

Run your own event

Hosting a trade dinner, a FAM trip or a roadshow? Here's how to set it up on RepBud, invite your guests and see who is coming.

Covers /dashboard/events · for rep, dmc

The steps

01 Open My Events

On the website, My Events is in the sidebar under The Reserve. It lists the events you have organised, each with its status. Events are created on the website.

02 Create an event

Choose + Create event and pick the type: a trade breakfast, lunch or dinner, a drinks reception, a trade show, workshop, roadshow, FAM trip or meetup. Add the title, a description and your organiser details.

03 Invite-only or a public listing

Under Who can come, Invite-only suits a trade dinner: you choose the guests and it goes live for your invitations straight away. A Public listing is listed on RepBud once the RepBud team has approved it.

04 Dates, places and capacity

Under Dates & locations, add one date per city, with the venue and start time; dates in several cities make it a roadshow. Capacity sets the most confirmed guests per date, or leave it blank for no cap. You can also set a participation fee and target markets.

05 Open the guest list

Back in My Events, choose Guests & invitations on the event. With more than one date, pick the date first. The counts show Invited, Accepted, Waiting and Declined, and how many places are taken.

06 Invite people

Under Invite people, choose RepBuddies in the Reserve, Your contacts or Your broadcast lists, tick who to invite and choose Send ... invitations. Each person gets an email with Accept and Decline, and RepBuddies also get a notification in the app.

07 Add your banner

Email banner puts your own image at the top of the invitation emails sent from then on: a JPG, PNG or WebP up to 3 MB. Without one, invitations open with your organisation's name.

08 See who is going

The Guest list shows each person and where they stand. On a public event, Applications lists the people who asked to attend, with Accept, Waitlist and Decline.

09 Invite one person from their contact page

On the contact page of a RepBuddy you are connected with, Invite to an event lists your own events with an Invite button beside each date. In the app, Send Invite does the same.

10 Bring the guests together

Create group chat from this event invites the guests who accepted to a group chat for the event. Each person chooses whether to join.

Next: Messages and group chats

Questions

What is the difference between invite-only and a public listing?

An invite-only event is not listed publicly: only the people you invite see it, and it is live as soon as you create it. A public event is reviewed by the RepBud team, usually within 24 hours, and is then listed on RepBud with its own page, where people can apply to attend.

Who can I invite?

RepBuddies who have chosen to be visible in the Reserve, your own contacts who have an email address, and the RepBuddies in your broadcast lists. Guests invited as members are travel agents and tour operators.

How do guests answer?

Each invitation email has Accept and Decline. RepBuddies also get a notification in the app and find the invitation under their Trade Events.

What happens when a date has no places left?

The guest list shows how many places are taken against the capacity you set. When a date has no places left, accept an application only if a place opens; you can move someone to the waiting list in the meantime.

Are people told when I accept or decline their application?

An accept or a decline is emailed to them. A move to the waiting list is not.

When can I send invitations?

Once the event is live and the date is still to come. A public event waiting for approval shows "Waiting for approval: you can invite people once it's approved".

Where do I see who is going to a trade show?

For the shows in the public calendar, see The trade events calendar guide. An event organiser who has claimed a show finds See who is coming under Your shows.