



THE UNIVERSITY OF
SYDNEY

Alumni Reunion Eventbrite Guide

A Guide for Reunion Committee Volunteers

When setting up your first event, please follow these steps alongside the [Eventbrite Quick Start Guide](#) to make sure you have covered everything, even if you have used Eventbrite before.

Please Note: Eventbrite is an independent self-service ticketing platform that allows anyone to create, share, find and attend events. By utilising this platform you are engaging in an agreement with Eventbrite as the provider.

1. Set up an account

It's quick and easy to sign up and list an event on Eventbrite. Create an account using the email address you want to receive notifications to and fill in the organisational settings under your own name or name of your organising committee. E.g USYD Class of 1987 Reunion

We recommend the Eventbrite Professional package to ensure you can share the responsibilities of managing the Eventbrite page by inviting additional users from your organising committee via the Team Management tab and add custom questions to your registration form.

2. Create an event

Follow the steps to creating an event page, including completing the basic info, event details and ticket information. You can make changes to this information at any point before and after you publish.

Download the [University of Sydney branded Eventbrite banner](#) (jpg, 1.4mb) to add as your main event image. This will be the first image attendees see at the top of your listing. You can preview your event page by clicking on 'preview' in the top toolbar.



([Alumni Reunion Eventbrite banner](#), jpg, 1.4mb)

3. Customise your registration form

Before you publish your event page, make sure you review your order form. Please note: Custom registration forms are only enabled with Professional and Premium Eventbrite packages.

To ensure we can match the information you collect from attendees with alumni in our database, please select the following additional questions on your registration form:

- Birthday
- Home phone
- Mobile phone
- Home address
- Job title
- Company/Organisation

You will also need to collect important information outside of the automated Eventbrite options in case any guests have new contact information, have changed their names since graduating, or have dietary or accessibility requirements. To do this, add additional form fields with the following custom questions:

- Graduation name (if you graduated under a different name)
- Year of Graduation
- Degree Title
- Dietary requirements
- Accessibility requirements

You will be required to provide the dietary and accessibility information to your venue or catering supplier when your event is approaching.

4. Review your payment and refund options

If you're hosting a paid event, Eventbrite Payment Processing is the default method for accepting payments online. Before you start collecting payments, make sure you review the information on [pricing, payouts, refunds and alternatives](#) and update your payout method and refund policy.

Eventbrite charges a service fee for every paid ticket you sell. We suggest that you select the option to absorb Eventbrite fees into your ticket price, and account for this in your budget. As a third party provider, the University of Sydney is not responsible for Eventbrite's processes in holding funds for ticket sales. If you have a question please contact the [Eventbrite Help Centre](#).

5. Publish and promote

Once your event page is set up, share the link with alumni.office@sydney.edu.au for promotion on the [alumni website](#) and [What's On Events Calendar](#).