



Eventbrite Integration Directions

Below is a step by step guide to setting up EVENTBRITE integration with your OVEE screening. In order to integrate Eventbrite each OVEE partner must create a unique Eventbrite AUTHORIZATION TOKEN and WEBHOOK that needs to be added directly to their OVEE account.

STEP 1: CREATE EVENTBRITE TOKEN

Sign into your OVEE account

GO TO: ACCOUNT SETTINGS

In the RIGHT HAND menu **GO TO:** APP MANAGEMENT

CLICK: CREATE NEW APP

Fill in your name and company name

Next to Application URL **ADD:** <https://ovee.itvs.org>

Application Name: **OVEE**

Description: **OVEE Event Integration**

ACCEPT the terms of use

CLICK: CREATE KEY

You will then see the list of APPS you've created. **CLICK** the arrow above the OVEE APP

The Authorization Token is the number that appears next to the words
"YOUR PERSONAL AUTH TOKEN"

Copy/Paste the Token string (and WEBHOOK - directions below), and send to ITVS. We will then add them to your partner account.

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STEP 2: CREATE WEBHOOK

In the right hand menu **GO TO:** WEBHOOKS

CLICK: ADD WEBHOOK

Payload URL: <https://ovee.itvs.org>

SELECT: ALL EVENTS

CHECK: order.placed

CLICK: ADD WEBHOOK

Your webhook is the number that appears after the words MANAGE WEBHOOK at the top of the screen.

Copy and Paste your WEBHOOK # and send to ITVS along with the TOKEN. We will then add them to your partner account.

Once they are added a new field called ADD AN EVENTBRITE ID will appear on OVEE in the SCHEDULE YOUR SCREENING page.

You only need to do this once. Eventbrite is then integrated into OVEE and you can then connect a specific Eventbrite to a specific OVEE screening.

STEP 3: LINK SPECIFIC EVENTBRITE to OVEE SCREENING

To start you will create an event in EVENTBRITE

Once you've SAVED the event you will take the unique EVENT EID# that appears at the end of the url after the = sign and add it to the EVENTBRITE field in the your OVEE Screening.

For example: <https://www.eventbrite.com/edit?eid=260602810>

Each Eventbrite ID can only be linked to ONE OVEE screening.

You're all set. OVEE will now direct people to EVENTBRITE when they RSVP and EVENTBRITE will also send OVEE the RSVP list. OVEE will then automatically send a reminder email to everyone on the list.