SOCIETY HANDBOOK
## YOUR GUIDE TO RUNNING A SOCIETY

LIST TICKETS FOR AN EVENT

Some of your society events will be free and there are some that you may wish to charge for but either way, you <u>must</u> issue a ticket for all events.
This ensures firstly that students know UUSU have approved the event, but it also lets you as a society committee know how many attendees to expect!

If you do charge a fee (as opposed to listing a free ticket) the money you make will go straight to your society fundraising account to help cover the cost.

STEP 1: LOG IN

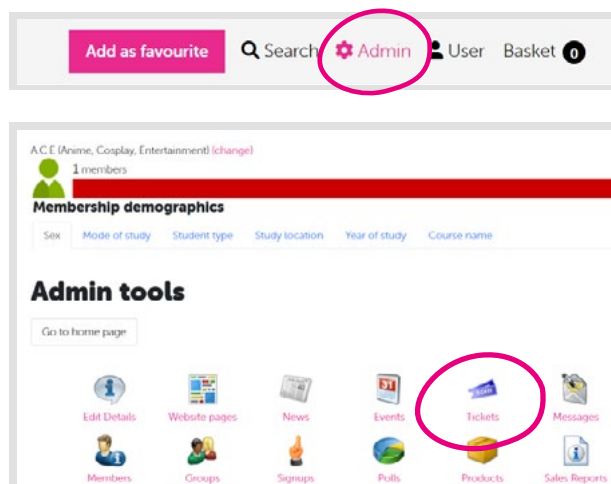Log in to the UUSU website at **uusu.org** using your student B code and password.
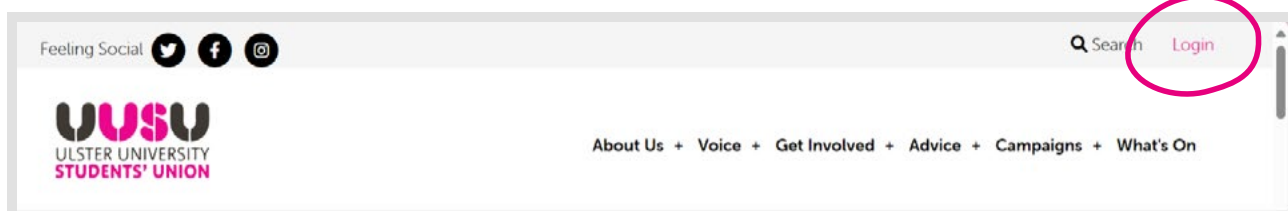
> If you have an issue logging on, please contact your Societies coordinator, Karen at **k.pothin@ulster.ac.uk**

STEP 2:
LOCATE YOUR SOCIETY WEBPAGE

Click on **"Admin"** and Select your society.

This will take you to the **"Admin tools"** for your society webpage – in this example "ACE Society"

Click on **"Tickets"**

STEP 3: CREATE YOUR TICKETS

Select the event you want to create tickets for by searching for it by date

Select **"Add ticket"**

Add in your ticket details:

Ticket Type	Can all students buy a ticket or just members
Price	You can issue a free ticket, or you can consider charging a fee which is fair to students and covers your costs (you may charge a little more to accumulate funds for your next event)
On sale from/until	Choose when you want sales to start and end. Think about the time you need to prepare for the event when you know how many students are attending.
Sales limit	You may want to restrict the number of tickets you sell in line with capacity
Per Person Limit	Can students buy more than one ticket?
Description	A short description confirming what the ticket is valid for eg. Pizza Party Admission
Receipt/ticket text	Students will also automatically be asked to acknowledge that this is an official UUSU event.

STEP 4: CUSTOMISE YOUR TICKET

Depending on the type of event, there might be additional information you need from the students buying a ticket eg. dietary requirements if you are proving food at the event

Product #	Name	Type	Price	PPL	Sales limit	On sale	Sales	
10024180	Test Training Event Sun 1 Sep 2024 - Students	Students	2.50			Yes	0	

Click the yellow button on your ticket listing to add customisations and select **"add new customisation"**.

Customisations will be displayed as questions to the purchaser.

In this example, I want to ask students what their meal choice is at their society formal I have selected "required" so that students must respond. I have chosen to customise "per product" so if a student buys two tickets, I can find out the food options for both attendees. I have listed the food options available and chosen to limit choices to just these options by selecting **"limit to this list"**.

Edit customisation

Details

Label * Meal Choice

Help text The Hotel have provided us with a choice of 3 main course.

59/200

☑ Required

Customisation type Per product

Max length * 100

Values

Predefined values
Chicken and Ham
Beef
Vegetarian

☑ Limit to this list

Save

List the different options on separate lines one below the other as in the example

STEP 5: CONTACT YOUR TICKET PURCHASER

Before the event, you'll want to send a reminder to everyone who has bought a ticket.

Select admin and click your society. Select the event icon and the event and and select **"Messages"** to send a message to ticket holders

A.C.E (Anime, Cosplay, Entertainment)

Edit Event

Back to event list   Messages

URL
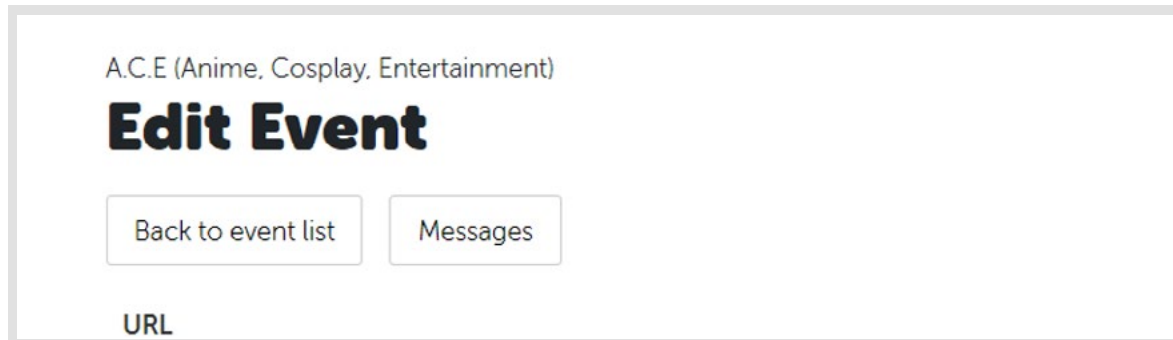
STEP 6: ATTENDING THE EVENT

As attendees arrive at the event, ask them to show you proof of their ticket purchase (this will have been automatically issued to their uni email account). If they don't have a ticket, ask them to secure one before entering the event. This can be done quickly on their phone from the event listing found at **www.uusu.org/whatson**