

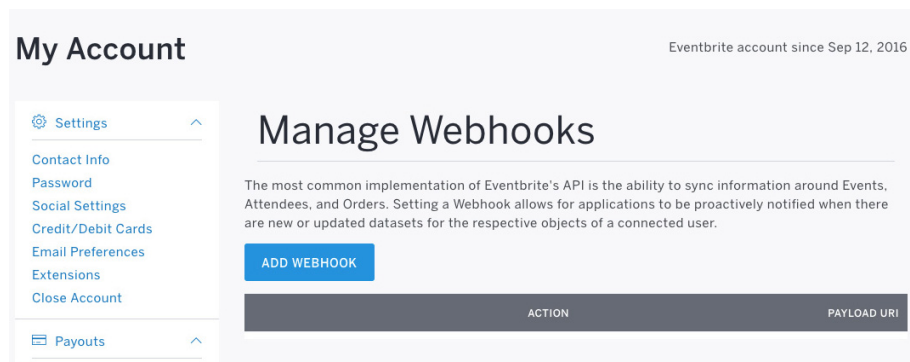
LINKING YOUR EVENTBRITE EVENTS TO MIXALOT

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.

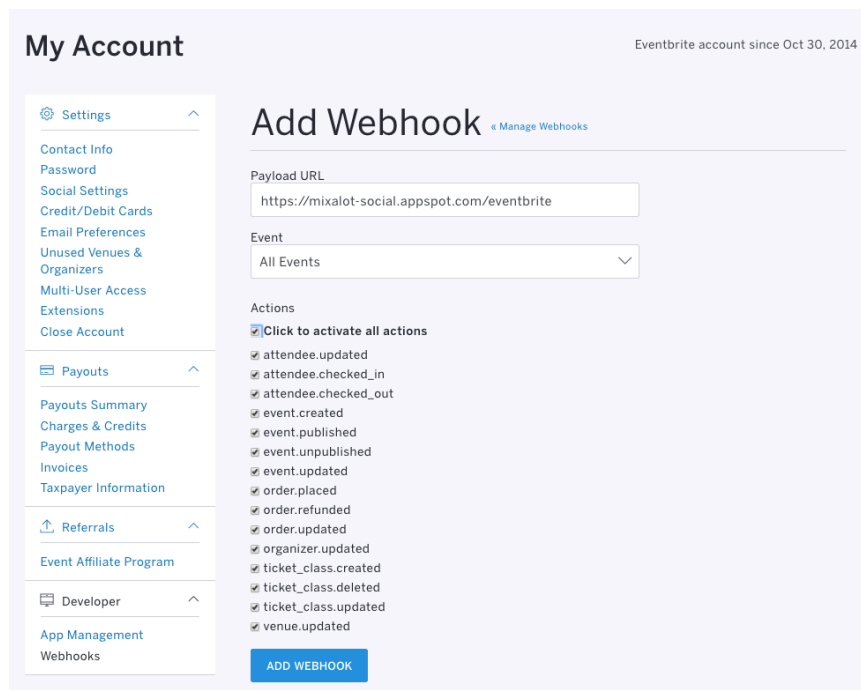
2) Once you have created the event, please send the Eventbrite link to lauren@mixalot.me. We will use this link to connect your event to the Mixalot software.

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



The screenshot shows the 'My Account' page on Eventbrite. The left sidebar contains navigation links: Settings, Contact Info, Password, Social Settings, Credit/Debit Cards, Email Preferences, Extensions, Close Account, and Payouts. The main content area is titled 'Manage Webhooks' and includes a description: 'The most common implementation of Eventbrite's API is the ability to sync information around Events, Attendees, and Orders. Setting a Webhook allows for applications to be proactively notified when there are new or updated datasets for the respective objects of a connected user.' Below the text is an 'ADD WEBHOOK' button and a table with columns for 'ACTION' and 'PAYLOAD URI'.

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



The screenshot shows the 'Add Webhook' page in the Eventbrite account. The left sidebar is expanded to show 'Webhooks' under the 'Developer' section. The main content area has the title 'Add Webhook' and a breadcrumb link to 'Manage Webhooks'. It features a 'Payload URL' input field with the value 'https://mixalot-social.appspot.com/eventbrite', an 'Event' dropdown menu set to 'All Events', and a list of actions with checkboxes. A 'Click to activate all actions' checkbox is checked. The actions list includes: attendee.updated, attendee.checked_in, attendee.checked_out, event.created, event.published, event.unpublished, event.updated, order.placed, order.refunded, order.updated, organizer.updated, ticket_class.created, ticket_class.deleted, ticket_class.updated, and venue.updated. An 'ADD WEBHOOK' button is at the bottom.

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 Mixelot access to all event info, but will allow you to use the same Webhook for all future events with Mixelot.

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 Mixelot 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 Mixelot.

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: Mixelot

Application URL: <https://mixelot-social.appspot.com/>

Application name: Mixelot

Description: Syncing participant information to Mixelot

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

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