

Using IQ's Eventbrite Integration



Intranet Quorum



leidos

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Eventbrite Configuration

After setting up an Eventbrite account, you must create a new app in Eventbrite to provide a link to communicate with IQ.

1. In Eventbrite, select **App Management > Create a New App**.
2. The “Application URL” can be anything. (<https://www.intranetquorum.com/>)
3. The “Application Name” can be anything (Intranet Quorum 4)

Once the new app is created, additional options become available under App Management.

4. Click “Show Client Secret and OAuth Token”. You will see a line that indicates “Your OAuth token”.
5. Copy the OAuth Token string displayed.

In the IQ3 interface, go to **Admin > System > Customer Information and General Configuration**.

1. Locate the “Eventbrite Configuration” section.
2. Select “Yes” for the Eventbrite Available option.
3. Paste the Eventbrite OAuth Token string into the “Eventbrite OAuth Token” field.

EventBrite Configuration	<input type="text"/>	EventBrite Available
	<input type="text"/>	EventBrite OAuth Token
		<small>An OAuth token for your EventBrite API Application is needed to allow IQ to access EventBrite data. Click on https://www.eventbrite.com/myaccount/apps/ to open the EventBrite Account Application page to start the configuration...</small>

Click the Save icon. You should now be ready to “pull” Eventbrite events to IQ4.

Note: Only one Eventbrite account can be configured in IQ. At this time, IQ does not support multiple Eventbrite accounts.

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Eventbrite

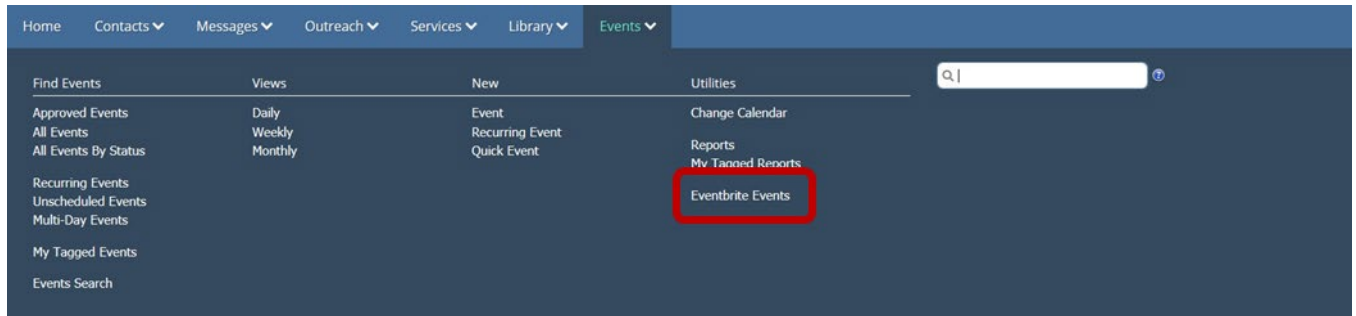
Customers will set up their events in Eventbrite. See below to view an Event in Eventbrite. Eventbrite Events must be published in Eventbrite by clicking “Make Event Live” in order to appear in IQ.

The screenshot shows the Eventbrite event creation page for an event titled "Town Hall Meeting". At the top, there is a navigation bar with the Eventbrite logo, a search bar, and a "Discover" button. The user's name "Wayne" and a "Help" link are also visible. Below the navigation bar, the event title "Town Hall Meeting" is displayed, along with "Save", "Preview", and "Make Event Live" buttons. A dark navigation bar contains "EDIT" and "DESIGN" options. The main content area is titled "1 Event Details" and includes a "Tips" link. The form fields are as follows:

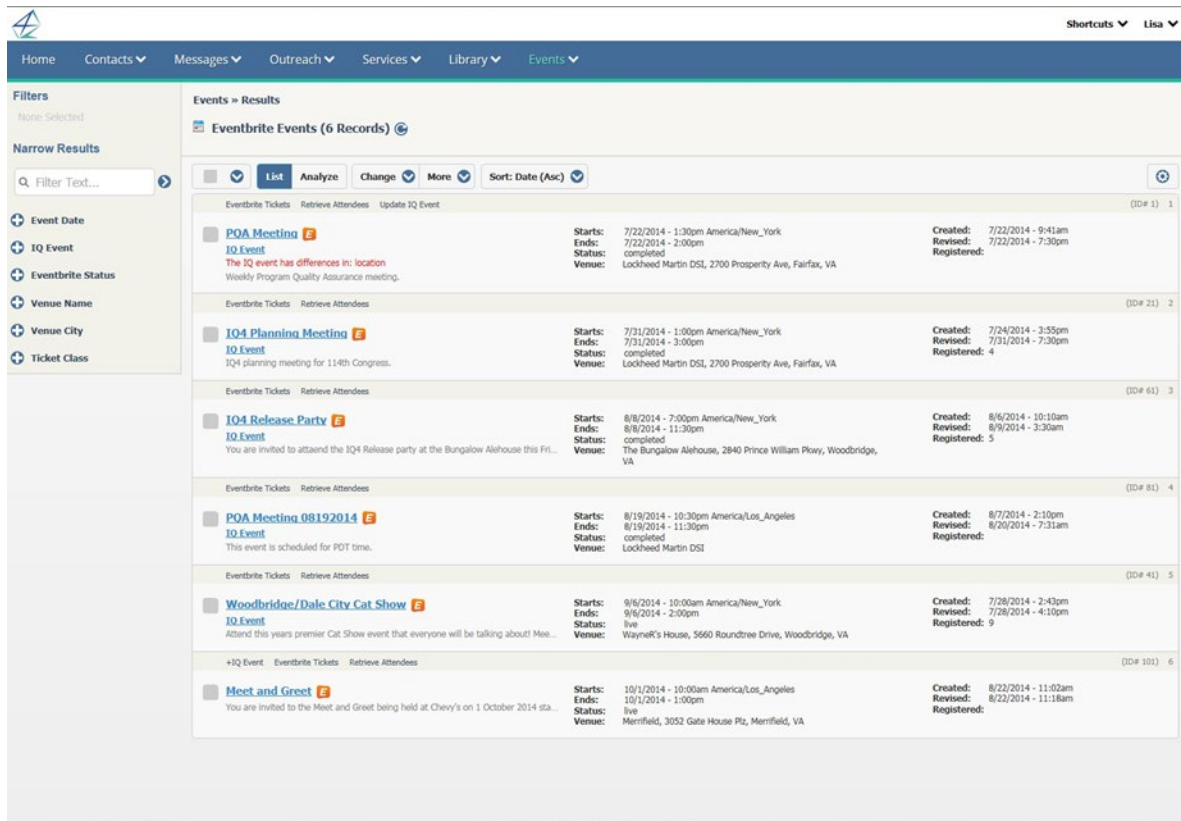
- Event title ***: Text input containing "Town Hall Meeting".
- Location**: Text input containing "Community Center, 123 Main Street, Anytown, VA 20101". Below this are links for "Use a past location", "Online event", and "Can't find your location?".
- Starts**: Date and time picker set to "10/13/2014" at "07:00 PM".
- Ends**: Date and time picker set to "10/13/2014" at "10:00 PM".
- Event logo**: A dashed box containing a placeholder image and the text "IQ4 Logo Smaller.png". Below are "Upload" and "Remove" buttons.
- Event description**: A rich text editor with a toolbar and a text area containing a single vertical bar "|".
- Add FAQs**: A link to add frequently asked questions.
- Organizer name**: A field with the text "Edit this organizer | + Add new".

Creating an IQ Event from an Eventbrite Event

Events created in Eventbrite can be pulled into IQ4 once the configuration is complete. Eventbrite Events are located in the Events Big Menu. Click the link to open a list of Eventbrite Events.



All published Eventbrite Events are displayed in a List View.



Clicking the Event Name opens the Event in Eventbrite. A User Name and Password are required to open Eventbrite.

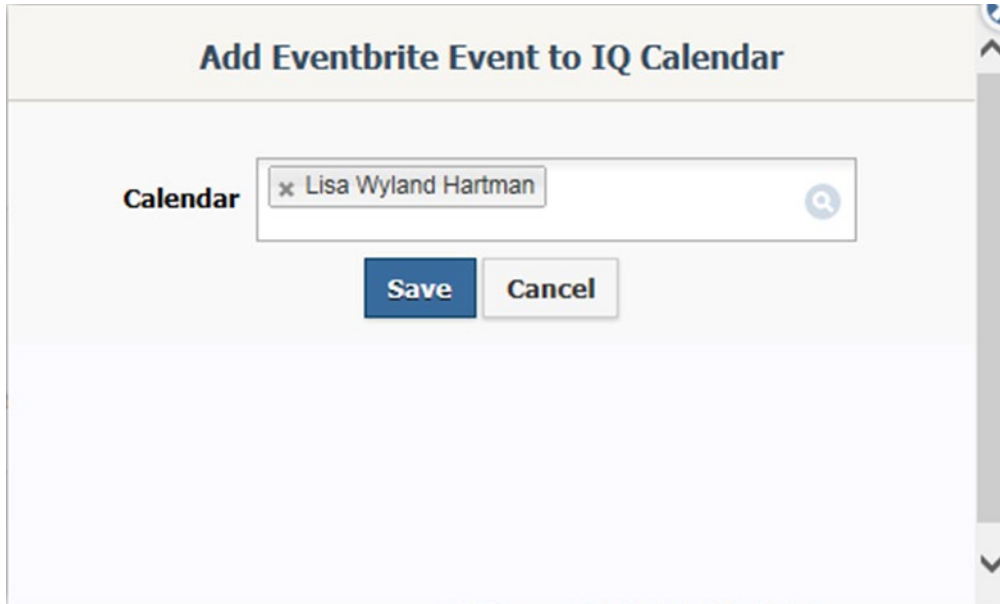
Eventbrite Events that have already been pulled in as IQ Events display an **IQ Event** link under the Eventbrite name. Clicking that link opens the IQ Event.

Create an IQ Event

To create an IQ Event from an Eventbrite Event, use the +IQ Event Row Action. If there is no +IQ Event Row Action, an IQ Event already exists.



Select the IQ Calendars you wish to include in this Event.



Once an IQ Event has been created, you will see Row Actions for **Eventbrite Tickets** and **Retrieve Attendees**. You will also be able to open the Event in Eventbrite by clicking the Event Name, or open the Event in IQ by clicking **IQ Event**.



Edit IQ Event

Open the IQ Event record to view and edit information in IQ.

Events » Results » Event ID# 5011496

APPROVED Event Action

General Contacts (0) Services (0) **Event** Attendees Log (1)

Event

Calendars: Lisa Wyland Hartman Approved

Start: 10/1/2014 10:00 AM Pacific

End: 10/1/2014 1:00 PM Pacific

Topic:

Subject: Meet and Greet

Notes: You are invited to the Meet and Greet being held at Chevy's on 1 October 2014 starting promptly at 10:00 am. The dress code is casual so wear your favorite jeans and tap about in your most comfortable kickers! We're going to have some fun!

Attachments:

Short Description:

Location: 3052 Gate House Plz Merrifield Merrifield, VA

Daily Discussion

Today

Wednesday 10/1

all-day

7am

8am

9am

10am

11am

12pm

1pm 1:00 - 4:00 Meet and Greet

2pm

If you make a change to the IQ Event, but not the Eventbrite Event, you will see information in the List View indicating which fields differ between Eventbrite and IQ.

Eventbrite Tickets Retrieve Attendees Update IQ Event (ID# 102) 5

Internal Training E

The IQ event has differences in: end time

Join us in the Merrifield training room for an in-depth look at Eventbrite Intagratio...

Starts: 9/5/2014 - 11:00am America/Los_Angeles

Ends: 9/5/2014 - 12:00pm

Status: live

Venue: Merrifield, 2700 Prosperity Ave, Merrifield, VA


Created: 8/22/2014 - 2:15pm

Revised: 8/22/2014 - 2:19pm

Registered: 4

Eventbrite Tickets

Use the link to Eventbrite Tickets to open the ticket page. You can see the ticket selection page.



Internal Training

Lisa Hartman
Friday, September 5, 2014 from 11:30 AM to 1:00 PM (PDT)

TYPE	REMAINING	END	QUANTITY
General Admission	7 Tickets	2d 35m	Free <input type="text" value="1"/>

[Register](#)

Who's Going

Connect to see which of your Facebook friends are going to Internal Training.

[Connect with Facebook](#)

Share Internal Training

[Email](#) [Share](#) [Tweet](#) [Like](#) Sign Up to see what your friends like.

Event Details

Join us in the Merrifield training room for an in-depth look at Eventbrite integration with IQ! Also on the agenda are discussion of the new RadEditor and the Track Changes feature in the editor.

Have questions about Internal Training? [Contact Lisa Hartman](#)

[Save This Event](#)

When

Friday, September 5, 2014 from 11:30 AM to 1:00 PM (PDT)

[Add to my calendar](#)

Organizer

Lisa Hartman

[Contact the Organizer](#)

[View organizer profile](#)

Retrieve Attendees

Use this link to add recently registered attendees to the IQ Event. When you open the IQ Event, the list of attendees appears on the Attendees tab. You can use this tab to add the attendees as IQ Contacts, send Thank You notes or invitations for future similar events, or update affiliation codes.

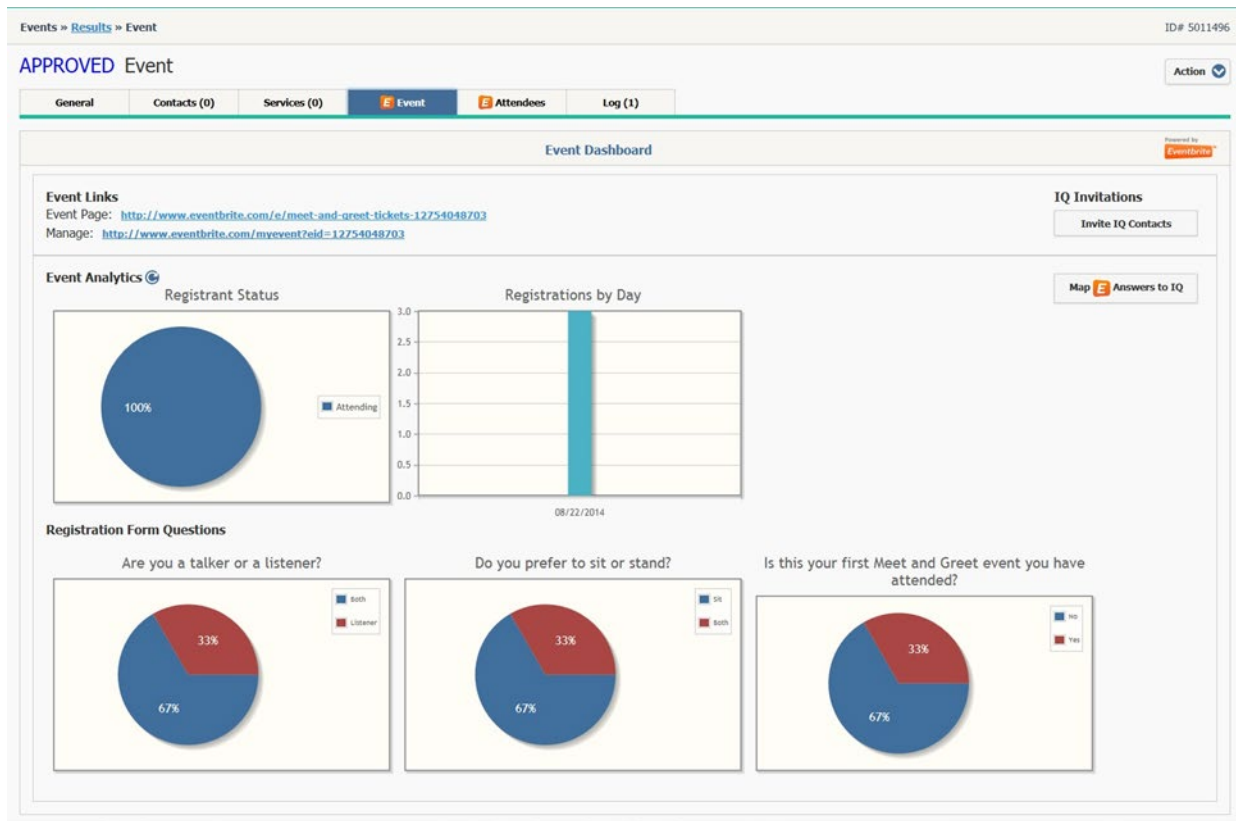
The screenshot shows a CRM interface for an 'APPROVED Event'. The top navigation bar includes 'Home', 'Contacts', 'Messages', 'Outreach', 'Services', 'Library', and 'Events'. The user is logged in as 'Lisa'. The event ID is 5011498. The main content area is titled 'Eventbrite Attendees (7 Records)' and displays a list of attendees with the following details:

ID#	Name	Status	Email	Home	Work	Ordered	Group
418967993	Cooke, Michele	Attending	Michele.cooke@lmco.com			8/22/2014 - 2:24pm	
418965512	Hartman, Lisa	Attending	lisa.wyland.hartman@lmco.com			8/22/2014 - 2:20pm	
418965513	Hartman, Lisa	Attending	lisa.wyland.hartman@lmco.com			8/22/2014 - 2:20pm	
418965511	Hartman, Lisa	Attending	lisa.wyland.hartman@lmco.com			8/22/2014 - 2:20pm	
418963493	Rogan, Wayne	Attending	wayne.rogan@lmco.com			8/22/2014 - 2:17pm	
425201977	Woodward, Janice	Attending	janice.woodward@lmco.com			9/3/2014 - 12:56pm	
425201976	Woodward, Janice	Attending	janice.woodward@lmco.com			9/3/2014 - 12:56pm	

Event Panel

The Event panel displays graphical information regarding the Event. There are links to the public event page, as well as to the administration page for the event.

The Event Analytics display the registration status – registered attendees and registrations by day.



Invite IQ Contacts

Use the button to the right labeled **Invite IQ Contacts** to open the eNewsletter Wizard and set up an eNewsletter invitation to those in the database you wish to invite. Follow the steps to create the eNewsletter invitation, and select the audience. You have the link to register the event in the Event panel. Copy it into the eNewsletter with the invitation text.

Map Answers to IQ

If you have included Survey questions in your Eventbrite Event, you will see the responses to the questions represented graphically in the Event panel. You can use the button to Map Answers to IQ to assign affiliation codes to the attendees' Contact records based on their registration to the Event or to the answers to each of the questions.

Map E Answers to IQ

Are you a talker or a listener?

E Answers	IQ Affiliation Code
Both	<input type="text"/>
Listener	<input type="text"/>

Do you prefer to sit or stand?

E Answers	IQ Affiliation Code
Both	<input type="text"/>
Sit	<input type="text"/>

Is this your first Meet and Greet event you have attended?

Add Affiliation to All Attendees

Apply changes to previously matched IQ contacts

Save **Cancel**

Attendees Panel

All registered attendees appear on the Attendees panel in a List View. From this List View, you can add the registered attendees as IQ Contacts, add Affiliation Codes, analyze the attendees, or retrieve new registrants.

Survey Responses

Individual survey responses are visible when you expand the List View in the Attendees panel.

The screenshot shows the 'Eventbrite Attendees (3 Records)' list view. On the left, there are filters and a 'Narrow Results' section with a search box. The main area displays three attendee records, each with a search box and a list of survey questions and answers.

ID#	Name	Status	Home	Work	Ordered	Group
419012783	Rogan, Bud	Attending	VA		8/22/2014 - 3:38pm	
419013673	Rogan, Kiki	Attending	VA		8/22/2014 - 3:39pm	
419010290	Rogan, Little	Attending	VA		8/22/2014 - 3:34pm	

Survey questions and answers for each record:

- Rogan, Bud:** Are you a talker or a listener? Both; Do you prefer to sit or stand? Both; Is this your first Meet and Greet event you have attended? Yes
- Rogan, Kiki:** Are you a talker or a listener? Both; Do you prefer to sit or stand? Sit; Is this your first Meet and Greet event you have attended? No
- Rogan, Little:** Are you a talker or a listener? Listener; Do you prefer to sit or stand? Sit; Is this your first Meet and Greet event you have attended? No

You can also use the Attendees List View to Search for matching Contacts in IQ.

The 'Attach Contact' dialog box shows a search for 'Kiki Rogan'. The search results display the contact's name, ID (8003451), address (5680 ROUNDTREE DRIVE WOODBRIDGE, VA 22193 - 3710), and email (KIKIROONE@YAHOO.COM 7037305775). There are 'Attach' and 'Cancel' buttons at the bottom.

Once a contact record is matched, a link to the IQ contact record appears on the Attendees List View.

The screenshot shows the 'Attendees List View' with a link to the IQ contact record for Kiki Rogan. The link is labeled 'IQ Contact: Miss Kiki Rogan' and is accompanied by a small icon.

Add as IQ Contact

To add one, some, or all attendees as IQ Contacts, select the attendees you wish to add and use the **Change** button at the top of the List View. Select **Add as IQ Contact** from the list. You will have some options to add attendees as Contacts:



The screenshot shows a dialog box titled "Add **E** Event Attendees as IQ Contacts". The dialog contains three checked options and one unchecked option:

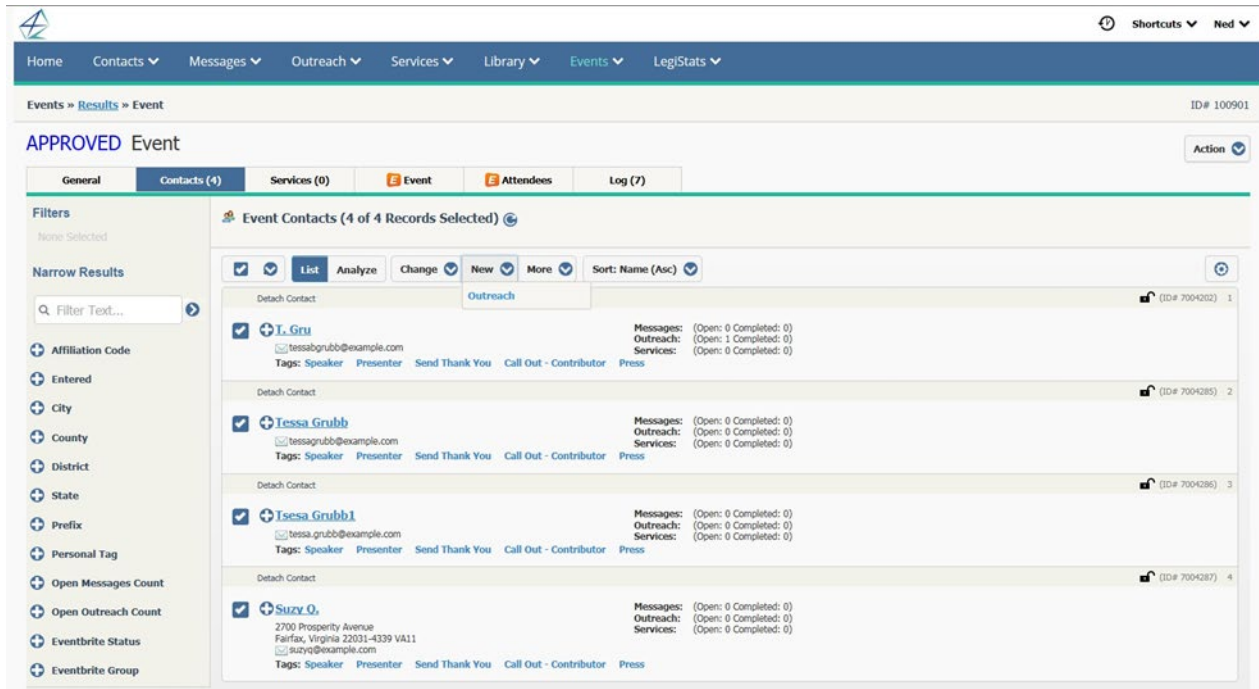
- Match to existing IQ Contacts or create new IQ Contacts if no match found
- Do NOT create new IQ Contact if no existing match found
- Attach the IQ Contact record to the IQ Event record
- Add the mapped Affiliations to the IQ Contact

At the bottom of the dialog, there are two buttons: "Save as Contacts" (highlighted in blue) and "Cancel".

Select the options you wish to use and use the **Save as Contacts** button.

Send Outreach Mailings to Contacts

Once you have captured Eventbrite Attendees as Contacts in IQ, you can use the Contacts List View in the Event to send reminder emails, thank you notes, or other correspondence.

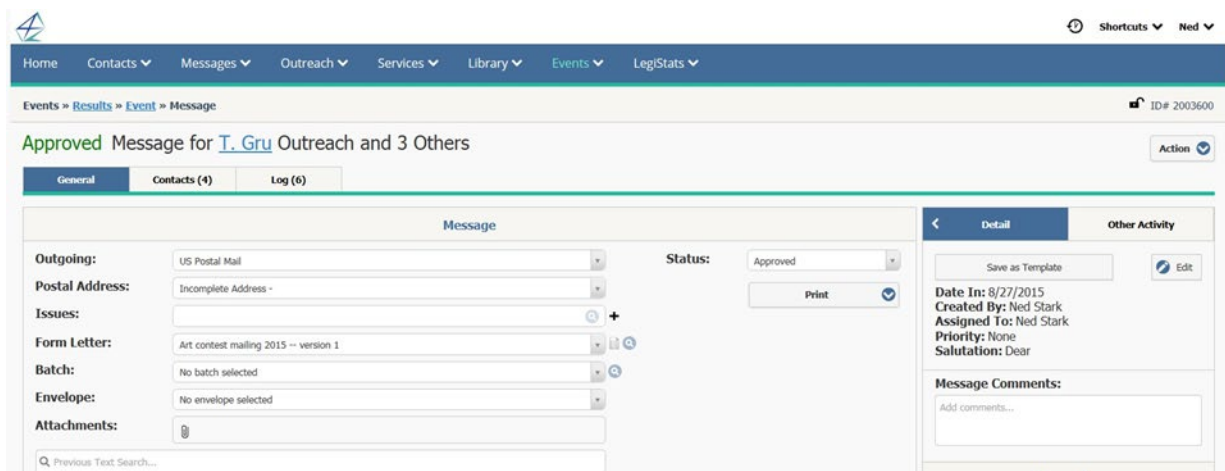


The screenshot shows the 'Event Contacts' list in the IQ software. The top navigation bar includes 'Home', 'Contacts', 'Messages', 'Outreach', 'Services', 'Library', 'Events', and 'LegiStats'. The 'Outreach' button is highlighted. The main content area shows a list of four selected contacts, each with a 'New' button and a 'More' button. The 'Outreach' button is visible in the top right of the list area. The contacts listed are:

- T. Gru (ID# 7004202)
- Tessa Grubb (ID# 7004285)
- Tessa Grubb1 (ID# 7004286)
- Suzy Q. (ID# 7004287)

From the Contacts tab, select all Contact you wish to receive the Outreach mailing.

Select Outreach from the New button at the top of the List. Verify that you want to create a mailing. A Message record opens, allowing you to send a Form Letter to all of your selected Contacts.



The screenshot shows the 'Message' form in the IQ software. The 'Outgoing' field is set to 'US Postal Mail'. The 'Status' is 'Approved'. The 'Form Letter' field is set to 'Art contest mailing 2015 -- version 1'. The 'Batch' field is 'No batch selected'. The 'Envelope' field is 'No envelope selected'. The 'Attachments' field is empty. The 'Message' form is titled 'Approved Message for T. Gru Outreach and 3 Others'. The 'Message' form includes fields for 'Outgoing', 'Postal Address', 'Issues', 'Form Letter', 'Batch', 'Envelope', and 'Attachments'. The 'Status' is 'Approved'. The 'Message' form is titled 'Approved Message for T. Gru Outreach and 3 Others'. The 'Message' form includes fields for 'Outgoing', 'Postal Address', 'Issues', 'Form Letter', 'Batch', 'Envelope', and 'Attachments'. The 'Status' is 'Approved'. The 'Message' form is titled 'Approved Message for T. Gru Outreach and 3 Others'.