

VANCO
EVENTS

Create an event in 5 easy steps

What is your event?

CREATE AN EVENT

Step 1 of 5: Event details

Tell us more about your event

Tell us the name of your event and provide a brief description of it.

If your event is online, give attendees instructions on how they can join.

EVENT NAME*

Dog Sitting

11/60 characters

ABOUT*

All dogs must be current on vaccinations
No shows will not be refunded

70/1000 characters

Contact details for inquiries

NAME

PHONE NUMBER


EMAIL ADDRESS*


todd.mazzitello@vanco.com


NEXT: VENUE DETAILS →

Where is your event?

Where will it be located?

 Use venue template

 Create new venue

 Online event

NAME OF VENUE*

todd jr mazzitello's back yard

30/80 characters

ADDRESS 1

8181 Airport Blvd

ADDRESS 2

CITY

Houston

STATE

AL


ZIPCODE

77061


Show a map link?

Show map link on the event

What is the allocation type?

 Space (General admission)

 Reserved seating

 Tabled seating

NUMBER OF ATTENDEES*

100

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[NEXT: SESSION TIMES →](#)

When is your event?

How many session times do you wish to add?

Session times are the dates and times your event occurs. You can add one or multiple sessions to your event.



Add a single session time



Add multiple session times

When does your event occur?

What is the date and time of your event?

SESSION START DATE*

Friday May 10 2024



SESSION START TIME*

8

00

AM

The selected session start date is more than 1 year in the future

SESSION END DATE*

Friday May 10 2024



SESSION END TIME*

6

00

PM

The selected session end date is more than 1 year in the future

When can people book for this session?

What is the window of time that you wish for this session to be open for booking?

BOOKING START DATE*

Thursday March 30 2023



BOOKING START TIME*

10

00

AM

BOOKING END DATE*

Friday May 10 2024



BOOKING END TIME*

5

00

PM


Selected booking times are during or after the event


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SAVE

How Much?

Is your event free or paid?

 **Paid**
Setup ticket prices

 **Free**
No need to setup tickets

 **Use pricing group template**

[CREATE TICKET](#)

NAME	DESCRIPTION	GOOD FOR	PRICE	AVAILABLE ON	ACTION
Large Dog	Large Dog	1	\$ 25.00	Online And Box Office	Edit Delete
Small Dog	Small Dog	1	\$ 25.00	Online And Box Office	Edit Delete
Hot Dog	Hot Dog	1	\$ 0.00	Online And Box Office	Edit Delete

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[NEXT: ADD IMAGES →](#)

Want To Stand out? Add some images



REMOVE

BACK

CREATE EVENT

Are you Ready to Publish (share your event)?



Your event is now published!

Share your event with ticket buyers

Share your event URL with ticket buyers or download the QR code to add to posters and other printed material such as brochures, flyers and banners at events.

URL

<https://www.vancoevents.com/BUDZ>

COPY



DOWNLOAD QR CODE

QR code

More options

- Add more session times
- Add promotion codes
- Add terms & conditions
- Make your event private
- Upload more images/logos
- Turn on booking notifications

Widgets

Embed your event directly within your website with one of our widgets.

GO TO WIDGETS

VIEW EVENT

EVENT DASHBOARD →

Data Collection – part 1

CUSTOM FORM (DATA COLLECTION)

You can customize what information is collected during an order . Use our prebuilt questions, or create your own custom questions. [Learn more](#)

Collect buyer details at the checkout: ⁱ Name* Email* Address Phone number

ADD A PREBUILT QUESTION

ADD A CUSTOM QUESTION

IMPORT A TEMPLATE

	QUESTION LABEL	TYPE	MANDATORY	TAG ⁱ	STATUS	ACTION [⋮]
Ask once per booking						
≡	Dog's Name?	Short text box		DOG'SNAME?	Active	Edit Delete
≡	By purchasing this ticket, i confirm my dog is current on vaccinations	Checkbox		BYPURCHASING	Active	Edit Delete

PREVIEW

SAVE AS TEMPLATE

SAVE

What your customers will see? Accessible via URL or QR code – click on “Book Now:



Select tickets

Dog Sitting

Select tickets
Friday May 10 2024 8:00 AM - 6:00 PM

Large Dog	Large Dog	\$25.00	- 0 +
Small Dog	Small Dog	\$25.00	- 0 +
Hot Dog	Hot Dog	\$0.00	- 0 +

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Data collection - part 2

Dog Sitting

Before you proceed to the check out, we'd like to ask you for some more details about your booking and the tickets you've selected.

Additional Details

DOG'S NAME?

By purchasing this ticket, i confirm my dog is current on vaccinations

Checkout Screen – No need to create an account!

Checkout

Booking details

FIRST NAME*	LAST NAME*	
<input type="text"/>	<input type="text"/>	
COUNTRY*	PHONE NUMBER*	
<input type="text" value="United States of America"/>	+1 <input type="text"/>	
ADDRESS*		
<input type="text"/>		
CITY*	STATE*	ZIPCODE*
<input type="text"/>	<input type="text"/>	<input type="text"/>
EMAIL ADDRESS*	CONFIRM EMAIL ADDRESS*	
<input type="text"/>	<input type="text"/>	

Card details

CARD NUMBER*
<input type="text" value="XXXX XXXX XXXX XXXX"/>
CREDIT CARD EXPIRATION*
<input type="text" value="MM / YY"/>

Your cart

Dog Sitting ^

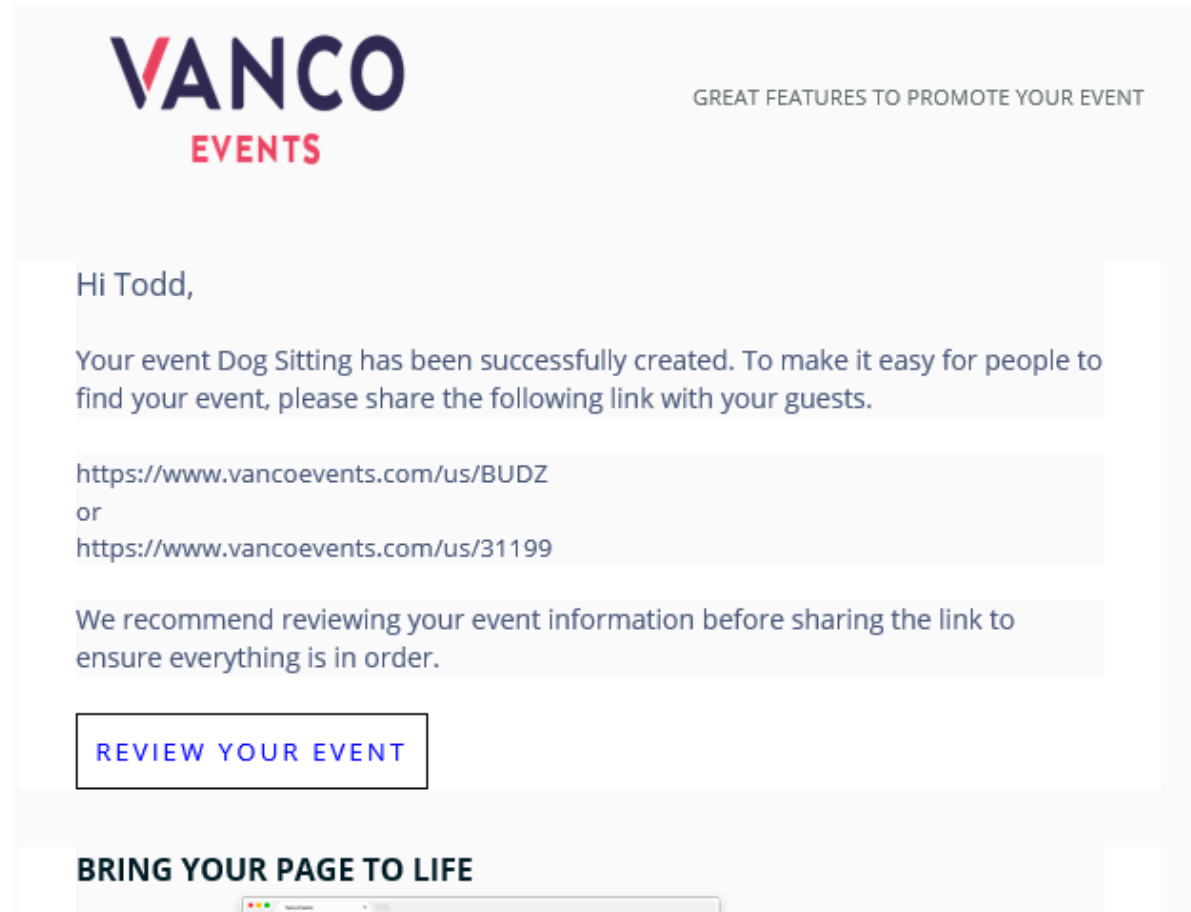
Ticket: Small Dog
Qty: 1
When: Friday May 10 2024 8:00 AM Section 1
Price: \$25.00
Subtotal: \$25.00 [x Remove](#)

Tickets x 1	\$25.00
Ticket Fee	\$0.00

[Buy more tickets](#) [Find other events](#)

TOTAL: \$ 25.00

Congrats On Creating your Event



VANCO
EVENTS

GREAT FEATURES TO PROMOTE YOUR EVENT

Hi Todd,

Your event Dog Sitting has been successfully created. To make it easy for people to find your event, please share the following link with your guests.

<https://www.vancoevents.com/us/BUDZ>
or
<https://www.vancoevents.com/us/31199>

We recommend reviewing your event information before sharing the link to ensure everything is in order.

[REVIEW YOUR EVENT](#)

BRING YOUR PAGE TO LIFE

The image is a screenshot of an email notification from VANCO EVENTS. The email header features the VANCO EVENTS logo in the top left and the text 'GREAT FEATURES TO PROMOTE YOUR EVENT' in the top right. The main body of the email is a light gray box containing a personalized greeting 'Hi Todd,' followed by a confirmation message: 'Your event Dog Sitting has been successfully created. To make it easy for people to find your event, please share the following link with your guests.' Below this, two URLs are provided: 'https://www.vancoevents.com/us/BUDZ' and 'https://www.vancoevents.com/us/31199', separated by the word 'or'. A recommendation follows: 'We recommend reviewing your event information before sharing the link to ensure everything is in order.' A blue button with the text 'REVIEW YOUR EVENT' is positioned below the recommendation. At the bottom of the email content area, the text 'BRING YOUR PAGE TO LIFE' is displayed. The bottom edge of the screenshot shows a portion of a web browser window.