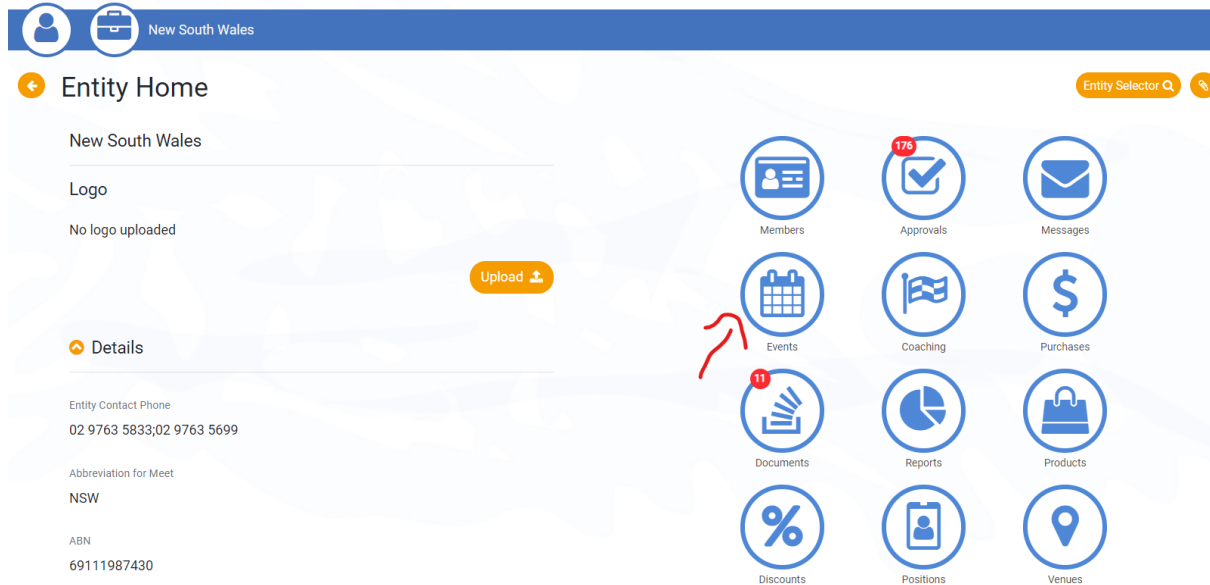


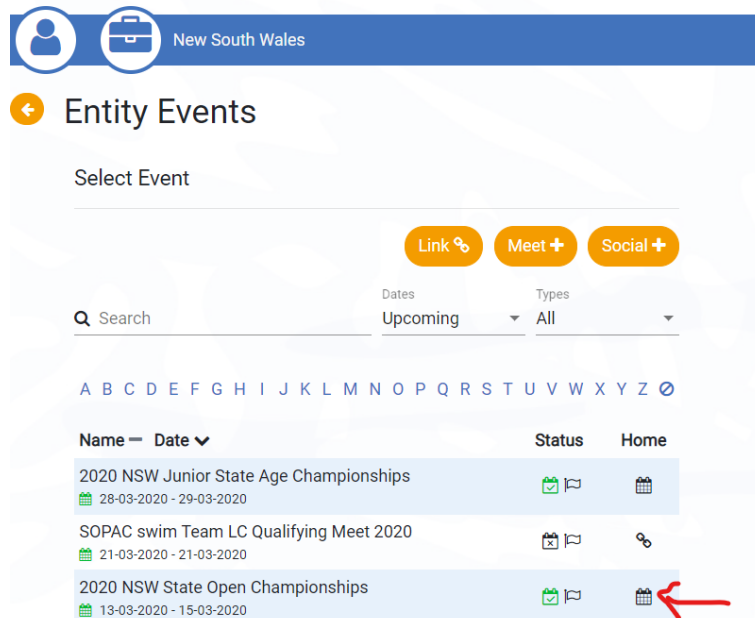
## Creating a Spectator/Venue Entry Ticket for your meet

A spectator/venue entry ticket would be especially useful to create if you'd like to charge patrons with entry to the meet (i.e. parents/guardians, friends, etc).

To begin, access your entity home and select 'Events'.



Select which event you'd like to set up an entry ticket for.



Select Event

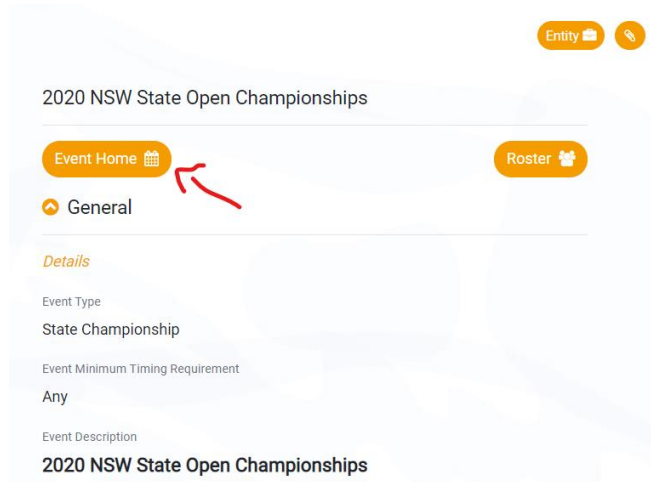
Link Meet Social


Search Upcoming All

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z



Name	Date	Status	Home
2020 NSW Junior State Age Championships	28-03-2020 - 29-03-2020	Upcoming	Home
SOPAC swim Team LC Qualifying Meet 2020	21-03-2020 - 21-03-2020	Upcoming	Link
2020 NSW State Open Championships	13-03-2020 - 15-03-2020	Upcoming	Home

## Access your event home



Entity 

### 2020 NSW State Open Championships

**Event Home**  

General

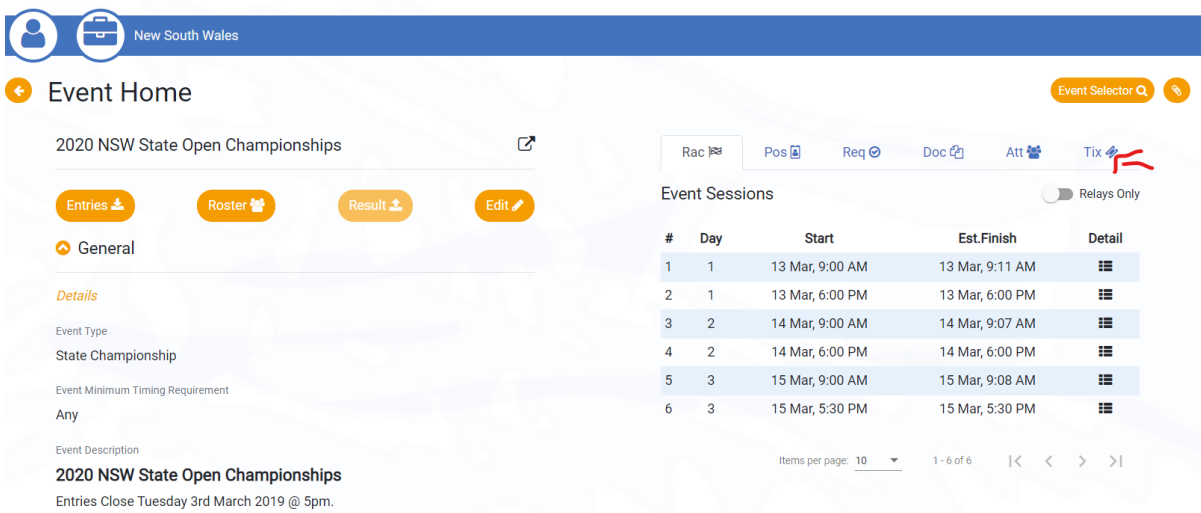
*Details*

Event Type  
State Championship

Event Minimum Timing Requirement  
Any


Event Description  
**2020 NSW State Open Championships**


## Access the **Tix** tab







New South Wales

### Event Home

Event Selector 

2020 NSW State Open Championships 

Entries  Roster  Result  Edit 







General

*Details*







Event Type  
State Championship


Event Minimum Timing Requirement  
Any

Event Description  
**2020 NSW State Open Championships**  
Entries Close Tuesday 3rd March 2019 @ 5pm.

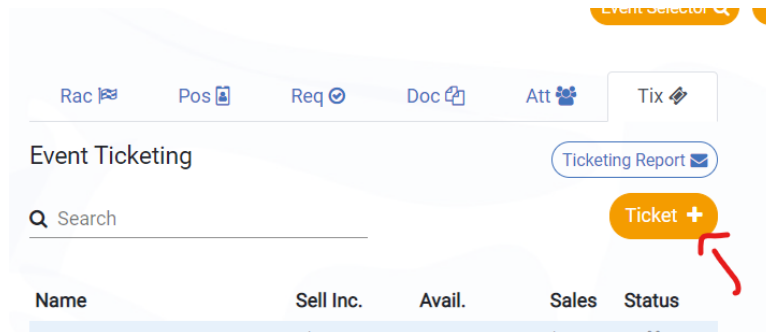
Rac  Pos  Req  Doc  Att  **Tix** 


Event Sessions Relays Only







#	Day	Start	Est.Finish	Detail
1	1	13 Mar, 9:00 AM	13 Mar, 9:11 AM	
2	1	13 Mar, 6:00 PM	13 Mar, 6:00 PM	
3	2	14 Mar, 9:00 AM	14 Mar, 9:07 AM	
4	2	14 Mar, 6:00 PM	14 Mar, 6:00 PM	
5	3	15 Mar, 9:00 AM	15 Mar, 9:08 AM	
6	3	15 Mar, 5:30 PM	15 Mar, 5:30 PM	

Items per page: 10 1 - 6 of 6 


## Select Ticket +




Event Selector 

Rac  Pos  Req  Doc  Att  **Tix** 

### Event Ticketing

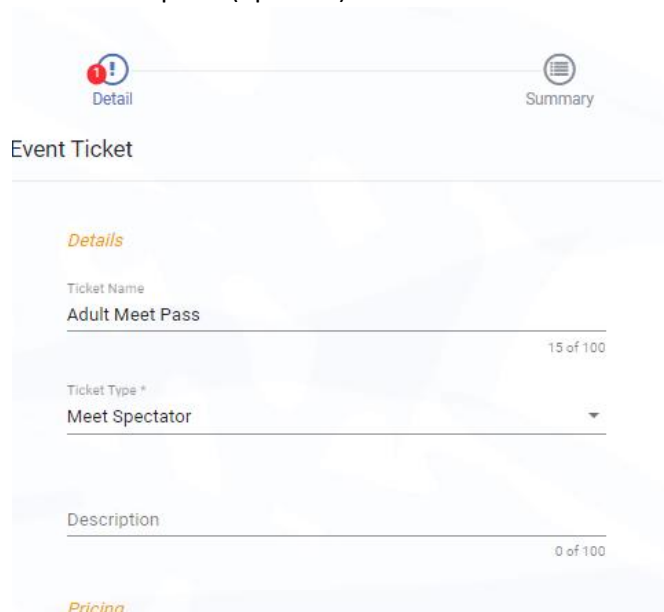
Ticketing Report 

Search

**Ticket +** 

Name	Sell Inc.	Avail.	Sales	Status
	\$11.00	250	0	OK

For the Details section, select the ticket name, ticket type (Meet entry for a swimmer, Meet spectator for someone seeking entry to watch the meet, Catering or you can create a ticket to sell Meet Programs), and add in a description (optional)

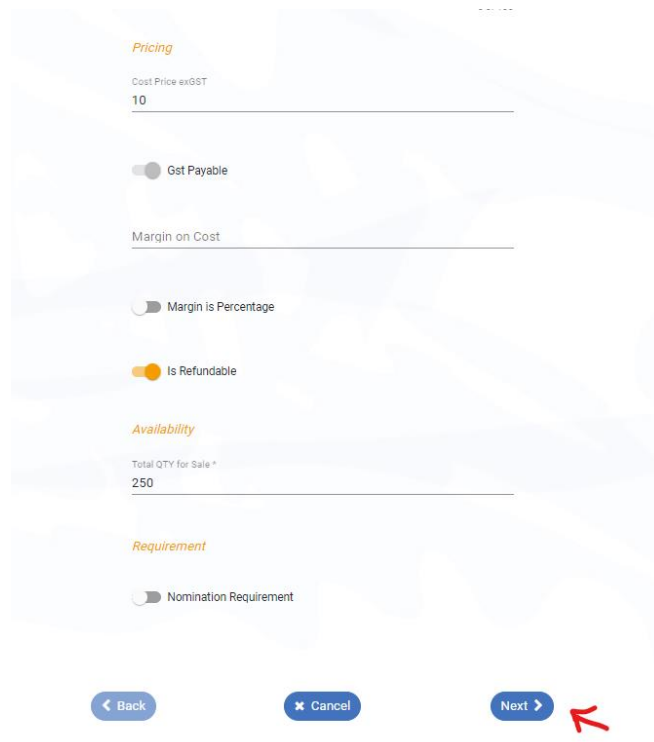


The screenshot shows the 'Event Ticket' details form. At the top, there are two tabs: 'Detail' (active) and 'Summary'. Below the tabs, the form is titled 'Event Ticket'. Under the 'Details' section, there are three input fields: 'Ticket Name' with the value 'Adult Meet Pass' and a character count of '15 of 100'; 'Ticket Type \*' with a dropdown menu showing 'Meet Spectator'; and 'Description' with a character count of '0 of 100'. Below the 'Details' section, there is a 'Pricing' section which is partially visible.

For the pricing section, add in a cost price for your ticket (GST will be added on top of this), and toggle the option on or off, if your ticket is refundable.

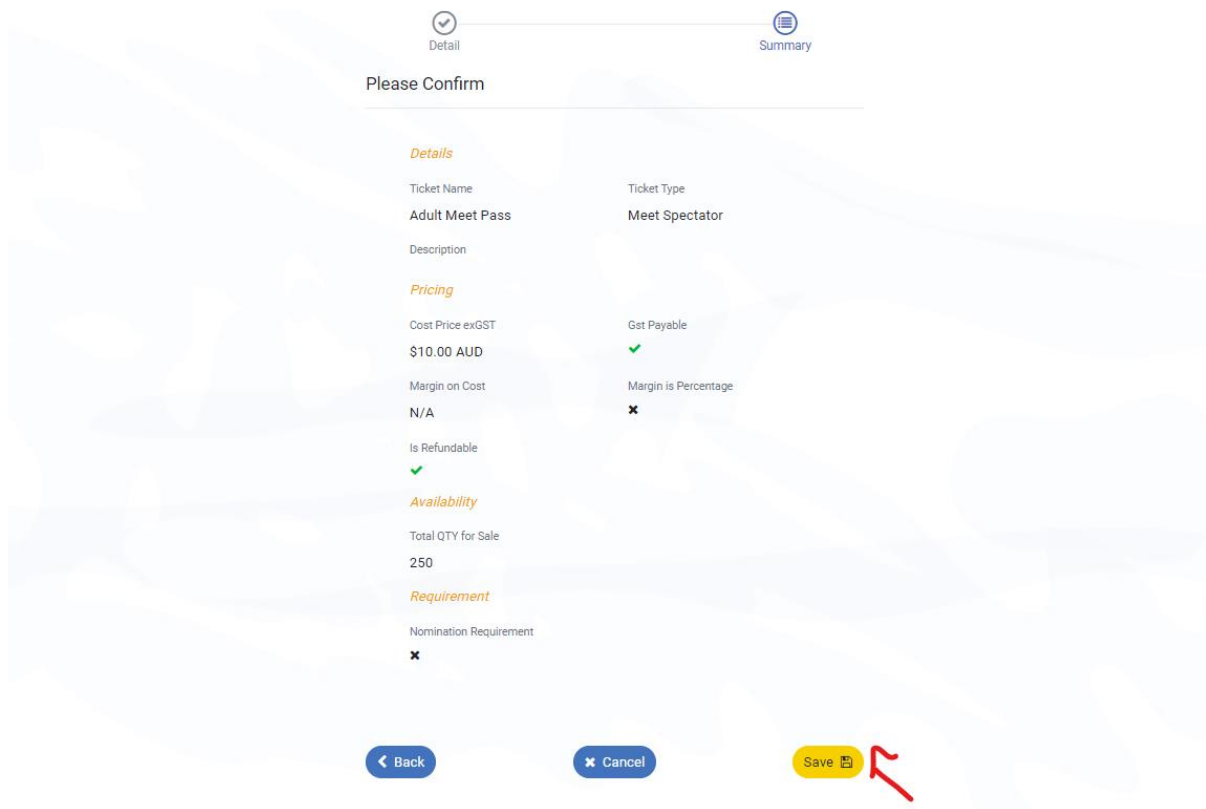
You can also select the quantity of tickets that is available for your event, and whether there is a nomination requirement or not (i.e. whether the swimmer has nominated for the event determines whether you can purchase an entry ticket).

Select 'Next' once the information is complete.



The screenshot shows the 'Pricing' and 'Availability' sections of the ticket form. The 'Pricing' section includes: 'Cost Price exGST' with the value '10'; a toggle for 'Get Payable' which is currently off; 'Margin on Cost' with an empty input field; and a toggle for 'Margin is Percentage' which is currently off. The 'Availability' section includes: 'Total QTY for Sale \*' with the value '250'. Below the 'Availability' section, there is a 'Requirement' section with a toggle for 'Nomination Requirement' which is currently off. At the bottom of the form, there are three buttons: 'Back', 'Cancel', and 'Next'. A red arrow points to the 'Next' button.

Once you are happy with the ticket, select Save. Select Back if you'd like to make any changes to the ticket settings.



Detail Summary

Please Confirm

**Details**

Ticket Name	Adult Meet Pass	Ticket Type	Meet Spectator
Description			

**Pricing**

Cost Price exGST	\$10.00 AUD	Gst Payable	✓
Margin on Cost	N/A	Margin is Percentage	✗
Is Refundable	✓		

**Availability**

Total QTY for Sale	250
--------------------	-----

**Requirement**

Nomination Requirement	✗
------------------------	---

Back Cancel Save

You will be taken back to the Event Homepage.

Select the ticket you have just created, scroll down and select Release Ticket.

Event Minimum Timing Requirement  
Any

Event Description  
**2020 NSW State Open Championships**  
Entries Close Tuesday 3rd March 2019 @ 5pm.

For further info, visit the event page here.

**Payment**

Export Pending Payment Relay Teams  
✘

**Venue**

Venue  
Sydney Olympic Park Aquatic Centre

Course Type	Event Timing
Long Course	Electronic

Qualifying

Dates & Times

Roster

Status

Entries Roster Result Edit

Venue

Online

Website

Adult Meet Pass	\$11.00	250 of 250	\$0.00
<b>Total Tickets Available *</b>	<b>600</b>		
<b>Total Tickets Sold *</b>	<b>0</b>		
<b>Total Tickets Remaining *</b>	<b>600</b>		

\* Represents Published Tickets Only

Items per page: 10 1 - 3 of 3

**Adult Meet Pass**

**Details**

Ticket Name  
Adult Meet Pass

**Pricing**


Cost Price exGST \$10.00 AUD	Gst Payable ✔
Margin on Cost N/A	Margin is Percentage ✘
Is Refundable ✔	Sale Price exGST \$10.00 AUD

**Availability**

Total QTY for Sale 250	Total Number of Tickets Sold N/A
---------------------------	-------------------------------------

**Requirement**

Nomination Requirement  
✘

 **Release Ticket**


Select Continue.

**Release Event Ticket** ✘

Are you sure you want to release this Event Ticket?

Adult Meet Pass

After release, this ticket will be available for participants to buy.

 **Continue** ✔

**Cancel** ✘

Your event ticket will now be available to purchase by users on the event home page.