

# Adding Event Tickets

## A Guide for Committee Members

**Clubs & Societies committee members can add tickets to any events created through the admin pages.**

[www.subu.org.uk](http://www.subu.org.uk) → Login

↳ Page Admin → Society Name



Tickets

The tickets section of the admin will show any tickets already listed within your society in date order. You will see events and you can add/delete or edit tickets. \* by default only tickets for events within the next month are listed. Use the filter in order to see dates further in the future.

### Adding Tickets

You can only add tickets to events already listed by your club/society.

↳ Add Ticket

A screenshot of the 'Ticket details' form. It contains several input fields: 'Ticket type' with a dropdown menu set to '(Select)'; 'Price' with an empty text box; 'On sale from / until' with a date and time picker set to '08/11/2021 00:00'; 'Sales limit' with an empty text box; and 'Per person limit' with an empty text box. At the bottom of the form are two buttons: 'Save' and 'Cancel'.

### Ticket Type

You have a choice of 3 different ticket types to set:

**Student** - Limits tickets to only those using student accounts to purchase

**Member** - Limits tickets to only those who are paid members of your society

**General** - Open to anyone to purchase.

**Price** - Set in GBP automatically. Does not need the symbol

**On Sale Dates** - From date is automatically set to the current date.

**Sales Limit** - Overall total ticket limit of the product. For use on events where there is a capacity limit. Once the limit has been reached, tickets will still be listed (until the off-sale date) but purchases will be frozen

**Per Person Limit** - For use on events where you need to collect individual names per ticket, or where you wish to ensure that individuals can only purchase a specific number and/or can't overpurchase tickets in one go.

↳ Often used in cases of bringing a +1. Per person limit would be set to 2

\* If not limits are set in either sales or per person, this will remain unlimited.

Still got questions?

Email us: [suclubs@bournemouth.ac.uk](mailto:suclubs@bournemouth.ac.uk)

Once your ticket is saved it will automatically go live. The on sale date will determine when it appears on the event page to purchase.

## Adding questions to tickets

You can additionally add questions you need to ask the purchaser upon checkout once the ticket is listed in your club or society admin.

Typical use of this feature includes:

- ↳ Asking for Next of Kin information
- ↳ Asking about meal choices for the event
- ↳ Asking the names and/or details of the additional ticket holders (where more than one ticket has been purchased at once)



### Click icon

↳ **Add new customisation (question)**

## Label

Question box. Fill in as you would like it to appear at checkout

## Help Text

Optional. In instances where the question may need some explaining

## Required

Optional. Tick this box to ensure that a response is required to purchase the ticket

## Customisation Type

\* Per product - Asks the question for every different kind of product in the basket (Use for a confirmation of T&Cs associated with that product)

\* Per Item - Asks the question for every individual item in the basket (For use where you need a name associated with every individual ticket and/or meal choice)

\* Per Transaction - Only asks the question once per transaction, regardless of the different products or items in the basket

## Max Length

Max length of the response allowed (in characters)

\* To see the answers applied to the purchased tickets, see the **REPORTS** section of your admin and chose 'Customisations Report'

## Edit customisation

Details

Label \*

Help text

0/200

Required

Customisation type Per product

Max length \* 100

Values

Predefined values

Limit to this list

Save Cancel

## Predefined Values

To set a list of responses in a dropdown. (for use for things such as selectable meal choices)

\* Each list item must use a new line

## Limit List

To limit the list to the set predefined values in the box above. Where you allow optional things to be added to the list, do not tick