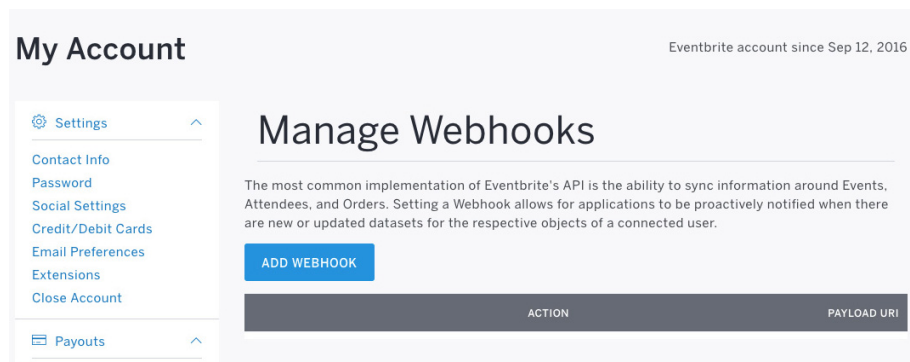# LINKING YOUR EVENTBRITE EVENTS TO MIXALOT

In order for tickets on Eventbrite to sync with Mixalot, you must create a webhook in your Eventbrite account first. Please follow these instructions in order to successfully sync your events with Mixalot.

1) Log in to Eventbrite and create the event you would like to sync to Mixalot.
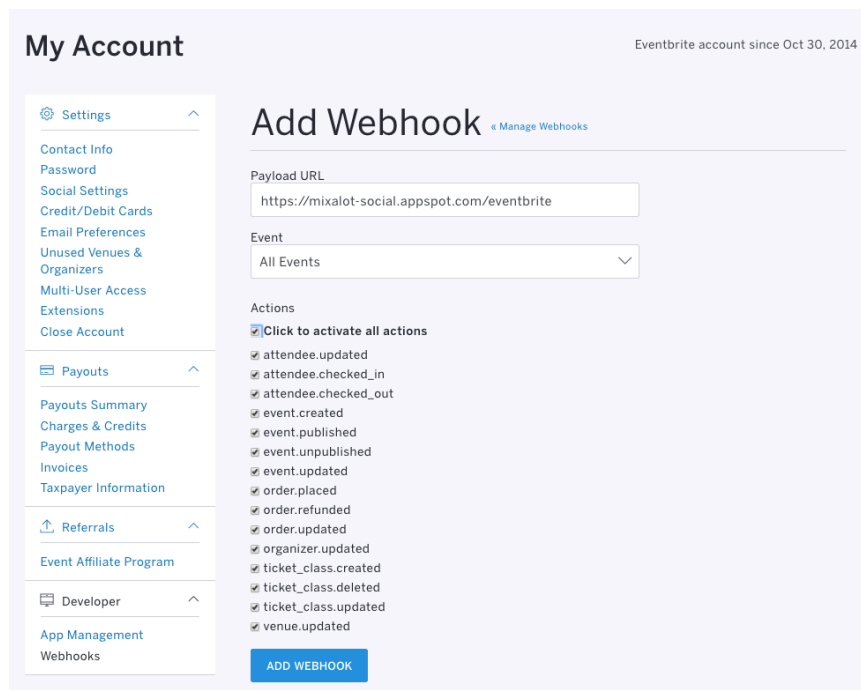
2) Once you have created the event, please send the Eventbrite link to lauren@mixalot.me. We will use this link to connect your event to the Mixalot software.

2) Visit the following link: https://www.eventbrite.com/myaccount/webhooks/

3) Click on "ADD WEBHOOK". You will be sent to the following page:

4) Set the "Payload URL" to: http://mixalot-social.appspot.com/eventbrite

5) From the "Event" Dropdown menu, choose "All Events". This does not automatically give Mixalot access to all event info, but will allow you to use the same Webhook for all future events with Mixalot.

6) Select the check-box next to "Click to activate all actions"

7) Click "ADD WEBHOOK"

8) Add instructions to give you access to the event? I'm thinking you will need to add to your own tasks to check and confirm that as tickets are purchased, they are coming through correctly to the Mixalot system. You can also double check that they set up the order form correctly. Please make sure this is in the hat writeup for the list of tasks you do as per standard after an event is created.

CREATING A NEW WEB APP

You must also create a new app from your Eventbrite account so that the information will correctly sync to Mixalot.

1) While logged in to Eventbrite, go to**: https://www.eventbrite.com/myaccount/apps/**

2) Click "Create a new app", fill in the form:

> First name: Rachel
> Last name: Weinstein
> Company name: Mixalot
> Application URL: https://mixalot-social.appspot.com/
> Application name: Mixalot
> Description: Syncing participant information to Mixalot

3) After it is created, click "Show Client Secret and OAuth Token"

4) Send the code next to "Your personal OAuth token" to lauren@mixalot.me