

VIBOOK.

Organizer Guide: everything you can do with your organization on Vibook

Welcome! Vibook is Saudi Arabia's platform for campus and community events. Your organization publishes events, students and attendees register in seconds, and entry runs on secure QR tickets. This guide walks you through every tool in your Organizer Portal.

Getting started

1 Open your Organizer Portal

Sign in at **vibook.app**, tap your **account icon** (top right), and choose **Organizer Portal**. If you were invited by email before creating an account, sign up with that same email address and your organizer access is added automatically.

2 Develop your public page

Your public page is your organization's home on Vibook. People discover you there, follow you, and every event links back to it. Make it yours first, in **Portal → Organization**:

- Upload your **logo** and write a **description** in English and Arabic, plus a contact email.
- Add your **social media accounts**: Instagram, X, TikTok, LinkedIn, YouTube, Facebook, and your website. They're displayed on your public page **and on every event page you publish**, so keep them complete and current.
- Style the page: background colors or a banner image, a badge and location line, extra custom links, and a call-to-action button.

Your page lives at **vibook.app/org/your-handle**. Visitors can **follow** your organization there, and followers hear about what you publish, so share this link in your bio everywhere.

Events & tickets

3 Create an event

Go to **Portal → Events → Create Event**. Everything supports English and Arabic side by side, and the form keeps the essentials up front so you can publish quickly.

- **Basics:** title, description, city, category, date & sessions, venue with a Google Maps link, building and room details.
- **Availability calendar:** in the date step, open **Show events calendar** to see which days are busy and which are free before you choose, then tap a day to use it as the event date.
- **Artwork:** poster or wide banner, plus extra description images.
- **Booking type:** Registration (you review attendees), Instant Booking, or an External link to your own form.
- **Visibility:** public, or private. Private events are only reachable by their link and stay out of search.
- **Audience:** everyone, women only, or men only. Single-gender events are only shown to that gender, and registration enforces it.
- **Student tiers:** limit a ticket tier to verified students, or to one university, with its own student price.

Once the event exists, open its edit page to tag it with **skills** attendees earn by taking part.

4 Tickets & registration forms

Add as many **ticket types** as you need, each with its own quantity and audience. Build a custom **registration form** with required or optional questions: text answers, multiple choice, and conditional follow-ups that appear based on earlier answers. Attendee answers show with each registration and in your exports.

5 Ticket design & Apple Wallet

Make your tickets yours, per event and even per ticket type:

- Upload custom **ticket artwork**, set a background image, choose which fields show on the ticket, and pick the QR color.
- Design the **Apple Wallet pass:** pass style, background, text and label colors, and a strip image, with a live preview right in the event form.
- Attendees add the ticket to their Wallet from the confirmation email or ticket page; the QR updates automatically if anything changes.

6 Manage registrations

From your event's dashboard: view every registrant with their form answers, **approve or decline**, request extra information from specific attendees, **export attendee data**, message registrants by email, and send **bulk invitations** to a list of emails.

7 Waitlist & attendance check

When an event sells out, the button on your event page automatically becomes **Join waitlist**, so people can sign up without holding a seat and get a confirmation email. Manage everything from your event's **Registrations** page:

- **Promote from the waitlist:** filter by status to see waitlisted people. Seats are limited, so if the event is full, first **reject or cancel** a registration to free a seat, then open a waitlisted person's status and set it to **Accepted**. They receive an acceptance email.
- **Attendance check:** tap **Attendance Check** to email everyone still holding a seat **"Are you coming?"** They answer Yes or No from the email. Anyone who answers **No** is cancelled automatically and their seat is freed, so you can promote someone from the waitlist into it.

8 Emails Vibook sends for you

You don't need to run an inbox. Vibook automatically emails attendees their **registration confirmation with the QR ticket** and Add-to-Wallet button, **status updates** when you approve or decline, and **event reminders** before the start time. All of it is bilingual, matching each attendee's language.

9 Event day: check-in

Open `vibook.app/scan` on any phone. Scan attendees' QR codes at the door. Each ticket validates exactly once, and you see live check-in counts. Add door staff as **checkers** (next section) so they can scan without seeing your management tools.

Team & community

10 Your team

In `Portal → Team Access`, invite people by email as a **sub-organizer** (full event management) or a **checker** (ticket scanning only). Invitees who haven't signed up yet are added automatically the day they register, with this same guide waiting in their inbox.

11 Club memberships

Turn on memberships so students can join your club from your public page. In `Portal → Community`:

- Enable **Accept membership applications**.
- Build your **application questions** — add whatever you want members to answer (for example academic year, major, or why they want to join), in English and Arabic, mark each one required or optional, and reorder them.

When someone applies and answers your questions, they are added as a **member automatically** — no manual approval — and they receive a welcome email. Members are part of your community only: they **cannot** access your Organizer Portal. From the same page you can see your members, mark anyone as an **officer**, export the list, or email everyone.

12 University clubs: event approval

If your club belongs to a university on Vibook, events you create are **reviewed by the university** before going public. Submit your event for review from the event page; you'll receive an email when it's approved (it goes live immediately) or when changes are requested, with the reviewer's note. Editing a live event's public content sends it back for a quick re-review.

13 Announcements & inquiries

Publish **announcements** to reach your audience from [Portal → Announcements](#), pin the important ones, and answer attendee **questions** asked on your event pages from [Portal → Messages](#).

Tip: everything above works in Arabic too. Switch the language from the header at any time, and fill both language fields on events and your page so every attendee reads it naturally.

Need help? Write to support@vibook.app and we usually reply the same day. · © Vibook