

Creating A Paid Ticketed Event in ExperiencePitt

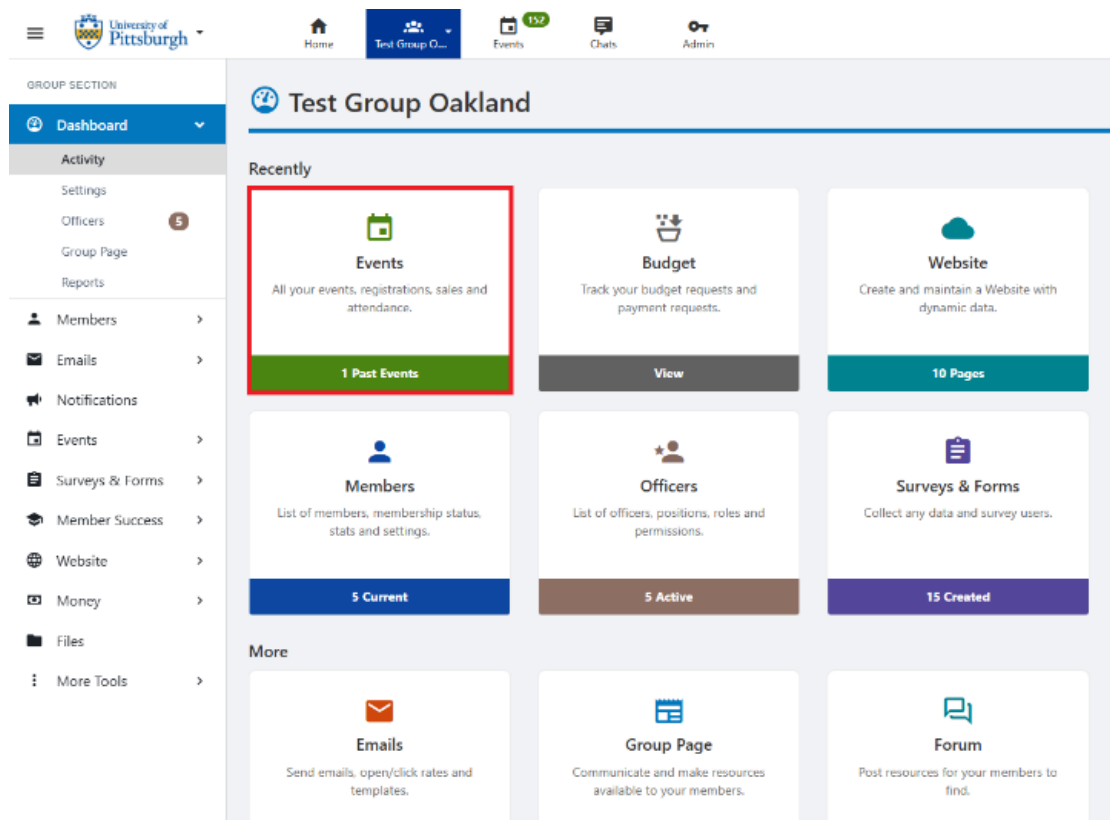
This walkthrough guides you through the step-by-step process of creating and submitting a paid ticketed event in ExperiencePitt. You'll enter information such as the location, registration details, uploading flyers, and more. This is a step-by-step guide that walks you through the What, When, Where, Registration, Access and more!

How To Get Started!

To get started, you can log into ExperiencePitt (experience.pitt.edu) using your Pitt login credentials. Once you navigate to your organization's dashboard, you can then select the Events block.

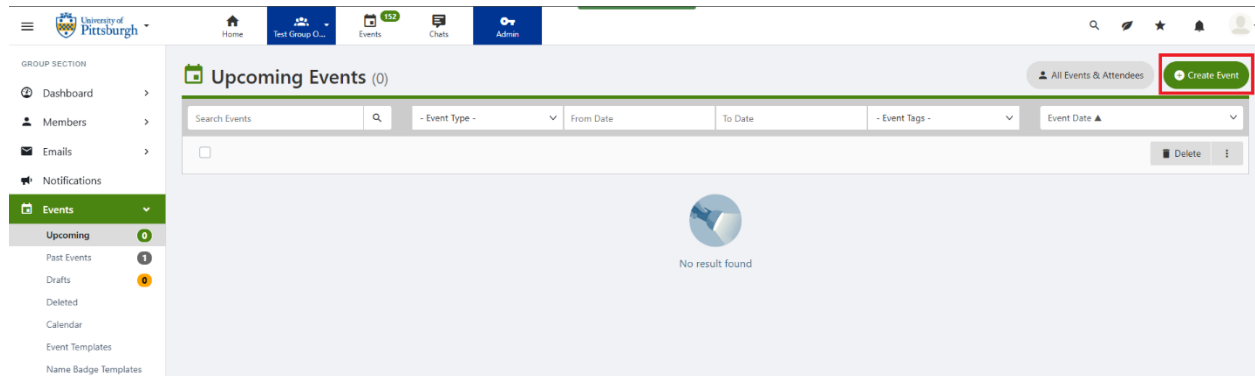


Note: This function will NOT work if your organization does not have their payment acceptance enabled. To request this functionality be turned on, please visit <https://cglink.me/2kn/s1471> to complete the request form.



The screenshot shows the ExperiencePitt dashboard for 'Test Group Oakland'. The left sidebar contains a 'GROUP SECTION' menu with options: Dashboard (selected), Activity, Settings, Officers (5), Group Page, and Reports. Below this are links for Members, Emails, Notifications, Events, Surveys & Forms, Member Success, Website, Money, Files, and More Tools. The main content area is titled 'Test Group Oakland' and features a 'Recently' section with six tiles: Events (1 Past Events), Budget (View), Website (10 Pages), Members (5 Current), Officers (5 Active), and Surveys & Forms (15 Created). A 'More' section at the bottom includes tiles for Emails, Group Page, and Forum.

Once you click on the Event tabs, a full list of events (if applicable) will appear. To create a new event, click on the button located in the top right-hand corner of the screen.



Upon creating a new event, the following steps are intended to walk you through each step of the process, ensuring that your event information is covered in depth.

Step 1: What

Enter all required information such as Event Name, Description, Event Type and Event Tags (please select all that apply).

1 What

* Event Name

* Description 
 Detailed description (HTML design)

* Event Type

Event Tags

Organizing Team: Choose an Event Coordinator (if it's not you). You may also grant other group members the ability to access the event and track attendance.

Organizing Team

* Event Coordinator

 [Add Custom Host](#)

Team Members  

 [Import Team Members](#)

☐ Only the event coordinator and officers of the host group added as team members can manage this event

How do you want your attendees to contact you?

- ☒ Start a group chat with the organizing team
- ☐ Send an email to the organizing team

Create Activity Stream

Stay in tune with your event via the Chat.
[Show more](#)

Step 2: When

Select the date and time of the event.

2 When

* Start Date

* End Date

* Start Time

01

:

00

PM

* End Time

01

:

00

PM

* Time Zone

(UTC-05:00) Eastern Time (US & Canada)

▼

Custom time instructions

Recurring event settings

If creating a recurring event, there is a drop-down menu that allows for selection of dates for recurring events.

2 When

* Start Date

30 Aug 25

* End Date

30 Aug 25

* Start Time

01

:

00

PM

* End Time

03

:

00

PM

* Time Zone

(UTC-05:00) Eastern Time (US & Canada)

▼

Custom time instructions

Recurring event settings

2 When

* Start Date

30 Aug 25

* End Date

30 Aug 25

* Start Time

01

:

00

PM

* End Time

03

:

00

PM

* Time Zone

(UTC-05:00) Eastern Time (US & Canada)

▼

Custom time instructions

Recurring event settings

August 2025	Friday 1 Saturday 2 Sunday 3	Mon 4 Tue 5 Wed 6 Thu 7 Fri 8 Sat 9 Sun 10	Mon 11 Tue 12 Wed 13 Thu 14 Fri 15 Sat 16 Sun 17	Mon 18 Tue 19 Wed 20 Thu 21 Fri 22 Sat 23 Sun 24	Mon 25 Tue 26 Wed 27 Thu 28 Fri 29 Sat 30 Sun 31	
September 2025	Monday 1 Tuesday 2 Wednesday 3 Thursday 4 Friday 5 Saturday 6 Sunday 7	Mon 8 Tue 9 Wed 10 Thu 11 Fri 12 Sat 13 Sun 14	Mon 15 Tue 16 Wed 17 Thu 18 Fri 19 Sat 20 Sun 21	Mon 22 Tue 23 Wed 24 Thu 25 Fri 26 Sat 27 Sun 28	Mon 29 Tue 30	
October 2025	Wednesday 1 Thursday 2 Friday 3 Saturday 4 Sunday 5	Mon 6 Tue 7 Wed 8 Thu 9 Fri 10 Sat 11 Sun 12	Mon 13 Tue 14 Wed 15 Thu 16 Fri 17 Sat 18 Sun 19	Mon 20 Tue 21 Wed 22 Thu 23 Fri 24 Sat 25 Sun 26	Mon 27 Tue 28 Wed 29 Thu 30 Fri 31	
November 2025		Mon 3 Tue 4 Wed 5 Thu 6 Fri 7	Mon 10 Tue 11 Wed 12 Thu 13 Fri 14	Mon 17 Tue 18 Wed 19 Thu 20 Fri 21	Mon 24 Tue 25 Wed 26 Thu 27 Fri 28	

Step 3: Where



Select the location of the event and select what group can see the event location.

IMPORTANT

To select a physical location and for it to appear on the map within the finalized event, the Address dropdown must be selected, entering specific building addresses. Please see below for popular University of Pittsburgh building addresses.

3 Where

Type

☒ On-Campus
☐ Off-Campus
☐ Online Only

Location Name

☐ To Be Determined (TBD)
☒ Address
☐ Latitude/Longitude

Who can see the event location

Only display the location to logged on users

☒ Display map on registration page

Popular Addresses:



William Pitt Union: 3959 Fifth Ave, Pittsburgh PA 15260

O'Hara Student Center: 4024 O'Hara Street, Pittsburgh PA 15260

Petersen Events Center: 3719 Terrace Street, Pittsburgh, PA 15261

For a full list of Pitt buildings, please go to: [University of Pittsburgh Buildings](#)

Optional: If the event is to be virtual, this section will allow you to select the meeting platform and add a direct link.

Meeting

Meeting Link

Create Video Conferencing Link

Meeting App

Other

Who can see the meeting link

Only display the meeting link to users who are registered

Step 4: Photo



Optional: Attach a photo(s) or flyers to visually promote your event.

4 Photo & Flyer



Upload an event photo:

[Choose Photo](#)

[Photo Gallery](#)

Your Event Photo is a nice photo or background image representing your event. It will be displayed in the upcoming events slider on the home page, on the right of your event page and in the mobile app. This is a great way to promote your event. It will be cropped into 380px high and 760px wide rectangle. Please upload a photo with a width of 760px or more.



Upload a flyer:

[Choose Photo](#)

[Photo Gallery](#)

Your Flyer is the key information about your event displayed in a visual way. We will display your flyer to people who mouse over your event in the calendar, in email invitations, and in the event details section of your event page. Please upload an image file (.png, .jpg...).

Step 5: More



Optional: If food is being provided, there is a section to add specific food.

5 More Details

[File attachments](#)

[Food provided](#)

☐ Food Provided

Specify the food provided at this event (optional)

Step 6: Access & Display

Selecting the right access level is important, as this selection will determine who is allowed to register and attend the event. The settings in the picture below are the settings to be used, unless it is open only to Group Members Only. In that case, Who can see this event should be changed to Group Members only.

6 Access & Display Options

Who is allowed to register?

- ☐ Everyone
 - ☐ University of Pittsburgh ExperiencePitt users only
 - ☒ Some University of Pittsburgh users only ([select account types or year of graduation](#))
 - ☐ Some University of Pittsburgh tagged users only ([select user tag categories](#))
 - ☐ Group members only
 - ☐ Some group members only ([select group members](#))
 - ☐ Tagged members only ([select members tags](#))
 - ☐ Sub-Group members only ([select sub-group member tags](#))
 - ☐ Invited people only ([invited by email from ExperiencePitt, view instructions](#))
 - ☐ Group Officers only
 - ☐ Members with Badges only ([select member badges](#))
- ☐ Prevent users who are already registered to another event at the same time from registering to this event

Who can see this event?

- ☐ Everyone
 - ☐ Logged on users only
 - ☐ Group members only
 - ☒ Just the people who are allowed to register
 - ☐ No one (always hide from the calendar)
- ☒ Display on the Upcoming Events slider (on the home page)

Step 7: Registration



The default registration option is RSVP and will automatically be created for \$0 without any limits. To edit the details of the free RSVP, click the edit button on the right side of the table. Within the opened window, options such as price, quantity, and waitlist timer (the amount of time a user must secure their ticket after getting off the waitlist).

7 Registration Options

Do you want to let people register to this event?

☒ Yes ☐ No (Option to enter an external event registration Website URL)

Option	Price	Registrations Starts	Registrations Ends	Total # of Items for Sale	Waiting List Activation	Items Sold	Waiting List	Manage
RSVP	\$0	-	-	No Limit	Off	0	-	Edit Delete Access Duplicate
Total						0		

[Add New Option](#)

Registration Option

Save

Name

Example: Member, Non-Member, Student, Alumni, etc.

Price

Numbers only

Enter 0 for a free item or a donation item.

Quantity available

Numbers only, no decimals

WARNING: If you leave this field empty, your event will have unlimited capacity.

Waiting List:

Allow waiting list

☐ Yes ☒ No

Waiting list promotion timeout

Numbers only, no decimals

This field defines the period of time in which a user will be able to buy a ticket after being promoted from the waiting list (this only works for non-free registration option)

Enter a number of hours (24 hours by default).

Additional options for this registration option:

Min per order

Numbers only, no decimals

Max per order

Numbers only, no decimals

Start sales date

Format: dd/MM/yy

Start sales time

00 00 AM EDT (GMT-4)

End sales date

Format: dd/MM/yy

End sales time

00 00 AM EDT (GMT-4)

Quick description

Cancellation & Refunds

Cancellation deadline

Format: dd/MM/yy

Cancellations will not be permitted when the deadline date starts.

Prevent cancellation

☐ Yes ☒ No

Refund deadline

Format: dd/MM/yy

Refunds will not be permitted when the deadline date starts.

Advanced Options

Membership option

Select

Anyone selecting this registration will become a member

Hide by default

☐ Yes ☒ No

If this option is selected, show the other registration option

Select



In Registration, there are various other additional details that can ease the flow of event information. There are options such as setting attendance limits (important to stay in compliance of room capacities if inside), reminders to registered guests as the event is (x) number of days away, displaying list of registered guests, and uploading an image of the ticket if created outside of ExperiencePitt.

7 Registration Options

Do you want to let people register to this event?

☒ Yes ☐ No (Option to enter an external event registration Website URL)

Option	Price	Registrations Starts	Registrations Ends	Total # of Items for Sale	Waiting List Activation	Items Sold	Waiting List	Manage
RSVP	\$0	-	-	No Limit	Off	0	-	Edit Delete Access Duplicate
Add New Option						Total	0	

☐ Close Event Registration (when you don't want people to register anymore).

Registration will be open from/to

Attendance limit

RSVP Not Attending

Reminder

RSVP personalized email confirmation

Display the list of attendees to

Ticket cover

Feedback request

To add a second ticket type, select “Add New Option”.

7 Registration Options

Do you want to let people register to this event?

☒ Yes ☐ No (Option to enter an external event registration Website URL)

Option	Price	Registrations Starts	Registrations Ends	Total # of Items for Sale	Waiting List Activation	Items Sold	Waiting List	Manage
Member Price	\$20	-	-	20	☐ Auto-promote ¹ Not Activated ¹	0 (+ 1 pending)	0	Edit Delete Access Duplicate
Add New Option						Total	0	0

After adding a secondary ticket option, the expanded registration option window will open. This is where information such as ticket name, price, quantity, wait list and other options will appear.

Registration Option

Save

Name

Example: Member, Non-Member, Student, Alumni, etc.

Price

Numbers only
Enter 0 for a free item or a donation item.

Quantity available

Numbers only, no decimals
IMPORTANT: If you leave this field empty, your event will have unlimited capacity.

Waiting list:

Allow waiting list

☐ Yes ☒ No

Waiting list promotion timeout

Numbers only, no decimals
This field defines the period of time in which a user will be able to buy a ticket after being promoted from the waiting list. (This only works for non-free registration options)
Enter a number of hours (24 hours by default).

Additional options for this registration option:

Min per order

Numbers only, no decimals

Max per order

Numbers only, no decimals

Start Sales Date

Format: dd/MM/yy

Start Sales Time

00

:

00

AM

EDT (GMT-4)

End Sales Date

Format: dd/MM/yy

End Sales Time

00

:

00

AM

EDT (GMT-4)

Quick description

Cancellation & Refunds

Cancellation deadline

Format: dd/MM/yy
Cancellations will not be permitted when the deadline date starts.

Prevent cancellation

☐ Yes ☒ No

Refund deadline

Format: dd/MM/yy
Refunds will not be permitted when the deadline date starts.

Advanced Options

Membership option

Select

Anyone selecting this registration will become a member

Hide by default

☐ Yes ☒ No

If this option is selected, show the other registration option

Select

Step 8: Advanced

All these customizable options are optional but will give more depth to your event including waivers, information about speakers and sponsors, assigning parent events and other options as seen in the picture below.

8 Advanced Options	
 Attendance tracking options	
 Add more questions / slots	
 Speakers	
 Sponsors	
 Redirect URL after registration	
 Parent event	
 Automatically register to other events	
 Cost center code	
 Waiver	
 Co-host this event	
 Virtual Fair	
 Event template	
 Calendar Sync	

Contact Us! 

Looking for further help setting up your event? Contact ExperiencePitt Support (xpsupport@pitt.edu) or visit Student Involvement, located in the William Pitt Union Room 119, during business hours!