

Creating events with ticketing websites - Eventbrite/Ticket Tailor

Both these websites (or similar) will guide you through the creation of your event for ticketing purposes once you are on their webpage/s. See out tips below for more information.

Eventbrite - <https://eventbrite.co.uk>

Ticket Tailor - <https://www.tickettailor.com/>

For both websites you will first need to sign in or register for an account (it's free!) You can then start creating your event and your ticketing schedule.

- Think about what you want to call the event – something that will interest your intended audience.
- When and where will it be held? – both websites should allow you to indicate if it is an in-person or online event. You should also be able to schedule multiple events which could be useful if you are taking a 'blended' event approach (i.e. combining both online and in-person elements).
- Will your tickets be free, paid for, or donation-based? (please see Section 1 of our Guidelines document for information related to the not-for-profit ethos of York International Women's Week 2021).
- You can add event images and descriptions of your event before creating the tickets.
- There are many tools you can use with Eventbrite and Ticket Tailor to help you manage and track your event and attendees. Check out what works best for your event on their respective websites.

Please note both Eventbrite and Ticket Tailor are not accessible for screen readers so the organiser will also need to provide an email address to manually input anyone affected.

Produced by York International Women's Week 2021 co-ordinating group