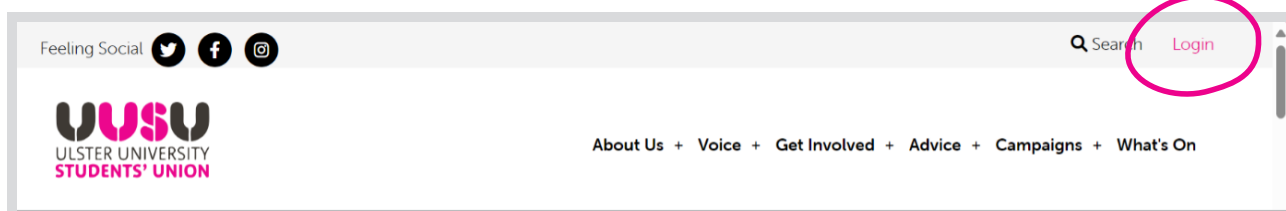


## SELL TICKETS FOR AN EVENT

Some of your society events will be free but there are some that you may wish to charge for eg. Formals, expensive events such as those which are catered. The money you make will go straight to your society fundraising account and you can pay for the cost of your event from there.

### STEP 1: LOG IN

Log in to the UUSU website at [uusu.org](http://uusu.org) using your student B code and password.



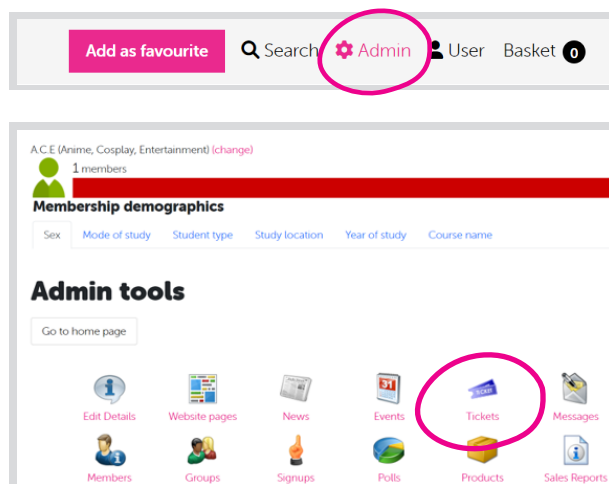
If you have an issue logging on, please contact your Societies coordinator, Karen at [k.pothin@ulster.ac.uk](mailto:k.pothin@ulster.ac.uk)

### 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"**

The screenshot shows a 'Ticket details' form with the following fields:

- Ticket type \***: A dropdown menu with '(Select)' selected. A green callout box points to it with the text 'Specifies who can purchase this ticket.' The dropdown menu is open, showing 'Students' and 'Members' as options.
- Price \***: A text input field.
- On sale from / until**: Two date and time pickers. The first shows '06/08/2024' and '00:00'. The second shows 'dd/MM/yyyy' and 'HH:mm'.
- Sales limit**: A text input field.
- Per person limit**: A text input field.
- Description**: A text input field.
- Receipt / ticket text**: A large text area for additional information.

Add in your ticket details:

Ticket Type	Can all students buy a ticket or just members
Price	Think about a price 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	Include a message that the student will get when they make their purchase. You might thank them or give them any further information they need or suggest who to contact if they have a query.

## 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 providing 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 \*

Help text

59/200

Required

Customisation type

Max length \*

Values

Predefined values

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 select **"Messages"** to send a message to ticket holders

