



Native Events

Step by step guide to setting up your student events.

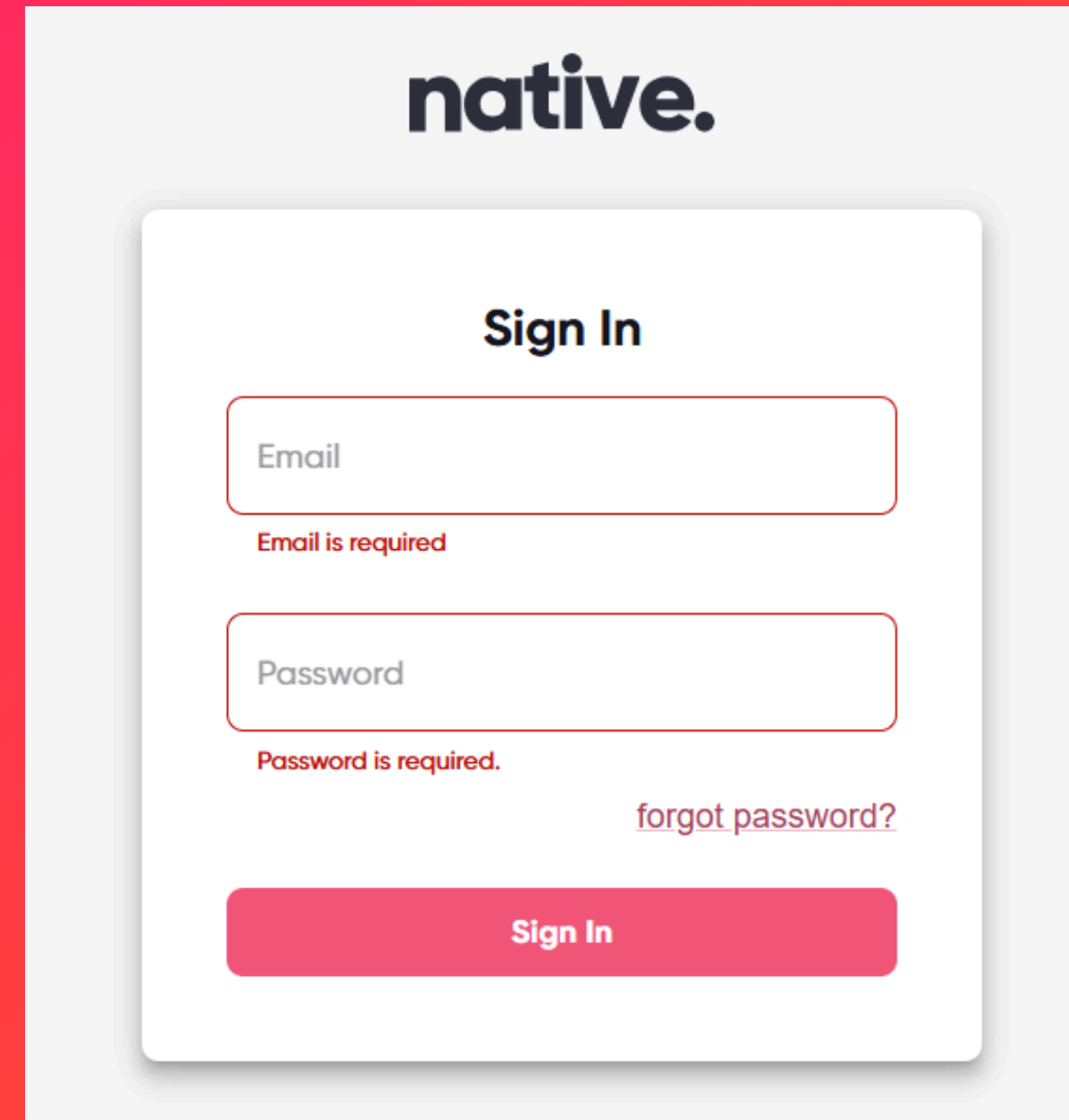
We're going to walk you through a step-by-step process of setting up a Native event.

You can find the Native Events platform by visiting Native.fm control pannel or linked **here**.

Sign in using your **bangor.ac.uk** email. It should prompt you to create a password.

Doesn't work?

All Bangor University Students should already, automatically have an account on Native but if it's not working for you, please send over your full name, email address and which club/project/society or school you are part of to marketing@undebbangor.com.

A screenshot of the Native.fm sign-in page. At the top, the word "native." is written in a bold, lowercase, sans-serif font. Below it, the text "Sign In" is centered in a bold, black font. There are two input fields: the first is labeled "Email" and has a red border with the text "Email is required" below it; the second is labeled "Password" and has a red border with the text "Password is required." below it. To the right of the password field is a blue link that says "forgot password?". At the bottom of the form is a large, rounded rectangular button with a blue gradient and the text "Sign In" in white.

Native.fm control pannel sign in

Friday, May 22, 2026

Welcome to your native dashboard

You will know you're in the right place when you see this title at the top.

Let's set up your event →

Step 1: Find the create an event button. You can find this either on the right side of the dashboard or by heading to the three lines in the top left corner > Events > Events



native.



Home



Events

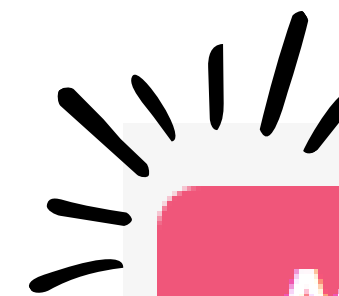
Events

Super Events

Synchronised Events

Get started

Create an event



Add New Event

Step 2: Give your event a name, Start and end, date/time.

Create event


Basic information

- DRAFT
- SUBMITTED
- ACTIVE
- PRIVATE (HIDDEN) ?
- PAST

Name & date*

Hide End Date

Send reminder emails for this event

Short description of your event 

Max 250 characters

Event Description*

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Step 3: Make sure you write a good description for your event.
The short description isn't necessary.

Add event image



Drag & drop or click to choose files
Max file size: **10MB**
Images (.jpg, .png)


Image must be at least 1316 × 740 px (landscape or portrait).

Alt

Description of the uploaded image

Step 4: Upload your cover photo. This must be at least 1316 x 740 px to get the best quality photo.

Event Location*

Saved Venue Add new venue Online Event  No Location

Step 5: Add a location or link to online event!

If your event is based in Bangor and you can't seem to find it on saved venues? Click Add new venue!

 Type to search

Address Line 1

Address Line 2

City / Town

State / Province / Country / Region

Postcode / Zip Code

Location Groups



Step 5: Give your event a category. Although it doesn't state it, you won't be able to make your event live without ticking that box!

Event Type

Native Categories



Native Categories are required

MMS Event Types

You can ignore this box!

Everything after this point isn't necessary (unless you want it to be) therefore you can press Finalise Changes.

Finalise changes

Setting up your tickets!

Step 6: Now that you have set up your event, you will see the following at the top of your page. You can now set up your event tickets.

**Until you finalise changes (save) your event for the first time, you won't be able to set up your ticket.*

We suggest setting up tickets for your events even if your events are free. This gives you a good opportunity to keep track of everyone who turns up!



EVENT DETAILS

TICKETS

REP SCHEME

SURVEY

ADDITIONAL DETAILS

ANNOUNCE YOUR EVENT

EVENT DETAILS

TICKETS

REP SCH

Maximum event capacity



Event Tickets

Add Ticket

Step 7:

Fill out the Maximum event capacity. This is how many people in total can attend your event.

Step 8:

Add ticket. Follow the instructions to set up your tickets.

Ticket

MAIN

QUESTIONS

PROMO CODES

Ticket Name *

Ticket Description

MasterPass ticket

Price *

0

Currency

British Pound

Inc. VAT Rate *

20%

Absorb Booking Fee

Pass On Booking Fee

Student Only

Allow transfers

Ticket Sales Start *

22/05/2026

Time

16:31



Ticket Sales End *

28/12/2024

Time

23:30



Qty Available

Min Order Quantity

1

Max Order Quantity

20

Sold out

Display ticket even if off-sale 



Allow Refund Requests



Step 9: Fill out what time and when you want the tickets to go live.

Finance codes

If your finance code is not split then enter into Nominal Code only. If your finance code is split then enter into Nominal, Department and Cost Centre Codes.

Nominal code

Your account number |

Department code

Cost centre

Step 10: If you don't know your account number, just put the name of your club/project/school or society. This will let our finance team know which accounts to transfer the money to.

Ticket

MAIN

QUESTIONS

PROMO CODES

Add New Question

Copy All

Paste All

Save

Step 11 (Optional): Need to ask your attendees a question such as their emergency contact number? food allergies? clothing size? – Add a question to your ticket.

Step 12: Make your event live by selecting 'ACTIVE'.

To finish press Finalise Changes.

Finalise changes



Your event is now live. You can find your live event by visiting our events page at <https://undebbangor.native.fm/> or linked [here](#).