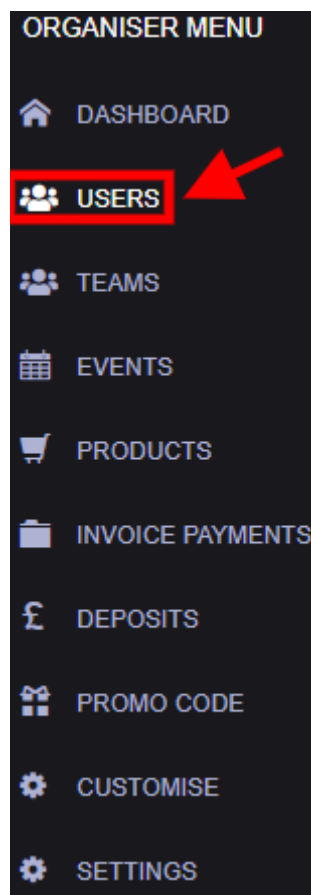


It's very easy to register and import users to the Total Tickets platform.

First go to the organiser menu on the left-hand side of the screen and look down till you see the users link in the menu. Click on the link to take you to the user's page.



The users page looks like this when it is first opened:

Membership

IMPORT MEMBERS IMPORT USERS

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	EXTEND MEMBERSHIP DELETE

Showing 1 to 1 of 1 entries

Previous Next

Click on the second tab labelled “Registered Users” and look at the top of the page.

Membership

IMPORT MEMBERS IMPORT USERS

MEMBERS LIST REGISTERED USERS MEMBERSHIP SETTINGS MESSAGE CENTRE

CSV Excel Search:

NAME	E-MAIL	PHONE	POST CODE	ADDRESS	CITY	MEMBERSHIP NUMBER	
Big Joke	support@totaltickets.org	1111111	unknown	unknown	unknown		VIEW INFORMATION
bob builder	craigdurham@sems.me	1111111	unknown	unknown	unknown		VIEW INFORMATION
Craig Durham	bcd@mercantileandgantry.com	07757557707					VIEW INFORMATION
test Harb	rodolfo@tuble.cri@gmail.com	123123323222	unknown	unknown	unknown		VIEW INFORMATION
Zoe Greene	zoe014@gmail.com	07593908965	unknown	unknown	unknown		VIEW INFORMATION

Showing 1 to 5 of 5 entries

Previous Next

Anyone who buys a ticket from one of your events will be registered in this database as a user and can be viewed from this list.

To import users to the database, click on the import users button at the top of the page.

Membership

IMPORT MEMBERS **IMPORT USERS**

MEMBERS LIST REGISTERED USERS MEMBERSHIP SETTINGS MESSAGE CENTRE

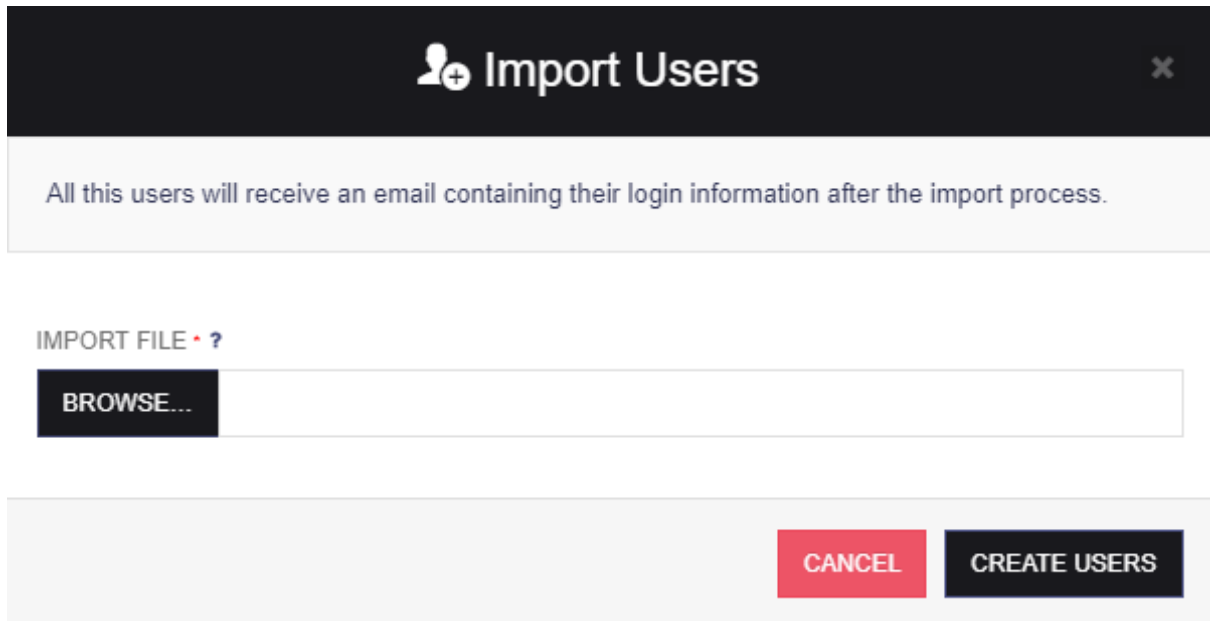
CSV Excel Search:

NAME	E-MAIL	PHONE	POST CODE	ADDRESS	CITY	MEMBERSHIP NUMBER	
Big Joke	support@totaltickets.org	1111111	unknown	unknown	unknown		VIEW INFORMATION
bob builder	craigdurham@sems.me	1111111	unknown	unknown	unknown		VIEW INFORMATION
Craig Durham	bcd@mercantileandgantry.com	07757557707					VIEW INFORMATION
test Harb	rodolfo@tuble.cri@gmail.com	123123323222	unknown	unknown	unknown		VIEW INFORMATION
Zoe Greene	zoe014@gmail.com	07593908965	unknown	unknown	unknown		VIEW INFORMATION

Showing 1 to 5 of 5 entries

Previous Next

Clicking on the import users' button will bring up a window where it will ask you to import a file.



Import Users

All this users will receive an email containing their login information after the import process.

IMPORT FILE · ?

BROWSE...

CANCEL CREATE USERS

Click on the browse button and then open a spreadsheet in the CSV format that is set up like the database on the platform and click the create users' button.

Clicking this button will import the names to the database and they should then appear in the list of names you see at the bottom of the page.