Creating Your Real School Food Event Webpage

Your Guide to Using Eventbrite

Eventbrite
Setting Up Your Account

1. Once Chef Ann Foundation has added you as a sub-user on their Eventbrite account, look for an email from ebhelp@eventbrite.com entitled “You’ve been granted access to an Eventbrite account”.

2. Click the “Set Up Your Sub-user Account” button to create your login credentials. Choose an email that is not already associated with an Eventbrite account.

Creating Your Event

3. Once logged in, click on your name at the top right corner and select “Manage Events” from the dropdown.
4. You will see a “Real School Food Challenge” event draft pop up. Click the “edit” button to continue.

5. This is where you’ll be able to enter the event location, date, time and any other information you want to give your guests about the event.

6. We’ve included an event description already, which you are free to use or change how you see fit. The event description will be displayed on the event page that you’ll direct your guests to. If using our description, be sure to include the names of your competitors in place of “[Your Chef Competitor Names Here]”.

Join us for the culinary competition of the century! We’ve invited 4 seasoned home chefs: [Your Chef Competitor Names Here] to battle it out in the Real School Food arena to see if they have what it takes to rule school food. The competitors have been challenged to create the best school lunch recipe they can muster, and we’d like YOU to be one of our judges.

Cocktails and conversation will be flowing as you sample school food culinary creations and help out a good cause. All proceeds from this event will fund healthy school food programming through the Chef Ann Foundation. Space is limited, so reserve your spot today. We appreciate your support and hope to see you there!

*Can’t make it to the event but still want to help our cause? You can donate today on Chef Ann Foundation’s secure online site!*
7. Under the event description field, click “Edit this organizer” to add your name to the event. We recommend leaving the “About Chef Ann Foundation” information so your guests can learn more about the organization they’re supporting.

Ticketing

8. For tickets, we recommend having four different levels for your guests to give at ($25, $50, $75, and $100). If you’d like to change these default amounts, click the gear icon to the right of each ticket type.
9. In the “Ticket Description” we’ve added how many children the donation will help us reach. It takes $6 for Chef Ann Foundation to reach one child with healthy school food programs, so if you plan on changing the ticket amount, divide the ticket price by 6 and update the children reached stat in the “Ticket Description” box accordingly.

<table>
<thead>
<tr>
<th>Ticket name*</th>
<th>Quantity available*</th>
<th>Price</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donate $25</td>
<td>100</td>
<td>$25.00</td>
<td></td>
</tr>
</tbody>
</table>

Settings for Donate $25

Ticket description
By donating $25, you’ll help Chef Ann Foundation reach 4 children with healthier school food all year round.

- Show ticket description on event page
- Sales channel (How will your attendees get tickets?)
  - Online sales (web)
  - At the door sales using Eventbrite Organizer (app)

Fees
Absorb fees

10. Scroll down to the bottom of the page and click the “Make Your Event Live” button when ready. (Note: You’ll be able to go back and make edits even after you’ve made the event live).

Nice job! You're almost done.

SAVE  MAKE YOUR EVENT LIVE

www.chefannfoundation.org