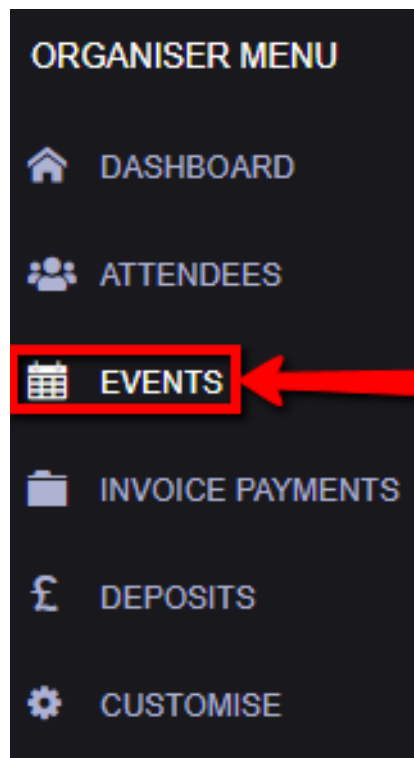
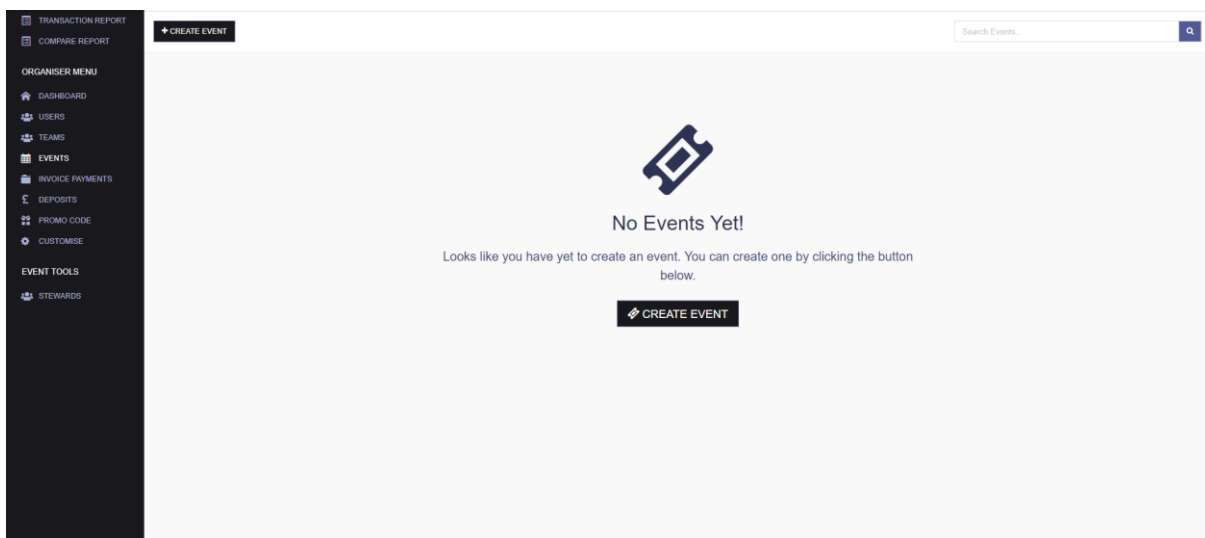


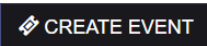
Now that you are all set up with your organiser page. It's time to learn how to make event pages.

Go to the organiser menu at the left-hand side of the site and go down the menu until you see the events link and then click on that link to take you to the event page.



The event page will look like the screenshot below due to the fact you have no events scheduled just now.



Click on  the button to start creating your event and sorting it all the details to do with your event.

Clicking on the button will open the create event window that you see below. You will use this to enter in all the details of the event.

### Create Event ×

TYPE •

Ticket ▼

EVENT TITLE •

E.g: Christopher's International Conference










CUSTOM URL (PLEASE ADD CUSTOM URL IF REQUIRED)

E.g: Christopher's International Conference

FULFILMENT FEE •

Fees added to the ticket price ▼

EVENT DESCRIPTION •

**B** *I* **H** |    |   |    

OVERALL TICKET CAPACITY

E.g: 100 (Leave blank for unlimited)

EVENT START DATE •

EVENT END DATE •

VENUE NAME •

E.g: The Crab Shack

or [Enter address manually](#)

[More Options](#)

Here are all the fields and their purpose:

Type – The type of event you are creating

Event Title – The name of your event.

Custom URL – Set up a custom URL for your event that is easier to remember and access.

Fulfilment Fee – Choice of fees added to ticket price or included in ticket price.

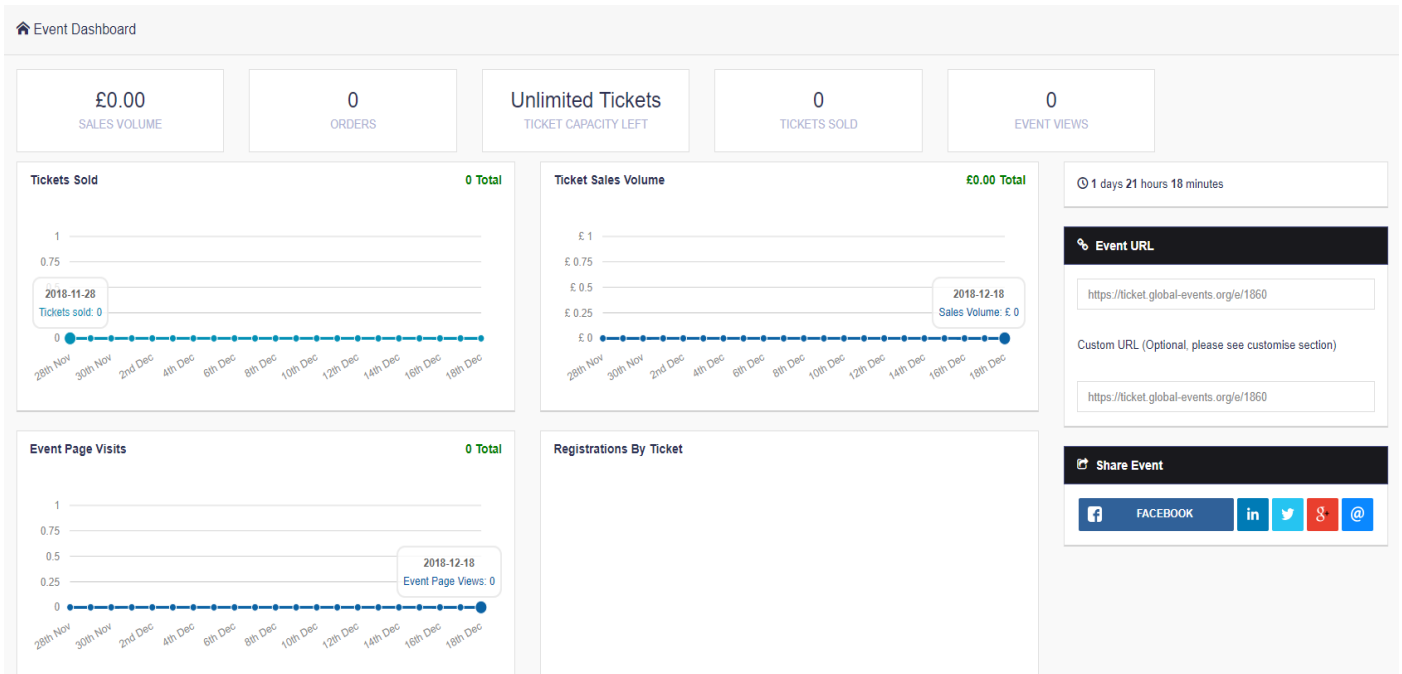
Event Description – Write what your event is all about and include info that is needed for the attendees.

Overall Ticket Capacity – The number of tickets you will be selling at this event. Keep it blank if you want unlimited.

Event Start/End Date – The date and time the event starts and ends.

Venue Name – Where you are hosting the event.

Once you have filled all that in and clicked on the create event button. You will be taken to the dashboard of that event which will look something like this:



Every event you make will have its own dashboard where you can see stats for your event like how many tickets you have sold and how much money in sales you are making for that event.

The menu to the left has also changed to provide new options now that you are in an event. When you are in an event the options change from the organiser menu to the event menu.

- EVENT MENU
- DASHBOARD
- TICKETS
- QUESTIONS
- INVOICE PAYMENTS
- DONATIONS
- ORDERS
- TIME SLOT REPORT
- ATTENDEES
- CATEGORIES

The event menu options normally can be changed for each event you do though there are some options that can be used for all events you do.

Now that you have made an event page. It's time to customise it to the way you want it. Go to the event menu and click on the customise link just like you would to customise the organiser page.

Once you click on the customise option in the event menu you will be taken to the customise event window that should look familiar if you did the organiser page.

The screenshot displays the 'Customize Event' interface. On the left is a dark sidebar with a 'MAIN MENU' containing options like 'BACK TO LOCAL SHOW LTD', 'EVENT MENU', 'DASHBOARD', 'TICKETS', 'QUESTIONS', 'INVOICE PAYMENTS', 'ORDERS', 'TIME SLOT REPORT', 'ATTENDEES', 'TEAMS', 'CATEGORIES', 'MEMBERSHIP', 'CUSTOMISE', 'EVENT TOOLS', 'CHECK-IN', 'STEWARDS', and 'WIDGETS'. The main content area is titled 'Customize Event' and has tabs for 'GENERAL', 'EVENT PAGE DESIGN', 'EVENT IMAGES', 'ORDER FORM', 'SOCIAL', 'AFFILIATES', 'TICKET DESIGN', and 'BUTTONS'. The 'GENERAL' tab is active, showing the following fields:

- EVENT VISIBILITY:** A dropdown menu with the option 'Make event visible to the public.'
- TYPE:** A dropdown menu with the option 'Ticket.'
- WT TYPE:** A dropdown menu with the option 'Included in the ticket price.'
- FULFILMENT FEE:** A dropdown menu with the option 'Fees added to the ticket price.'
- EVENT TITLE:** A text input field containing 'test membership 2'.
- CUSTOM URL (PLEASE ADD CUSTOM URL IF REQUIRED):** A text input field containing 'E.g. awesome-event'.
- EVENT DESCRIPTION:** A rich text editor with a toolbar (bold, italic, underline, link, unlink, list, image, video, embed) and a text area containing 'test'.
- EVENT SPECIFIC LOGO (OPTIONAL):** A field with a 'BROWSE...' button.
- OVERALL TICKET CAPACITY:** A text input field with a placeholder 'E.g. 100 (Leave blank for unlimited)' and a note 'E.g. 100 (Leave blank for unlimited)'.
- VENUE NAME:** A text input field containing 'Atlanta, GA, USA' and a note 'or Enter Address Manually'.
- DISPLAYED VENUE NAME:** A text input field containing 'E.g. The Crab Shack'.
- EVENT SALE STOP DATE:** A text input field.
- EVENT START DATE:** A text input field containing '20-10-2019 11:06'.
- EVENT END DATE:** A text input field containing '20-08-2021 11:05'.
- TICKET IMAGE:** A field with a 'BROWSE...' button.
- More Options:** A section with a 'SAVE CHANGES' button at the bottom right.

The first three tabs on the customise event page have different names but act the same as the organiser page tabs you used before to customise it.

If you haven't done an organiser page, then please refer to the organiser page part of the guide and read that before coming back here. It will make everything much easier.

Most of the general tab should be filled already since most of the fields are just the same as the create event window you filled in earlier, so I am not going to go over all those fields again. If you don't remember what they all do, then just look back to the create event part of the guide.

Event Page Design and Event Images work in the same way as the Page Design and Images tab worked on the customise organiser page. This is done deliberately so that people are used to the interface if they have already done the organiser page.

I am not going over it again since it was already said in the organiser page guide so if you don't remember how to customise your page then just go back to the organiser page part of the guide.

Once you have customised the event page the way you want you can then view your event page by clicking on the [Event Page](#) link at the top of the page just like you would when looking at the organiser page.

That should be it for making and customising your event page.

Here is an example of what an event page can look like with all the tools you have:

The screenshot displays a web page for an event titled "Total Tickets - Free Ticket". At the top, it indicates the event is not visible to the public and provides a "Plan for you" link. The event is presented by "Total Tickets" and is scheduled for "Mon 17 Dec 11:00 AM - Thu 17 Jan 11:00 AM @ Galt House". Navigation tabs for "TICKETS", "DETAILS", and "LOCATION" are visible. The "Ticket" section shows a message: "This event has already started." The "Event Details" section lists "Free Tickets!!!". The "Share Event" section includes social media sharing options for Facebook, LinkedIn, Twitter, Google+, WhatsApp, and Email. A map shows the location of Galt House at 41 Bank St, Irvine KA12 0LN, with nearby landmarks like Trinity Church and Asda Irvine Superstore. The footer identifies the page as "Total Tickets" and provides a "CONTACT" link. The page is powered by Total Tickets Ltd, featuring an Event Dashboard and an Organiser Dashboard.