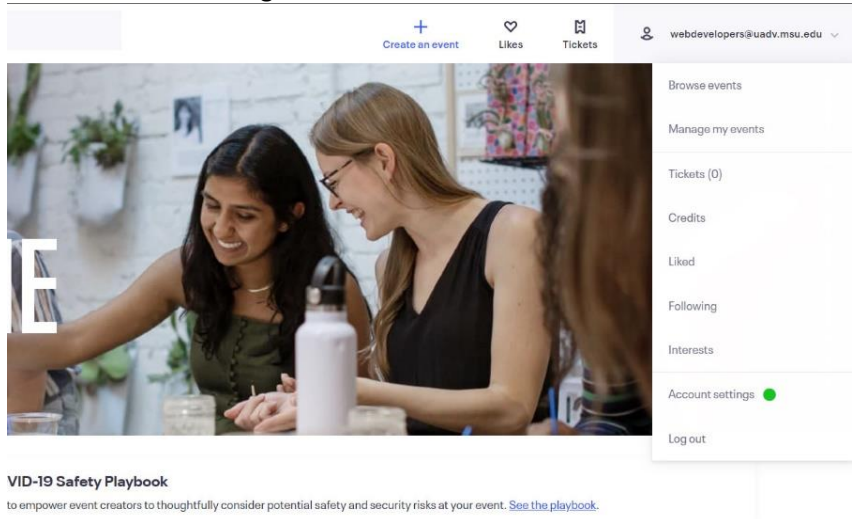


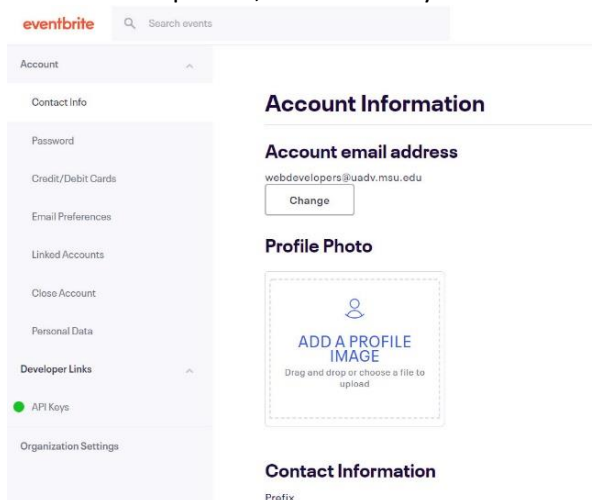
Generating an Eventbrite API key

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

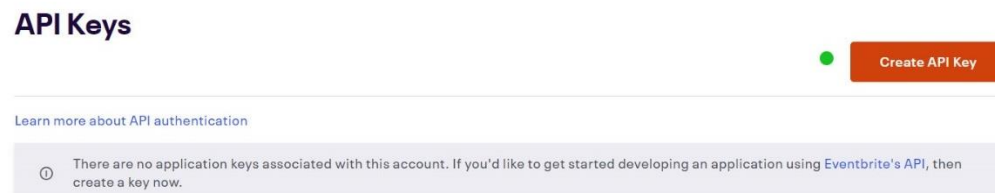
1. Visit Eventbrite and log in with your account
2. Click on the down chevron in the top right corner of the screen
3. Select Account Settings



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	GK5UGOIZIFGVYF2DLXXBGBA62QV5HVRQFH53S53L6I3HMMWJMOJ	
Private token	QLPD6CDSLLTLC6GMCX5	
Public token	6SIJWH075OG0OLH7NDKYD	

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)

This screenshot shows the bottom portion of a web form. At the top is a table with columns: City, State, Zip/Postal Code, Country, Geo X, Geo Y, and Options. The first row contains the text '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 section is titled 'Eventbrite Organization ID' with a timestamp 'Last Updated: Apr 15 2022 1:25PM'. It contains the instruction 'Enter the following credentials from your Eventbrite account' and four input fields labeled 'API Key*', 'Client Secret*', 'Private Token*', and 'Public Token*'. A 'Get Organizations' button is at the bottom left of this section. At the very bottom of the form 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 similar to the previous one, showing the 'Eventbrite Organization ID' section. The 'Get Organizations' button is circled in red, and a red arrow points to it. The 'Update Club Eventbrite API Details' button and 'or cancel' link are visible at the bottom.

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).

This screenshot shows the 'Eventbrite Organization ID' form with the following fields populated: 'API Key*' with '5GU7QU67MYLZ7Z54WM', 'Client Secret*' with 'NWFY33SOBLTU25Q632XR', 'Private Token*' with '6P38EIEGHUKDAY5IOQF', and 'Public Token*' with 'O37PGWBUEQMSMAOCKVS'. The 'Get Organizations' button is now active. Below it, under 'Available Organizations', there is a single entry: 'Web Team' with a radio button. The 'Update Club Eventbrite API Details' button and 'or cancel' link are at the bottom.

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!"

This screenshot shows the top of the form with a green success message: 'Club information saved!' with a green checkmark icon. Below this is a 'Google Map Geo Markers' section with a 'Copy Club Location' button. It contains input fields for 'City*', 'State' (a dropdown menu showing 'Michigan'), 'Zip / Postal Code*', and 'Country' (a dropdown menu showing 'Romania'). There is also an 'Add Map Marker' button. Below this is the same table as in previous screenshots, showing 'Bala Mare' and its coordinates. The 'Eventbrite Organization ID' section is partially visible at the bottom, showing the 'Update Club Eventbrite API Details' button and 'or cancel' link.

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