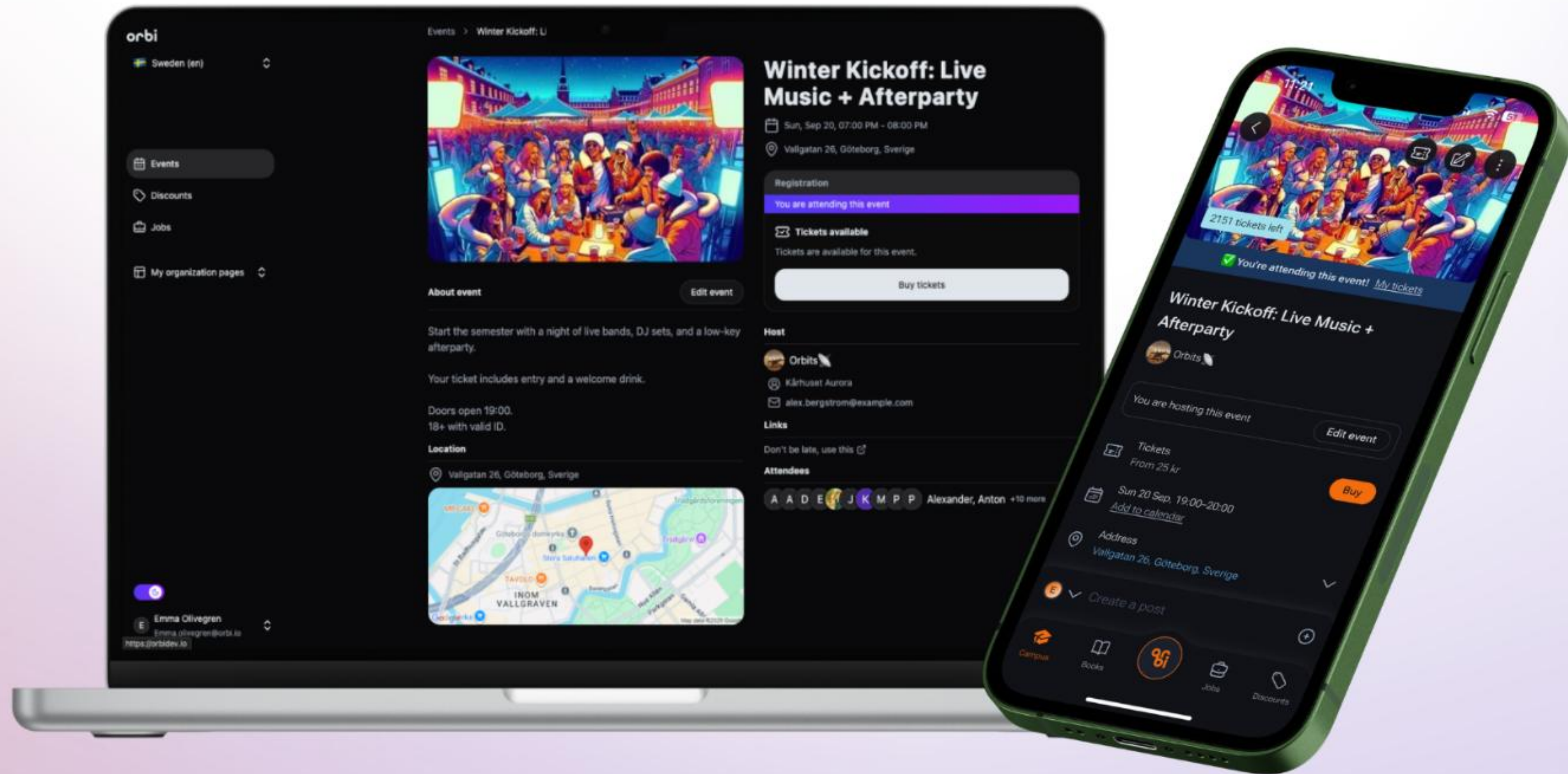


# orbi

EVENTS



Once you're on the event page, which you can find on the right-hand sidebar.

Click "New event" in the top right corner to open this event creation view.

## Description

### 1. Fill in title and description



### 2. Pick one or two categories [Suggest](#)

### 3. Add date and time



### 4. Add location




### 5. Enter contact details




### 6. Add links (optional)

No links added



Continue to next step

## How to Create an Event in Orbi - Description

### Title

Enter the name of your event.

Example: "Career Day 📁"

### Description

Write an engaging and informative description of your event. This is where you attract attendees and explain the value of participating.

Example: "Welcome to Career Day 2025! Meet employers, attend inspiring lectures, and explore new opportunities for your future."

Maximum 5000 characters.

### Category

Select one or more categories that match your event.

Click "Category" to browse suggestions, or use the magic wand for automatic recommendations.

### Start & End Time

Choose when your event begins and ends.

Use the calendar function to easily set date and time.

### Location

Enter a physical address to automatically generate a map via Google, helping participants find the venue.

### Online Events

If your event is virtual, add a meeting link (e.g. Zoom, Teams, or Google Meet) in the designated field.

### Extra Description (Optional)

Add helpful details such as floor, room number, or directions to make it easier for attendees to navigate.

### Contact Information

Provide organizer details:

- Name of the person or organization
- Email address for inquiries
- Optional phone number

### Links

Include any relevant external links, such as a website with more information.

# Media

## 1. Upload cover image

Upload image

**Generate a cover image for your event**

**Automatically**  
Based on title, description, category, and location.  
\* Title is required to generate an image.

**Write a custom prompt**  
For example, a futuristic city skyline at sunset, with flying cars zipping between glass skyscrapers.

**Generate**

↑  
Continue to next step

Save as draft

**Publish**

### How to Create an Event in Orbi - Image

#### Upload Image

Click the "Upload image" button to select a cover image for your event. This image will be used as the main visual for your event.

OR

#### Generate a Cover Image

You can create a cover image using AI.

##### Automatically

Generate an image based on your event details (title, description, category, and location).  
A title is required.

##### Custom Prompt

Write your own description to control how the image should look.

##### Generate

Click "Generate" to create your image.

## Tickets

## 1. Create a new ticket (optional)

You have no tickets. Add a ticket.

Add ticket

Save as draft

Publish

Add ticket

To add more ticket types after creating the first ticket, click the "Add ticket" and enter the details for the new ticket.

Previous

Continue

Don't forget to click "Add" to create the ticket.

Add

## New ticket

Ticket name

Price per ticket (SEK)

5

Max tickets of this type

1

Max tickets per user

1

Description (optional)

Sales start  
2026-03-28, 10:00Sales stop  
2026-03-28, 11:00 Allow ticket transfer Required memberships Membership discounts Discount codes

## Required memberships

Add memberships required to purchase this ticket.

Add required membership

## Membership discounts

Add memberships that gives a discount on this ticket.

Add membership discount

## Discount codes

Add discount codes that gives a discount on this ticket.

Add discount codes

## Create Tickets (Optional)

If your event is free with unlimited spots, you can skip this step.

## Add a Ticket

Click "Add ticket" and fill in:

- *Ticket name*: Name the ticket, e.g. "Early Bird", "Standard", or "VIP"
- *Price per ticket*: Enter the price. If the event is free, set the price to 0.
- *Number of tickets*: Specify how many tickets of this type will be available.
- *Max tickets per user*: Set a limit on how many tickets each participant can purchase (e.g., 2 = one for themselves and one for their friend).

## Further Customization

- **Description (Optional)**: Add a short description to clarify what the ticket includes, e.g. "Ticket includes lunch."
- **Sales start and stop**: Define the start and end dates for ticket sales using the calendar.

## Additional Settings - Enable if needed:

 Allow ticket transfer:

Enable if attendees should be able to transfer their tickets to other students (e.g., resale).

 Required membership:

Restrict ticket purchases to members of specific memberships.

Tip: Want the event open to all but offer discounts for members? Use membership discounts instead.

 Discounts:

Membership discounts:

- Ideal for offering different prices to members, non-members, or specific groups (e.g., board members).
- Link the memberships eligible for a discount, and the system will automatically adjust the price for the right participants.
- Example: Regular price: 10 EUR
  - Membership discount: 3 EUR → Member price: 7 EUR.

You can link multiple memberships to both required membership and membership discounts - or leave them unlinked if the event should be open to everyone.

Discount code:

You can also set up so everyone who has access to a discount code will get a discount.

Continue to  
next step

Save as draft

Publish

## Request more info

## 1. Create a new request (optional)

New request

Create a new request

New request

Close

Previous

Continue

## Multiple choice

Go back

Save

 This question is required Add additional costs

Question

## This question should apply to:

 Select all Early Bird Ticket  Regular TicketOption 1  
MeatAdditional cost (SEK)  
10Option 2  
VegetarianAdditional cost (SEK)  
0

Add option

## How to Create an Event in Orbi - Questions

## Request More Information (Optional)

This feature allows you to collect additional details from participants, similar to a Google Form. You can choose whether answering the question is required or optional before participants check out their ticket.

## Create a New Question:

- Click "New request" to add a question.

## Choose a Question Type:

- Free text: Participants provide a written response to question such as, "Do you have any allergies?"
- Multiple choice: Participants select an option from a list, e.g., meal preferences.
- Checkbox: Used for confirmations, e.g., "I agree that photos from this event may be used for marketing."

## Set Rules for the Question:

- Required question: Enable this if participants must answer before checking out their ticket.
- Add additional cost: If certain options come with an extra fee, activate this setting and enter the amount.

## Customize the Question:

- Question text: Write the question you want to ask, e.g., "What meal do you prefer?", and add response options if needed.
- Who should the question apply to? Choose whether the question should be shown for all ticket types or only specific ones (e.g., standard tickets).

## Examples of Use:

- Meal preferences: Ask participants what they want to eat and include a price increase for certain choices (e.g., meat or special menus).
- Allergies: Collect information about any dietary restrictions or special needs.
- T-shirt size: Gather size details for event merchandise.
- Use this feature to collect all necessary information in advance and reduce the need for follow-ups!

↑  
Continue to  
next step

Save

Add cohosts

Previous

Continue

## < Co-hosting

### 1. Add cohost (optional)

Organization name	Status	Branch
Orbi3.0	Not sent	Sweden > Umeå Universitet

## How to Create an Event in Orbi - Cohosting

### Co-hosting (Optional)

If you don't have any co-hosts, you can skip this step.

If the event is organized together with another organization, either from your own school or a different university, you can add them as co-hosts.

Your followers, as well as the co-hosting organization's followers, will see the event. This is a great way to increase visibility and reach students across campuses and cities.

#### Add Co-hosts:

- Click the "Add cohosts" button.
- Search for the organization you want to add.
- Click on the organization from the list to add them as a co-host.

#### Co-host Permissions:

- Co-hosts have viewing rights, meaning they can see the event details and insights.
- However, co-hosts cannot edit the event.
- The event will also be shown at the university of the co-host, making it a great tool for cross-university collaborations and joint events.

**OBS!** You need to publish the event before you can invite an organization to co-host the event.

## Visibility

### 1. Additional settings (optional)

**Private event**  
The event is not shown automatically and must be shared via link. Anyone with the link can view it.

**Show to specific memberships**  
The event is shown automatically for members of the selected memberships.

Search for memberships

Board Members Orbi X

Previous

Save as draft

Save as a draft  
and continue edit  
the event later

Publish

Publish the  
event

### How to Create an Event in Orbi - Visibility

Choose whether your event is public or private, depending on who should be able to see and attend it.

#### Public

If you skip this step then the event is visible to everyone, including all event details.

#### Private

By link:

- Share the event using a private link. Only people with access to the link can view it.
- The event will not appear in the app or on the web for others.
- **OBS!** Anyone with the link can then share the link forward.

By membership:

- Restrict the event to a specific membership.
- The event will only appear in the feed and calendar for users who are part of that membership.
- Great when you want to keep the event exclusive and avoid spreading it across campus.

### How to Create an Event in Orbi - Publication

#### Publish the Event:

- Once all settings are complete, you can choose to either:
- Publish the event, making it visible in the event calendar.
- Save as draft, if you want to finalize details later before publishing.

#### After Publishing:

- The event will be visible in the student event calendar on Orbi depending on your visibility settings.
- Ticket sales will open on the start date you set when creating the tickets. Until then, students can see event details but cannot purchase tickets.

- Orbits
- Events
- Posts
- Memberships
- Discounts
- Career
- Orbi Pay
- Team

Events > Winter Kickoff: Live Music + Afterparty



### Winter Kickoff: Live Music + Afterparty

Published

Co-hosted

Edit event

Scan tickets

← Scan tickets & share scanning link

- Posts
- Insights
- Attendees
- About

Write a posts →

Write a post... (+)

**Emma Olivegren** · 3mo

I'm selling a ticket if anyone is interested! 🤔

1

Comment

**Orbits** · 3mo

Don't forget to grab your ticket, they go live in 15 minutes! See you there! 🎉

**Emma Olivegren** · 3mo

Excited!  
Do I need to bring anything?

1 · View 1 comments

Comment

#### Share your event

Read more

Sell tickets online. Best for guests, alumni's, and users that don't have the Orbi app.

https://orbidev.io/events/1c

Copy

← Share event, web version

or

Sell tickets on the Orbi app for the full experience.

https://orbiapp.test-app.lin

Copy

← Share event, app version

#### Co-hosts (2)

**Orbits**

Sweden > Chalmers Tekniska Högskolan

Organiser

**Juridisk Svømmeklubb**

Norway > University of Bergen > J...

Pending

### When the Event is Live!

#### Share Your Event

You can easily copy and share links to your event. These links are dynamic and will automatically redirect students to the right place.

You can choose to share the event via web or app. A great way to get started is by sharing links in:

- Instagram posts or bio
- WhatsApp groups
- Other student channels

This makes it easy for students to find your events early on.

#### Posts

Keep attendees updated by posting announcements directly on your event page. Students can also interact, for example by asking for spare tickets if the event is sold out.

Examples:

- Reminder before ticket release (can be scheduled with notifications)
- Last-minute updates, like a change of location

You can choose who should get the notification:

- All your followers
- Only ticket holders (for relevant updates)
- Members connected to a specific membership

#### Scan Tickets

Use the scanning feature to check in attendees. You can also share a scanning link, allowing others to help scan tickets without accessing your account. You can scan through web cam or through the Orbi app.

## Questions? Contact me!



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