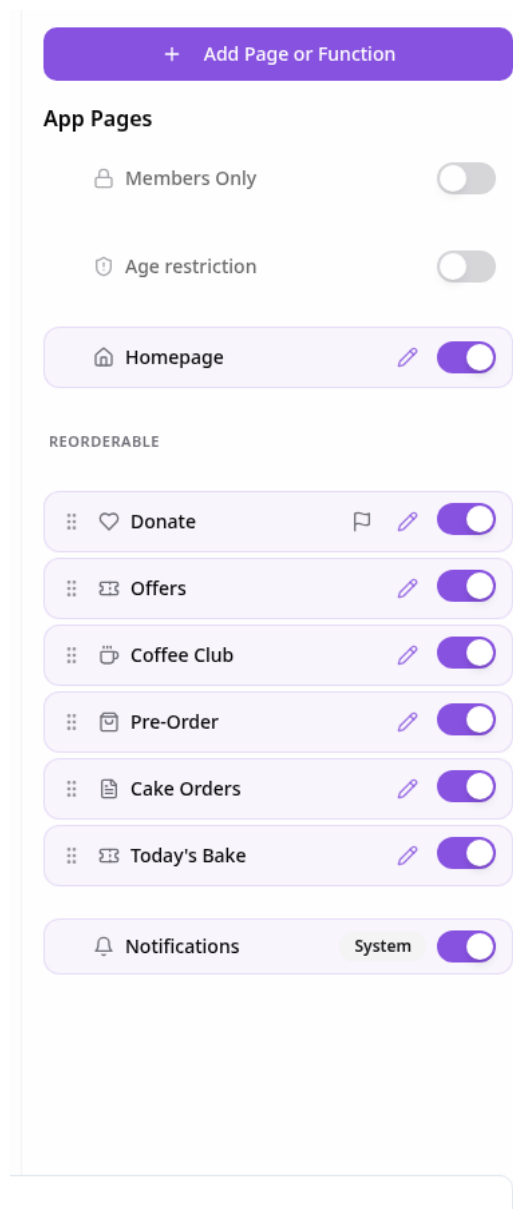


Create events and tickets

1. Open Pages

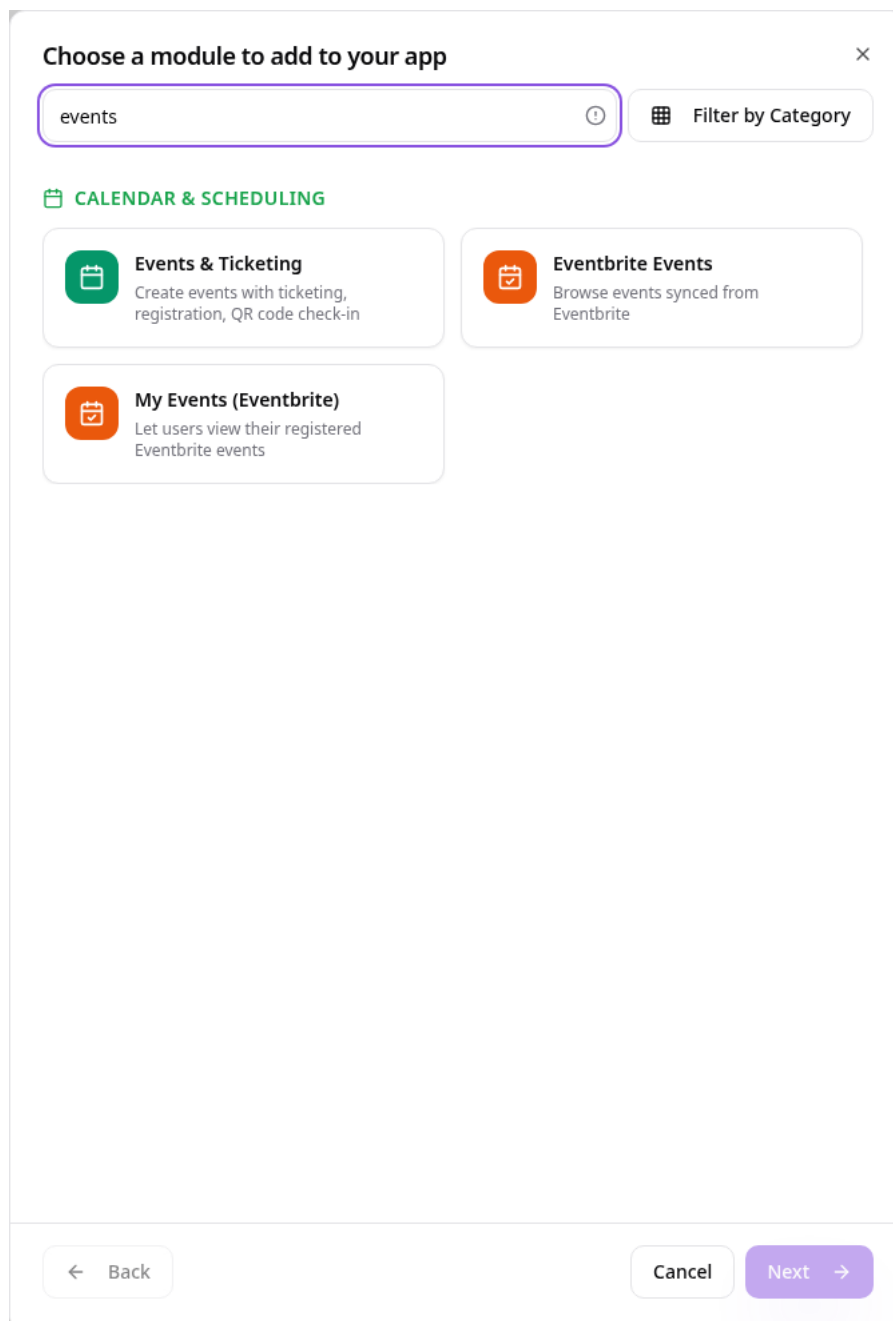
In your app editor, open Pages and tap Add Page or Function.



Create events and tickets

2. Choose Events & Ticketing

Search “events” and tap Events & Ticketing.



Create events and tickets

3. Create your first event

Tap Create Event to open the event setup tabs.

 **Events & Ticketing**
Create events with registration, ticketing, and check-in

 **My Events**

Configure Payments

Default view for app users

List with image

Cards with event images (recommended)

Users can still switch views themselves.

☒ **Email me when someone books an event**
These people get an email for every new booking, free or paid.

☐

Note: Only **Published** events appear in your app. Draft events are hidden from users.

+ Create Event


No events yet
Create your first event to get started with ticketing and registrations

+ Create Your First Event

← Back

Cancel

Continue to page settings →

Create events and tickets

4. Describe your event

Add a title, descriptions and cover image, choose a category, then tap Next event step.

Events & Ticketing
Create events with registration, ticketing, and check-in

← Back to Events

Create New Event

Basic Info

Location

Date & Time

Tickets

Capacity

Registration

Notifications

Event Details

Event Title *
Bread Baking Workshop

Short Description
Learn to shape and bake sourdough with our bakery team.
55/160 characters

Full Description
Join our friendly bakery team for a hands-on sourdough workshop. Learn to shape your loaf, discover baking tips and take home your freshly baked bread.

Cover Image

Recommended: 1200 x 675 pixels (16:9 ratio)

Category
Workshop

Status
Published

Tags
Add a tag Add

← Back

Cancel

Next event step →

appbuild.diy/user-guides/events-ticketing

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Create events and tickets

5. Find the venue

Choose In-Person, search a street or postcode, then tap Use address beside the correct result.

Events & Ticketing

Create events with registration, ticketing, and check-in

← Back to Events

Create New Event

Basic Info

Location

Date & Time

Tickets

Capacity

Registration

Notifications

Event Type

☒ In-Person

☐ Online

☐ Hybrid

Venue Details

Find venue or address

10 Market Street Cambridge

Q

☒ 10 Market Street

10 Market Street, Cambridge, CB2 3PA, United Kingdom

Use address

☒ 10 Market Street

10 Market Street, Swavesey, Cambridge, CB24 4QG, United Kingdom

Use address

☒ 10 Market Street

10 Market Street, Ely, CB7 4PB, United Kingdom

Use address

☒ 10 Market Street

10 Market Street, Wisbech, PE13 1EX, United Kingdom

Use address

☒ 10 Market Street

10 Market Street, Whittlesey, Peterborough, PE7 1RD, United Kingdom

Use address

Venue Name

← Back

Cancel

Next event step →

Create events and tickets

6. Check the address

Check the filled address and add your venue name before tapping Next event step.

Events & Ticketing
Create events with registration, ticketing, and check-in

← Back to Events

Create New Event

Basic Info

Location

Date & Time

Tickets

Capacity

Registration

Notifications

Event Type

☒ In-Person

☐ Online

☐ Hybrid

Venue Details

Find venue or address

Venue name, street, town or postcode

Venue Name

Demo Bakery Co

Address

10 Market Street

City / Town

Cambridge

Postcode / ZIP code

CB2 3PA

Country

United Kingdom

← Back

Cancel

Next event step →

Create events and tickets

7. Set the date and time

Choose the start date, times and timezone; add an end date or recurrence if needed, then continue.

Events & Ticketing

Create events with registration, ticketing, and check-in

← Back to Events

Create New Event

Basic Info

Location

Date & Time

Tickets

Capacity

Registration

Notifications

🕒 Event Schedule

All day / no set time

Show the date only, without start and end times

Start Date *

03/20/2027

📅

Start Time

10:00 AM

🕒

End Date

03/20/2027

📅

End Time

12:00 PM

🕒

Timezone

London (GMT/BST)

▼

🔄 Recurring Event

This event repeats on a schedule

← Back

Cancel

Next event step →

Create events and tickets

8. Add a ticket type

Enter a ticket name, choose Free, Paid or Donation, and tap Add Ticket Type before continuing.

Events & Ticketing

Create events with registration, ticketing, and check-in

Back to Events

Create New Event

Basic Info

Location

Date & Time

Tickets

Capacity

Registration

Notifications

Ticket Types

Workshop place

Free

Add Ticket Type

Name

Type

e.g., General Admission

Free

+ Add Ticket Type

Back

Cancel

Next event step

Create events and tickets

9. Set your capacity

Choose unlimited places, a limit or a waitlist; this workshop has 12 places.

Events & Ticketing

Create events with registration, ticketing, and check-in

← Back to Events

Create New Event

Basic Info

Location

Date & Time

Tickets

Capacity

Registration

Notifications

Capacity Settings

☐ Unlimited capacity

☒ Limited capacity

☐ Limited with waitlist

Maximum Capacity

12

← Back

Cancel

Next event step →

Create events and tickets

10. Choose registration settings

Choose whether registration and tickets are required, set cancellation options and add any extra attendee questions.

Events & Ticketing

Create events with registration, ticketing, and check-in

Back to Events

Create New Event

Basic Info

Location

Date & Time

Tickets

Capacity

Registration

Notifications

Registration Settings

Require Registration

Attendees must register to attend

Require Ticket

Attendees must have a ticket

Allow Cancellation

Attendees can cancel their registration

Cancellation Deadline (hours before event)

24

Registration Form

This form applies only to this event.

Standard fields

Name

Required

Email

Required

Phone

Optional

Add a custom field

Field name

e.g. Company name

Field type

Text

Required field

+ Add field

Back

Cancel

Next event step

Create events and tickets

11. Set reminders and create the event

Choose a reminder and optional confirmation message, then tap Create Event to save the event.

Events & Ticketing

Create events with registration, ticketing, and check-in

← Back to Events

Create New Event

Basic Info

Location

Date & Time

Tickets

Capacity

Registration

Notifications

Email Notifications

Send Reminder (hours before event)

24 hours (1 day) before

Confirmation Email Template

Thanks for booking your workshop place. We look forward to baking with you at Demo Bakery Co.

← Back

Cancel

Create Event →

Create events and tickets

12. Your event is ready

Check your event in the list, then tap Continue to page settings; paid tickets also need Configure Payments.

 **Events & Ticketing**

Create events with registration, ticketing, and check-in



 **My Events**

 Configure Payments

Default view for app users

List with image

Cards with event images (recommended)

Users can still switch views themselves.

 **Email me when someone books an event**

These people get an email for every new booking, free or paid.

☐

Note: Only **Published** events appear in your app. Draft events are hidden from users.

 Search events...

 Create Event

Bread Baking Workshop

Published

☒

...

 March 20th, 2027

 10:00:00

 Demo Bakery Co

 0/12

 Back

Cancel

Continue to page settings 

Create events and tickets

13. Name the page

Use a short name such as Events, choose an icon and tap Create Page.

Events & Ticketing

×

Page Details

Choose a name and icon for your page

Page Title

Events

Icon

Selected Icon

Calendar

Upload Custom Icon

Recommended: 128 x 128px, PNG or SVG

calendar

Calendar icon

Calendar icon

Calendar icon

← Back

Cancel

Create Page

Create events and tickets

14. See it in your app

Customers can browse your event and open it to view details and register.



To add or change events later, open Events in Pages and choose Edit Page Content. Manage attendee registrations and check-in in Data Manager. The workshop details shown here are demo examples.