VIRTUAL *gala* 20/20 VISION

PATTY BRISBEN FOUNDATION
for WOMEN'S SEXUAL HEALTH

HOW TO CREATE A FACEBOOK EVENT FOR AN ONLINE EVENT

1. Create the event on Facebook by clicking the "+" sign on the right-hand side of your Facebook page. In the dropdown, there will be an option to "Create Event."
2. Click "Online Event."
3. You will then have the option to "Include an External Link" (for example, a Zoom link) or "Other," which will allow you to include other instructions for how your guests can participate.
4. You can set up your event as Public or Private but keep in mind that it cannot be changed once you set it up.
5. Fill out the event details (time, date, etc.) and upload a Cover Photo—a Gala event cover photo can be found here: http://pattybrisbenfoundation.org/pbf-20-20-vision-host-information/
6. Invite your guests!
7. The Gala will be streamed from this link: http://pbf2020.givesmart.com/

HOW TO SET UP A ZOOM ACCOUNT

If you are using Zoom, here are the steps to set up a Zoom account:
https://www.youtube.com/watch?v=tUIKwjcYafE&feature=emb_title&ab_channel=PureRomanceConsultantTraining

Once your Zoom account is set up, you will need to create your Zoom link. Create your link and then copy and paste it into your Facebook event page for your guests to attend the virtual party.

ONLINE EVENT OPTIONS

Here are a couple tips to make the most of your online event!

- Get together with your party guests via Zoom before the event starts.
- Pick a theme from our Pinterest page and grab a cocktail for a pre-Gala connect!
- Once the Gala livestream starts, you can sign off and watch the event separately but continue the conversation within the event discussion page or a group chat!
- Alternatively, you can share your screen during the event. As the host, you have the option to get your guests together during the Gala livestream by starting your Zoom, logging onto the livestream page and sharing your screen with your guests so that you can all watch the show together- just like if you were in person!