Add An Event

If you'd like to add your event to share here, please click the below button.

CREATE EVENT

Cokesbury VBS Community Listing Page Guide

We are partnering with Eventbrite to handle ticketing for your events. To get started, please go to www.eventbrite.com to set up your account (or access your existing account). Eventbrite also provides many resources for getting started on their platform here. You can also find video guides to getting started on Eventbrite here.

There are two ways to add your events to the Cokesbury VBS Community Page. The first section is our recommended steps. Below these instructions you'll find some recommended content to include on your event page.

Recommended Steps:

Step 1: Create Your Event

❖ If you don't already have an Eventbrite account or package selected, you'll want to do so! You will not be charged, you'll just absorb this in the charged price of tickets, but you will see this screen:

Select a package to create your next event

Your existing events won't be impacted, and you can change your package at any time.

Essentials	Professional	Premium
The essentials you need to start selling tickets in minutes	A powerful solution to boost sales and grow your business	Tailored partnership for organizers with large and complex events
1% + $0.99 / paid ticket* Free for free tickets	2.5% + $1.99 / paid ticket* Free for free tickets	Custom Pricing Minimum threshold applies
Get Started Free	Get Started Free	Contact us

❖ Eventbrite recommends selecting the "Professional" package as it comes with more features to be successful!

❖ In your Eventbrite account, **please create a new event**, fill out the necessary details **including the Organizer Profile** and click "publish". For a more detailed guide, please reference the [Eventbrite Help Center](#).
  ➢ Pro Tip: Don't set your event to invite only/password protected

It is extremely important that you are adding as much information to the event page as you can so your attendees have all the necessary event information. We encourage you to always have the location, information about the organizer (who you are and how they can contact you with questions) as well as details around what to expect at the event.

Host Information: Include information about YOU and contact information.

Event Information: Our Cokesbury VBS static event description will go here but please put any featured speakers, agenda, and FAQ's or additional event details. Please refer to the suggested description content further below in this document.

The advantages of the Professionals package are below:
❖ Multiple ticket types (ie. Early Bird, Associate, Guest, VIP, etc.)
❖ Detailed analytics by ticket type and cross-event analytics
❖ Customizable attendee info collection (ie. Custom Questions, Attendee Summary data)

❖ Email and business hour support for anything in your Eventbrite account

To add multiple ticket types with the Professional package please see the images below:

Click on the settings/gear button next to each ticket type to adjust ticket details. Setting the sale to end a few days before your event can help you prepare any deliverables you may need like product or handouts. You can always set up another ticket type for "last minute" ticket sales. You can also limit the amount of tickets one person may purchase.

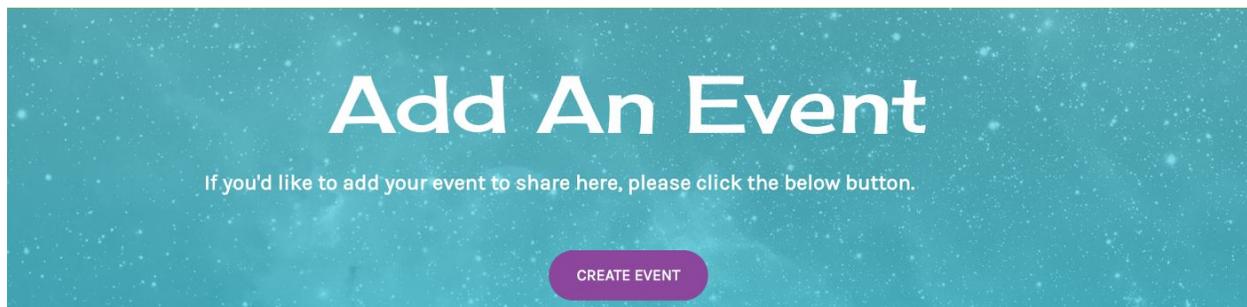**Cokesbury VBS tip: Categorize your Cokesbury VBS Events as Networking with the topic being Spirituality.**

Now that you have your event created, let's add it to the Community Page!

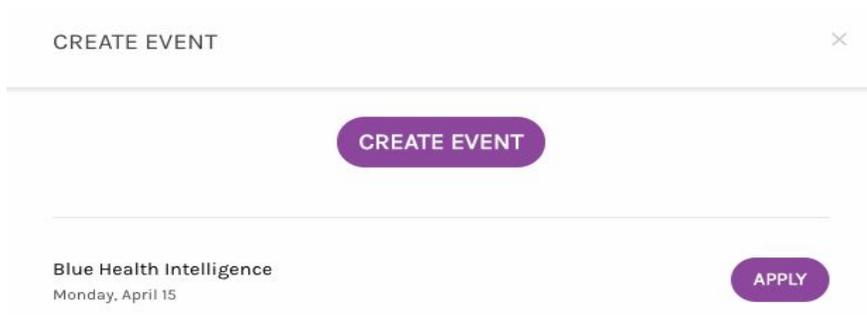**Step 2: Add Your Event to the Cokesbury VBS Community Page**

- ❖ Go to the Cokesbury VBS Community Page
- ❖ Click "Create Event" found in the middle of the page
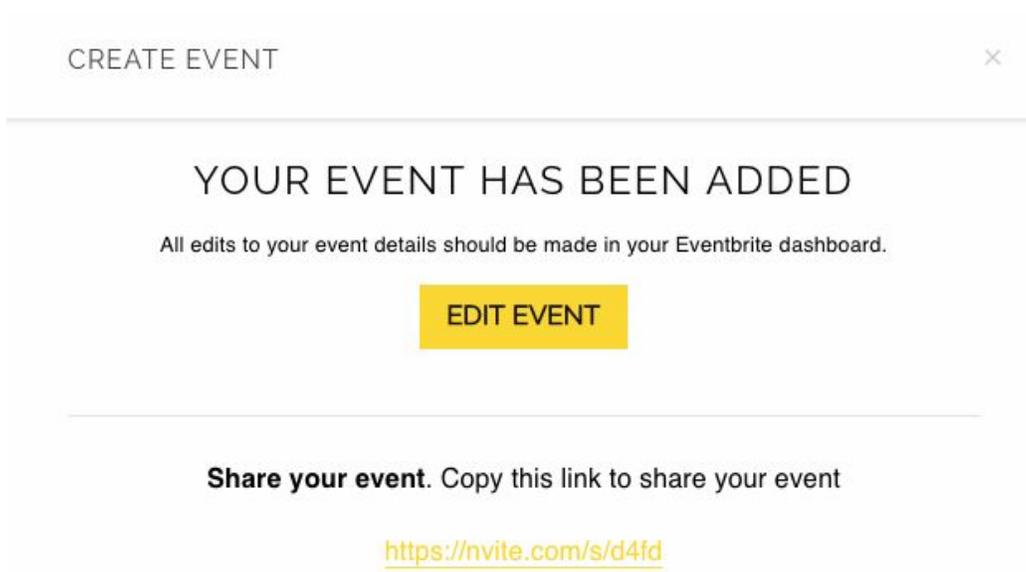

- ❖ Follow the prompts to authenticate with your Eventbrite account
- ❖ Allow Eventbrite access by clicking "allow"
  - ➢ **If you didn't select your package in Step 1, you will be prompted to do this now**
- ❖ Once those steps are complete, you will see the screen below. Select "Create Event" and the category you'd like to add your event to.
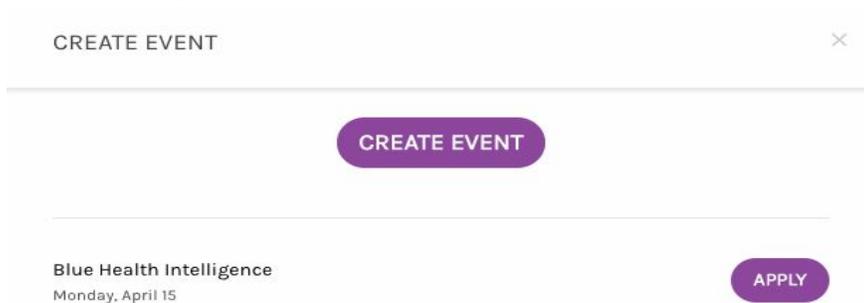
❖ Select the event you created in Step 1 and click "apply" (screenshot below)

CREATE EVENT ✕

CREATE EVENT

Blue Health Intelligence
Monday, April 15

APPLY

❖ Your event will now show up on the Listing Page, and have the branding applied to the actual event for sharing!

CREATE EVENT ✕

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/d4fd

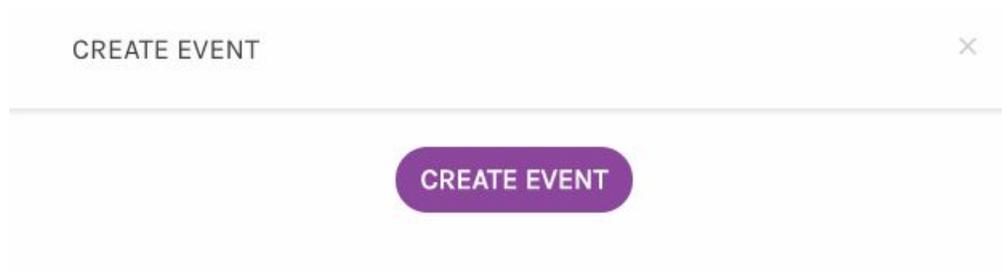-

Alternative Event Creation Steps:

❖ If you did not start with creating your event in Eventbrite, and you start at the [Cokesbury VBS Community Listings Page](#)

➢ Click "Create Event" in the middle of the page:
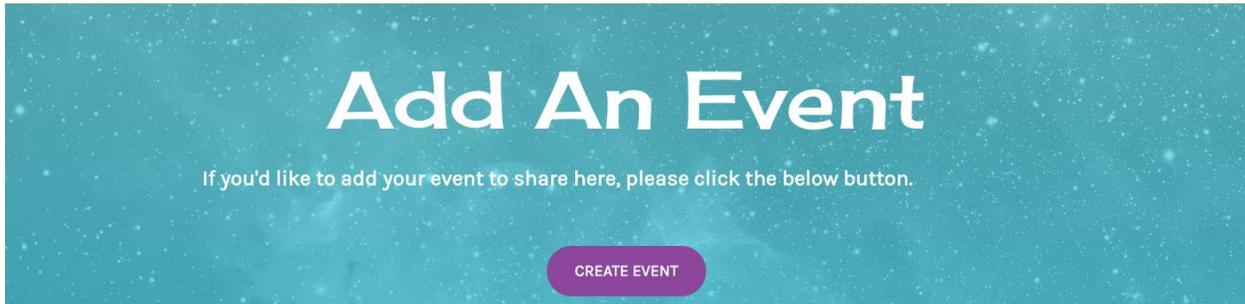
➢ You will then see the screen below, select the category you'd like to add to and then click "Create Event"

❖ This will create a draft event for you in your connected Eventbrite account, or if not connected, it will prompt you to log-in to your Eventbrite account.
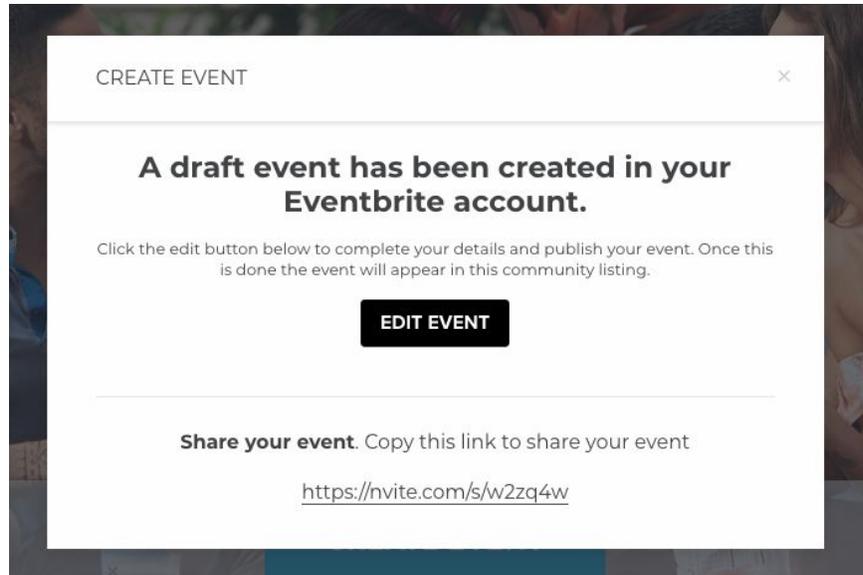
*To view the event page that attendees will see click open event
*To edit the event content click the **edit** button to go back to the Eventbrite dashboard.

- ❖ To add more events click Add Another
- ❖ If done click done and the event is added to the listing with the template style applied

Step 3: Moving Forward
- ❖ How to see events that you have added
  - ➢ Click Create Event
  - ➢ Next window you can see the list of events that have been imported.
- ❖ How to remove an imported event
  - ➢ Click Create Event
  - ➢ Next window you can see the list of events that have been imported.
  - ➢ Click the remove button to take them off the listing
  - ➢ Refresh the page to see the events have been removed

Additional tools for hosting an event can be found in your Cokesbury VBS Back Office under Training Center - Associate Run Event Tools.
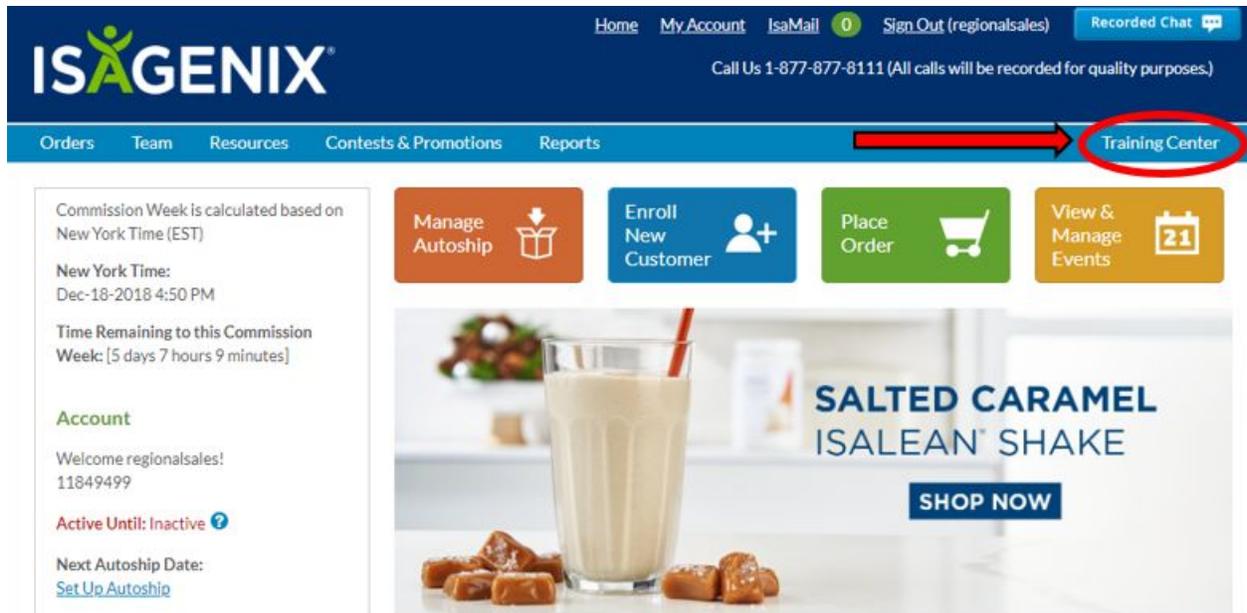
Suggested Content to include on your Eventbrite Page

Event Description
- We recommend using the copy below for your event description, but feel free to add your own twist to it! This is also the place to include a list of any featured speakers, custom agenda, FAQ's or additional event details.

Suggested Event Description:

Space is limited, so be sure to sign up TODAY! One small step for your kids...one giant leap for God's Kingdom!

Blast off with the first VBS to land on the moon! Cokesbury's To Mars and Beyond will help kids discover the wonders of God's universe. They'll become Voyagers on a journey through space, exploring where God's power can take them. Beginning in your Assembly area—an outpost on Mars—they'll lift off to distant planets on special missions to collect power sources. Along the way, they'll learn how God walked with heroes of the Bible, and that God is always with them, too. Add to the adventure with out-of-this-world fun, learning, and timeless Bible stories that inspire kids to give glory to God, who is able to do far beyond all that we could ask or imagine!

Our VBS is open to children 4 years of age through kids entering 6th grade in the fall.

Order form
- Eventbrite's order form is your area to collect information from your VBS attendees! To customize and set up the questions you'd like to collect, go into your event page

on Eventbrite, click the "manage" button, then navigate to order options, and order form.
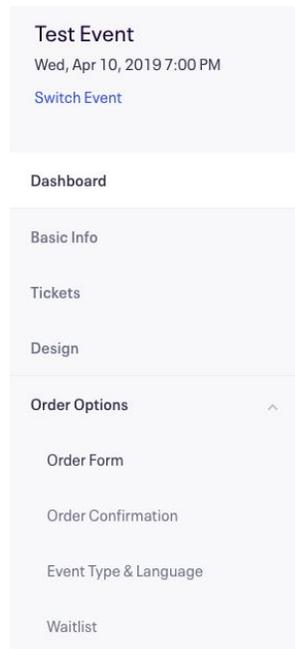
- You'll have three levels of information you can choose to collect.
    - "Basic information" will collect the ticket buyer's name and email address only.
    - "Buyer only" gives you the chance to customize the information collected and create your own custom questions, that will be presented to the buyer only.
    - "Each attendee" will also allow you to customize the information collected, and will ask those questions for each person attending, not just the ticket buyer.

Recommended Questions ([here's how to create custom questions](#))

Child's First Name
Child's Last Name
Date of Birth
Grade Completed
Age
Gender

Parent/Guardian's First Name
Address
City
State
Zip
Mailing Address (if different than above)
Home Phone
Cell Phone
E-mail
Emergency First Name
Emergency Last Name
Emergency Phone
Is there a special friend your child would like to be with
Special Needs / Allergies
Transportation needed
Person Responsible for Pickup after VBS
Their phone number
Relationship to child
T-shirt size

Do you agree to allow photos of your child to be used in church presentation or church promotional materials?