INSTRUCTIONS TO SET UP AND PROMOTE A MEETING ON EVENTBRITE

1) Set up a gmail account for your group. The gmail account either needs to be checked regularly or forwarded to someone in your group (In gmail, Click on the Gear icon (settings) then on See All Settings. Click on Forwarding and Pop/Imap. Set the email you wish to use for forwarding. Be sure to record the account email and password somewhere for your group.
2) Go to Eventbrite.com and create an account with that gmail account. Be sure to record the account email and password somewhere for your group.
3) Click on Create an Event
4) Follow the prompts. Below are things you can use in some of the fields.
5) On the left side, you cans see each section of the forms you are filling out. If you need to go back and change something, you can click the sections to find it.

Event Title: be sure to fully describe your meeting. The abbreviation "OA" won't communicate to many people.   Example: Overeaters Anonymous Monday Noon at Galano Club

Categories: This one is tricky because we don't fit in any category. I usually select Other, then Health and Wellness then Other.

Keywords: select whatever words you think might come up in a search. Here are ones I use:

addiction
anorexia
binging
bulimia
food_addiction
food_compulsion
obesity
overeaters
overeating
undereating
weight loss
overweight

Location: Choose Venue or Online event. For Venue, start typing the name of the place to see if it is in the system. If not, add it.

Date and Time: Make sure the time zone that's displayed is correct. Click on Recurring Event. Select the first day/time of your next meeting and after you do that you'll be able to select weekly/monthly, etc. Select start and end times. The system will require you to set an end date. I selected 100 meetings, but you can try for more. This, of course, means someone will need to reset the meeting after that number has finished.

Main Event Image: You can see that you need a rectangular image. I have been using images that are not just our logo in order to try to appeal to a newcomer. See images here: https://drive.google.com/drive/folders/1ubp9ZLfw1rh9e-Jrp68WfJDD2LQMC0KL?usp=sharing Select an image that is a rectangle, not a square. (The "Together" image is a good one, for example)

Description: Below are examples for the summary and description. Feel free to customize for your group.

Summary:

> OA is a fellowship of individuals who, through shared experience, strength, and hope, are recovering from compulsive overeating.

Full Description:

> No matter what your problem with food — compulsive overeating, under-eating, food addiction, anorexia, bulimia, binge eating, or overexercising — we have a solution.
>
> There are no dues or fees for members; we are self-supporting through our own contributions, neither soliciting nor accepting outside donations. OA is not affiliated with any public or private organization, political movement, ideology, or religious doctrine; we take no position on outside issues.
>
> Our primary purpose is to abstain from compulsive eating and compulsive food behaviors and to carry the message of recovery through the Twelve Steps of OA to those who still suffer.
>
> There is no fee. Registration is not required, but meeting details will be sent upon RSVP to this invite or visit https://atlantaoa.org/meetings/ (an RSVP is not required).
>
> Your participation is anonymous. You will not be put on any list or be solicited in any way.
>
> Full meeting list around the world is available at oa.org

Tickets: Obviously tickets are not required, but Eventbrite requires this category. You want to set it up that tickets are free. Set a maximum of a 100 or 200. Set so that it expires 1 minute before event starts so that someone doesn't feel locked out if they "register" at the last minute.

ORDER DETAILS

At this point the system asks if you want to publish. I recommend you do the following FIRST:

On the left of your screen, click on **Order Options**, then **Order Form**

Scroll down to the box marked "Add Special Instructions"

Put in the details of your meeting again. For example:

> Registration and tickets are not required. You may simply show up and attend any meeting.
> Meetings are held each Monday at noon at the Galano Club
> 585 Dutch Valley Rd NE, Atlanta, GA 30324
> Your participation is anonymous. You will not be put on any list or be solicited in any way.
> Full meeting list in Atlanta area is available at https://atlantaoa.org/meetings/
> Full meeting list around the world is available at oa.org

On the left hand side, click on **Order Confirmation** and then put the same information under "Customize Webpage" and "Customize Email"

Publish
Once you are ready, on the left hand side, click on Publish to publish your event.