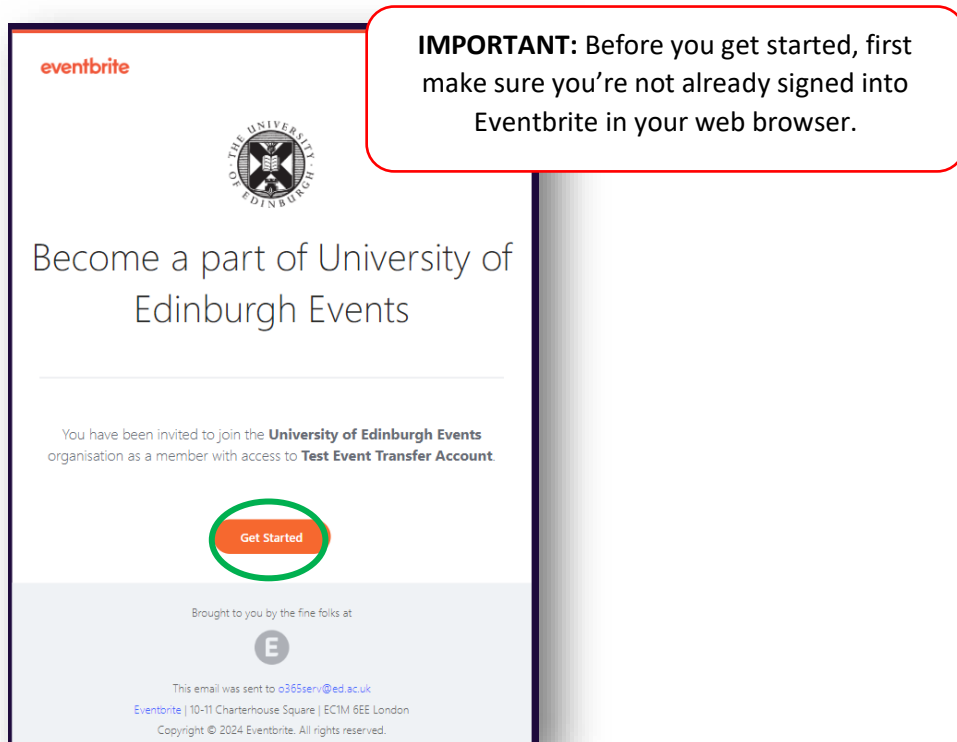


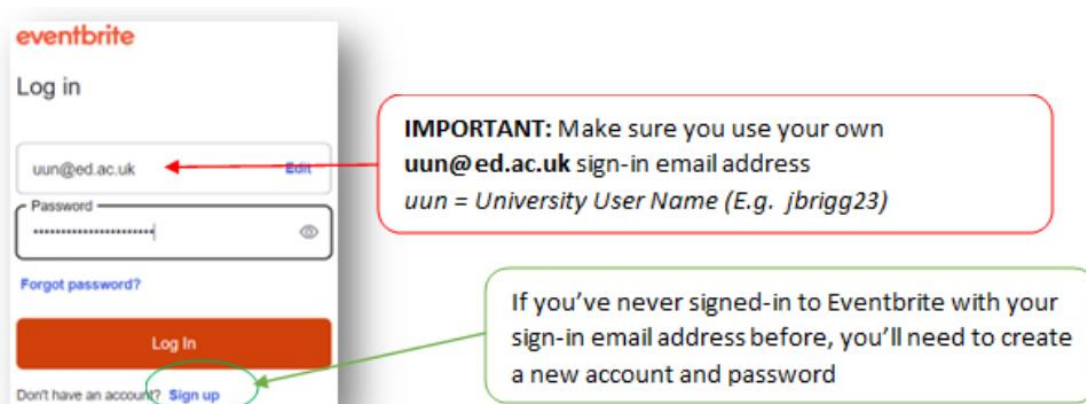


University of Edinburgh Events in Eventbrite Invitation Steps to Join the University Eventbrite Account

- 1) You will receive an email from Eventbrite **noreply@event.eventbrite.com**
- 2) On the invitation email, choose **“Get Started”**

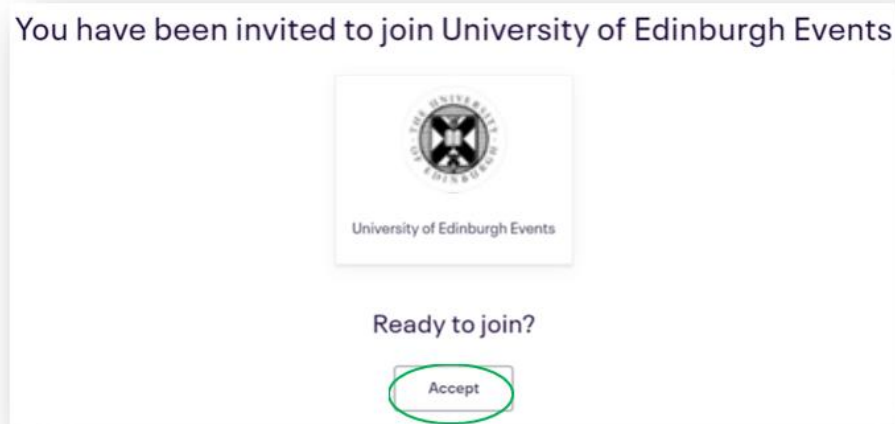


- 3) You will be prompted to sign-in to Eventbrite.
N.B. You must use your University of Edinburgh Sign-in Email Address (*the one you use to sign in to Office 365, in the format of uun@ed.ac.uk*). If your sign-in email address has never been used in Eventbrite before, you need to create an account (**“Sign up”**). Follow Eventbrite’s instruction.

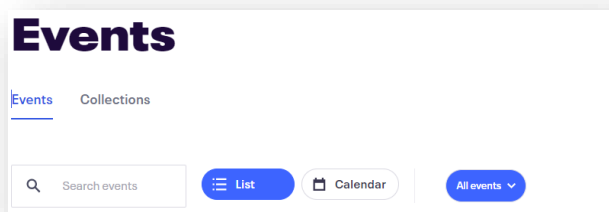




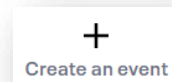
- 4) Once you successfully sign-in with your university sign-in email address and new Eventbrite password, set in the previous step, you will be presented with a page to “**Accept**”:



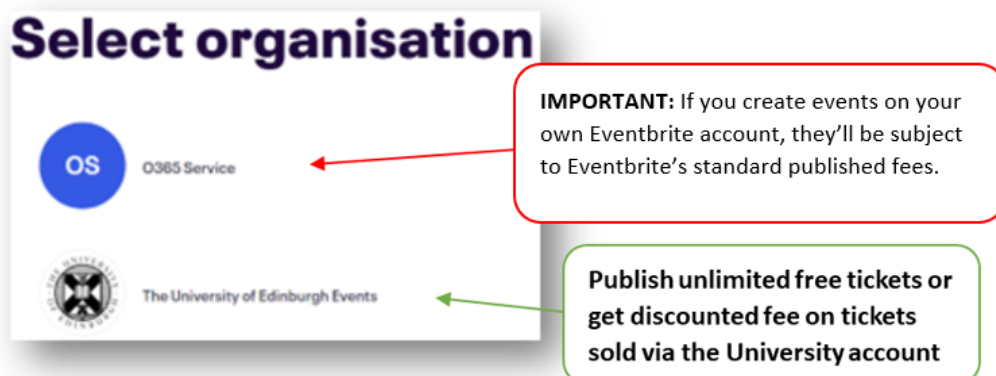
- 5) Once you “**Accept**” you’ll land on the events page in your own Eventbrite account:



- 6) The next time you choose to “**Create an event**”, you will have the option to create the event on “The University of Edinburgh Events” account.



N.B. These accounts are now linked, and you can switch between them, but they remain separate accounts in Eventbrite. Our fee waiver (or discount on tickets sold) is applied only to the University Eventbrite account, so if you choose to create events in your own account, they will be subject to Eventbrite’s standard published fees.



For more info, refer to guidance about [“Using Eventbrite”](#)