

SET UP TICKETS FOR EVENT ENTRY

Issuing tickets for event entry via the UUSU website is quick and straightforward. It's a valuable tool for supporting your event planning and helping you communicate with guests before and after the event.



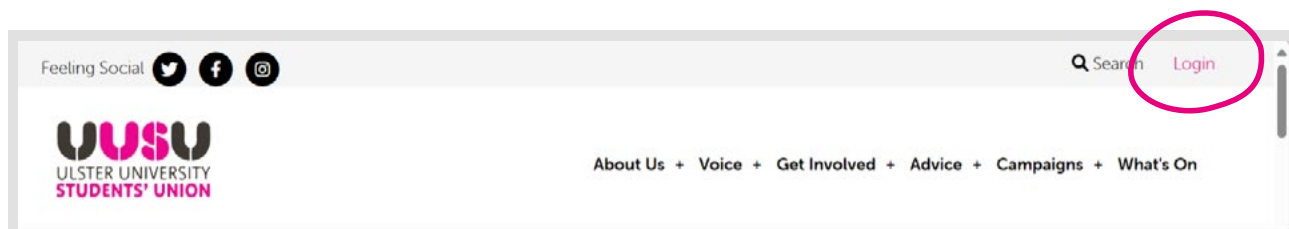
Events which require an entry ticket

- Society Formals
- Off campus events

Issuing tickets for events allows you to gauge expected attendance and collect essential information, such as dietary requirements and accessibility needs. It also enables students to pay securely for tickets, with funds going directly into your society's bank account. Additionally, having a ticket reassures students that the event has received UUSU approval to take place.

STEP 1: LOG IN

Visit the UUSU website at www.uusu.org
Click "log in" and enter your B code and password

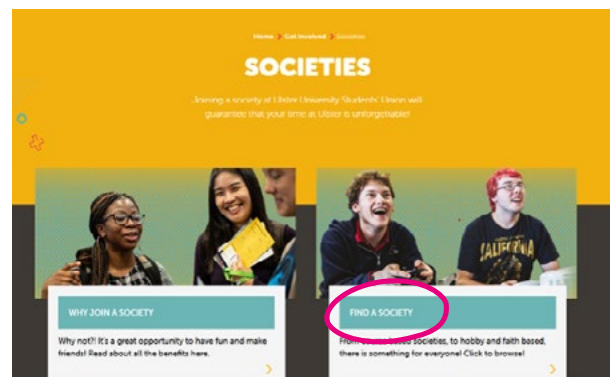
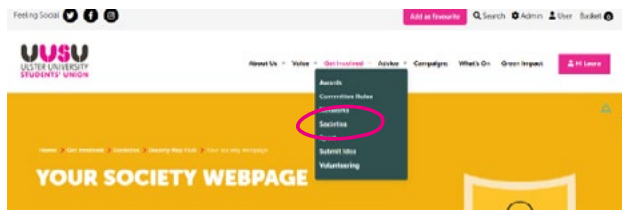


STEP 2: LOCATE YOUR SOCIETY WEBPAGE

Click on **"Get Involved"** and **"Societies"**

Click on the **"Find a Society"** tile

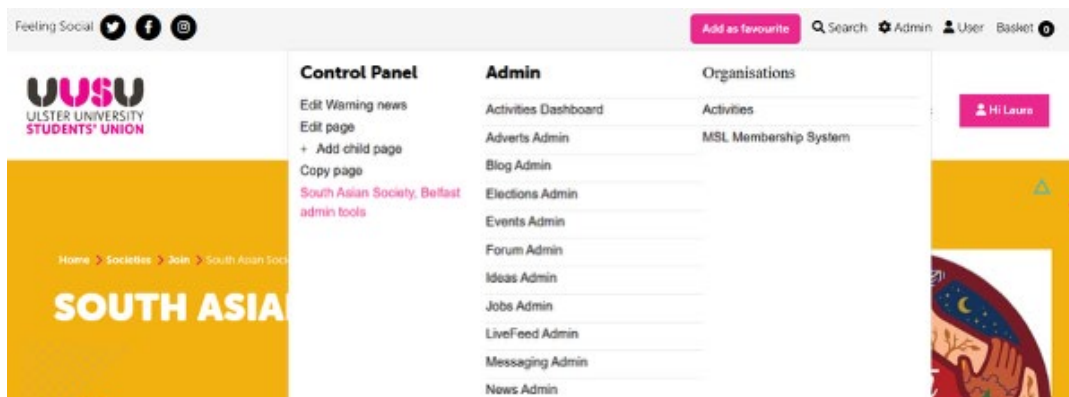
Select your society from the list



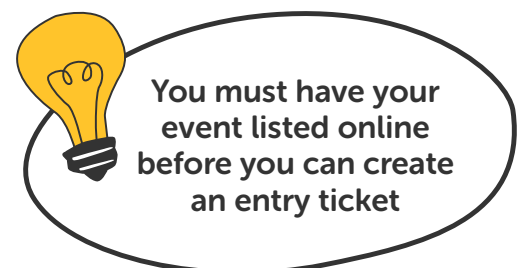
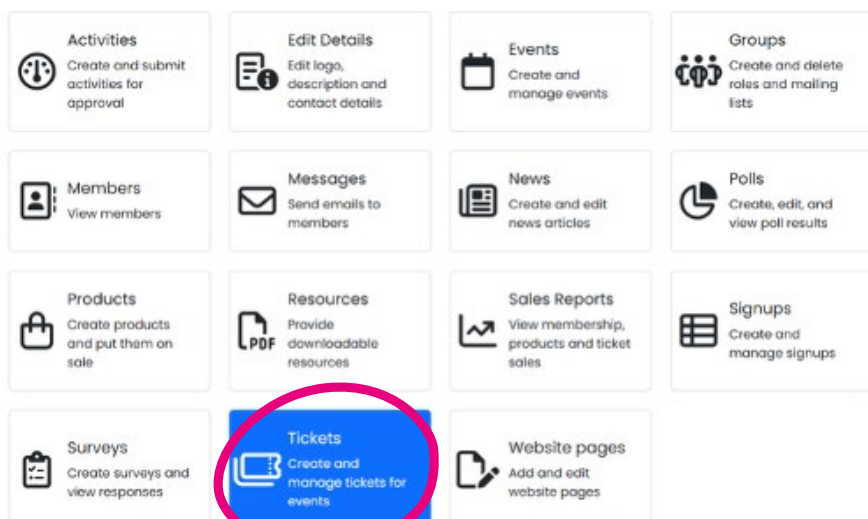
STEP 3: NAVIGATE TO EDIT DETAILS

Click on the admin cog

Select your society **admin tools** (in this case South Asian Society)



Click on **"tickets"**



STEP 4: CREATE YOUR TICKET

Musical Theatre Society, Magee [\(change\)](#)

Tickets

Show events starting between*

30/04/2026 30/05/2026

Apply

Musical Theatre Karaoke (30 Apr 2026)

+ Add ticket

Click on **"add ticket"**

STEP 5: ADD TICKET DETAILS

Ticket details

Ticket type *

(Select)

Specifies who can purchase this ticket.

Price *

On sale from / until

30/04/2026 00:00 dd/MM/yyyy HH:mm

Sales limit

Per person limit

Description

Receipt / ticket text

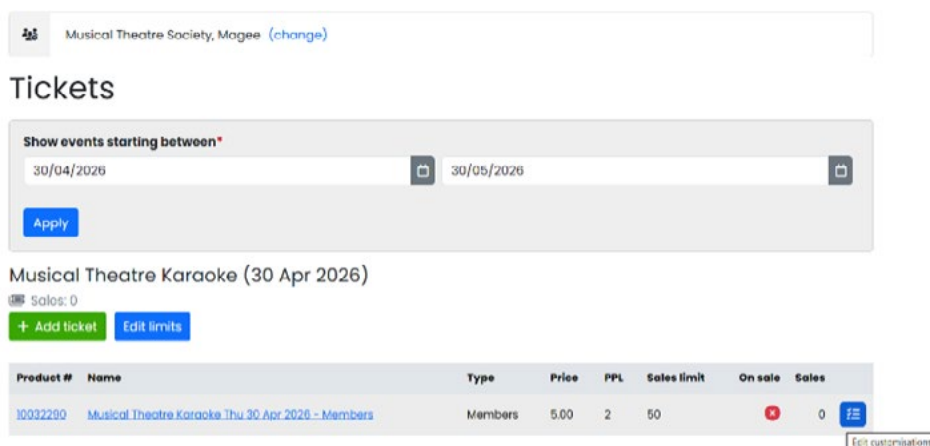
- You can create tickets exclusively for society members or make them available to all students.
- Tickets can be issued free of charge or with a fee.
- You can choose when ticket sales open and when they close.
- The ticket sales limit should be set in line with the venue's capacity.
- You may wish to restrict students to purchasing one ticket each.
- The ticket description should clearly outline what the ticket includes.
- You may also wish to include your cancellation policy in the ticket receipt as well as a reminder of the event date, time and location.

Click on **"save"**



STEP 6: CUSTOMISE YOUR TICKETS

Customising your tickets gives you the opportunity to gather any additional information you need from guests.



Product #	Name	Type	Price	PPL	Sales limit	On sale	Sales
10032290	Musical Theatre Karaoke Thu 30 Apr 2026 - Members	Members	5.00	2	50		0

Click on the blue **"edit customisations"** symbol



Click on **"add new customisation"**

Customisations will be displayed as questions to the student.

- Label: This is the info that needed from the student
- Help text: This gives some further information
- Required: Tick this box to ensure that the student supplies the information

- Customisation Type: In this example “per product” is selected as the information is needed for each ticket purchased (other options include per transaction and per item)
- Predefined values: These are the options available to choose from. Each option should be listed on a separate line
- Limit to this list: This box is selected to ensure that students choose from only the options made available

Edit customisation

Details

Label *

Your Meal Choice

Text displayed to customer

Help text

The venue has provided three main course options. Please indicate your preferred choice

87/200

Optional additional information about this customisation.

☒ **Required**

If checked, a value must be supplied

Customisation type

Per product

Per item: customers are prompted for a value for each item when purchasing more than one. Per transaction: customers are prompted once per transaction even if multiple products share the same customisation.

Max length *

100

Values

Predefined values

Chicken and Ham
Beef
Vegetarian Option

Enter values, one per line

☒ **Limit to this list**

Save

Click **“save”**

You can add further customisations to gather any additional info you need

STEP 7: CONTACT THE TICKET HOLDER

Before the event, you can contact ticket holders to issue a reminder of the event details.

Navigate to the **“events”** tab in admin tools

Admin tools

Go to home page

Activities

Create and submit activities for approval

Edit Details

Edit logo, description and contact details

Events

Create and manage events

Select your event

Edit Event

[Back to event list](#)

[Messages](#)

Send messages to ticket holders

Click on **"messages"**

Ticket holders

Send a message to ticket holders, optionally filtered by ticket product and /

Tickets

- ☒ Psychology Formal Thu 21 May 2026 – Members
- ☒ Psychology Formal Thu 21 May 2026 – Students

Date range

dd/MM/yyyy

HH:mm

? Date range of ticket purchase. From and to dates are optional.

[Compose message](#)

Select **"compose message"**

STEP 8: AT THE EVENT

As guests arrive at the event, ask them to show proof of their ticket purchase. Confirmation will have been sent to their university email address.

If a guest does not have a ticket, ask them to secure one before entering the event. This can be done quickly on their phone via your event listing at www.uusu.org/whatson