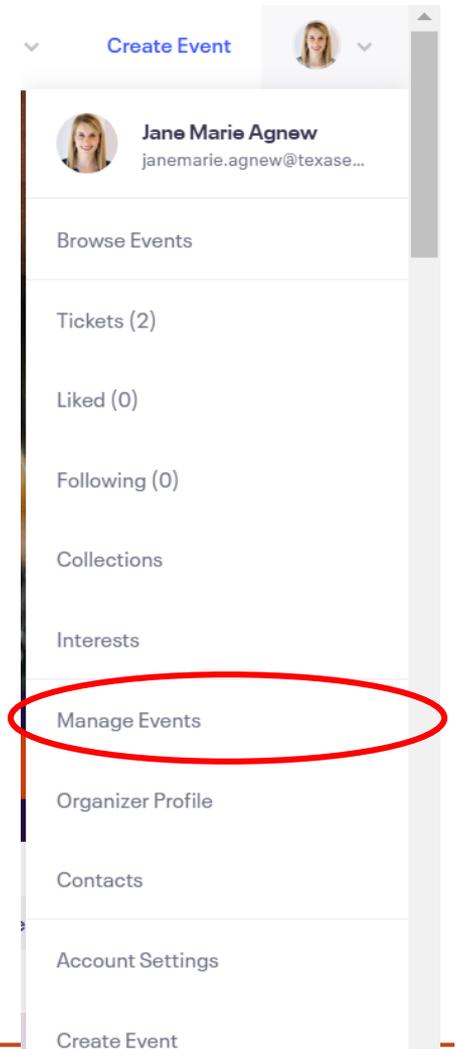# HOW TO VIEW EVENTBRITE REGISTRATIONS

TEXAS EXES

THE ALUMNI ASSOCIATION OF THE UNIVERSITY OF TEXAS AT AUSTIN

TRAINING OBJECTIVES

- View Eventbrite event registrations

- View and download event attendee lists

TEXAS EXES®

REVIEW EVENT REGISTRATION AND REPORTS

- Log into your Chapter/Network Eventbrite Account
    - Example: austinchapter@texasexes.org

- Hover over your Account Icon on the top right hand side

- Select 'Manage Events'

TEXAS EXES

REVIEW EVENT REGISTRATION AND REPORTS

- Select the Event you would like to view registrations for

Events

Pending payment for completed events.

2019 Summer BBQ

| Search events and attendees | Filter by Published (8) | Filter by All Events |

Event	Sold	
Aug 26 — 2019 Orange & White Welcome — Etter-Harbin Alumni Center — Monday, August 26, 2019 11:00 AM	13 / 1000	
Aug 30 — 2019 Chapter and Network Leadership Conference (CNLC) — Etter-Harbin Alumni Center — Friday, August 30, 2019 8:00 AM — Private	159 / 300	

TEXAS EXES®

REVIEW EVENT REGISTRATION AND REPORTS

- View your 'Event Dashboard' to see the total number of tickets sold

TEXAS EXES®
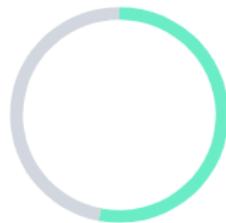
REVIEW EVENT REGISTRATION AND REPORTS

eventbrite

2019 Chapter and Network Leadership Conference (CNLC)

Fri, Aug 30, 2019 8:00 AM

Switch Event

Dashboard

✓ Basic Info

✓ Details

✓ Tickets

Order Options

Invite & Promote

Analyze

Manage Attendees

- To pull an event report of attendees, select 'Manage Attendees' on the left-hand side toolbar

TEXAS EXES

REVIEW EVENT REGISTRATION AND REPORTS

Manage Attendees
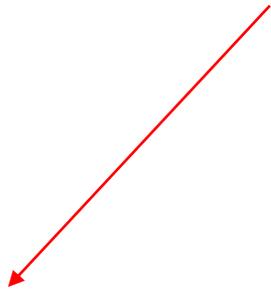
Orders

Add Attendees

Emails to Attendees

Attendee List

Guest Lists

Name Badges

Check-in

Auto-Assign Numbers

- Select 'Attendee List' to pull a report and view all event attendees

TEXAS EXES

REVIEW EVENT REGISTRATION AND REPORTS

- To view a quick report of all attendees select how you would like to view the report: First name, Last name, or Ticket Type

- Then select 'Download List as a PDF'

Attendee List

Pre-sort your attendee list on the field that works for your door:	Ticket Type ⌄
Select the ticket types to include in the attendee list:	☑ Individual Conference Registration- Friday, 8/30 ☐ Private Tailgate Registration- Saturday, 8/31
Include barcode on attendee list for scanners	☐
	Download List As A PDF
	Full Attendee Report

TEXAS 🤘 EXES®

REVIEW EVENT REGISTRATION AND REPORTS

- Example of a report:

2019 Chapter and Network Leadership Conference (CNLC)

Friday, August 30, 2019 from 8:00 AM to 5:30 PM (CDT)
Etter-Harbin Alumni Center - 2110 San Jacinto Boulevard - Austin, TX 78712

	Last Name	First Name	Qty	Ticket Type	Payment Status
☐	Agnew	Jane Marie	1	Individual Conference Registration- Friday, 8/30	Free Order Order 64147789766-975751258
☐	Allen-Crowder	Christina	1	Individual Conference Registration- Friday, 8/30	Free Order Order 64147789766-981334862
☐	Anderson	Andrea	1	Individual Conference Registration- Friday, 8/30	Free Order Order 64147789766-979892468
☐	Anderson	Andrea	1	Individual Conference Registration- Friday, 8/30	Free Order Order 64147789766-1004703687
☐	Barry	Mike	1	Individual Conference Registration- Friday, 8/30	Free Order Order 64147789766-981266856
☐	Bartlett	Kristi	1	Individual Conference Registration- Friday, 8/30	Free Order Order 64147789766-976816779

TEXAS EXES

REVIEW EVENT REGISTRATION AND REPORTS

- To view a more detailed report, or customize a report, select 'Full Attendee Report' to customize your own report

Attendee List

Pre-sort your attendee list on the field that works for your door:

Ticket Type

Select the ticket types to include in the attendee list:
- ☑ Individual Conference Registration- Friday, 8/30
- ☐ Private Tailgate Registration- Saturday, 8/31

Include barcode on attendee list for scanners ☐

Download List As A PDF

Full Attendee Report

TEXAS Ⓔ EXES®

REVIEW EVENT REGISTRATION AND REPORTS

- Select 'Report Type', 'Date Range', 'Attendee Status'

- 'Configure Columns' to customize your event attendee report.
  -Recommended to view specific event attendee information
  -Example: select show first name, last name, ticket type, question responses, etc.

Attendee Summary: Since sales started

Report Type:

Attendee Summary

> Show events

Date Range:

Since sales started

Attendee Status:

Attending

Configure Columns:
> Show columns

Search:

First name, last name or email address   Go

Report Results

Export:

Excel   CSV

TEXAS EXES

REVIEW EVENT REGISTRATION AND REPORTS

- Options to 'Configure Columns':

Configure Columns:
⌄ Hide columns

Select the data you would like to output   Select all   De-select all   Select defaults

Order info

☐ Affiliate	☐ Discount	☑ Order Date	☑ Status
☐ Currency	☑ Eventbrite Fees	☐ Tax Paid	☑ Ticket Type
☐ Date Attending	☐ Fees Paid	☑ Order Type	☑ Total Paid
☐ Delivery Method	☐ IP Location	☑ Quantity	☐ Billing Address
☑ Eventbrite Payment Processing	☐ Price Tier	☐ Hold	

Attendee info

☐ Attendee Number	☐ Company	☐ Home Phone	☐ Suffix
☐ Barcode Number	☐ Secondary Code	☑ Email	☐ Job Title
☑ Custom Questions Responses	☐ Birth Date	☑ First Name	☑ Last Name

TEXAS EXES

REVIEW EVENT REGISTRATION AND REPORTS

- Select 'Update Report'

- Then Export to download via Excel or CSV to have on hand at your event

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