% discounted price.*

## LIVE YOUR PASSION RALLY – PUBLIC EVENT PROMOTION

### 4. To learn further on Eventbrite and PayPal Set Up:

- Young Living Malaysia is organising a **Public Event Set Up Tutorial class** for host and co-host(s) via Zoom:

Click on the Zoom Link to join the tutorial class:

19 September 2018, 2.30pm – 4.30pm: <https://youngliving.zoom.us/j/380417579>

26 September 2018, 10.00am – 12.00pm: <https://youngliving.zoom.us/j/262692865>

\*Recommend host and co-host(s) to join the class with their laptop or PC.

## HOW TO SET UP EVENTBRITE AND PAYPAL (QUICK GUIDE)

### 1. Host's checklist before creating an event on Eventbrite:

- Host has an Eventbrite account.
- Host has a PayPal account (optional) – only for online ticket payment
- Host has an online banking account (optional) – only for online ticket payment
- Host has an Eventbrite Organiser app on mobile

### 2. Quick Guide Links:

- [How to Set Up Eventbrite Account](#)
- [How to Create Event on Eventbrite](#)
- [How to Set Up PayPal Account \(Personal\)](#)- optional for online ticket payment
- [How to Set Up PayPal Account \(Business\)](#)- optional for online ticket payment
- [How to Link a Bank Account to My PayPal Account](#)- optional for online ticket payment
- [How to Download Attendees List in PDF file \(Before LYPR\)](#)
- [Where to Download Eventbrite Organiser App](#)
- [How to Check-In Attendees on Eventbrite Organiser App for IOS \(During LYPR\)](#)
- [How to Check-In Attendees on Eventbrite Organiser App for Android \(During LYPR\)](#)
- [How to Download Attendees Summary Report in Microsoft Excel format \(Post LYPR\)](#)

## FAQ

### 1. Q: As a host, how do I know that my event is eligible to participate the Public Event Promotion?

A: To be eligible, you must first register the LYPR event in [Jotform](#) as public event with a physical venue within Malaysia and a target more than 30 pax attendees by 26 September 2018, 11.59pm MYT. Upon Jotform registration, host must register the event on [Eventbrite](#) to promote the event and manage attendees via Eventbrite platform.

## LIVE YOUR PASSION RALLY – PUBLIC EVENT PROMOTION

2. **Q: I have registered as public event with a physical venue in Malaysia and have more than 30 pax attendees on Jotform, what if I did not create my event on Eventbrite?**

A: You will not be entitled to participate the Public Event Promotion. Only host who has registered their event on Eventbrite and managed the attendees via Eventbrite Organiser App is entitled to the Public Event Promotion.

3. **Q: As a host, I have registered a private event on Jotform but what can I do in order to participate the Public Event Promotion?**

A: You must first change your private event to public event by re-register your event as public event on [Jotform](#) by 26 September 2018, 11.59pm MYT with a physical venue within Malaysia and a target more than 30 pax attendees. Upon Jotform registration, you must create the event on [Eventbrite](#) and manages the attendees via Eventbrite platform.

4. **Q: When does the registration of the LYPR Public Event Promotion ends?**

A: The last date of registration on [Jotform](#) is 26 September 2018, 11.59pm MYT.

5. **Q: As a host, how do I know that I am eligible to purchase the November and December New Products at 10% discounted price?**

A: You must submit the Eventbrite Attendees List (more than 30 pax) in PDF file to [events.my@youngliving.com](mailto:events.my@youngliving.com) with email title: **“October LYPR Public Event–Attendees List”** by 3 October 2018, 11.59pm MYT. Upon verification, you will receive an email from [events.my@youngliving.com](mailto:events.my@youngliving.com) with an order form\*.

*\*Order form: Each host and co-host(s) is entitled to purchase one (1) unit per SKU of selected November and December New Products at 10% discounted price.*

*NOTE: The ordering procedure and stock fulfilment period will be informed on order form.*

6. **Q: As a host, how do I know I that I am one of the first three (3) hosts to receive the Bonus Gift?**

A: On first come first serve basis, you must submit the Eventbrite Attendees List (more than 50 pax) in PDF file to [events.my@youngliving.com](mailto:events.my@youngliving.com) with email title: **“October LYPR Public Event–Attendees List”** by 3 October 2018, 11.59pm MYT. Upon verification, the three host will be contacted by staff from YL Malaysia office.

7. **Q: What is the Event Day Gift?**

A: Event day gift is a gift which will be announced and presented to the host on 6 October 2018 at the selected event(s) by the management team or the invited special guest.

8. **Q: As a host, how do I know that I am eligible to receive the one (1) bottle of Excite Oil (5ml)?**

A: You must submit the following items to email title: **“October LYPR Public Event – Submission Items”** to [events.my@youngliving.com](mailto:events.my@youngliving.com) by 10 October 2018, 11.59pm MYT. Upon verification, you will receive an email from [events.my@youngliving.com](mailto:events.my@youngliving.com).

- (a) Enrollment Template (if applicable)
- (b) To claim one(1) bottle of Excite Oil (5ml):
- (c) Submit maximum five (5) event photos (screenshot from Facebook or Instagram).
- (d) Submit Eventbrite Attendees Summary Report in Microsoft Excel format (more than 30 pax).

## LIVE YOUR PASSION RALLY – PUBLIC EVENT PROMOTION

(c) Order Form\* (for eligible host only)

*\*Order form: Each host and co-host(s) is entitled to purchase one (1) unit per SKU of selected November and December New Products at 10% discounted price.*

**10. Q: As a host, what happen if I created my event on Eventbrite but I did not check-in all attendees via Eventbrite Organiser App and post event photos on Facebook or Instagram on the event day?**

A: You will not be entitled to receive the one (1) bottle of Excite Oil (5ml).

**11. Q: What is the delivery charges for the one (1) bottle of Excite Oil (5ml)?**

A: Host will be receiving the one (1) bottle of Excite Oil (5ml) on free delivery within seven (7) business day upon submission to [events.my@youngliving.com](mailto:events.my@youngliving.com).

*Note: The Excite Oil (5ml) delivery is separated from the LYPR purchased order delivery.*

**12. Q: Does the co-host(s) entitle to receive the one (1) bottle of Excite Oil (5ml)?**

A: The one (1) bottle of Excite Oil (5ml) is exclusive to per-event only.

**13. Q: As an enroller, how many enrollees do I have to enroll in order to be entitled for the Enroller Promotion and what does enrollee gets?**

A: The enrollment promotion details will be announce nearer to the LYPR event day.

**14. Q: As a host organising a private event, what promotion am I entitled for?**

A: You will be entitled to participate in the enrollment promotion and the upcoming promotion (if applicable).

**15. Q: I do not know how to set up Eventbrite and PayPal account, what should I do?**

A: You can attend the tutorial class via Zoom based on the following schedule:

19 September 2018, 2.30pm – 4.30pm: <https://youngliving.zoom.us/j/380417579>

26 September 2018, 10.00am – 12.00pm: <https://youngliving.zoom.us/j/262692865>

- Alternatively, you may refer to How to Set Up Eventbrite and PayPal (Quick Guide Links):

- [How to Set Up Eventbrite Account](#)
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