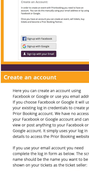
Create an event with Prior Booking

Creating an event with Prior Booking

Before you can list an event, you need to create an account. Just go to either Login / Register in the header or click Create an Event and follow the link to the Login / Register page.



Create an account

Here you can create an account using Facebook, Google or with your email address. If you choose Facebook or Google it will use your existing log in credentials to create your Prior Booking account. We have no access to your Facebook or Google account and cannot post anything to your Facebook or Google account without your permission. We only use your log in details to access the Prior Booking website.

If you use your email account you need complete the log in form as below. The screen name should be the name you wish to be shown on your tickets as the ticket seller.

Verify

Once you have submitted your information you will need to verify your email account. You will see this screen, go to your email and you will see an email like this one just below.

If you cannot see the email, please check your junk / spam email folder.

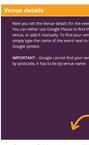
Click on the link in the email and you are done.

Create and name your event

The screen you will land on is this one.

To create an event either click the link in the header or the one just left from in your dashboard (second from the left, top row).

You then need to give your event a name.

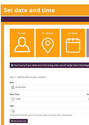


Event description

On the next screen you will see a tick box that says 'Click here if you do not want your event to be available to the public or to show in search'.

You would tick this if the event is private (eg a school concert), otherwise leave this box un-ticked.

You can also write a description of the event and upload a photograph.



On the same page you can set the category for your event and set any Terms and Conditions.

Venue details

Next you set the Venue details for the event. You can either use Google Places to find the venue, or add it manually. To find your venue simply type the name of the event next to the Google symbol.

IMPORTANT: Google cannot find your venue by postcode, it has to be by venue name.

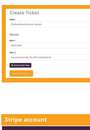
If you cannot find the venue you can add it manually.

Set date and time

Next you add the date and time of your event. You can add a single date or multiple dates if the event is over more than one day.

Event artists (if applicable)

Next you can add Artist (s) to your event. Choose to add an act or skip this page if you do not have any artists.



Add your act by typing the name of the artist into the "Find you act on Facebook" field and select the appropriate act. Second and subsequent acts will require you to click on 'Add Act' manually below the 'Find an Act on Facebook' field.

Once you have pressed Save and Continue, you can add another artist by the same methods of Facebook or manually.

Selling tickets

Next you can choose whether you want to sell tickets to your event. If you choose not to sell tickets you will be sent straight to the Publish Event page.

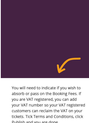
If you wish to sell tickets we will need to name your ticket. If your event has tickets to different days, for example a festival running Friday, Saturday and Circle or Saturday and Sunday) you set those tickets up separately. Simply name the first ticket as Sails or Saturday (in the place in the example below where you see PR Brass Band Summer Concert).

You need to add a quantity of tickets available and add a price for your ticket. By clicking add another rate you can add concession (s).

When you click Save and Continue, you can add another ticket type (another date or Circle) and then add quantities and rate in the same way.

Stripe account

The first time you create an event you will need to set up your Stripe account. Stripe is the secure payment process that will transfer the ticket money into your bank account. Second and subsequent events will not require this process again and you will be directed directly to the Publish Event page.



Stripe - Categorise your business

In the Stripe sign up page you will need to categorise your business. You will be asked to provide a website or a description of what you do. In the example below it is Brass Band. If you are an individual just add your name in the Legal name field. Company number is not compulsory.

If you are not a business, where it asks for a business address, add you home address. Leave the website field as prioritbooking.com.

Where it needs the business name for credit card statement details, just add the name of your organisation.

You will need to add the details of the bank that will receive the ticket money and an email address and password for your Stripe account and then you are done.

Publish Event page

The final screen is the Publish Event page. Here you can see the url (link to your event) and the overview of the tickets.

You will need to indicate if you wish to absorb or pass on the Booking Fees. If you pass on the Booking Fees then your VAT number or your VAT registered customers can reclaim the VAT on your tickets. Tick Terms and Conditions, click Publish and you are done.