

# Importing Events from Eventbrite

A user guide to importing your Eventbrite events to the Events Calendar on the City of Marion website.

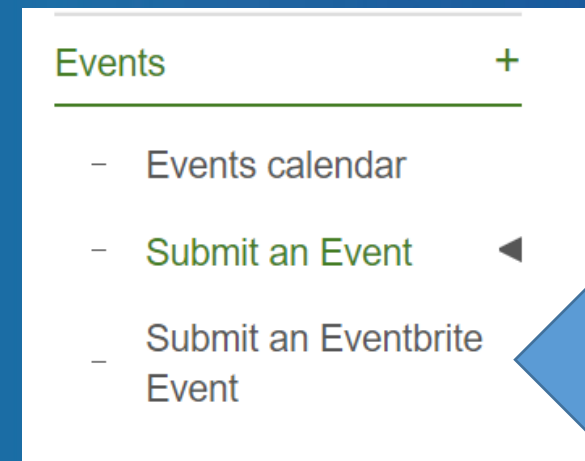
# Using Eventbrite Events Importer

The City of Marion website has a feature that allows you to import your events from Eventbrite.com.au into the Events Calendar of the City of Marion website.

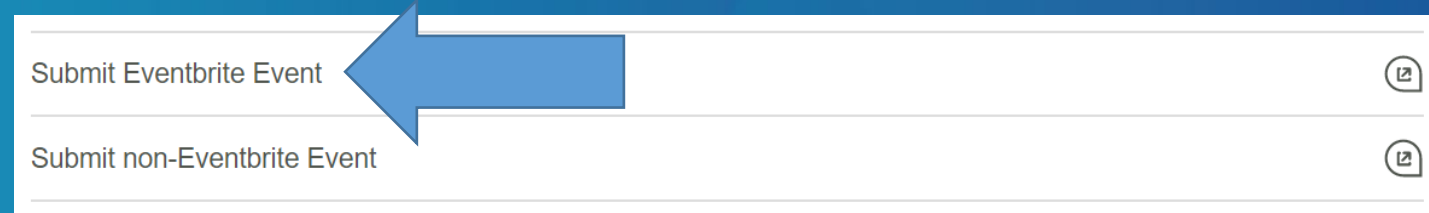
The tool will assist you to easily import any of your events by importing the details directly from Eventbrite.

Go to the **Submit an event** page.

Select **Submit an Eventbrite Event** in the left hand menu.



When you click on the ‘Submit Eventbrite Event’ link you will be taken to the Eventbrite website.



You may need to log in. To allow the City of Marion to import your events, select ‘Allow’. Please note you will then be given the opportunity to select which of your events you would like to import to the City of Marion website.

## Allow **Eventbrite Events Importer** by City of Marion to access your Eventbrite account?

Eventbrite takes privacy very seriously. Before allowing access to your account, please ensure that you trust **City of Marion** with your data and that you initiated this request.

If you have questions or comments, please [contact us](#).

By proceeding, you agree to the Eventbrite [Terms of Service](#) and [Privacy Policy](#).

Allow

Deny

### **Eventbrite Events Importer** by City of Marion

This integration will read your events information in your account and send the necessary information to City of Marion to review.

Once you allow Eventbrite to import your events, you will be taken back to the City of Marion website where your current list of upcoming Eventbrite events will be listed. Simply tick which events you would like to import. Once you have finished selecting your events, click on the green **Import the selected <number> events** button.

## Eventbrite Events Importer

We found the following events that can be imported



TEST ONLY

29 Jul 2021 @ 7:00 am plus 0 more dates

Import the selected 1 events

# Check the details of your imported event and add at least one topic, audience and location. Click 'next' button.

Eventbrite Events  
Importer

Eventbrite Events Importer

Event 1 of 1

TEST ONLY

Basic information

SUMMARY

Test only

DESCRIPTION

Test only


VENUE

Reserve Street Reserve @ 1 Reserve Street, Trigg Park, SA 5158

EVENTBRITE URL

<https://www.eventbrite.com.au/e/test-only-tickets-164430844287>

EVENT LOGO



DATE & TIME

29 Jul 2021 @ 7:00 am - 10:00 am

Help us categorize & locate your event

Before your events showing up in Marion website, our admin will review your events based on the information from Eventbrite and the submission.

Please provide the below information as accurately as possible.

SELECT TOPICS

☐ Ageing and disability

☐ Arts and culture

☐ Business

☐ Community Care

☐ Community event

☐ Education and training

☐ English as a second language

☐ Environment

☐ Health and wellbeing

☐ Hobbies and craft

☐ Indigenous

☐ Libraries

☐ Music

☐ NAIDOC Week/Reconciliation Week

☐ Neighbourhood Centres

☐ Parks

☐ Play

☐ School Holiday

☐ Social

☐ Space for Exploring Everything Digital (SEED)

☐ Sports and recreation

☐ Technology

☐ Waste and recycling

☐ Youth

☐ Networking

☐ Cooking

☐ History

☐ Wordfest

☐ Gardening

☐ Live Streaming

☐ COVID-19

☐ Food waste

SELECT AUDIENCES

☐ Resident

☐ Families

☐ Youth

☐ Senior

☐ Business

☐ Visitor

☐ Multicultural

☐ Elected Member

☐ Adult

☐ Children

LOCATION

☒ Reserve Street Reserve

☐ Scarvell Avenue Reserve (~139m)

☐ Klippel Avenue Reserve (~215m)

☐ None of the above

Anything else we need to know?

NOTES

Please include any extra information that you think will help enrich the content of the event here.

Back

Next

## Help us categorize & locate your event

Before your events showing up in Marion website, our admin will review your events based on the information from Eventbrite and the submission.

Please provide the below information as accurately as possible.

### SELECT TOPICS

- |  |  |   |  |
|--|--|---|--|
| <input type="checkbox"/> Ageing and disability | <input type="checkbox"/> Arts and culture                | <input type="checkbox"/> Business                     | <input type="checkbox"/> Community Care                                |
| <input type="checkbox"/> Community event       | <input type="checkbox"/> Education and training          | <input type="checkbox"/> English as a second language | <input type="checkbox"/> Environment                                   |
| <input type="checkbox"/> Health and wellbeing  | <input type="checkbox"/> Hobbies and craft               | <input type="checkbox"/> Indigenous                   | <input type="checkbox"/> Libraries                                     |
| <input type="checkbox"/> Music                 | <input type="checkbox"/> NAIDOC Week/Reconciliation Week | <input type="checkbox"/> Neighbourhood Centres        | <input type="checkbox"/> Parks   |
| <input type="checkbox"/> Play                  | <input type="checkbox"/> School Holiday                  | <input type="checkbox"/> Social                       | <input type="checkbox"/> Space for Exploring Everything Digital (SEED) |
| <input type="checkbox"/> Sports and recreation | <input type="checkbox"/> Technology                      | <input type="checkbox"/> Waste and recycling          | <input type="checkbox"/> Youth   |
| <input type="checkbox"/> Networking            | <input type="checkbox"/> Cooking                         | <input type="checkbox"/> History                      | <input type="checkbox"/> Wordfest                                      |
| <input type="checkbox"/> Gardening             | <input type="checkbox"/> Live Streaming                  | <input type="checkbox"/> COVID-19                     | <input type="checkbox"/> Food waste                                    |

### SELECT AUDIENCES

- |                                   |                                   |  |   |
|-----------------------------------|-----------------------------------|--|---|
| <input type="checkbox"/> Resident | <input type="checkbox"/> Families | <input type="checkbox"/> Youth         | <input type="checkbox"/> Senior         |
| <input type="checkbox"/> Business | <input type="checkbox"/> Visitor  | <input type="checkbox"/> Multicultural | <input type="checkbox"/> Elected Member |
| <input type="checkbox"/> Adult    | <input type="checkbox"/> Children |  |   |

### LOCATION

- |  |  |   |  |
|--|--|---|--|
| <input checked="" type="checkbox"/> Reserve Street Reserve | <input type="checkbox"/> Scarvell Avenue Reserve (~139m) | <input type="checkbox"/> Klippel Avenue Reserve (~215m) | <input type="checkbox"/> None of the above |
|--|--|---|--|

## Anything else we need to know?

### NOTES

Please include any extra information that you think will help enrich the content of the event here.

# Add your contact details and submit. That's it!

## Eventbrite Events Importer

### Finalise your submission

#### Your contact details

To assist with processing your submission, please provide your contact information.

This information will not be published on the website.

NAME

EMAIL

PHONE

Back

Submit

Here is an example of an imported event.  
Note it imports your image as uploaded to  
Eventbrite. Aim to use clean images  
(without text) wherever possible.

Note how the image displays in this event listing.

### Silk Painting | Craft -astic Thursdays

WHEN: Thursday 16 September

TIME: 10:00AM - 12:00PM

TOPIC: Hobbies and craft, Neighbourhood Centres

AUDIENCE: Resident, Families, Senior, Visitor, Multicultural, Adult

WHERE: Glandore Community Centre

BOOK ONLINE VIA EVENTBRITE

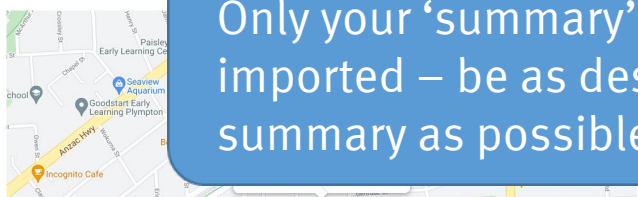


Share this Event



A new group to bring creatives together for loads of different workshops to get your creative buzz on!

#### Location



Only your 'summary' event description will be imported – be as descriptive in your Eventbrite summary as possible. Note character limits below.

1

## Create an event summary

Write a summary up to 140 characters that describes the most important details of your event and makes it clear to people why they should attend.

Summary \*

Come along to this special Father's Day event, get creative and celebrate dad by writing a verse, decorating your poem and framing it.

134/140

### Book Talk Tuesday Book Launch: Leeza von Alpen 'While We're Here'

WHEN: Tuesday 24 August

TIME: 6:00PM - 7:30PM

TOPIC: Libraries

TYPE: Author event

AUDIENCE: Resident, Senior, Business, Visitor, Multicultural, Adult

WHERE: Cove Civic Centre



Share this Event



Join Leeza von Alpen to celebrate the launch of her book. In her brilliant debut poetry book, Leeza Jayde bravely examines and reflects on the most important relationship in our lives - the one we have with ourselves. This beautifully tender, vulnerable, and deeply intimate collection will speak to the hardest parts of yourself, and yet will still leave you inspired, filled with humbling wisdom, and wrapped in self-love.

Coffee/tea and light refreshments provided. Books available for sale.

# Things to note

- The Importer will only include your short ‘summary’ description as the event description on the page.
- There is a field for adding more detail, if required. The website manager will need to manually add this, so please only add details if you absolutely need more information included.
- If you hold multiple Eventbrite accounts, you may need to use the incognito window to log in to a different account.

If you have any questions, reach out via **[webrequest@marion.sa.gov.au](mailto:webrequest@marion.sa.gov.au)**