How to add another ticket

Omar S. - 2024-01-23 - Events

You can add additional tickets to an event when needed.

1. Click **Events** or the **Calendar** icon on the left menu.
2. Click **Manage** on the event you would like to add the ticket to.
3. Near the top right of the screen, click **Setup**.
4. Click the **Tickets & Ecommerce** button and then the **Add Ticket** button near the right.
5. In the Add Ticket pop-up, you will have the following options:
    - **Ticket Name** - The name of the ticket.
    - **Ticket Code** - This helps track the finances within the credit card processor's reports.
    - **Ticket Description** - The description of the ticket.
    - **Minimum** - The minimum amount of tickets a registrant must order to register for the event.
    - **Maximum** - The maximum amount of tickets a registrant can select for their registration.
    - **Allow Public Registration** - An option to allow non-members to be able to register for the event.
    - **Default Price** - The cost of the ticket.
    - **Limit** - The total amount of tickets available.
    - **Prices** - This allows different pricing for the tickets based on membership type. Click the **+** icon to set the price for non-members or different membership types.
    - **Ticket Availability** - The date range for ticket sales.
        - **Starts on** - The date when people can start to purchase tickets.
        - **Ends on** - The date when ticket sales will stop.
6. Click **Save** to create the new ticket.

Note

You can rearrange tickets by dragging the three vertical dots on a ticket up or down.