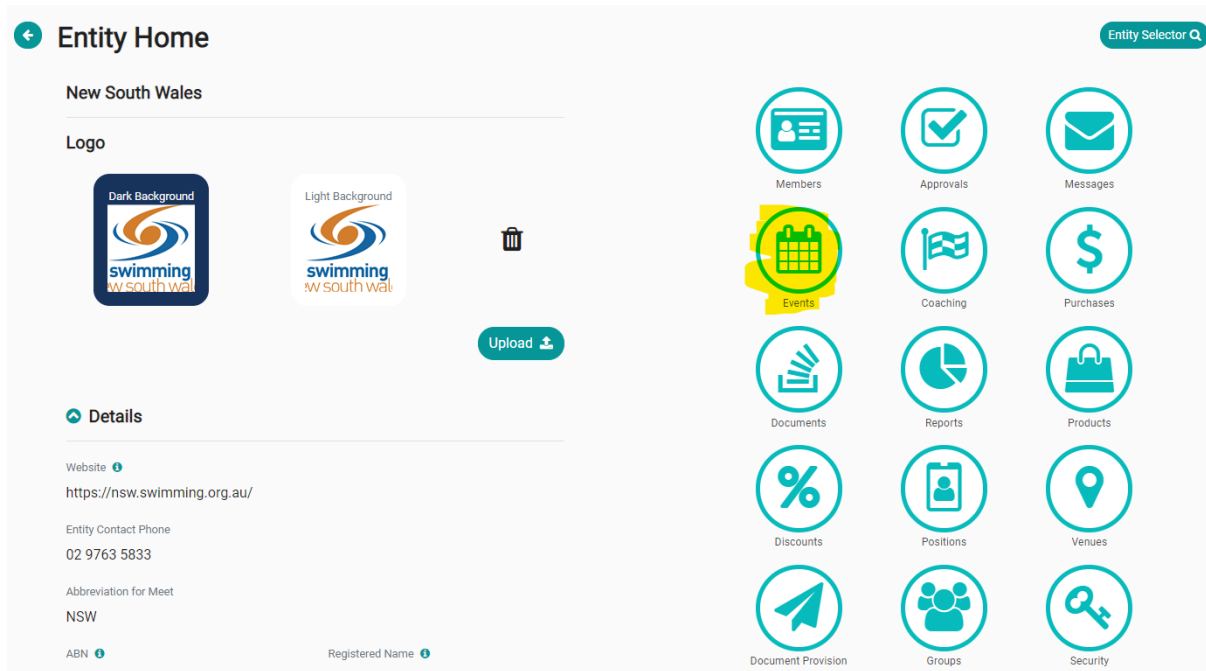


Creating a Spectator/Venue Entry Ticket for your meet

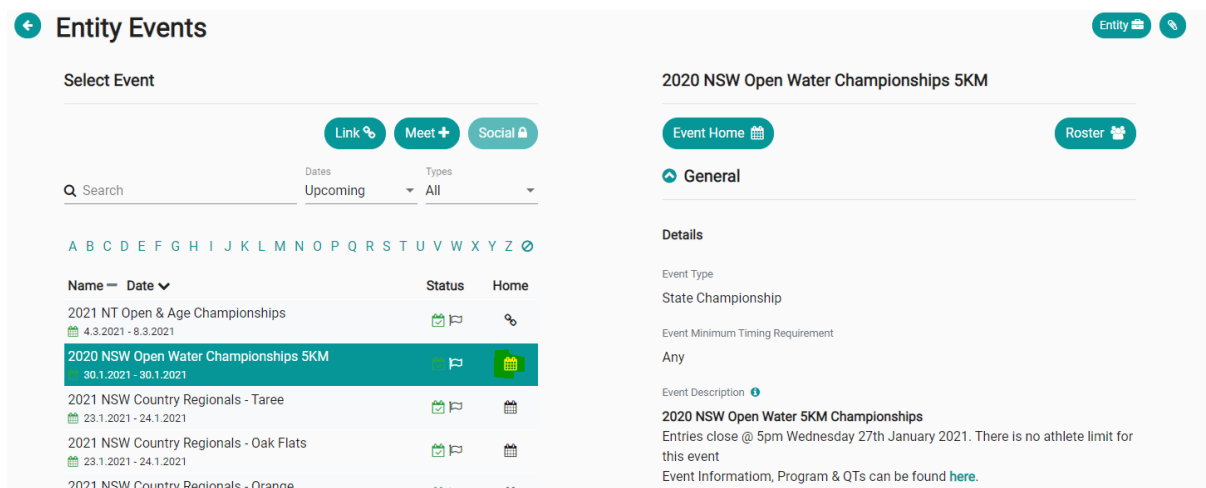
A spectator/venue entry ticket would be especially useful to create if you'd like to charge patrons with entry to the meet (i.e. parents/guardians, friends, etc).

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



The screenshot shows the 'Entity Home' dashboard for 'New South Wales'. On the left, there is a 'Logo' section with two options: 'Dark Background' and 'Light Background', both featuring the swimming NSW logo. Below the logos is an 'Upload' button. Underneath is a 'Details' section with fields for Website, Entity Contact Phone, Abbreviation for Meet, and ABN. On the right side, there is a grid of 15 circular icons representing various functions: Members, Approvals, Messages, Events (highlighted in yellow), Coaching, Purchases, Documents, Reports, Products, Discounts, Positions, Venues, Document Provision, Groups, and Security.

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



The screenshot shows the 'Entity Events' page. On the left, there is a 'Select Event' section with a search bar and filters for 'Dates' (Upcoming) and 'Types' (All). Below this is a list of events with columns for Name, Date, Status, and Home. The event '2020 NSW Open Water Championships 5KM' is highlighted in green. On the right, the details for the '2020 NSW Open Water Championships 5KM' event are shown, including an 'Event Home' button, a 'Roster' button, and a 'General' section with details like Event Type (State Championship), Event Minimum Timing Requirement (Any), and Event Description (2020 NSW Open Water 5KM Championships, Entries close @ 5pm Wednesday 27th January 2021).

Access the Tix tab

Event Home Event Selector 🔍

2020 NSW Open Water Championships 5KM 🔗

[Entries](#)
[Roster](#)
[Result](#)
[Edit](#)

General

Details

Event Type
State Championship

Event Minimum Timing Requirement
Any

Event Description 🔍

2020 NSW Open Water 5KM Championships
 Entries close @ 5pm Wednesday 27th January 2021. There is no athlete limit for this event
 Event Information, Program & QTs can be found [here](#).

All Swimmers MUST complete the [SNSW Open Water Declaration form](#) prior to the event

5km Entries Using a Pool Time
 These entries are unable to be placed via Swim Central. If using a pool time for 5km entries, please complete [this form](#).

Event Sessions Relays Only

#	Day	Start	Est.Finish	Detail
3	2	30 Jan, 9:00 AM	30 Jan, 8:49 PM	☰
4	2	30 Jan, 12:00 PM	30 Jan, 6:56 PM	☰

Items per page: 10 | 1 - 2 of 2 | < > >>

Select Ticket +

Rac
Tms
Pos
Req
Doc
Att
Tix

Event Ticketing Ticketing Report 📧

🔍 Search Ticket +

Name	Sell Inc.	Avail.	Sales	Status
No Records to Display				
Total Tickets Available *		0		
Total Tickets Sold *		0		
Total Tickets Remaining *		0		

* Represents Published Tickets Only

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, a meet program, Catering), and add in an description (optional)

← Add Event Ticket



Detail



Summary

Event Ticket

Details

Ticket Name

0 of 100

Ticket Type *

Description

0 of 100

Pricing

Cost Price exGST

0

Gst Payable

Margin on Cost

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.

Pricing

Cost Price exGST
0

Gst Payable

Margin on Cost
0

Margin is Percentage

Is Refundable

Availability

Total QTY for Sale *

Requirement

Nomination Requirement

To proceed, ensure the following items are addressed:

- Ticket Type is required
- Total QTY for Sale is required

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

[Summary](#)

Please Confirm

Details

Ticket Name	Ticket Type
test ticket	Meet Spectator
Description	

Pricing

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

Availability

Total QTY for Sale
10

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

Margin on Cost	Margin is Percentage
N/A	✗
Is Refundable	Sale Price exGST
✓	\$10.00 AUD
Availability	
Total QTY for Sale	Total Number of Tickets Sold
250	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.

× Cancel → Continue ✓

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