

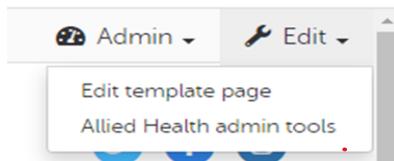
How to sell tickets for your events

To help keep track of numbers going to your event or to help pay towards the event you can add tickets onto your event once it is created. Any monies created if you choose there to be a fee will be allocated to your society fundraising account so that you can then pay future invoices/associated costs with the event.

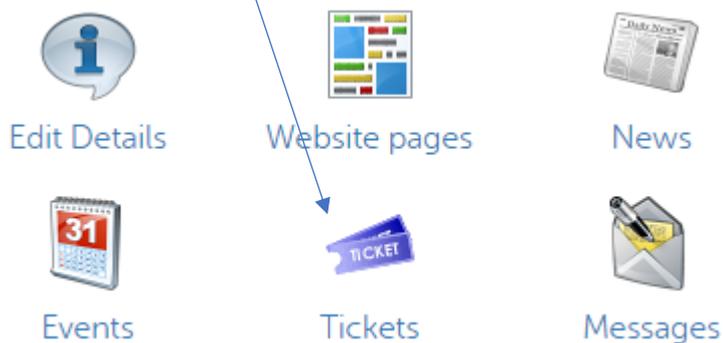
Log onto UUSU website using your student details

All confirmed committee members will be given access to your society webpage by your Societies Coordinator (SC). If you cannot log on as below, please drop your campus SC an email.

From your society webpage this box will be in the top right-hand corner – select Edit & Admin tools



In admin tools select Tickets



You will be able to search for your created events during a specific date range. When found the event you want select Add ticket

Tickets

[Back to admin tools](#)

Show events starting between *

→

test (30 Jun 2021)

◦ [Add ticket](#)

i There are no tickets for this event.

Ticket details

Ticket type * (Select) 

Price *

On sale from / until 30/06/2021 00:00  → 

Sales limit

Per person limit

Who can purchase your tickets- students or society members

Set the price of the ticket (no £ needed. Can be zero if required)

If you want tickets to be on sale for a certain duration add in dates here. (time will be in 24hr clock)

Does your event have limited capacity? Make sure to set a sales limit so that you do not over sell!

Do you want students to be allowed to buy more than 1 ticket?
You can set a cap here. (eg, if a formal event are they allowed to buy a plus one ticket)

Customisation to your ticket

When selling tickets there will be times you need to gather more information from the purchaser- for example, meal preferences for a formal; accessibility requirements etc
These questions need to be set up before you ticket goes on sale
On your event ticket select yellow box at end

Product #	Name	Type	Price	PPL	Sales limit	On sale	Sales	
10019250	Communication Formal Thu 10 Mar 2022 - Members	Members	35.00	2	188	Yes	142	

Customisations appear as questions at the check-out, so the purchaser can provide you with info that you will need for your event

Label: what information are you trying to gather? le) in this instance meal preference for a formal
By marking it as required you will ensure you get the information from every purchaser

Edit customisation

- Details

Label * ⓘ

Help text

0/200 ⓘ

Required ⓘ

Customisation type ⓘ

Max length * ⓘ

Add in preferences for your question. For example, a formal meal as below

Values

Predefined values

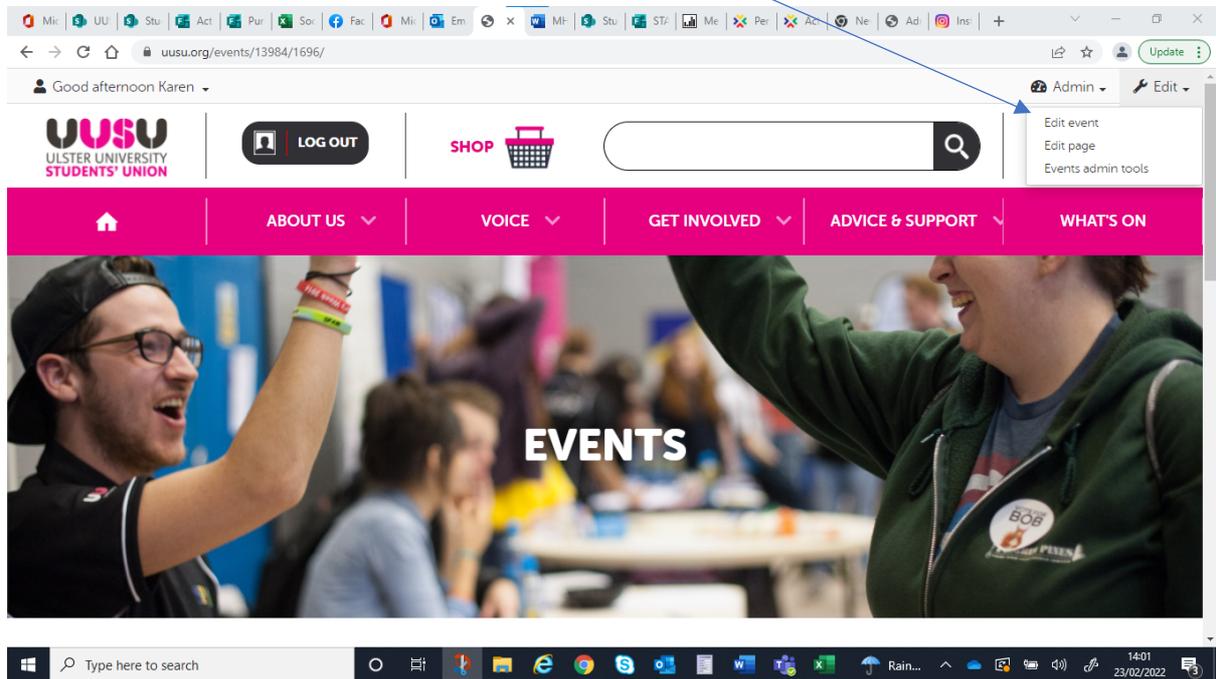
 ⓘ

Limit to this list

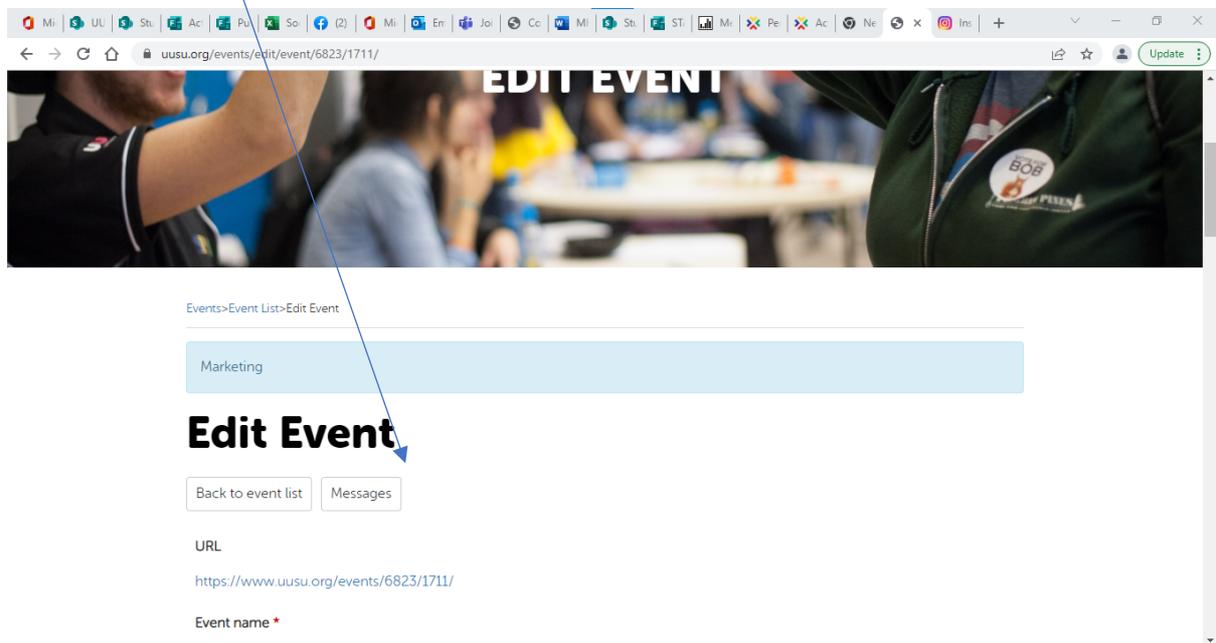
Your customisations will show in report on your sales reports option in admin tools

Tickets sold?? Be sure to contact them before your event!!

Go to your event on whats on section – select edit event



click on messages



You will be able to email out everyone who bought tickets within a certain timeframe- make sure you have a society email address recorded against your society!

Ticket holders

Send a message to ticket holders, optionally filtered by ticket product and / or purchase date.

Tickets Portrush Adventure 2022 Thu 3 Mar 2022 - Members

Date range →

[Compose message](#)

Create email to update everyone & just hit send!

From

From name

From address *

Estimated recipient count: 3

Message

Subject *

Body

B I **Format** **¶** **☰** **☰** **☰** **☰** **☰** **Tokens**