

# Create Events

## Event Details

The screenshot shows the 'Create Event' interface. At the top, a blue header contains the title 'Create Event' and a progress bar with five steps: 1. Event Details (active), 2. Tickets, 3. Questions, 4. Settings, and 5. Publish. Below the header, the 'Event title' section is displayed. It includes a heading 'Event title', a sub-heading 'Be sure the title clearly describes your event. Let the title be capacious and informative. Do not use date and time in the title.', and a text input field containing 'Weekly Temple Tots'. Below the input field, it shows '18 / 100 symbols'. The 'Date and time' section follows, featuring three radio button options: 'Single Day', 'Multi-day' (selected), and 'Long Range'. Below these options are two checked checkboxes: 'Ongoing Opportunity' (with subtext 'Shows in Opportunities Section of Homepage.') and 'Hide date/time'.

### 1. Click “Create event”.

Log in to your Jlive account and select “Create Event”.

### 2. Enter the Event Title

- Give your event a short, distinct name up to 72 characters long.

### 2. Insert a Main Image

- Size up to 5mb. PNG or JPG formats only.
- Minimum dimension is 960×600 px
- To delete your main event image, hover over the image and click the “trash bin” icon when it appears.
- Make sure to check the copyright licenses on the images you use.

## **PRO TIP**

If you have an image that you need to resize, you can use free websites such as [Canva](#).

Here is a link to the [Jlive Event Art Template](#)

## **3. Choose Target Demographic**

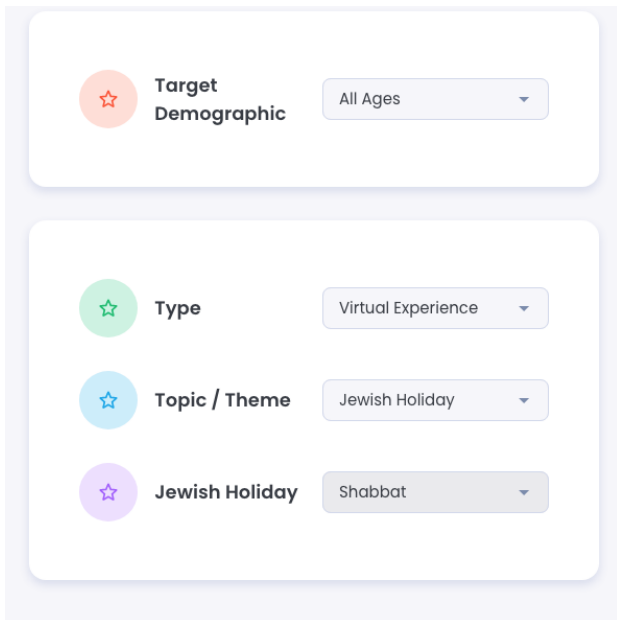
### **PRO TIP**

Be strategic about the demographics use choose. Specific targeting works best. Please dont use “all ages” if it is not truly for toddlers- seniors.

## **4. Chose Event Type**

## **5. Chose Event Topic / Theme**

- Choose a category that matches your event. For Jewish holidays, there is a second drop-down menu to chose from.
- For public events, this helps attendees find your event.



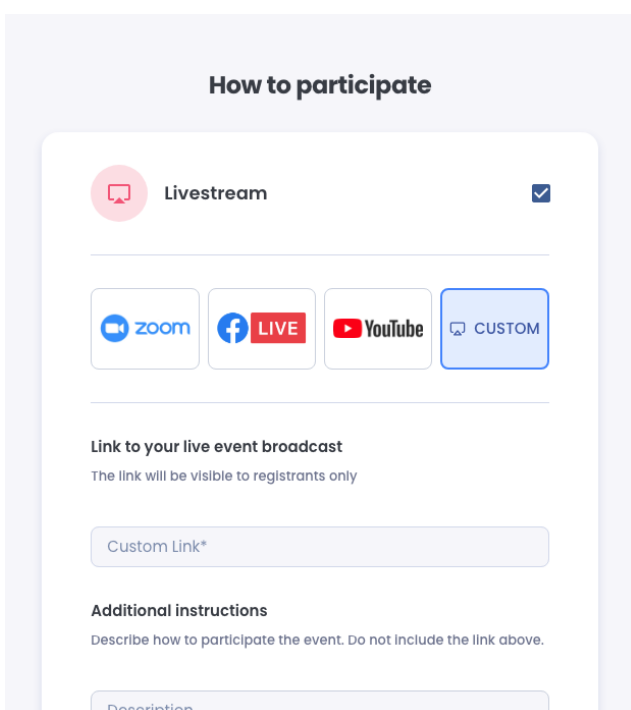
The image shows a series of four filter cards stacked vertically. Each card has a colored star icon on the left and a dropdown menu on the right. The first card is orange and labeled 'Target Demographic' with 'All Ages' selected. The second is green and labeled 'Type' with 'Virtual Experience' selected. The third is blue and labeled 'Topic / Theme' with 'Jewish Holiday' selected. The fourth is purple and labeled 'Jewish Holiday' with 'Shabbat' selected.

## 6. Select Date and Time

- Select the date of the event
- Select the start time of the event
- Select the end time fo the event
- Time Zone — Set to match the region that matches your event.

## 7. Choose a location for an in-person event.

Venue — Use the search bar below “Venue” to search for a venue, address, or city.



The image shows a 'How to participate' configuration panel. At the top, 'Livestream' is selected with a checked checkbox. Below are four buttons for video options: Zoom, Facebook LIVE, YouTube, and CUSTOM. The CUSTOM button is highlighted in blue. Underneath, there is a section for 'Link to your live event broadcast' with a note that the link is visible only to registrants and a text input field labeled 'Custom Link\*'. Finally, there is an 'Additional instructions' section with a note to describe participation and a text input field labeled 'Description'.

## **8. How To Participate: Online event – Use for events that happen online only.**

1. Zoom - Integrate your Zoom account
2. Facebook Live
3. You Tube
4. Custom
5. Click “Save & Continue”.

Event details

### **PRO TIP**

Here are instructions for setting up [Zoom Events on Jlive](#).

## **9. Custom Registration Message**

You can add specific sections that will appear on the Event Details page. If you choose Custom, you can leave a message that will only be seen by Registrants if they are logged in AND also it will be included in the Registration Email.

## Additional info

This information will appear in the Registration Emails



PARKING INFO



ARRIVAL / CHECK IN



FORMS



COVID-19



GENERAL UPDATE



CUSTOM

Custom Title

Custom

Custom (For Not Yet Registered)

0 / 1000 symbols

Custom (For Registered Only)

This is a custom message that will appear in the  
Registration Email

67 / 1000 symbols



































Only Registrants will see this message.

## 10. Chose the Event Features

## Features

Indicate any specific features or attributes you want to call attention to.

 KOSHER FOOD	 KOSHER	 VEGETARIAN FRIENDLY
 ITEMS FOR SALE	 ARRIVAL / CHECK IN	 COFFEE
 EDUCATIONAL	 SPECIAL GUEST	 BEVERAGES (NON ALCOHOLIC)
 FRENCH SPEAKING	 WIFI	 COCKTAILS AND DRINKS
 YIDDISH SPEAKING	 KIDS AREA	 FINGER FOOD
 RUSSIAN SPEAKING	 OUTDOORS	 FOOD PROVIDED
 ENGLISH SPEAKING	 NATURE	 FOOD AVAILABLE (\$)
 HEBREW SPEAKING	 ARCADE GAMES	 DESSERTS PROVIDED
 WHEELCHAIR ACCESSIBLE	 GAMES	 CLOSED CAPTIONS
 VALET PARKING (\$)	 PARKING (\$)	 TRANSPORTATION AVAILABLE
 VALET PARKING (FREE)	 PARKING (FREE)	

## 10. Write The Event Description.

- Write a description up to 2,500 characters that describes the most important details of your event. This lets people know why they should attend.
- Please note that only the first 120 characters will always be displayed when you share the event via social media.
- Description — Give more details about the information you included in your summary. This helps attendees get a sense of what they'll experience at your event. A schedule, sponsors, or featured guests can improve the quality of your event listing.

## **11. Gallery**

- Add images or links to Youtube / Vimeo videos.

## **11. Sponsors**

- Upload logos of individual Sponsors. (Logos will not be clickable on the Event Details page.)

## **13. Point of Contact**

- This is the person you would like attendees to reach out to with questions or help.
- Name
- Email
- Phone

## Description

Note that only the first 120 characters will always be displayed when you share the event via social media.

Description\*

**I** **S** **U** **🔗** **☰**

0 / 2500 s

## Gallery

Up to 5 Mb. PNG or JPG formats for images only.  
Youtube or Vimeo links for videos.

Click or drag  
n'drop to add  
media

Uploaded: 0 of 20

## Point of contact

This is the person you would like attendees to reach out to with  
questions or help.

Name\*

+1

Email address\*

## 14. Click "Save & Continue".

Click "Save & continue". Find more information about event details:

# Create Tickets



The screenshot shows a form titled "Tickets & Add-ons" for a "Family Ticket". At the top, there are two buttons: "FREE" (highlighted in blue) and "PAID". Below this, the "Ticket name" field contains "Family Ticket", with a blue "+ ADD DESCRIPTION" link below it. The "Ticket sale dates" section includes a note: "Tickets will be on sale from the moment the event is published until the event ends., unless a custom on-sale date is set." and a blue "+ SET CUSTOM ON-SALE DATES" link. The "Tickets quantity" section has three input fields: "Total Available" (100), "Max per order" (1), and "Min per order" (0). Below these are four checkboxes: "Livestream only" (unchecked), "Hide ticket type" (unchecked), "Unique Attendees Only" (checked), and "Do Not Ask Attendee Questions" (unchecked). At the bottom of the form is a blue "+ ADD TICKET TYPE" button.

1. Go to “Tickets” and click “Create Ticket”.

If you just finished the “Details” section, you’ll go to “Tickets” automatically. If you’re starting from a different location, go to your Manage Events page, choose the event, and select “Tickets”.

2. Enter your ticket information.

- Choose Free or Paid. (Paid Requires [Stripe Account](#))
- Add Description
- Set Sale Dates - (Ex: Early bird ticketing window opens on 1/10/23)
- Set Ticket Quantity - Note you can set a Global Event Capacity in Ticket Settings lower on the page

- Set Max per Order
- Set Min per Order - (Ex: 1 Family Ticket must be purchased for each order.)
- Livestream Only - Used to NOT send the Ticket PDF in the Registration Email
- Hide Ticket Type - If you no longer want the ticket to be available to register
- Unique Attendees Only -
- Do Not Ask Attendee Questions - (Ex: Family Ticket should not ask First Name or Last Name of Registrant)

## Ticket Settings

### 3. Donations

\$

## Donations

Enabled during checkout

^

Enable Additional Donations during check out

Optional Donations

Required Donations

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Description

0 / 250 symbols

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### Suggested amounts

You may indicate up to 4 suggested donation amounts or allow users to specify a custom donation amount.

#1  
 ×

#2  
 ×

#3  
 ×

#4  
 ×

Enable buyer to enter custom donation amount

Donor can indicate donation is on someone else's behalf

- Enable / Disable Donations
- Set Required or Not Required at Checkout
- Add Description
- Set Suggestion Donation Amounts
- Enable Custom Donation Amount
- Allow Donor to donate on someone else's behalf

#### 4. Ticket Settings

- Set Button Text - (Ex: Register, Volunteer, More Info...)
- Use 3rd party link - Bypasses Jlive Registration and sends user to another




website


- Offline Payment - Allows Registration to paid events without credit card charge. The organization must collect payment on their own outside of Jlive, and they can [mark as paid later](#).
- Total Event Capacity - (Ex: Adult Tickets 50 available, Child Tickets 50 available, but if total Event Capacity is 50, then you can sell more than 50 tickets total.


Click "Save & continue".

For more information see the following: [Create Tickets](#) and [Create Paid Tickets](#). =



## **Create Registration Questions**

 - required question    - optional question    - hide question from user

 **Buyer only**



QUESTION LIST 



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 How many children live in your household? 


What is your name?


Enter your email

 Enter Phone Number: 



 Home Address 




 **All attendees**

QUESTION LIST 

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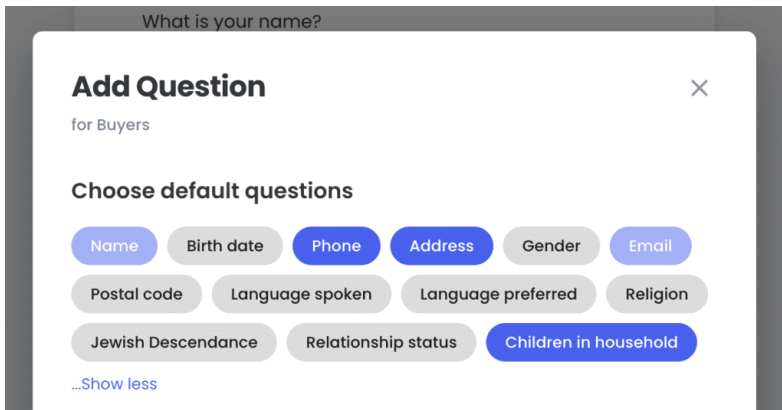
 Birthday 

What is your name?

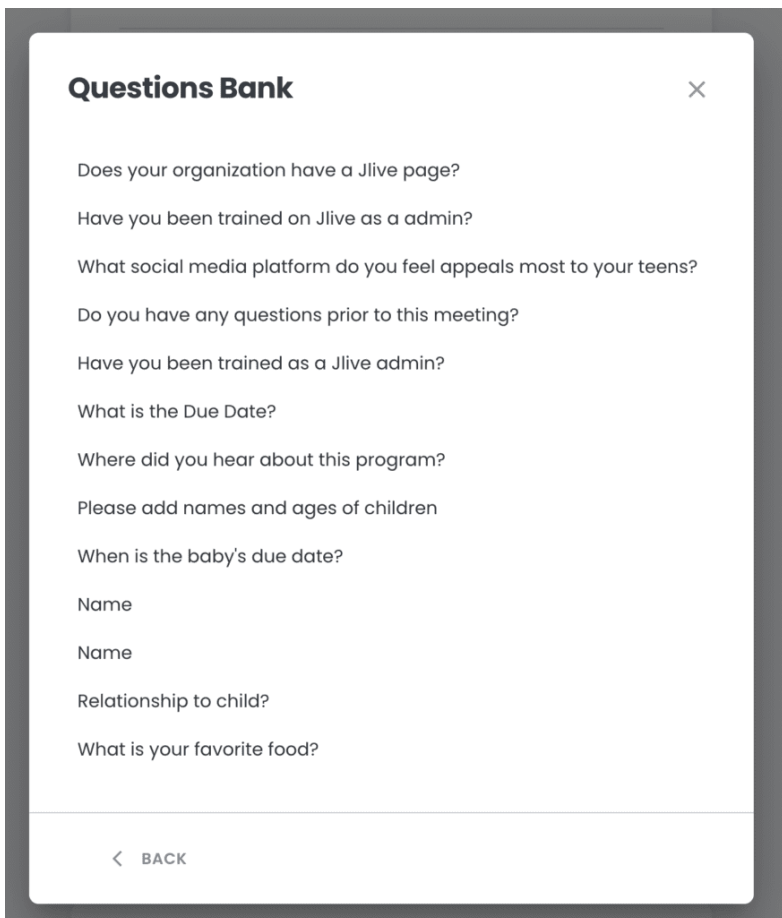


Choose who to direct questions to. The “Buyer” is the person using Jlive to Register. The Attendee may be different from the Buyer. (Ex: A parent registering their child to an event).

Add Default Questions



Add Question from [Question Bank](#)



You can also Manage your Organization's [Question Bank](#).

Create New Question

**Create Question** ×

for Buyers

Title

What is your favorite film?

27 / 100 symbols

[+ ADD DESCRIPTION](#)

Multiple answer

Answers

1 Braveheart

2 Gladiator

3 Die Hard

[+ ADD ANSWER OPTION](#)

Include 'Other' option

Add to question bank

[← BACK](#) [ADD](#)

Review the following under “Order Options”:

## Translations

Translations are only required in Montreal at this time. On this step, you will be asked to enter French translations for all of the custom text in your event, tickets, and registration questions.

## Settings

Review your privacy settings.

Go to “Privacy Settings” and click “Privacy”. Then choose “Public” or “Private”.

## Publish

Select “Publish Event” (at the top of the page) and choose whether to “Publish Now” or “Schedule Publish”.

**Publish Now** — publish the event immediately. Once set, the event is live and you can still make changes.

**Schedule Publish** — set a future date and time for the event to go live. Once set, you'll see "Scheduled" (at the top of the page) and have options to reschedule, unschedule or publish now.