

STEP 1: create your event

Create your event by selecting "New Event" on the top right underneath the red toolbar after you login. Include the following:

- Event name (this will also translate to your specific URL)
- Description of event
- Event banner (960x150 pixels) (click BROWSE to upload the image)
- Event start and end date and time
- Website
- Tags (so people can search for your event on search engines)
- Venue name
- Venue address (include street, city, state, zip code and country [if applicable])
- Contact information for the event (we recommend a name, phone number, and email)
- Attendee instructions (this appears when somebody elects to register/buy tickets for your event)

STEP 2: publish your event

Select PUBLISH if you wish for your event to be public right away. If not, select DRAFT. You can edit the event and publish it later by clicking EDIT on the OVERVIEW page. This will take you back to the event creation page.

STEP 3: make your event free or paid

To access this, go to the TICKETING tab and the first choice TICKET PAYMENT OPTIONS

Decide whether or not this is a free event or paid event. If free, select THIS IS A FREE EVENT. If paid, select THIS EVENT WILL HAVE ONE OR MORE PAID TICKETS...

STEP 4: select payment for your event

Enter your merchant account or Paypal information or AttendStar Payment Processing if you selected paid tickets. Click UPDATE.

STEP 5: design your ticket

Go to the TICKETING tab and select TICKET DESIGN. Upload your ticket logo, which is 144x160 pixels. Click BROWSE to select the images from your computer. When you are finished, click UPDATE and the image will upload to your ticket. If you want to use the bottom portion of the advertising space, contact AttendStar.

STEP 6: create ticket(s) for your event

Go to the TICKETING tab and select NEW TICKET. Fill out the information for your ticket, including the price, quantity, when they will be on sale, and what information you want to appear on the ticket. Click ADD TICKET. Repeat as necessary for each ticket you will be offering (for example, GENERAL ADMISSION, CHILDREN 5-13, VIP TICKET, etc.).

STEP 7: collect attendee information

Go to the REGISTRATIONS tab and select REGISTRATION INFORMATION. This is the information you want to collect from your attendees/ticket buyers. We have pre-determined fields including address, city, state, zip, and an option to get a free newsletter. You can create your own custom fields; just select CREATE NEW CUSTOM FIELD and fill out the necessary fields.

STEP 8: create discounts (if applicable)

If you are offering discounts or special codes, go to the TICKETING tab and select NEW DISCOUNT. Fill out the information as needed, including the code/password that ticket buyers need to type in to receive the discount.

STEP 9: promote your event

Go to the PROMOTE tab and use those tools to promote your event! Ticket widgets, event URL codes, and everything else underneath that tab is editable to your preferences.

STEP 10: contact AttendStar

Feel free to contact AttendStar if you have any questions, suggestions, or any other needs!