BizYeti
User Guide

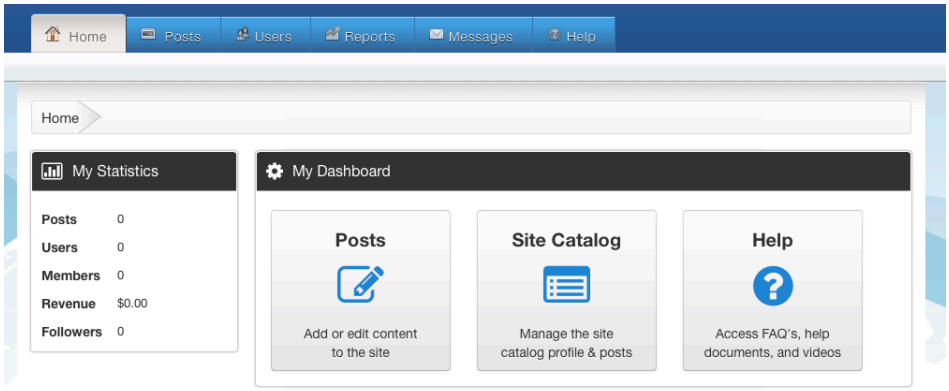
Post Events

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!**

Overview

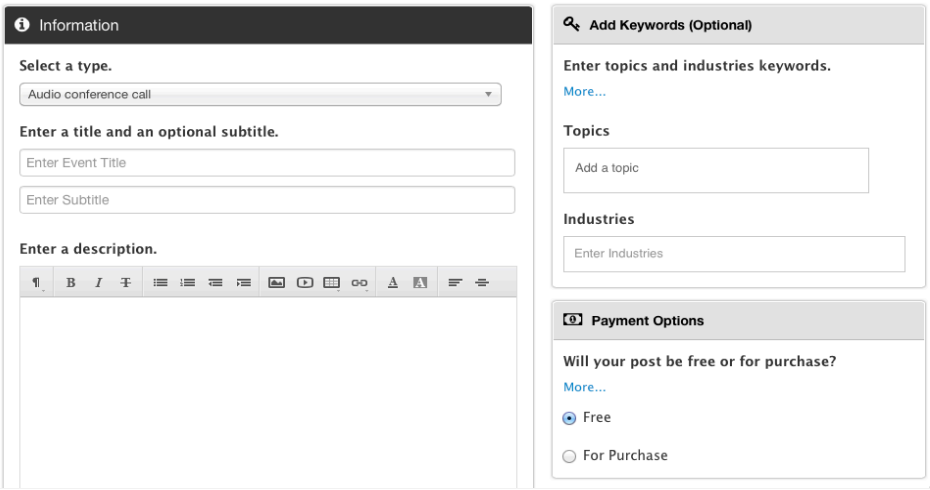
1 Access Your Account

- 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.



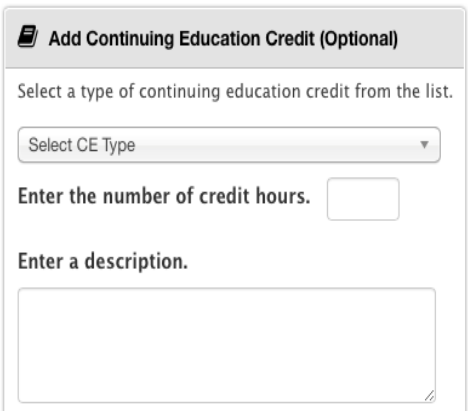
2 Add Information

- 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.



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



BizYeti has many features for those that offer professional education.

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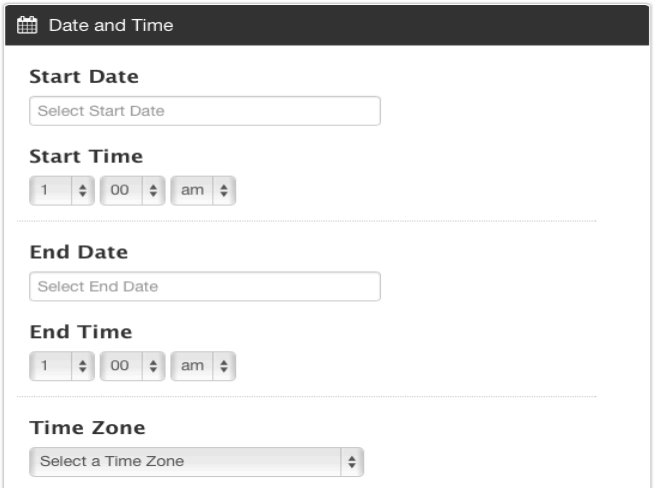
4 Add a Date & Time

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

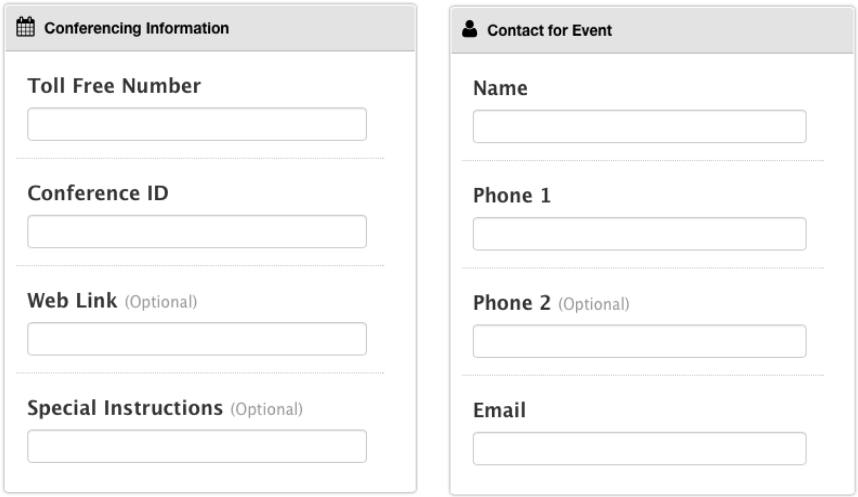


5 Conferencing & Contact Information

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.

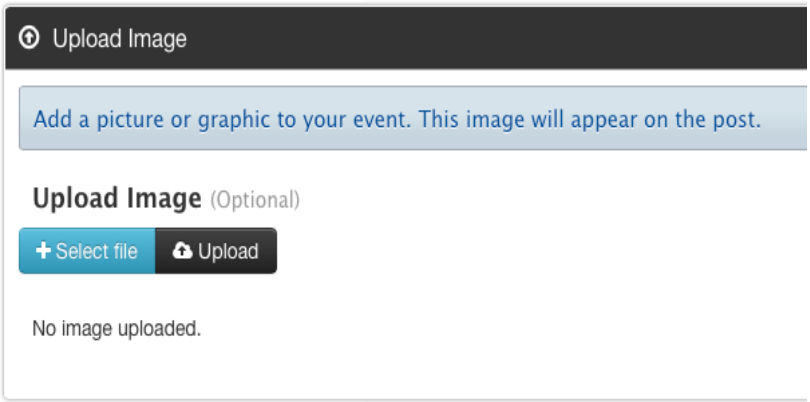
You will be asked to enter address information for an in-person event.



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.**



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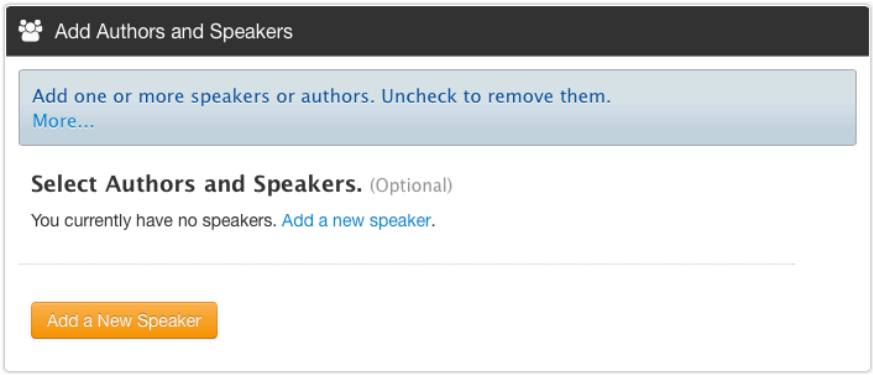
7 Add Authors/Speakers

- 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

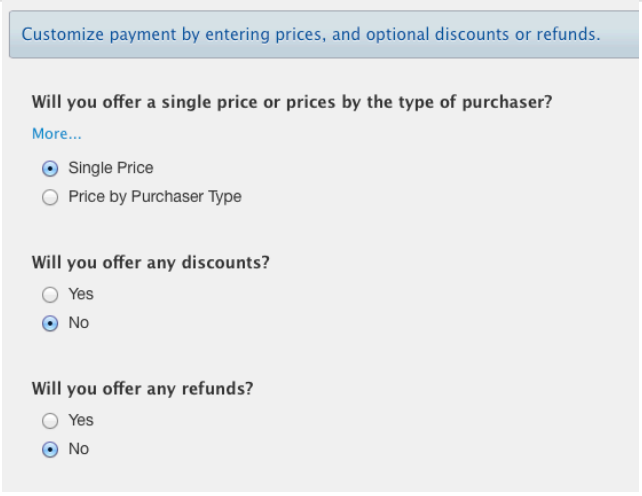
Keep a list of speakers and authors to select from in your catalog. This is an optional step



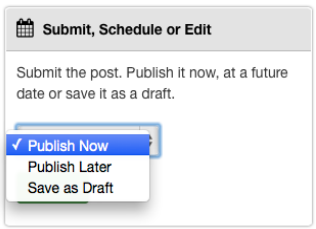
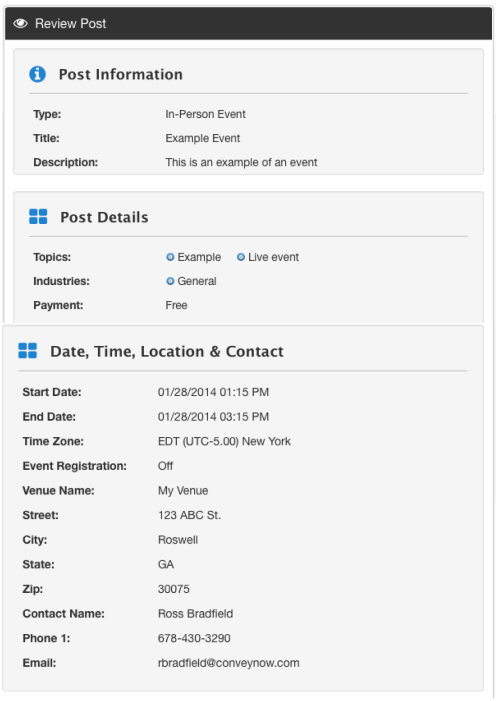
8 Add Payment

- 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.



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.