

Events

Online Form Code Requests (for paid events)

The first step when setting up online ticketing for an event is to clear the budget codes through Finance. [Please fill out this request form](#) before you start with production on your online ticketing.

Event Registration Form (for free events)

This is the process for setting up an online registration form for your event, as long as that registration can be free for everyone.

Ticketed Event Form (for paid or free events)

Ticketed Event forms are a bit more complex than an event registration form, but they're more versatile. You can charge admission for the event, set up multiple ticket levels, and allow the ticket buyer to get tickets for more than one person at once.

Creating Content for an Event Invitation Email

THE EMAIL MACHINE, the content management system Audubon uses to create email content, has an "Event Message" type designed for event invitations.

Create a Zoom Event and Registration

EveryAction and Zoom have an integration that allows you to link a Zoom meeting to an EveryAction event so that the two will automatically sync the registrants from Zoom to the participants in EveryAction — and vice versa.