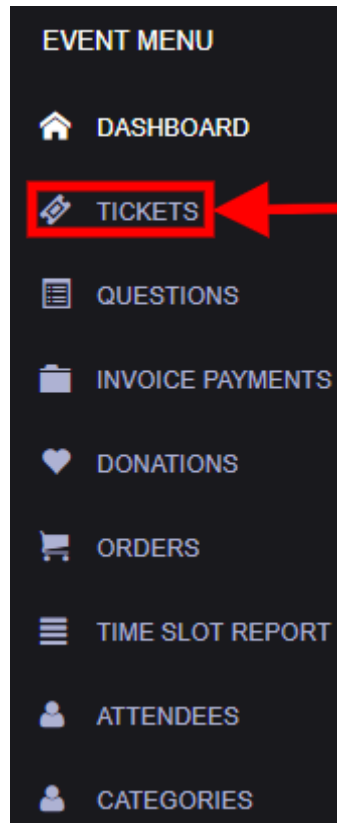


Now that you have made an event page. It's time to add tickets to that event. Click on events and click on an event you made. Then click on the ticket's icon on the event menu at the left-hand side of the menu.



Clicking on the ticket's menu will take you to the event tickets window. This is where you can create tickets for your event.

Event Tickets

Click and drag the category name to re order the records. Click the ticket title to view the ticket details.

[CREATE TICKET](#)

1 tickets

No Category

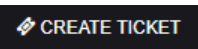
Show 10 entries

Search:

| CATEGORY | TITLE | PRICE | SOLD | REMAINING | REVENUE | PAUSE | DELETE |
|----------|-------------|-------|------|-----------|---------|---------|--------------------------|
| N/A | Free ticket | FREE | 0 | ∞ | £0.00 | On Sale | X Delete |

Showing 1 to 1 of 1 entries

[Previous](#) [Next](#)

To create a ticket just click on the  button at the top of the page which will then make a new window pop up called the create ticket window.

Create Ticket ×

TICKET TYPE •

Individual ▼

DISABLE GROUP CAPACITY COUNTING

HIDE THIS TICKET UNLESS MEMBER IS LOGGED IN

TICKET TITLE •

E.g. General Admission

TICKET DESCRIPTION

Admission Ticket plus a free drink etc

TICKET PRICE •

E.g. 25.99

QUANTITY AVAILABLE

E.g. 100 (Leave blank for unlimited)

You may reduce quantity available as required.

ITEM ADD-ONS (TO BUILD A PACKAGE)

Ticket ▼ **ADD ITEM**

[More Options](#)

CANCEL **CREATE TICKET**

The create ticket window will allow you to create tickets you want to make for your event. You just need to enter all the information into the window and click the create ticket button.

That's how easy it is to create a ticket. You want to see your ticket then just click on the event page link to see it in the event page.