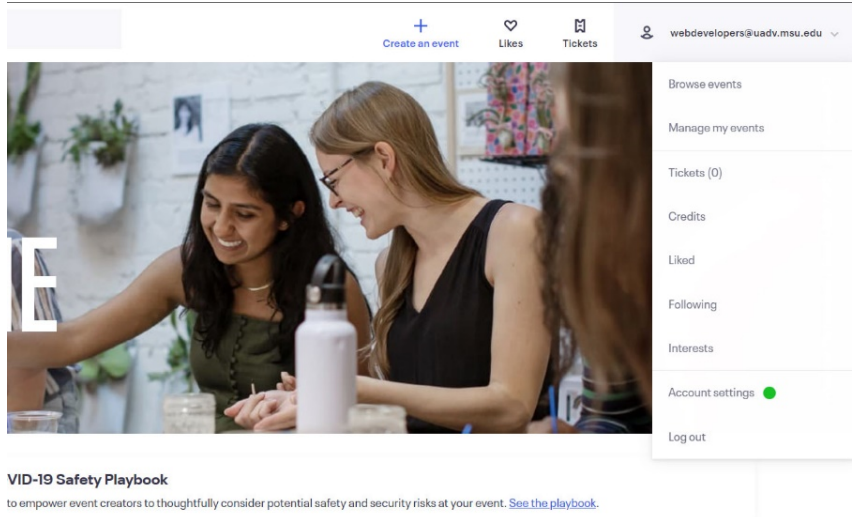


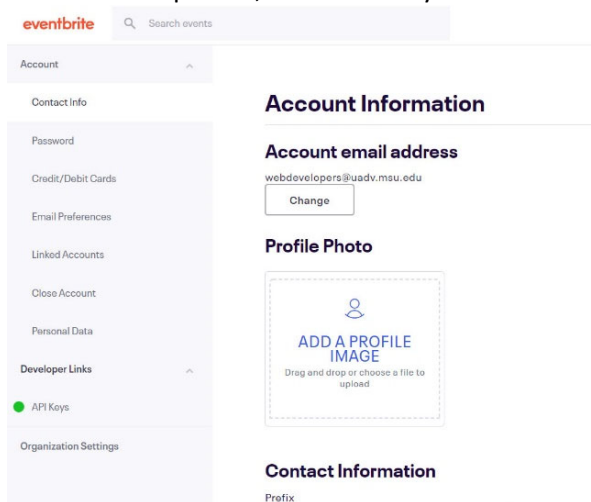
Generating an Eventbrite API key

YouTube reference: <https://youtu.be/Ry51Su1Do6A>

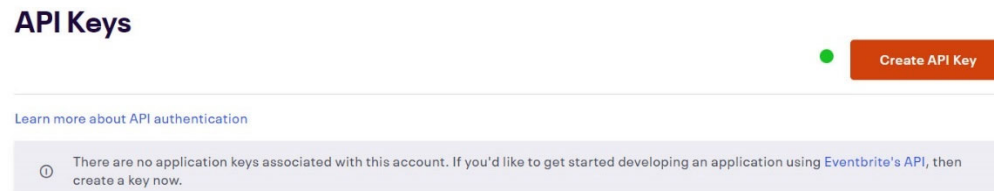
1. Visit Eventbrite <https://www.eventbrite.com/> and log in with your club account details
2. Click on the down chevron in the top right corner of the screen
3. Select Account Settings



4. In the left-hand navigation, select Developer Links
5. From that dropdown, select API Keys



6. Click on the Create API Key button



7. Fill out the required fields for Request a New Key
 - a. First Name
 - b. Last Name
 - c. Application URL: you may use <https://localhost>
 - d. OAuth Redirect URI: you can leave this blank
 - e. Application Name: you may use "Eventbrite-events"
 - f. Description: you may use "Gathering Eventbrite event data"
 - g. Check the Terms of Use checkbox

8. After all required fields have been filled out, click on Create Key
9. Expand your new API key entry to view the API Key, Client Secret, Private Token, and Public Token

API Keys

Create API Key

[Learn more about API authentication](#)

Name	Keys	Actions
Eventbrite-events	Show API key, client secret and tokens	API key details App product page App URL
API key	CJEQFK6H7W6EM5AYN3	
Client secret	GK5UGOI2IFGVYF2DLXXB0BA62QV5HVRQFH53S5L6I3HMWJMOJ	
Private token	QLPD6CDS5LLTLC6GMCK5	
Public token	6SIWHO7SOG0OLH7NDKYD	

10. Leave this tab on your browser open so that you can copy this information later
11. Go to [Club Admin](#) and log in with your club's credentials
12. Click on the Edit button next to Contact and Address

13. Scroll all the way down to Eventbrite Organization ID (at the very bottom of the page)

The screenshot shows the 'Eventbrite Organization ID' form. At the top, there is a table with columns: City, State, Zip/Postal Code, Country, Geo X, Geo Y, and Options. The first row contains: Bala Mare, 430241, RO, 47.6578570000, 23.5636880000, and a close icon. Below the table is a note: '* Save your work to retain changes.' The main form area is titled 'Eventbrite Organization ID' and contains the instruction 'Enter the following credentials from your Eventbrite account'. It has four input fields: API Key, Client Secret, Private Token, and Public Token. A 'Get Organizations' button is located below these fields. At the bottom of the form, there is a button labeled 'Update Club Eventbrite API Details' and a link 'or cancel'.

14. Copy and paste the API Key, Client Secret, Private Token and Public Token from your Eventbrite account into the relevant fields.

15. Click the Get Organizations button

This screenshot is identical to the previous one, but the 'Get Organizations' button is highlighted with a red circle, and a red arrow points to it from the right.

16. Once you've done that, you should see any organizations within your Eventbrite account. Most likely, there is only one, which you'll want to select. (Note that it probably will be named something other than Web Team).

The screenshot shows the 'Eventbrite Organization ID' form with the 'Get Organizations' button clicked. The input fields now contain the following values: API Key: 5GU7QU67MYLZ7254WM, Client Secret: NWFY33SOBLTU25Q6323XR, Private Token: 6P38EIEGHUKDAY5IOQF, and Public Token: O37PGWBUEQMBSMAOKVS. Below the input fields is a section titled 'Available Organizations' with a radio button selected next to 'Web Team'. At the bottom, there is a button labeled 'Update Club Eventbrite API Details' and a link 'or cancel'.

17. Then click Update Club Eventbrite API Details. Once you've done that, you should see a green checkbox at the top with the words, "Club information saved!"

The screenshot shows the 'Eventbrite Organization ID' form with a green success message at the top: 'Club information saved!'. Below the message is a section titled 'Google Map Geo Markers' with a 'Copy Club Location' button. It contains input fields for City, State (Michigan), Zip/Postal Code, Country (Romania), and an 'Add Map Marker' button. Below this is the same table as in the previous screenshots. At the bottom, there is a button labeled 'Update Club Eventbrite API Details' and a link 'or cancel'.

If you have any questions, please contact Meg Quine at quinemar@msu.eu or 517-355-4562.