



[ezEvent.com](http://ezEvent.com)

Create events—quick n' **ez!**

# BUILD

## Build an Event in Just a Few Steps

**ezEvent®** couldn't be easier to use. Our tools walk you step-by-step through the process to automatically build a custom webpage with secure checkout to promote your event to guests and ticket buyers.

- NO fees to create an event
- Only 89¢ per ticket sold
- NO fees for free events

The image displays three overlapping screenshots of the ezEvent website builder interface, illustrating the step-by-step process of creating an event page.

- What:** The first screenshot shows the 'WHAT is the name of your event?' section. It includes a text field for the event name (e.g., 'Lunch on the 12's for Children's Hospital'), a description field, and a file upload area for a logo. A preview of the event page is shown on the right.
- When:** The second screenshot shows the 'WHEN is your event?' section. It includes a date and time picker (e.g., '12/12/13 12:00 PM') and a link to 'Add End Date'.
- Where:** The third screenshot shows the 'WHERE is your event?' section. It includes fields for location (e.g., 'The Boston Marriott Hotel and Spa'), address (e.g., '110 Huntington Ave'), city (e.g., 'Boston'), state (e.g., 'Massachusetts'), and zip (e.g., '02116'). It also includes a 'Display Map' checkbox.

Additional screenshots on the right show the 'Why' and 'Who' sections. The 'Why' section includes a video player for 'Children's Hospital Boston Med Highlights'. The 'Who' section includes a dropdown for the host organization (e.g., 'Horatio Williams III'), contact information, and a section for 'Organization Details' with a logo and description.

**ezEvent® gives you the tools to:**

- ✓ Customize your event details the way you want
- ✓ Add logos, pictures, YouTube® videos, and links
- ✓ Generate unlimited tickets with enhanced ticketing options
- ✓ Publicize your event to build attendance
- ✓ Distribute and sell tickets with secure checkout
- ✓ Manage every aspect of your event

# CREATE

## Create Unlimited Tickets

Create unlimited tickets with flexible ticketing options.

- Add custom ticket types and set your pricing
- Add optional fees and on sale dates
- Enter unlimited discount codes

The screenshot shows a web form titled "How will you distribute your tickets?". It has two radio buttons: "I will require tickets" (selected) and "I will not require tickets". Below this is a "Create discount codes" link. The form is divided into sections for "Ticket Type", "Ticket Category", "Tickets/Tables/Groups", and "Detailed Ticket Explanation".

**Ticket Type:** Includes fields for "Ticket Type" (with a dropdown menu), "Price", "Fee", "# Avail.", "On Sale From", and "On Sale To". Two examples are shown: "Lunch (Individual)" with a price of \$0.01 and "Lunch (Table of 10)" with a price of \$995.00 and a fee of \$35.00.

**Ticket Category:** Includes radio buttons for "Admission Ticket" (selected), "Donation Only (No Ticket)", and "Merchandise". There is also a checkbox for "Donation (Buyer can enter their own price)" and a "Min. Donation Amount" field.

**Tickets/Tables/Groups:** Includes a "Number of Tickets in Table/Group/etc:" field (set to 10) and a "Number of Tickets/Tables/Groups Customer can Purchase" section with "Minimum" and "Maximum" fields.

**Detailed Ticket Explanation:** Includes a text area for the explanation, a "Click here" link, and a preview of a ticket. The preview shows a "Best Size" of 8.875" x 11.375" and an "Ad Title Size" of 6.375" x 10.875".

At the bottom, there is a "Donation" section with a "Donation" field and a "Donation" button. There is also an "Add Additional Ticket Types" button.

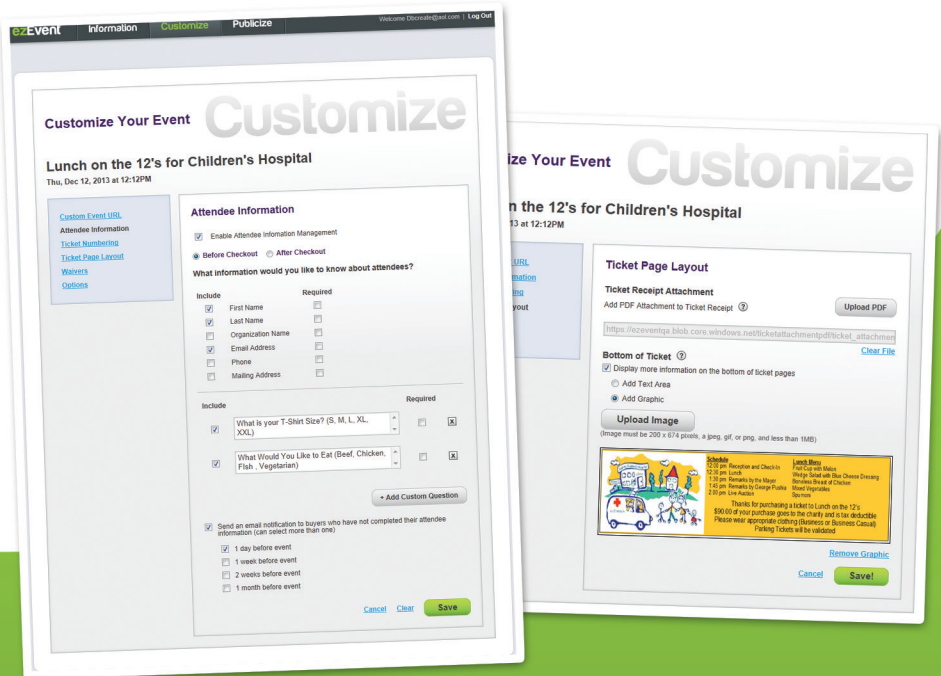
## Select Enhanced Ticket Options

- ✓ Ticket categories and number of tickets available
- ✓ Admission, donation, and merchandise
- ✓ Minimum donation amounts
- ✓ Ticket groups (table of 10, block of 4, etc.)
- ✓ Minimum and maximum tickets for purchase
- ✓ Detailed, formatted ticket explanations
- ✓ Pictures for merchandise

# CUSTOMIZE

## Customize Your Event the Way You Want

Include every detail and build a customized display to share your event. Our built-in tools will help you create an appealing event page, and even customize your tickets.



## Unlimited customization options include:

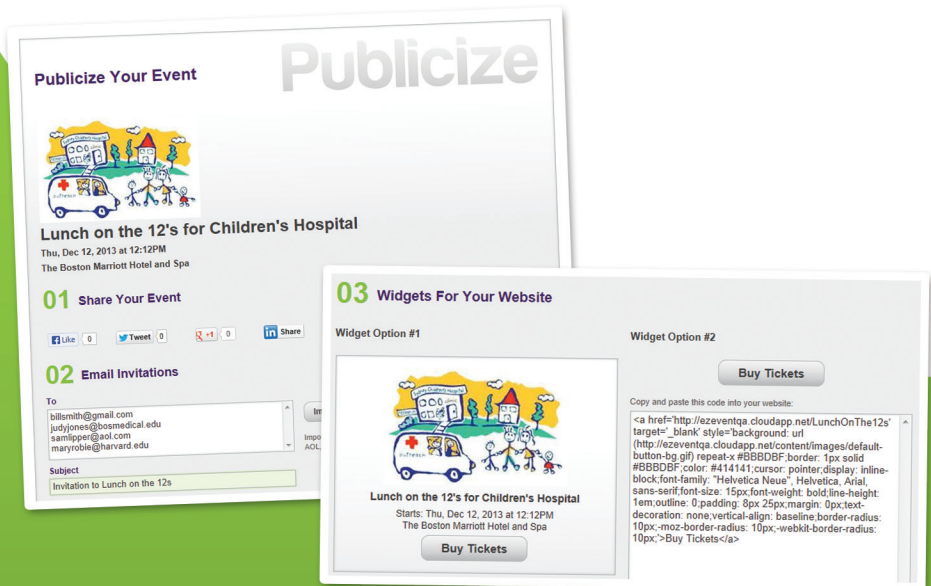
- ✓ Your own custom URL
- ✓ Unlimited waivers with e-signatures
- ✓ Custom attendee questions and information collection
- ✓ Options for before / after checkout
- ✓ e-Tickets with custom numbering
- ✓ Custom graphics and formatted ticket text
- ✓ Automatic email reminders

# PUBLICIZE

## Publicize Your Event to Build Attendance

Harness the power of social media and email marketing to sell out your event.

- Share your event on social media
- Create your event on Facebook
- Create custom email invitations
- Import contacts for email campaigns
- Send ticket links as part of email



## Integrate Ticket Buying with Widgets

- ✓ Create Facebook “Buy Tickets” button
- ✓ Create website “Buy Tickets” button
- ✓ Create graphical “Buy Tickets” button
- ✓ Use Captcha email security feature

# SELL/CHECKOUT

## Sell Tickets with PCI-Compliant Checkout

You decide the number of tickets to sell to your event, and **ezEvent®** handles the processing!

- Event details displayed at checkout
- Formatted ticket explanations
- Discount codes apply during checkout
- e-Ticket and receipt display
- No credit card information is stored
- User-friendly checkout

# Lunch on the 12's for Children's Hospital

Thursday, Dec 12, 2013 at 12:12PM  
Boston, MA

[f Like](#)
[t Tweet](#)
[+1](#)
[d](#)
[in share](#)

## Ticket Information

Ticket Name	Price Each	Fee Each	Tickets Left	Qty to Buy
Lunch (Individual)	\$0.01	\$0.00	98	5
Lunch (Table of 10)	\$95.00	\$35.00	100	5

There is for a table of 10 for lunch and includes a 1/2 page ad in the program.

[Click here](#) to see the specifications for the ad.

Donation \$  0.00 \$0.00  
 Your donation is 100% Tax Deductible. SPT (c3) number 8 96-3398203

[Get Tickets!](#)

## Event Details

Lunch on the 12's is an event to raise money for the Children's Hospital and will be held on December 12, 2013 in the ballroom of the Boston Harbor. The event will feature a luncheon and a live auction by radio personality Dick Dickson.

**Children's Hospital Boston Med. Highlights**

## Contact Information

**Organization:** The Children's Hospital Foundation  
**Event Contact:** Horatio Williams II  
**Phone:** (602) 165-1234  
[Email the Host!](#)  
**Organization Web Site:** [www.kidsboston.org](http://www.kidsboston.org)  
**Location Web Site:** [www.kidsboston.org](http://www.kidsboston.org)

## The schedule is:

**Schedules**  
 12:30 pm Reception and Check-In  
 12:45 pm Lunch  
 1:30 pm Introduction and Remarks by the Mayor  
 1:45pm Introduction and Remarks by George Pataki - Legal Segues  
 Managing Partner  
 2:00pm Live Auction. WSTM personality Dick Dickson

**Lunch Menu**  
 Pull Cow with Melon  
 Wagyu Steak with Blue Cheese Dressing  
 Boneless Sirloin of Chicken served over Ozco  
 Mixed Vegetables  
 Spumoni

## Organization Details

Legal Segues are a very aggressive team of attorneys and lobbyists representing some of the biggest companies in Connecticut, New York, and Rhode Island. They are also philanthropists who often raise money for children's causes including medical needs.

The Children's Hospital Foundation was founded in 1999 by Horatio Williams II and Mortimer Jones. Senior Partner Dick James had a child that passed away because a piece of medical equipment that could have saved his son would still not want available at the local hospital. They raised two million dollars in just five months and built a children's hospital.

## Lunch on the 12's for Children's Hospital

Thu, Dec 12, 2013 at 12:12PM  
The Boston Marriott Hotel and Spa  
110 Huntington Ave, Boston, MA 02116

### Your Tickets (\$USD)

Ticket Type	Price Each	Quantity	Your Price
Lunch (individual)	\$0.01	2	\$0.02
Donation	\$20.00		\$20.00
<b>ORDER TOTAL:</b>			<b>\$20.02</b>

### Billing Information

\* Required Field

First Name \*  Last Name \*

Bill  Smith

Street \*

200 Main St

Building/Suite/Apt  City \*

Mainland

State \*  Zip \*

Georgia  56847

Country \*  Phone \*

United States  (456) 555-1212

Credit Card Number \*

98712364210123

Expiration Date \*  08  2012  10  2016

Security Code \*  1234

### Ticket Delivery Options

\* Required Field

Delivery Method

Email (\$0.00)

Email Address (for ticket delivery) \*

Billsmith@harvard.edu

Re-enter Email Address \*

Billsmith@harvard.edu

### Terms and Policies

I have read and agreed to the terms and policies

☒ Yes ☐ No

1. Overview

1.3 The following terms and conditions govern all use by you as a Buyer or other non-Organization user ("User") or visitor of the eGiftcard website and domains (including all subpages, subdomains and subpages therein)

# MANAGE

## Manage Every Aspect of Your Event

User-friendly data tracking helps you stay organized.

- View the URL link for your event
- View a summary of ticket sales
- Edit attendees and waivers for orders
- View details for each order and buyer

The image displays two overlapping screenshots of the ezEvent web application. The foreground screenshot is titled 'Add/Edit Attendee Information' and shows a form for 'Lunch on the 12's for Children's Hospital'. The form includes fields for First Name (Bill), Last Name (Smith), Email Address (BillSmith@harvard.edu), and a section for 'What is your T-Shirt Size?'. Below the form is a 'Please Sign The Waiver(s) Below' section with a checkbox for 'I understand that I am registering for this event through a third-party service...' and a 'Release of Liability' section. The background screenshot is titled 'Event Information' and shows a summary of the event, including 'Time to Event' (204 Days 16 Hours), 'Tickets Sold' (2 out of 200), and 'Revenue' (\$0.03). It also includes a table for 'Summary' with columns for 'Sold On', 'Buyer Name', 'Tickets Sold', and 'Order Total'.

**Add/Edit Attendee Information**

**Attendees**

**Lunch on the 12's for Children's Hospital**  
Order: 2 Lunch (Individual)

**Lunch (Individual) 1** Copy information from: Lunch (Individual) 1

First Name: Bill, Last Name: Smith  
Email Address: BillSmith@harvard.edu  
What is your T-Shirt Size? (S, M, L, XL, XXL): XL  
What Would You Like to Eat (Beef, Chicken, Fish, Vegetarian): Beef

**Please Sign The Waiver(s) Below**

☒ I understand that I am registering for this event through a third-party service (eZEvent) and that eZEvent has no connection to the actual event or event organizer. By clicking the "Yes" I represent and warrant to the event organizer and eZEvent that I have full legal authority to complete this event registration on behalf of myself or any party I am registering, and I electronically sign on behalf of each event registrant.

I have read and agreed to the following terms and policies

☒ Yes ☐ No Name of person "signing" waiver: Bill Smith

**Release of Liability**

This event requires that every Athlete, and their parent or guardian, if the player is under age 18, must read this waiver form. Signatures on the registration form signify each person has read, understands and abides by this information.

When electronically signing this waiver, athlete agrees that they are physically fit to sign the waiver and they will hold the event harmless in case of injury.

**Event Information**

**Lunch on the 12's for Children's Hospital**  
1, Dec 12, 2013 at 12:12PM

at URL: <http://ezeventez.cloudapp.net/LunchOnThe12s>  
The above text is your website or Facebook page to link to your event.  
You can change the default event URL on the Customers page.

[Ticket Scanner: <http://ezeventez.cloudapp.net/TicketScan/2563>]  
is QR, so scan ticket numbers when people hand in tickets to your event.  
You also scan the QR Code on each ticket to track attendance.

**Create Event on Facebook** You must have a Facebook Page in order to create your Event on Facebook. If you don't have a Facebook Page, go [here](#) to create one.

**Time to Event** 204 Days 16 Hours **Tickets Sold** 2 out of 200 **Revenue** \$0.03

**Summary**

Sold On	Buyer Name	Tickets Sold	Order Total
05/13/13	Cary Prigus		\$0.01
05/13/13	cc cc	2	\$0.02

**Attendee Information** [Edit Attendees](#)

Ticket Type	Attendee Name	Email
Lunch (Individual)		
Lunch (Individual)		

**Attendee Report**

## Built-in Tools for Accountability

- ✓ Scan or input tickets for the event
- ✓ View a list of your attendees
- ✓ Export all data to Excel formats
- ✓ Print buyer and attendee reports



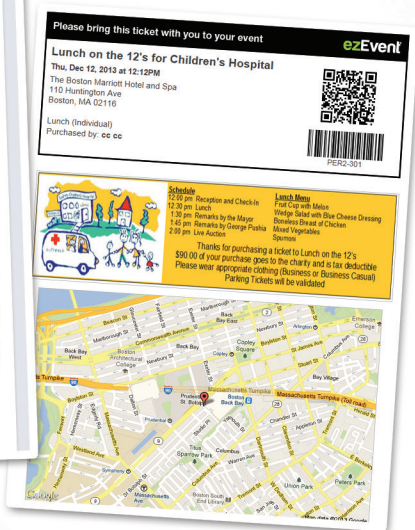


Do you **plan** and host your own events?

Would you like to **invite people**, track their registration, and even sell tickets to your event?

Have you tried online services to help you promote events or even **sell tickets** in the past?

If so, we invite you to try **ezEvent®** – a user-friendly, event management site that can help you achieve success and save money!



Contact **ezEvent®**

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