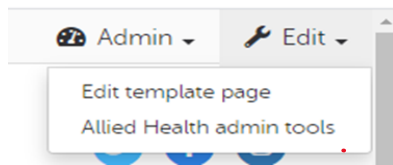


How to sell tickets for your events

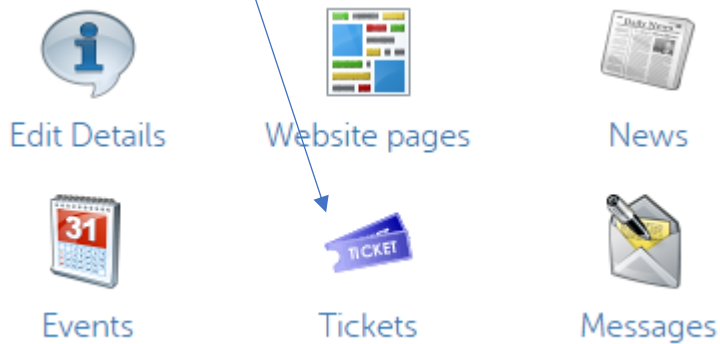
To help keep track of numbers going to your event or to help pay towards the event you can add tickets onto your event once it is created. Any monies created if you choose there to be a fee will be allocated to your society fundraising account so that you can then pay future invoices/associated costs 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 Student Activities Coordinator (SAC). If you cannot log on as below, please drop your campus SAC 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)