**Event Brite template for Winter Learning Festival for CLD sessions**

Please refer to this template when compiling an Event Brite page for your *Winter Learning Festival for CLD* event. The national planning group for the series is keen to make sure that sessions are open to CLD practitioners across Scotland and that there are some common features to the invites for every session. Many thanks for your help.

Create event: [Eventbrite - Create a new event](https://www.eventbrite.co.uk/manage/events/create)

If your organisation doesn’t have an Event Brite account, you can create one for free.

**Basic Info:**

|  |  |
| --- | --- |
| Event Title (75 characters): | Please include ‘Winter Learning Festival’ (24 characters) and add the title of your event. |
| Organiser: | Add your network |
| Type: | Course, training or workshop |
| Category: | Choose one eg Family and Education |
| Subcategory: | Education |
| Tags: | * CLD * Winter Learning Festival for CLD |
| Location (type of event): | Online event |
| Date and time: | Add the correct day and the start and finish time for your session |

**Details**

|  |  |
| --- | --- |
| Main event image: | Please use the Winter Festival logo  Winter Learning Festival for CLD with snow flake image: |
| Description: | Summary: Use the descriptor from your planning template here.  Text: Please include: This session is part of a national series of online learning opportunities organised by regional CLD professional learning networks across Scotland. It is open to all community learning and development (CLD) practitioners from any part of Scotland. |

**Ticket**

|  |  |
| --- | --- |
| Name: | General Admission [check your settings] |
| Available quantity: | [Quantity?] |
| Price: | Free (click on ‘Free’ box) |

**Order Options / Order Form**

(First name, surname and email address should be collected by default – check settings). Additional questions need to be added.

**Add new question**

|  |  |
| --- | --- |
| Your organisation | Question format: use short text so people can type in their organisation |
| Which local authority area do you work in? | Question format: Single Choice / Select from drop-down – add the 32 areas plus national option |
| Are you a member of the CLD Standards Council? | Question format: Single Choice: Yes/No |
| Do you wish to be kept informed about future learning opportunities from your CLD network? | Question format: Single Choice: Yes/No |