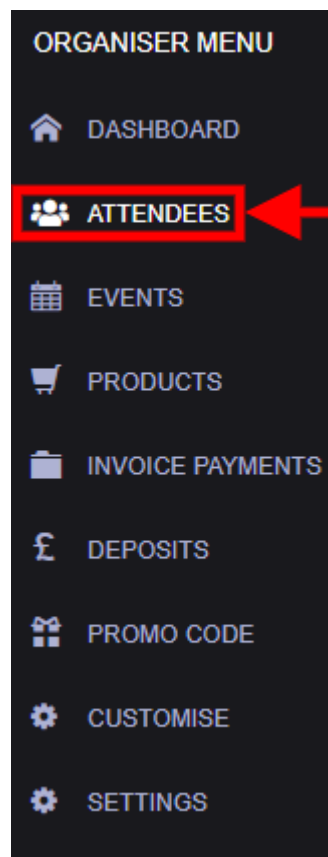


In the Total Tickets platform, you can assign and import members to certain events. This allows you to make exclusive deals for members only.

To import members for an event. Go to the organiser menu and then click on the attendees link. Clicking on this link will take you to the attendees page.



To import members to your members list click on the import members button and then browse for a spreadsheet that has the names, membership number and expiration date in separate columns.

Make sure the spreadsheet is in csv format when you select it and then just click the create members button to upload the spreadsheet to the platform and create members from it.

Membership

**IMPORT MEMBERS**

MEMBERS LIST REGISTERED USERS MEMBERSHIP SETTINGS MESSAGE CENTRE

CSV Excel Search:

MEMBER SINCE	NAME	MEMBERSHIP NUMBER	EXPIRATION DATE	EVENT TITLE	
2018-12-02 14:20:32	Brian Durham	GES87121670	2020-08-20 10:49:00	Membership	<b>EXTEND MEMBERSHIP</b> <b>DELETE</b>

Showing 1 to 1 of 1 entries

Previous **1** Next

They will appear on the members list if you have done it correctly.