

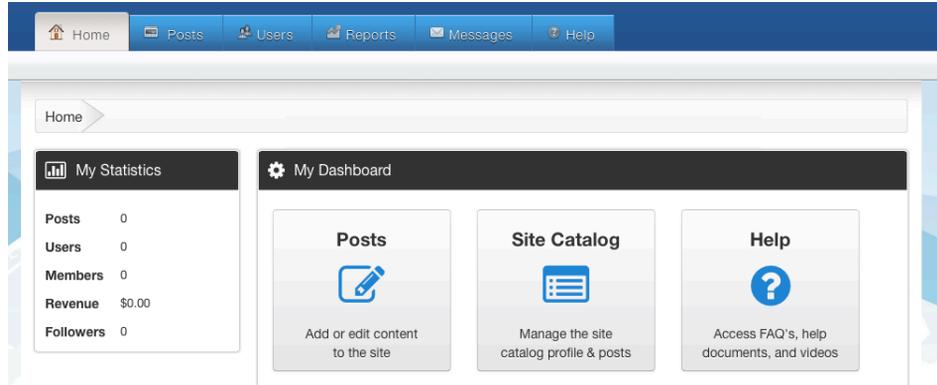


Overview

BizYeti lets you add virtual or live events. Create the event by adding a type, title, description, uploading an image and adding location and contact information. Charge for the event, take registration, and manage your event online. Use our event management tool to promote, register and remind. It's integrated with **BizYeti!**

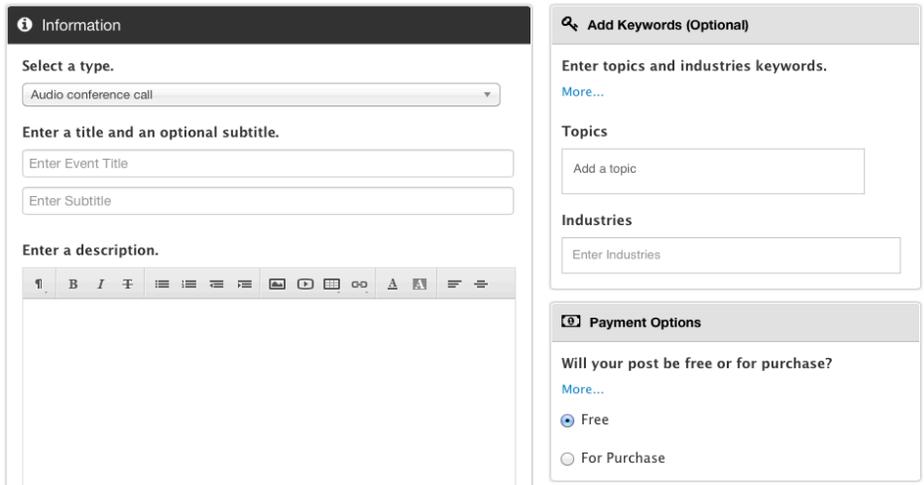
1 Access Your Account

- Click the login link from the **BizYeti** home page.
- Enter your email and password
- Click Post from the Dashboard
- Select "Create New" and select "Event" from the drop-down.



2 Add Information

- Select the event type such as a conference call, webinar or live event.
- Select if your event is offered for free or for purchase.
- Add optional topics or industries to be used as keywords.



Information

Select a type.
Audio conference call

Enter a title and an optional subtitle.
Enter Event Title
Enter Subtitle

Enter a description.

Add Keywords (Optional)

Enter topics and industries keywords.
[More...](#)

Topics
Add a topic

Industries
Enter Industries

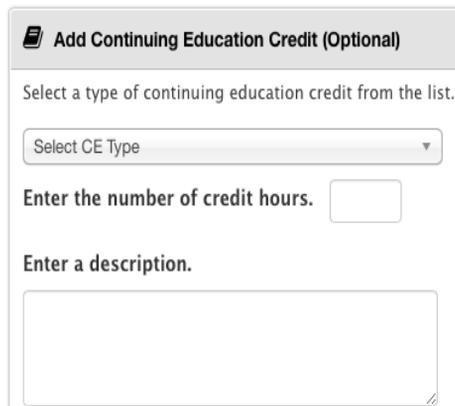
Payment Options

Will your post be free or for purchase?
[More...](#)

Free
 For Purchase

3 Add Continuing Education

- Offer continuing education credits if your event is for certification.
- Add the CE type, the number of credit hours and a description



Add Continuing Education Credit (Optional)

Select a type of continuing education credit from the list.
Select CE Type

Enter the number of credit hours.

Enter a description.

BizYeti has many features for those that offer professional education.



4 Add a Date & Time

- Select a start date and add the the start time.
- Select the end date and add the end time.
- Select the time zone.

 Date and Time

Start Date

Start Time

End Date

End Time

Time Zone

5 Conferencing & Contact Information

For Virtual Events

- Add a dial in number and conference ID for an audio call.
- Add a link if your event is a webinar.

For All Events

- Fill in the primary contact info for the event.



You will be asked to enter address information for an in-person event.

 Conferencing Information

Toll Free Number

Conference ID

Web Link (Optional)

Special Instructions (Optional)

 Contact for Event

Name

Phone 1

Phone 2 (Optional)

Email

6 Upload an Image

- Click “Select File”, to upload a picture from your computer.
- The supported Image file types are: JPEG & PNG



This step is optional, but images make your event more interesting when they are shown on **BizYeti**.

 Upload Image

Add a picture or graphic to your event. This image will appear on the post.

Upload Image (Optional)

No image uploaded.

7 Add Authors/Speakers

- Select one or more from the authors and speakers list or click the button to add a new speaker or author.
- Click “Add New Speaker or Author” to create a new speaker profile



Keep a list of speakers and authors to select from in your catalog. This is an optional step

Add Authors and Speakers

Add one or more speakers or authors. Uncheck to remove them.
[More...](#)

Select Authors and Speakers. (Optional)

You currently have no speakers. [Add a new speaker.](#)

Add a New Speaker

8 Add Payment

- Choose a single price or pricing by the type of purchaser.
- Turn discounts on or off.
- Choose to add a refund policy.



BizYeti will walk you through each step of the process to customize payment, discounts and refunds. See the Add Payment User Guide.

Customize payment by entering prices, and optional discounts or refunds.

Will you offer a single price or prices by the type of purchaser?

[More...](#)

- Single Price
 Price by Purchaser Type

Will you offer any discounts?

- Yes
 No

Will you offer any refunds?

- Yes
 No

9 Confirm and Publish

- Review the information created in the event creation wizard
- Go back and edit if needed
- Publish now, at a future date or save as a draft.



Publish to **BizYeti** right now, at a future date, or save as a draft.

Submit, Schedule or Edit

Submit the post. Publish it now, at a future date or save it as a draft.

- ✓ Publish Now
- Publish Later
- Save as Draft

Review Post

Post Information

Type: In-Person Event
Title: Example Event
Description: This is an example of an event

Post Details

Topics: Example Live event
Industries: General
Payment: Free

Date, Time, Location & Contact

Start Date: 01/28/2014 01:15 PM
End Date: 01/28/2014 03:15 PM
Time Zone: EDT (UTC-5.00) New York
Event Registration: Off
Venue Name: My Venue
Street: 123 ABC St.
City: Roswell
State: GA
Zip: 30075
Contact Name: Ross Bradfield
Phone 1: 678-430-3290
Email: rbradfield@conveynow.com