



Event Registration & Ticketing for a Small Event

fundraisers — free events stay free, paid ones made simple An Extended Guide ·
No. 2073

————— An Extended Guide · No. 2073 —————

Tech Made Simple. Service Made Personal.

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THE 60-SECOND VERSION

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1. The Whole Idea on One Page If you read only one page, read this. Here is the whole plan as a short checklist. Online registration lets people sign up for your event from their phone, so you know who is coming before the doors open. If the event is free, the good tools cost you nothing. If you sell tickets, a small fee applies. Either way, you trade a messy clipboard and a guessing game for a clean list and a real head count.

- 1 Pick a tool — Eventbrite is well known; free alternatives exist for simple needs.
- 2 Make an event page with the name, date, place, and a clear description.
- 3 Set it free, or add a ticket price if you are charging.
- 4 Share the link by email, on your website, and as a printed QR code.
- 5 Let people register; the tool emails them a ticket or confirmation.
- 6 At the door, check people in by scanning the ticket or ticking a name. **GOOD TO KNOW** For a free event, registration should cost your group nothing. The fees only come in when you sell tickets, and even then they are modest and usually paid by the buyer. The rest of this guide walks through choosing a tool, building the event page, handling free versus paid, sharing it, and checking people in smoothly — in plain language, a page at a time. **WHY IT HELPS** 2. Why Register People Ahead of Time Running an event blind is

stressful. You do not know whether to set out thirty chairs or three hundred, how much food to buy, or whether anyone is coming at all. Online registration takes that guesswork away. People sign up ahead, you see the numbers grow, and you can plan with confidence instead of crossing your fingers. A real head count, so you plan chairs, food, and helpers with confidence. A list of who is coming, with a way to reach them if plans change. Less work at the door, because people are already signed up. For paid events, money collected ahead, not fumbled with cash on the day.

GOOD TO KNOW

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Even for a free event, a head count is gold. Knowing whether forty or four hundred are coming changes everything about how you prepare — and registration gives you that number days ahead. None of this means turning people away at the door; you can always welcome walk-ups. Registration simply gives you a running picture so the day itself goes smoothly. **FREE OR PAID** 3. Is Your Event Free or Ticketed? The first thing to settle is whether you are simply collecting names for a free event or actually selling tickets. It matters because the fees and the setup differ. A free event with registration should cost your group nothing on the good tools. A ticketed event brings in money but also a small processing and service fee. Free event, registration only: collect names and a head count at no cost. Paid event: sell tickets online, with a small fee on each one. Donation-based: let people register free and give what they wish. Mixed: a free event with an optional paid upgrade, like a dinner add-on. **GOOD TO KNOW** If your event is free, make sure the tool you choose truly charges nothing for free registrations. The well-known tools do, but it is worth confirming so a 'free' event does not quietly cost the group. Knowing which kind of event you have shapes every choice that follows. Settle it first, and the rest of the setup falls into place naturally. **WHICH TOOL** 4. Choosing the Right Tool Several tools handle event registration, and the right one depends on whether you are charging and how fancy you need to be. Eventbrite is the best-known and handles both free and paid events. For a simple free sign-up, a free form tool or your existing group tools may be all you need. Churches and clubs with their own software may have this built in. Eventbrite: well-known, handles free and paid events, with ticket emails and check-in. A free form or sign-up tool: fine for a simple free event where you just need names.

WATCH OUT**5. For electrical, gas, water, or ladder work, please call a licensed professional. — Bill's Home Tech**

Your church or club software: may include event registration already.

A payment tool's event page: if you mainly need to sell a ticket and collect a count. If you are selling tickets or want a polished page with real tickets and check-in, Eventbrite is a solid default. If you only need a head count for a free event, a simple free form keeps things even easier and lighter. Do not reach for ticketing software to run a free potluck sign-up — a simple form is plenty. Save the fuller ticketing tools for events where you are selling seats and need real tickets at the door. EVENTBRITE FEES 5. What Eventbrite and Others Cost Fees are the part everyone wants to understand, so here is the plain shape of it. For free events, the major tools charge nothing. For paid tickets, there is a service fee per ticket plus a payment-processing fee, and these are usually passed to the buyer rather than the group. The exact numbers change, so always confirm them before you rely on them. Free events: no fee on the common tools — confirm this when you set up. Paid tickets: a per-ticket service fee plus a payment-processing percentage. As of late 2026, Eventbrite's paid-ticket fee has been around 3.7% plus a fixed amount per ticket, plus roughly 3% processing — check current rates. Fees are usually added to the buyer's total, so the group still receives the full ticket price. WATCH OUT Ticketing fees change, and companies adjust them without much notice. Never print a ticket price based on an old fee figure — confirm the current rate on the tool's own pricing page first, then decide who pays it. The decision of who absorbs the fee — the buyer or the group — is yours. Most groups pass it to the buyer so the ticket price they advertise is what the group actually keeps. Either way, know the number before you set your price.

A GROUP ACCOUNT**6. For electrical, gas, water, or ladder work, please call a licensed professional. — Bill's Home Tech**

6. Setting It Up in the Group's Name As with any tool that touches money or member information, set up the registration account in the group's name, not a volunteer's personal one. The event list, the money, and the attendee details should belong to the group and pass cleanly to the next person who runs an event. Create the account in the group's name, with the group's email. For paid events, link it to the group's bank account, not a personal one. Keep the login where more than one officer can reach it. Hand it on when the event organizer role changes. **WATCH OUT** If ticket money flows into a volunteer's personal account, you have a tangle at tax time and a risk if they leave. Use the group's account from the start, especially for paid events. This keeps every event's records and money clearly the group's, and means the person running the next event inherits a working system rather than starting from nothing. **THE EVENT** later in this guide. **Building a Clear Event Page** The event page is what people see when they go to sign up, and a clear one does half the work of filling the room. It should answer, at a glance, the questions every would-be attendee has: what the event is, when and where it happens, what it costs if anything, and how to sign up.

- 1** Give the event a clear, specific name — 'Fall Harvest Dinner,' not just 'Event.'
- 2** State the date, the start and end times, and the exact place.
- 3** Write a short, warm description of what to expect.
- 4** Set it free, or add the ticket price and any levels.
- 5** Add a photo if the tool allows, and publish the page. **TIP** Put the three facts people need most — what, when, where — right at the top, in plain words. Many people decide whether to sign up in the first few seconds, before they read a word more.

TICKET TYPES

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A clear page, published once, becomes the single place you point everyone to. From here, the work is simply sharing the link and watching the sign-ups come in.

8. Handling Different Ticket Types

Many events have more than one kind of ticket — adult and child, member and guest, early-bird and regular, dinner and no-dinner. Registration tools handle this easily with separate ticket types on one page. The key is to keep them few and clearly labeled, so people pick the right one without confusion. Set up a clearly labeled ticket type for each price or category. Keep the number of types small, so the choice stays simple. Use plain labels — 'Adult,' 'Child under 12,' 'Member' — that anyone understands. Set a quantity limit on each type if seating or supplies are limited.

GOOD TO KNOW Setting a quantity limit is how you avoid selling more seats than you have. When a ticket type sells out, the tool stops offering it — no awkward over-booking, no turning people away at the door. A few clear ticket types cover almost any event. Resist the urge to create a dozen; a simple page where people instantly see which ticket is theirs fills faster and causes fewer questions.

LIMITS & DEADLINES

9. Capacity Limits and Sign-Up Deadlines

If your space or your supplies are limited, registration lets you cap the numbers gracefully. You set a total capacity, and when it is reached, sign-ups close automatically. You can also set a deadline, so you are not scrambling with last-minute registrations when you need a final count for catering or seating. Set a total capacity so sign-ups close when the room is full. Set a registration deadline a day or two before, for a clean final count. Consider a waiting list if demand may exceed your space. Leave a little room for walk-ups if your event welcomes them.

GOOD TO KNOW

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A deadline a day or two before the event gives you a firm number to plan around while still giving people time to sign up. It is kinder to your caterer and your volunteers than a free-for-all up to the last minute. Limits and deadlines turn registration from a mere list into a planning tool. You control the numbers, close sign-ups cleanly, and walk into the event knowing exactly what to expect.

SHARING IT 10. Getting the Word Out A beautiful event page helps no one if people cannot find it. The link should go everywhere your audience looks: your email list, your website, your social pages, and printed notices with a QR code. Each path reaches people the others miss, and together they fill the room. Email the link to your membership and anyone who has come before. Put it on your website and social pages with a clear 'Register' button. Print the QR code on flyers, bulletins, and posters. Ask members to share it with friends who might like to come.

TIP A QR code on a printed flyer bridges the paper and online worlds beautifully. Someone sees your poster at the library, points their phone at the code, and is registered before they have left the building. Spread the link wide and make registering a single tap away, and your sign-ups climb without anyone having to chase people. The page does the work once you point people to it.

TICKETS 11. How People Get Their Tickets When someone registers, the tool emails them a confirmation — and for ticketed events, an actual ticket, usually with a barcode or QR code. They can show it on their phone at the door or print it. You do not have to mail anything or keep a will-call list; the ticket travels with the attendee automatically. Each registrant gets an emailed confirmation or ticket right away. Tickets carry a code that your check-in can scan at the door.

GOOD TO KNOW

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Attendees show the ticket on their phone or on paper — both work.

Lost the email? The tool can usually resend it in a moment. Tell people to simply show the ticket email on their phone at the door. Most will have it right there, and for the few who do not, a name on your list is enough to let them in. The automatic ticket email saves the group a great deal of handling. Everyone arrives with their own ticket in their pocket, and your door team simply checks them in. CHECK-IN 12. Checking People In at the Door On the day, check-in is where registration pays off. Instead of a chaotic line and a paper list, your door volunteers can scan each ticket's code with a phone, or simply tick names off the registration list. The tool shows you, in real time, who has arrived and who is still expected. Use the tool's app to scan ticket codes, or tick names off the list. A phone is usually all the scanning hardware you need. The system flags a ticket already used, catching accidental or deliberate doubles. You see live numbers — how many have arrived — as the event fills. TIP Have two or three volunteers checking people in at busy times, each with the app on their own phone. Spreading the line across a few phones keeps the entrance moving and the welcome warm. Smooth check-in sets the tone for the whole event. A short, friendly line where people are welcomed in seconds beats a frustrated crowd at a single clipboard every time. WALK-UPS 13. Welcoming People Who Didn't Register Registration should never turn into a wall at the door. Some lovely people will always show up without signing up, and you want to welcome them, not turn them away. The good news is that most tools let you add a walk-up on the spot, or you can simply keep a short paper list for them and enter it later. Let the door team add walk-ups in the app, or jot them on a short paper list.

GOOD TO KNOW

10. For electrical, gas, water, or ladder work, please call a licensed professional. — Bill's Home Tech

For paid events, have a simple way to take payment at the door too.

Fold the walk-up numbers into your count so your records stay whole. Treat walk-ups as a happy bonus, not a problem. Registration gives you a solid base count, and walk-ups are the cherry on top. Plan for a few extra chairs and servings, welcome whoever comes, and add them to the record afterward. The aim is a warm door for everyone, registered or not. Registration makes the planning easier; it should never make a last-minute guest feel unwelcome. **PAYMENT & FEES 14. Collecting Ticket Money Safely** For paid events, the tool collects the money by card when people register, and sends it to the group's account. This is safer and tidier than cash on the day, and it means most of your income is in hand before the event even starts. The small fees come out automatically, and you decide whether the buyer or the group covers them. Money is collected by card at registration and sent to the group's account. You get most of your income before the day, not scrambled from a cash box. Fees come out automatically; choose whether buyer or group absorbs them. Keep the card handling to the tool — the group never touches card numbers. **WATCH OUT** Decide who pays the fee before you set your ticket price. If the group absorbs it, build it into the price; if the buyer pays it, say so clearly so the final total is no surprise at checkout. Collecting ticket money online is both safer and easier than a cash box at the door. The library's guides on taking card payments go deeper if your group also sells things in person.

REFUNDS**11. For electrical, gas, water, or ladder work, please call a licensed professional. — Bill's Home Tech**

15. Handling Cancellations and Refunds Sometimes people cannot come, or an event itself has to be cancelled. A little thought about refunds ahead of time keeps these moments gracious rather than awkward. Decide your policy before you sell a single ticket, state it on the event page, and you will have a clear answer ready when someone asks. Decide and post a refund policy before selling tickets. Many groups offer refunds up to a cutoff, then no refunds after. If you cancel the event, refund promptly and communicate clearly. Note that some ticketing fees may not be returned even on a refund — know this in advance. **GOOD TO KNOW** A simple, clearly posted refund policy prevents almost all hard feelings. People accept a fair rule stated up front far more easily than a decision that seems made on the spot. Refunds are rarely a big part of the work, but having a clear policy ready turns an uncomfortable moment into a simple, fair answer. Decide it once, post it, and move on.

ATTENDEE LIST 16. Using Your List of Who's Coming Registration hands you something valuable: a list of everyone coming, with a way to reach them. You can use it to send a reminder a day before, to share a change of plans, or to thank people afterward. Used well and respectfully, it makes the whole event run more smoothly and warmly. Send a friendly reminder a day or two before the event. Use it to reach everyone quickly if something changes — weather, a time shift. Thank attendees afterward, and perhaps invite them to the next event. Treat their contact details with care — for this event, not to pile onto other lists. **WATCH OUT** People gave their email to attend this event, not to be added to every future mailing. Ask before folding them into your general list, and you keep their trust and stay on the right side of the rules.

PRIVACY

12. For electrical, gas, water, or ladder work, please call a licensed professional. — Bill's Home Tech

A reminder the day before noticeably cuts down on no-shows, and a thank-you afterward builds the goodwill that fills your next event. The attendee list, used kindly, is a quiet gift.

17. Protecting Attendees' Information When people register, they trust the group with their name, email, and sometimes payment details. Handling that with care is both good manners and good sense. The reputable tools protect payment information for you; your part is to guard the account and use the attendee details only for what people signed up for. Let the tool handle card details — the group never stores card numbers. Protect the registration account with a strong password and two-step verification. Share the attendee list only with the volunteers who need it for the event. Do not sell, trade, or widely circulate people's contact details. **GOOD TO KNOW** Treat your attendee list like a church directory: useful, private, and shared only as people would expect. That simple standard keeps you well within both courtesy and the rules. A little care with people's information protects them and the group's good name. Lean on the tool for payment safety, guard the account, and use the list only as attendees intended. **SIMPLE & FREE**

18. Keeping It Simple for a Free Event If your event is free and you just need a head count, you do not need full ticketing at all. A simple online form — name, how many coming, maybe a note for dietary needs — collects everything into a tidy list at no cost. For a potluck, a meeting, or an open house, that is often all you need. Use a free form tool for a simple 'let us know you're coming' sign-up. Ask only what you truly need — name, number attending, perhaps a note. The responses gather into a list you can count and sort. No fees, no tickets, no fuss — just a clean head count.

GOOD TO KNOW

13. For electrical, gas, water, or ladder work, please call a licensed professional. — Bill's Home Tech

Keep free-event forms short. Every extra question you ask loses a few sign-ups. Name and number coming is usually enough; add a question only when it genuinely changes your planning. For the many free events a group runs, a simple form is the whole answer. Save the fuller ticketing tools for the times you are selling seats and need real tickets at the door.

AFTER THE EVENT 19. Wrapping Up Afterward The event is over, but a few minutes of follow-up turns a good event into a lasting relationship and makes the next one easier.

Save your records, thank your attendees, note what you learned, and your group grows a little wiser and warmer with every event it runs.

- 1 Save the final attendee list and the money record with the group's books.
- 2 Send a short thank-you to everyone who came.
- 3 Jot a note on what went well and what to change next time.
- 4 Keep the event page's numbers as a guide for planning the next one. **GOOD TO KNOW**
Your past registration numbers are the best guide to planning the next event. Keeping them means you never again have to guess how many chairs or how much food — you have real history to lean on. A tidy wrap-up closes the loop and plants the seed for the next event. The records, the thanks, and the lessons learned all make the group's next gathering smoother and better attended. **ONE ORGANIZER 20. Naming Who Runs Registration** Every event runs better when one person owns the registration side. They build the page, watch the sign-ups, handle questions, and lead check-in on the day. It need not be the same person every time, but for each event, one clear organizer keeps things from falling between the cracks. Name one organizer per event to own the registration page and list. They build the page, share the link, and answer sign-up questions.

GOOD TO KNOW

14. For electrical, gas, water, or ladder work, please call a licensed professional. — Bill's Home Tech*They lead check-in and fold in any walk-ups.*

They save the records afterward and hand the account back for the next event. The registration organizer does not have to run the whole event — just the sign-up and door side. Splitting that off as its own clear job keeps both it and the event itself running smoothly. With one organizer per event and the account owned by the group, registration becomes a reliable routine your group can repeat for every gathering, large or small.

THE RIGHT QUESTIONS 21. Asking Only What You Need When someone registers, you can ask them questions — name, email, a meal choice, how they heard of you. It is tempting to ask a lot, but every extra question costs you sign-ups, as some people give up partway. The art is asking only what genuinely helps you run the event, and no more. Ask for the essentials: name and a way to reach them. Add a question only when the answer changes how you run the event. A meal or seating choice is fair; idle curiosity is not. Mark truly optional questions as optional, so no one is forced. **TIP** Before adding a question to your form, ask yourself: will I actually use this answer to plan something? If not, leave it off. Every needless field quietly costs you a few sign-ups. A short, respectful form fills faster and leaves people with a good first impression of your event. Ask for what you need, skip the rest, and more people make it all the way through.

RECURRING EVENTS 22. Reusing a Page for Regular Events If your group runs the same event regularly — a monthly dinner, an annual festival — you do not have to build the page from scratch each time. Most tools let you copy a past event and simply update the date. This saves work and keeps your events looking consistent, which members come to recognize and trust. Copy a past event's page rather than starting over each time.

GOOD TO KNOW

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Update the date, and any details that changed.

Keep the look consistent, so members recognize your events at a glance. Carry forward what you learned, like the right capacity and ticket types. Copying a proven event page is a quiet time-saver. The second time you run an event is far easier than the first, because the page, the settings, and the lessons are all there to reuse. For regular events, this reuse turns setup from an afternoon's work into a few minutes. Your recurring gatherings get easier to run each time, and more polished, without extra effort.

WAITING LISTS

23. Handling a Sold-Out Event

A happy problem: your event fills up and people still want in. A waiting list lets you capture those eager folks, so that if someone cancels, you can offer their spot to the next in line. It also tells you, for next time, just how much demand you really have — useful for choosing a bigger space. Turn on a waiting list so sign-ups continue after you sell out. Offer freed-up spots to the waiting list in order, as cancellations come. The list's length tells you the true demand for planning the next event. Let waiting-list folks know clearly whether they are in or still waiting.

TIP A waiting list turns 'sorry, we're full' into 'we'll let you know if a spot opens' — far warmer, and it hands you a ready list of eager people for your next, perhaps larger, event. Selling out is a sign of success, and a waiting list makes the most of it — filling cancellations, keeping eager people warm, and showing you how much bigger you could go next time.

DONATIONS AT EVENTS

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24. Adding a Donation Option For a fundraiser or a free community event, letting people add a donation when they register can gently boost what the event raises. Someone signing up for a free concert may happily chip in if asked kindly. The key, as always, is to offer it lightly, never to pressure, and to thank those who give. Offer an optional donation on the registration page, especially for fundraisers. Suggest a few amounts, but let people choose their own or none. Keep it a gentle invitation, never a required step. Thank donors warmly, and note their gift for any year-end receipt. GOOD TO KNOW Many people attending a free community event are glad to support it if simply asked. A quiet 'add a donation if you'd like' at sign-up can raise a surprising amount, with no pressure on anyone. A light donation option turns registration into a small fundraising moment without changing the welcoming feel of your event. Offered kindly, it lets generous attendees give while leaving everyone else perfectly comfortable. PRINTING A LIST 25. A Printed List for the Door Phones and apps are wonderful at the door, but a printed list of registrants is a fine backup and sometimes the simpler choice. If the venue's signal is poor, or your door volunteers prefer paper, a printed alphabetical list lets them tick people off by hand, with the app as backup or for later entry. Print an alphabetical list of registrants as a door backup. It saves you if the venue has poor phone signal or no internet. Volunteers can tick names by hand and enter them later if needed. Keep a pen and the list at the welcome table, just in case. TIP Even when you plan to scan tickets, print the list too. A dead phone battery or a weak signal at the door is far less stressful when a paper list and a pen are sitting right there as backup.

NAME BADGES**17. For electrical, gas, water, or ladder work, please call a licensed professional. — Bill's Home Tech**

A printed list costs a sheet of paper and buys real peace of mind. Technology at the door is great until the signal drops — and then the humble printed list saves the day. 26. Name Badges From Your List For many events, name badges make the gathering warmer and help people connect. Because your registration list already holds everyone's name, printing badges is easy — a simple merge turns the list into a sheet of badges, ready to hand out at the door. It is a small touch that makes an event feel welcoming and organized. Use your registration list to print name badges in advance. A simple merge turns the list of names into a sheet of badges. Lay them out alphabetically at the welcome table for easy pickup. Have blank badges and a marker ready for walk-ups. GOOD TO KNOW Name badges do quiet social work: they help newcomers feel included and help everyone remember names. Your registration list makes them nearly free to produce — a warm touch for a little effort. The library has a separate guide on mail merge for labels and badges, if you would like the step-by-step. A sheet of badges from your list turns a crowd of strangers into a room of named, welcomed guests. VOLUNTEERS 27. Lining Up Volunteers for the Day A smooth event needs helpers — at the door, the welcome table, the food, the cleanup. While registration handles your attendees, a sign-up tool handles your volunteers, so you know every role is covered before the day arrives. Keeping the two separate but coordinated keeps everyone clear on their job. Use a volunteer sign-up for roles — door, setup, food, cleanup. Make sure the door and check-in roles are filled first. Give volunteers their instructions ahead of the day, not on the fly. Thank your volunteers as warmly as your guests — they make it happen.

GOOD TO KNOW

18. For electrical, gas, water, or ladder work, please call a licensed professional. — Bill's Home Tech

The library has a separate guide on volunteer sign-ups. Pairing a volunteer schedule with your attendee registration means both sides of the event — guests and helpers — are planned and covered. Attendees and volunteers are two halves of a smooth event. Register the guests, schedule the helpers, and you walk into the day knowing both the room and the team behind it are ready.

PROMOTING IT 28. Promoting the Event Beyond Your Members For an event you want the wider community to attend, a little promotion beyond your own list fills more seats. Your registration link is the hub; the work is pointing many eyes at it through the channels your town actually watches. A mix of free, local avenues usually does more than any single big push. Share the link on the group's social pages and ask members to spread it. Post printed flyers with a QR code where your community gathers. Ask a local paper or community calendar to list the event. Partner with a friendly neighboring group to reach their people too. **TIP** Local, personal channels beat broad ones for a small event. A flyer at the library, a mention in the church bulletin, and members telling friends fill more seats than any amount of distant advertising. Promotion need not be fancy or costly. Point your community's everyday channels at your one registration link, lean on members to share, and the seats fill with the neighbors you hoped to welcome.

WEATHER & CHANGES 29. When Plans Have to Change Sometimes an event must move, change, or be called off — a storm, a venue problem, a speaker who cancels. This is exactly when your registration list earns its keep: you have a way to reach everyone coming, fast, so no one shows up to a locked door or a cancelled event. A clear, quick message saves the day.

GOOD TO KNOW

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Use your registrant list to reach everyone the moment plans change.

Send a clear, calm message with the new plan or the cancellation. Post the change on your website and social pages too, for anyone you miss. If you cancel a paid event, handle refunds promptly per your policy. The ability to reach every attendee in minutes is one of registration's quiet gifts. A weather call that would once have meant frantic phone trees becomes a single, calm message to everyone at once. Changes happen to every group that runs events. Having everyone's contact in one place turns a potential scramble into a quick, reassuring note — and attendees remember a group that kept them informed.

MISTAKES 30. The Mistakes to Avoid A few avoidable slips cause most of the trouble groups have with event registration. Knowing them keeps your events smooth and your attendees happy. Printing a ticket price based on an old fee, so the math comes out wrong. Routing ticket money into a personal account instead of the group's. Making registration a wall, so walk-ups feel turned away. Asking too many questions on the form, so people give up signing up. Adding attendees to your general mailing list without asking. **TIP** Run a simple test: could someone register for your event in under a minute from their phone, and could you tell a caterer tomorrow how many to expect? If both are yes, your setup is working. Avoid these five, and registration runs itself. Current fees, the group's account, a warm door, a short form, and respect for people's details cover nearly everything.

COMMON QUESTIONS

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31. Answers to Common Questions A few questions come up whenever a group sets up event registration. Here are short, honest answers to the ones heard most. 'Is it free for a free event?' On the common tools, yes — confirm when you set up. 'Who pays the fee on paid tickets?' Your choice — most groups pass it to the buyer. 'Do attendees need an account?' Usually not — they can register as a guest. 'Can we still take walk-ups?' Yes — add them in the app or on a short list. 'What if someone can't come?' Post a refund policy before you sell tickets. **GOOD TO KNOW** If a question here makes you unsure where to start, that is normal. Most groups find the first event page takes under an hour, and the calm it brings to event day is worth it many times over. Most groups find registration turns event day from a scramble into a smooth, well-planned gathering. The setup is modest, and the head count alone is worth it. **GETTING STARTED** 32. Getting Yours Started You now know the whole shape of it: decide free or paid, pick a tool, build a clear event page in the group's name, set your ticket types and limits, share the link everywhere, and check people in smoothly on the day. The best time to set up your next event is soon, while the details are fresh.

- 1 First: decide whether your event is free or ticketed, and pick a tool to match.
- 2 Build a clear event page in the group's account, with the key facts up top.
- 3 Set ticket types, prices if any, a capacity, and a deadline.
- 4 Share the link by email, website, and a printed QR code.
- 5 Line up a few volunteers with the check-in app for the door. **GOOD TO KNOW** You do not have to remember all of it. You just have to remember you can call. Friendly, in-home help, and I come to you — (330) 200-8042. Online registration is one of the simplest changes that makes an event feel organized and welcoming. Take the time to set up the page, share it wide, and walk into event day

BILL'S HERE TO HELP**21. For electrical, gas, water, or ladder work, please call a licensed professional. — Bill's Home Tech***knowing exactly who is coming.*

33. You Don't Have to Set It Up Alone If any part of this feels like more than you want to take on — choosing a tool, building the event page, setting up tickets and check-in — that is exactly the kind of thing I help local groups with. There is no such thing as a silly question, and I am glad to sit down with your event team and get it all working. I can help you set up the registration account in the group's name, build a clear event page, sort out free versus paid and the fees, add a QR code for your flyers, and show your door team how to check people in. Then the group owns it for every event to come. **GOOD TO KNOW** Friendly, in-person tech help for people and groups around Portage County. I come to you. If you are not happy with a visit, I will make it right. (330) 200-8042. Whether you set it up yourself with this guide or give me a call, the goal is the same: a clean sign-up list, a real head count, and a smooth, welcoming door — so your event is a joy to run, not a scramble. **CHEAT SHEET** Everyday Cheat Sheet Keep this page handy. It points you straight to what to do for each task. I want to... Do this Free or paid Decide first — free registration should cost the group nothing Pick a tool Eventbrite for tickets and check-in; a free form for a simple head count Use the group's account Set it up in the group's name; link paid events to the group's bank Build a clear page What, when, where up top; a warm description; a photo Know the fees Confirm current ticket fees before pricing; decide who pays them Set limits A capacity and a deadline give you a clean final count Share it everywhere Email, website, social, and a printed QR code Check in smoothly Scan tickets or tick names; welcome walk-ups too Get help Call Bill: (330) 200-8042

HOW I CAN HELP

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Your Visit — and My Promise In-home visit — \$99 flat for your first visit. No contracts and no surprise charges, and a 30-day follow-up is included. Remote Support — \$49 for a screen-share session. I only connect with your permission, you watch the whole time, and you can end anytime. If I can't fix it over the screen-share, I refund the \$49 — and if it turns out you need me in person, that \$49 goes toward your visit. It's included free for Support Plan members (\$39/mo). GOOD TO KNOW My promise — If you're not 100% satisfied with your visit, I'll come back at no charge, or refund the full \$99. No questions, no awkwardness. That's how I'd want to be treated. Call or text (330) 200-8042 · Book a visit: billshometech.com/book · bill@billshometech.com This free guide is for general information only — not professional advice, and no substitute for your device's own manual. Any prices or outside products mentioned can change; please confirm current details before you buy. Please use your own good judgment and follow it at your own risk — for anything involving electricity, gas, water, or heights, stop and call a licensed professional. Bill's Home Tech and Bill Davis can't be responsible for any damage, data loss, or injury that results. © 2026 Bill's Home Tech, LLC.

AT A GLANCE

A Picture to Follow Along

One Page, Everyone Signed Up

People register online, you get a clean list and a head count.

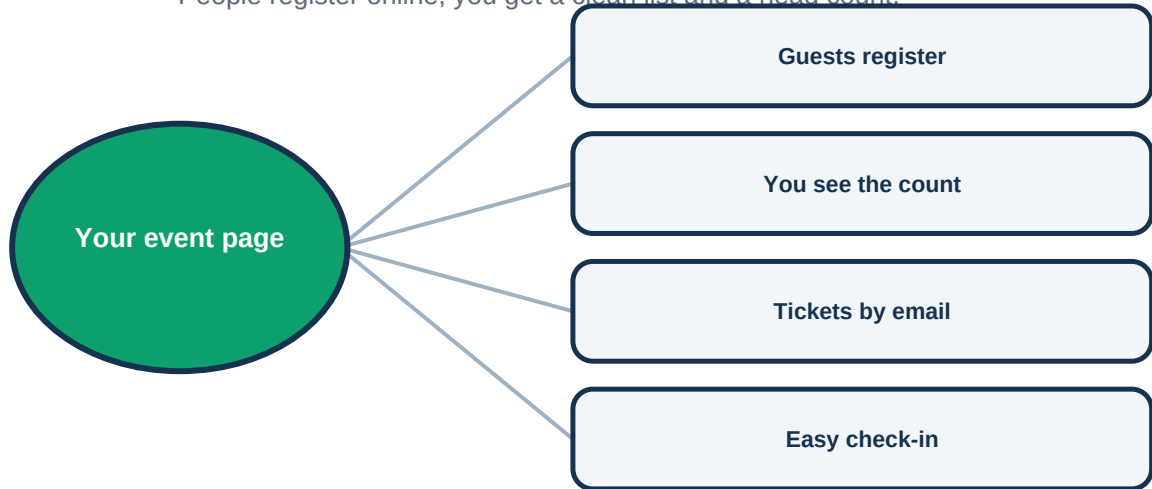


Illustration — a schematic. Set-up screens differ; each takes only a few minutes.

AT A GLANCE

A Second Look

From Flyer to Full House

A few calm steps replace the clipboard and the guesswork.

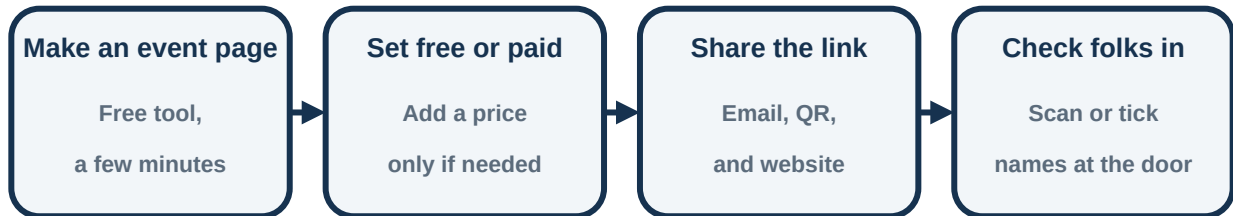


Illustration — a schematic. The order is a suggestion; do one box at a time.

A schematic of the plan — company steps vary; the order does not have to.

BEFORE YOU GO

A Note From Bill

A quick note from Bill. I write these guides to make home tech a little less frustrating, and I do my best to keep every step accurate and up to date. Still, every home, device, and setup is a bit different, so I can't promise a guide will match yours exactly or fix your particular problem. These guides are for general information only — they're not professional, legal, or financial advice, and they don't replace your device's own manual or the manufacturer's instructions. Please go slow, use your own good judgment, and use everything here at your own risk. If a step involves electrical wiring, a gas appliance, a water heater, plumbing, or climbing a ladder — or if anything just doesn't feel safe — please stop and call a licensed professional (or give me a call at 330-200-8042). Bill's Home Tech and Bill Davis can't be responsible for any damage, data loss, or injury that results.



HOW I CAN HELP

Your Visit — and My Promise

In-home visit — \$99 flat for your first visit. No contracts and no surprise charges, and a 30-day follow-up is included.

Remote Support — \$49 for a screen-share session. I only connect with your permission, you watch the whole time, and you can end anytime. If I can't fix it over the screen-share, I refund the \$49 — and if it turns out you need me in person, that \$49 goes toward your visit. It's included free for Support Plan members (\$39/mo).

GOOD TO KNOW

My promise — If you're not 100% satisfied with your visit, I'll come back at no charge, or refund the full \$99. No questions, no awkwardness. That's how I'd want to be treated.

Call or text **(330) 200-8042** · Book a visit: **billshometech.com/book** · **bill@billshometech.com**

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