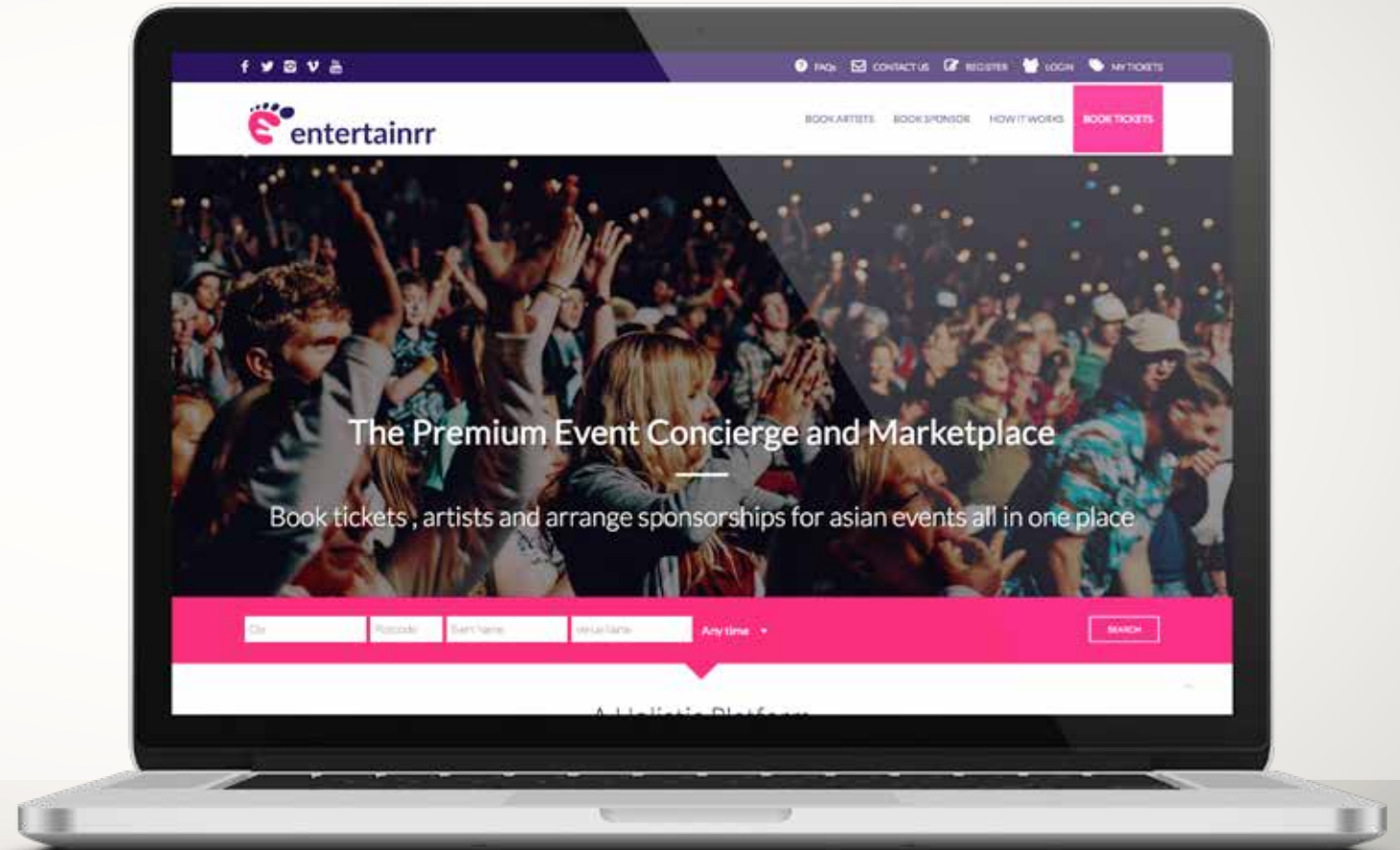




Setting Up a Ticket Event



You will learn how to...

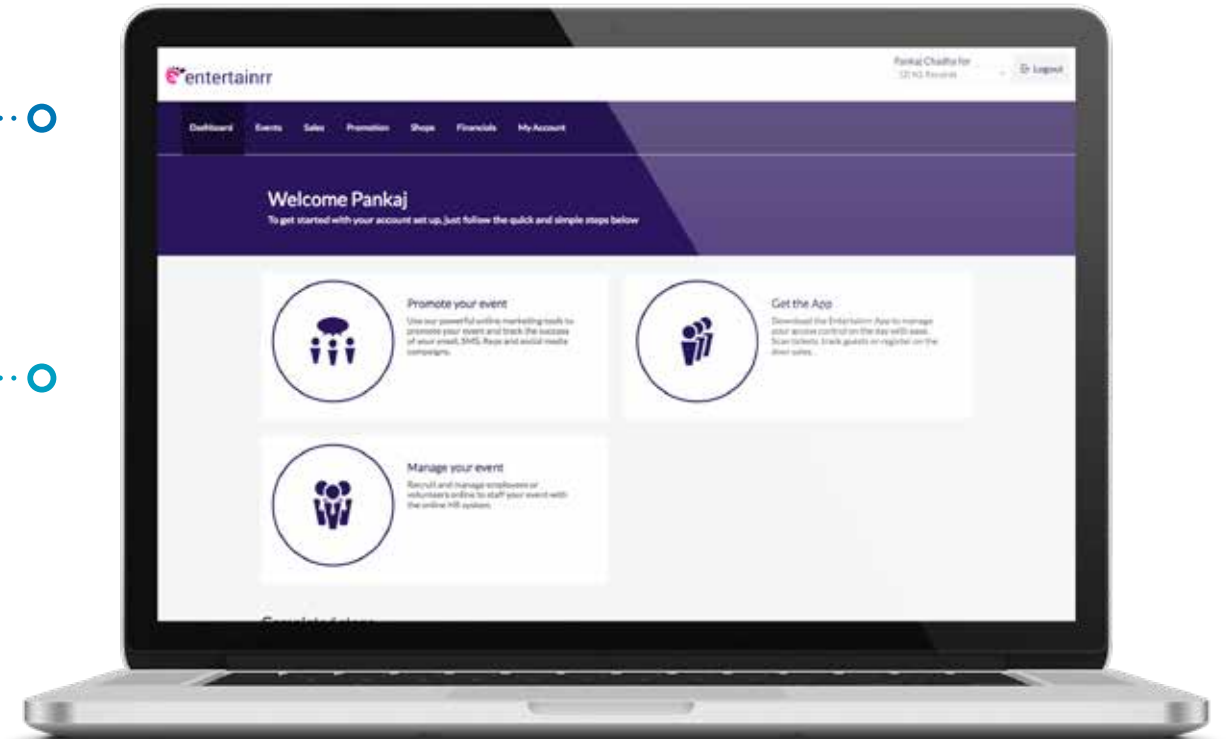
Set up a ticket event

5 Minutes



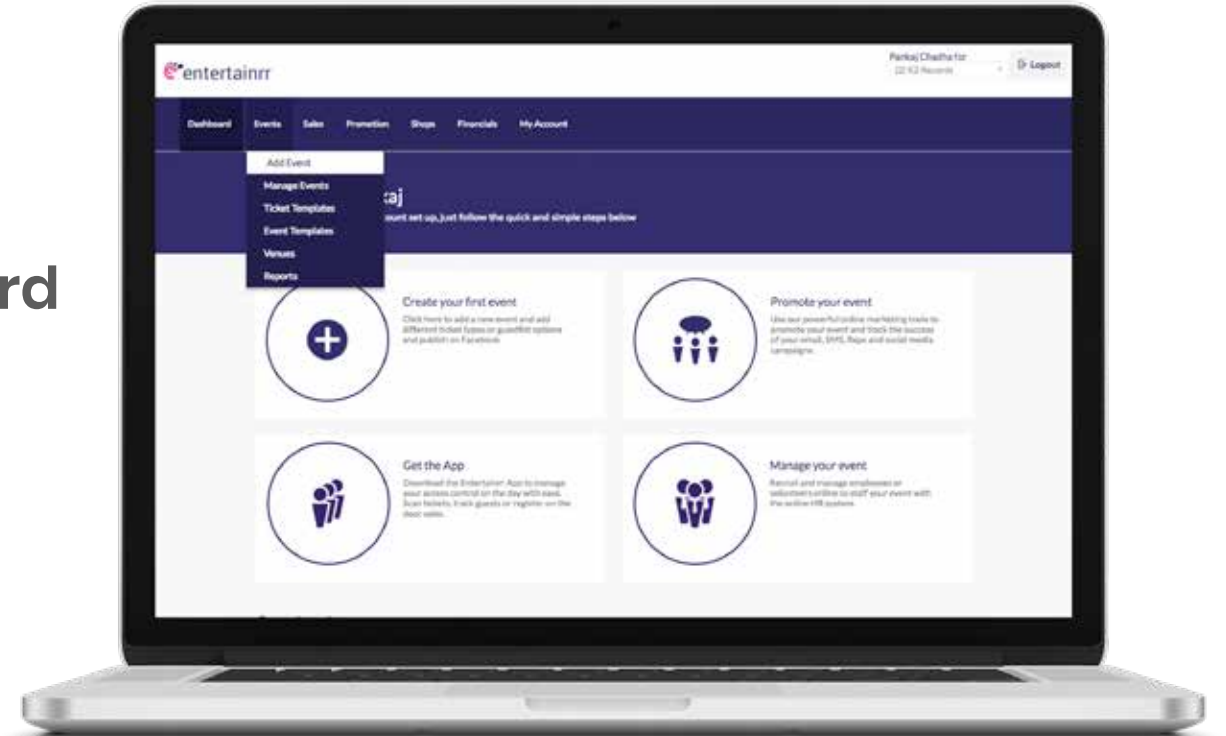
Add a ticket to your event

2 Minute

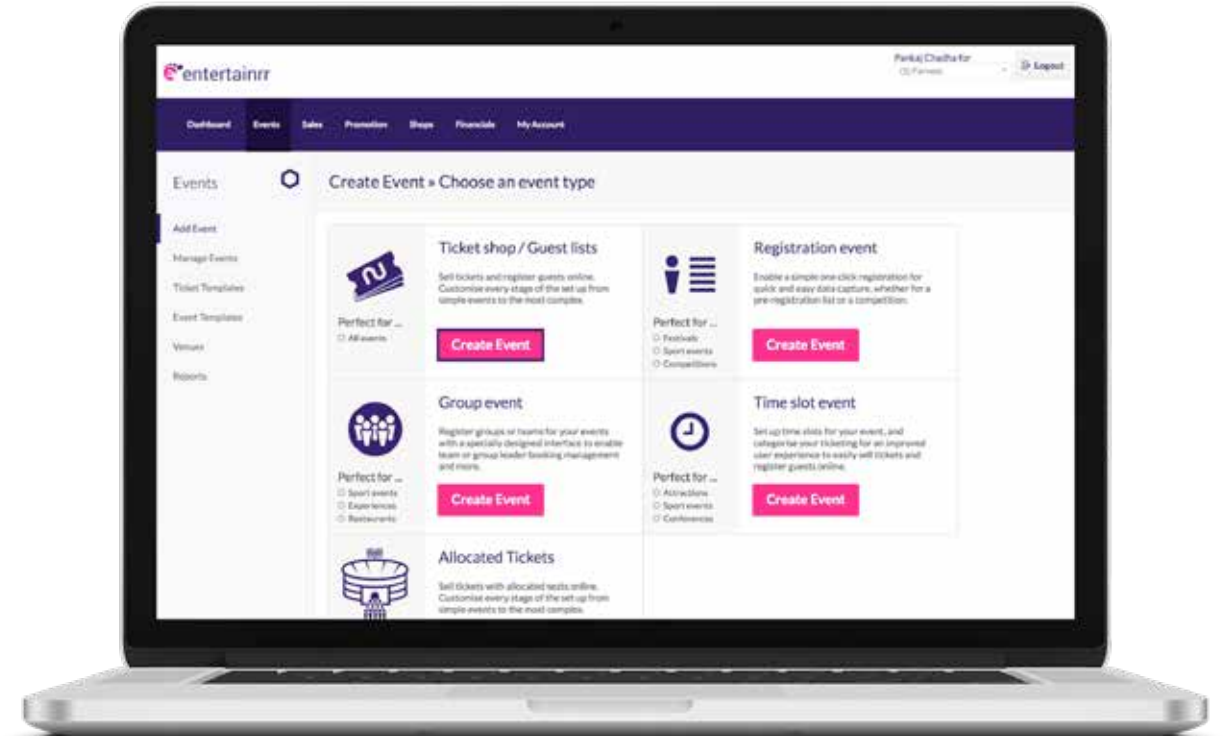


1. Set up your Ticket event

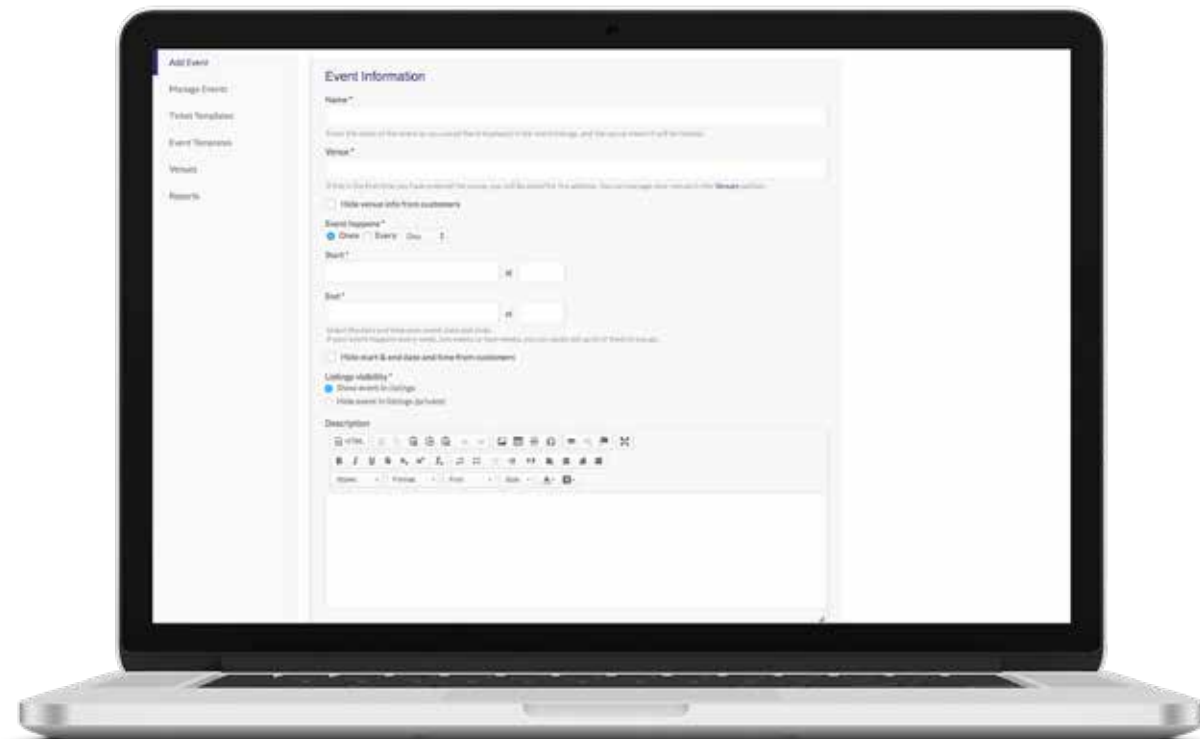
- Log in to the entertainrr dashboard via admin.entertainrr.com
- Select **Event > Add Event** from the drop down menu



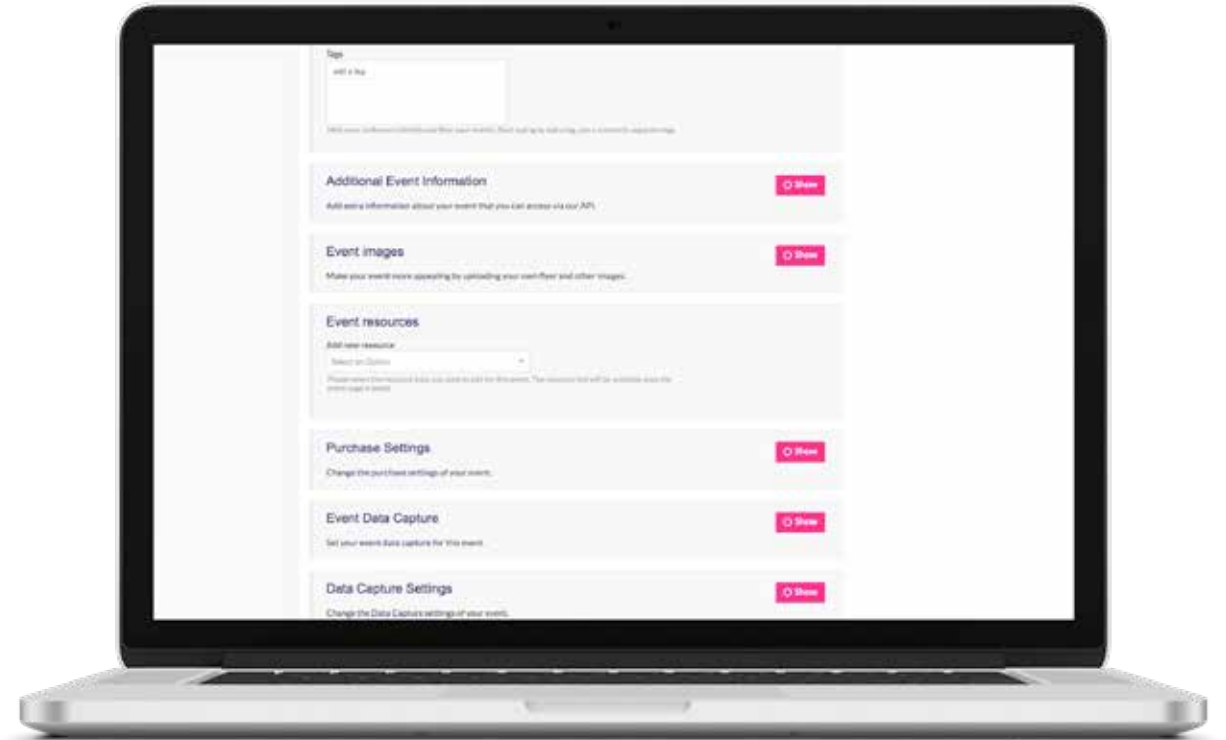
- Underneath “Ticket shop / Guest Lists” press “Create Event”



- Fill out the form with information about your event

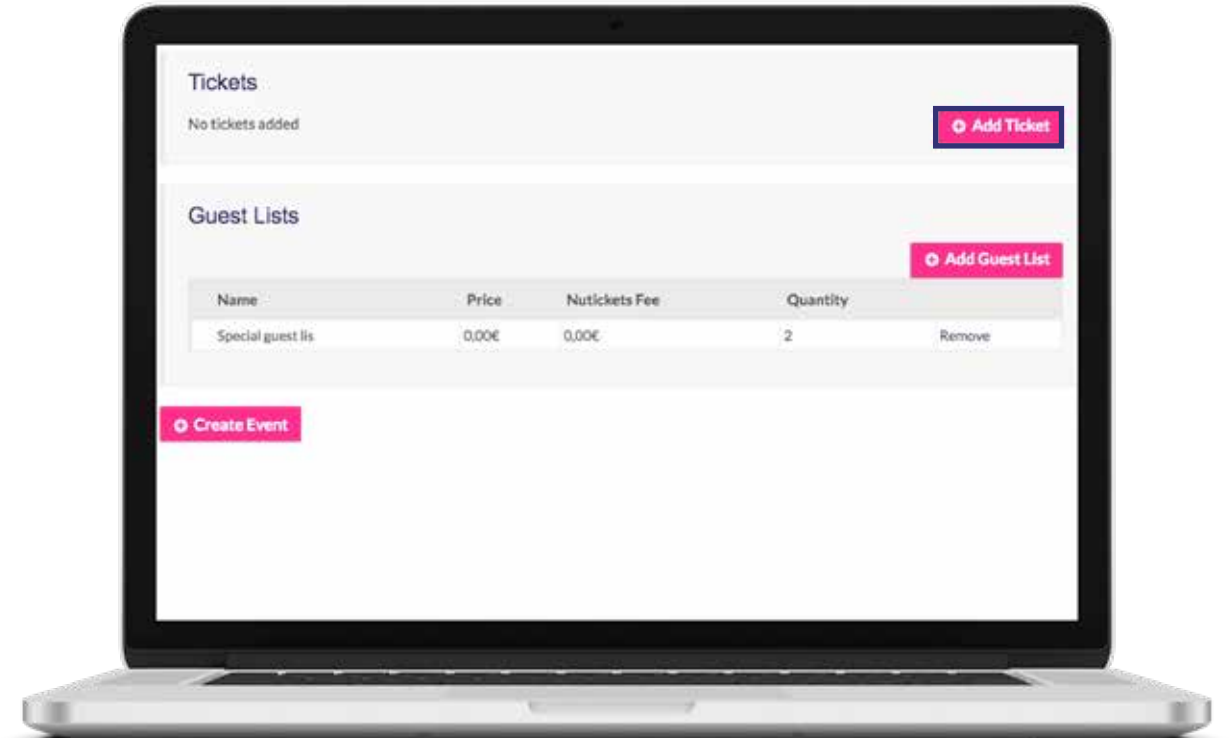


- Continue to fill out the form with information about your event



2. Add a ticket to your event

- Press “Add Ticket”



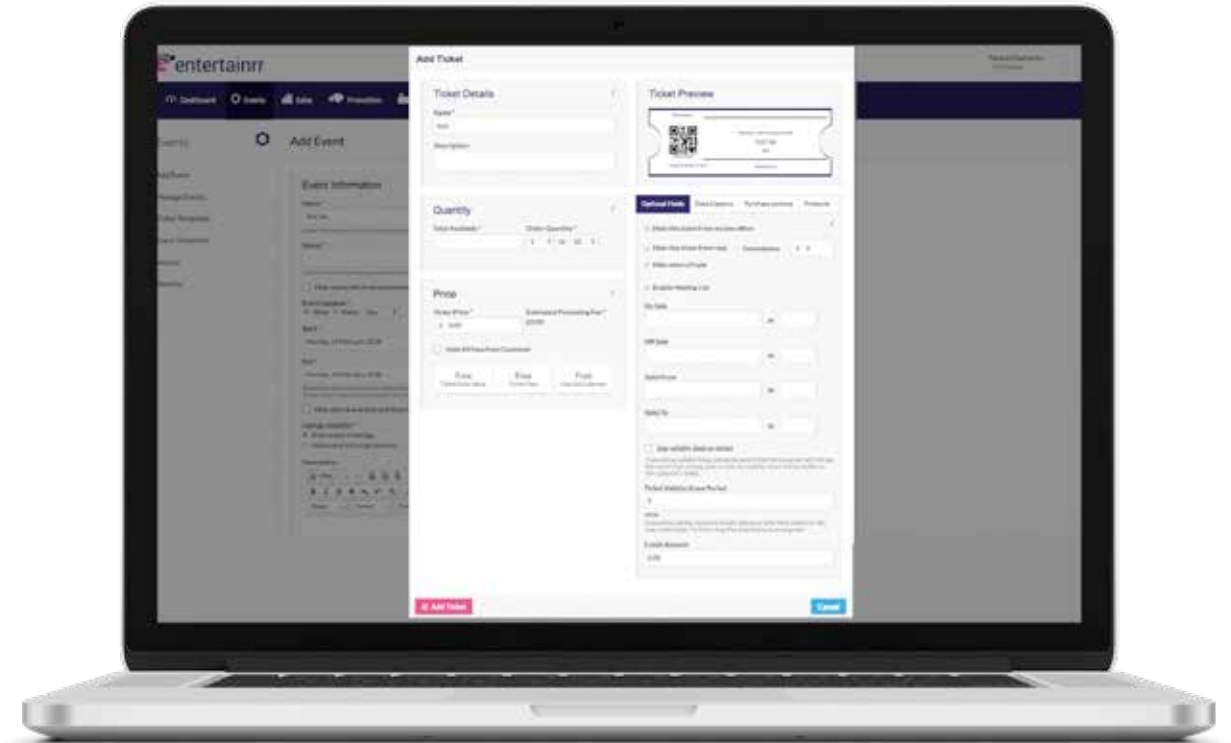
- In the popup box that appears, press **“Add New Ticket Template”**
- Name it and press, **“Next”**
- Fill out the form with the details of your ticket
- When you are finished, press **“Add Ticket”**

Add Ticket

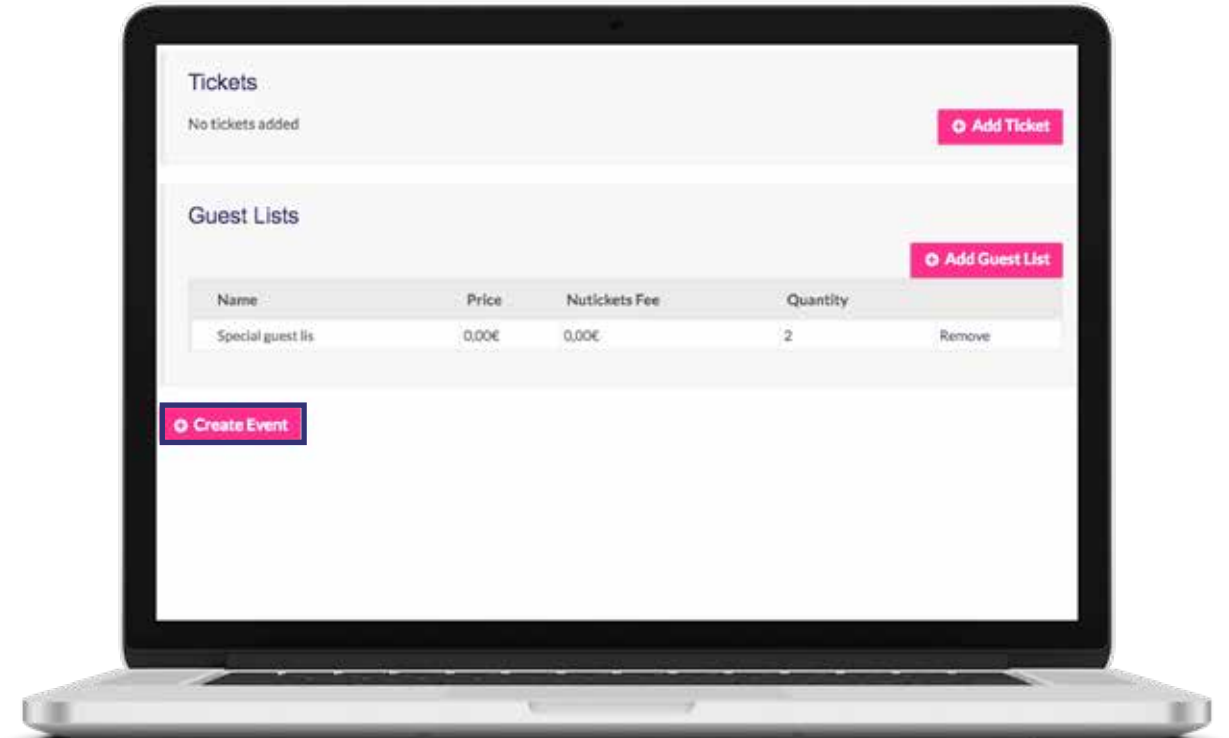
Select Previous Ticket Template **Add New Ticket Template**

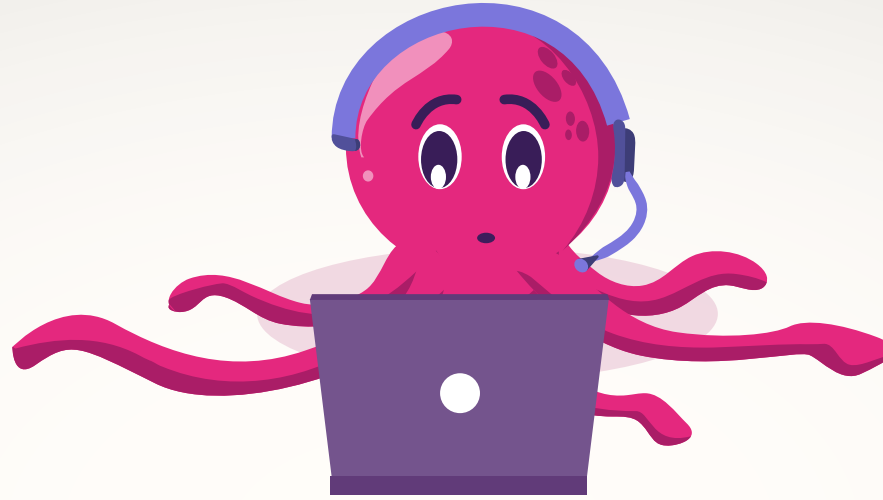
New Ticket Template (i.e. Standard, VIP, etc.) * Required

Next > **Cancel**



- Your newly added ticket will show under “Tickets”
- You can add additional tickets by pressing “Add Ticket” and following the previous process
- When you are finished, Press “Create Event”





Thank You

**If you've got any more questions
drop us a line or call:**

📞 **0800 368 7709** Mon-Fri (9:30am – 5:30pm)

✉️ **support@entertainrr.com**