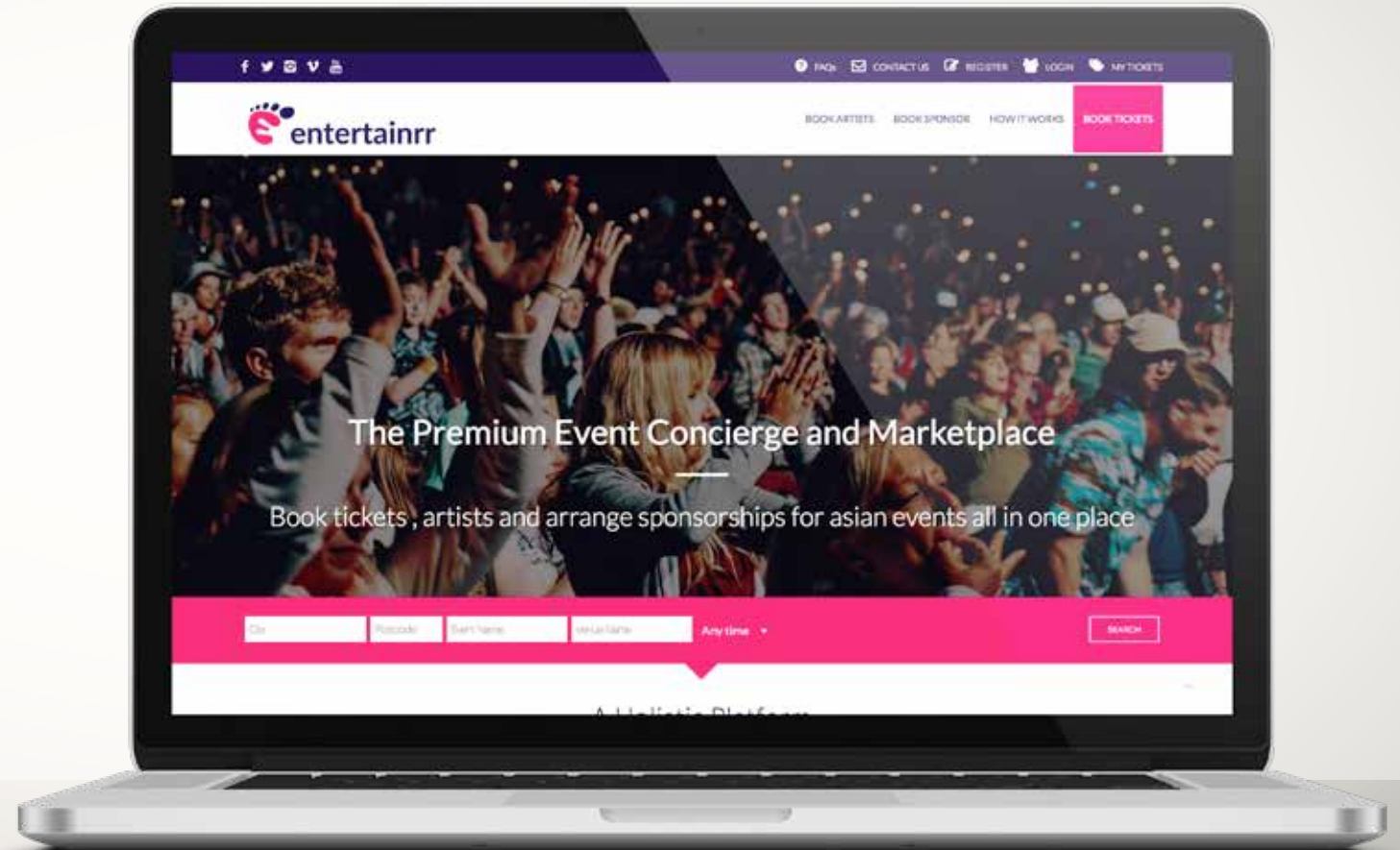




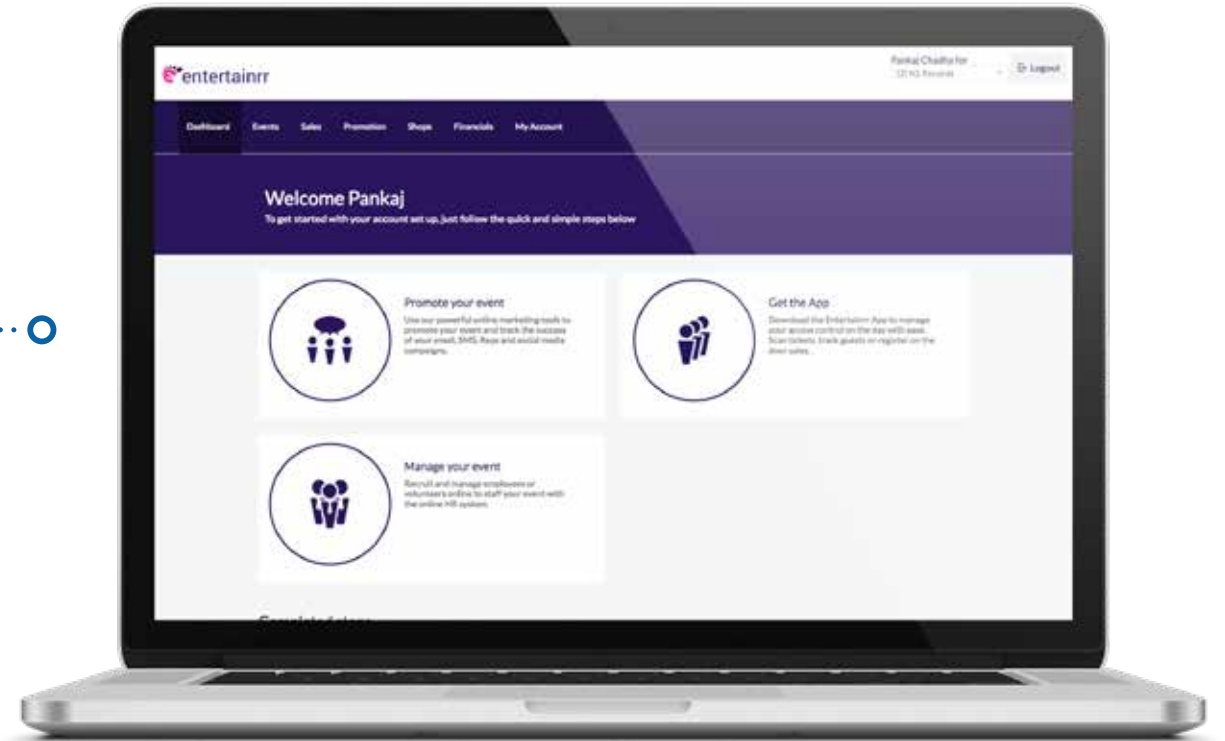
Manual Ticket Sales



You will learn how to...

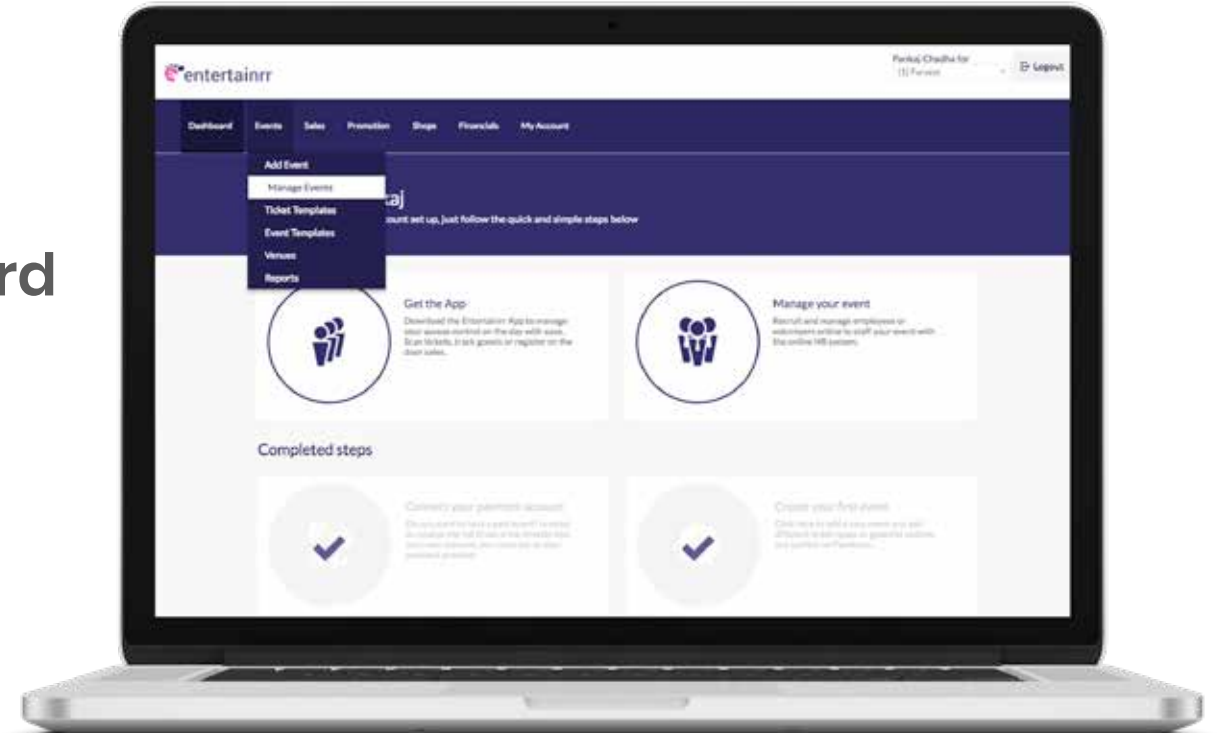
Complete a Manual Ticket Sale

5 Minutes

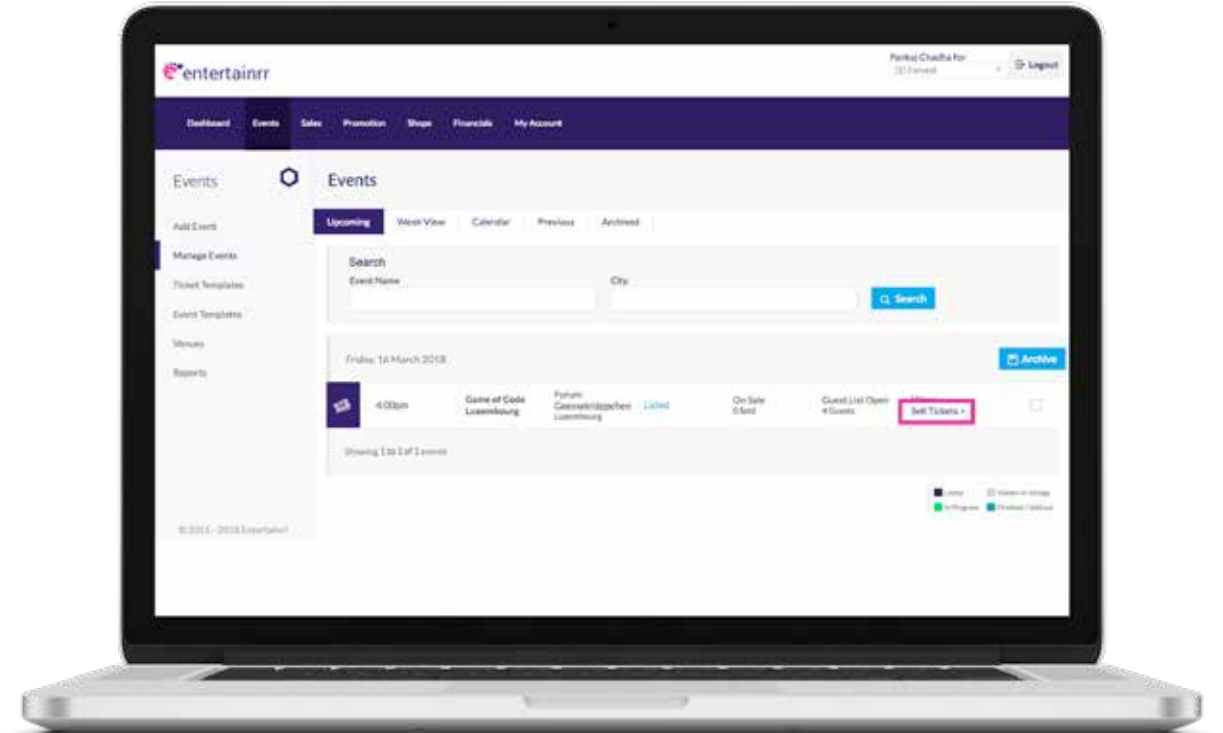


1. Make a manual ticket sale

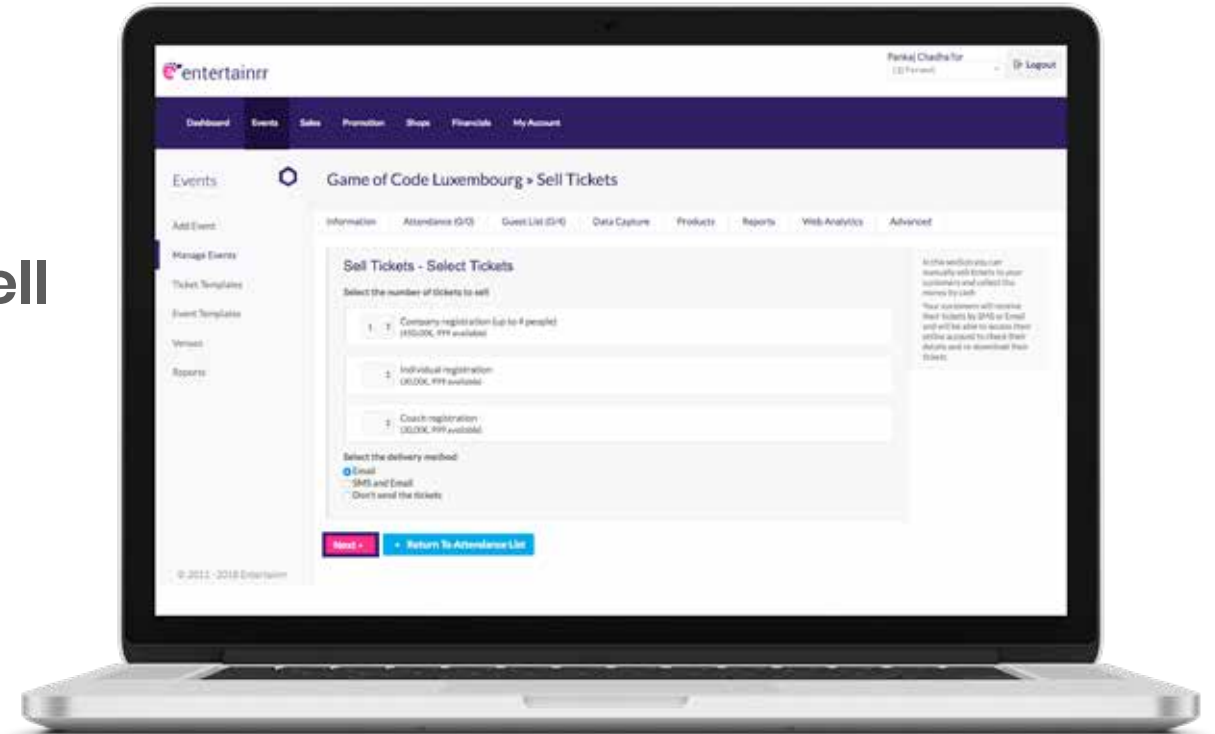
- Log in to the entertainrr dashboard via admin.entertainrr.com
- Select **Events** > **Manage Events**



- **Select the event** from your list of created events
- Press **“Sell Tickets”**



- Choose the type of ticket/s to sell
- Select the quantity of tickets to sell
- Choose the delivery method
- Press “Next”



- On the page that follows either:

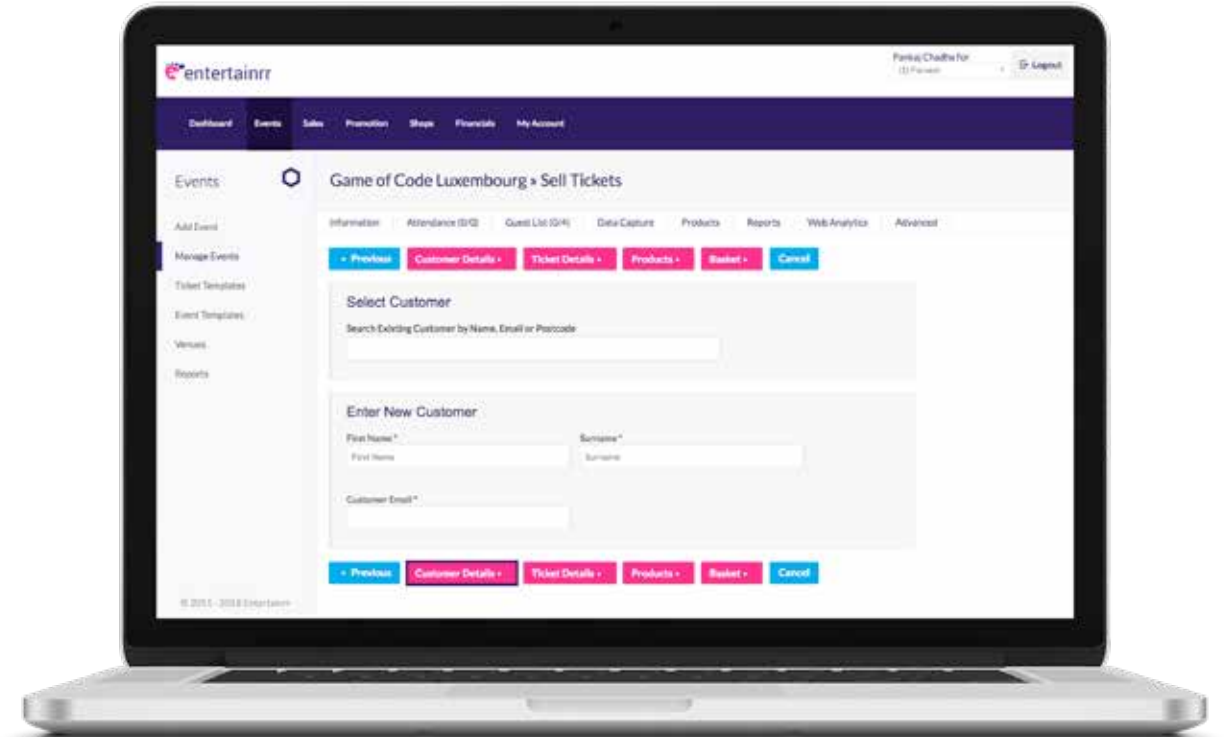
- **Search your database for an existing customer**

Or

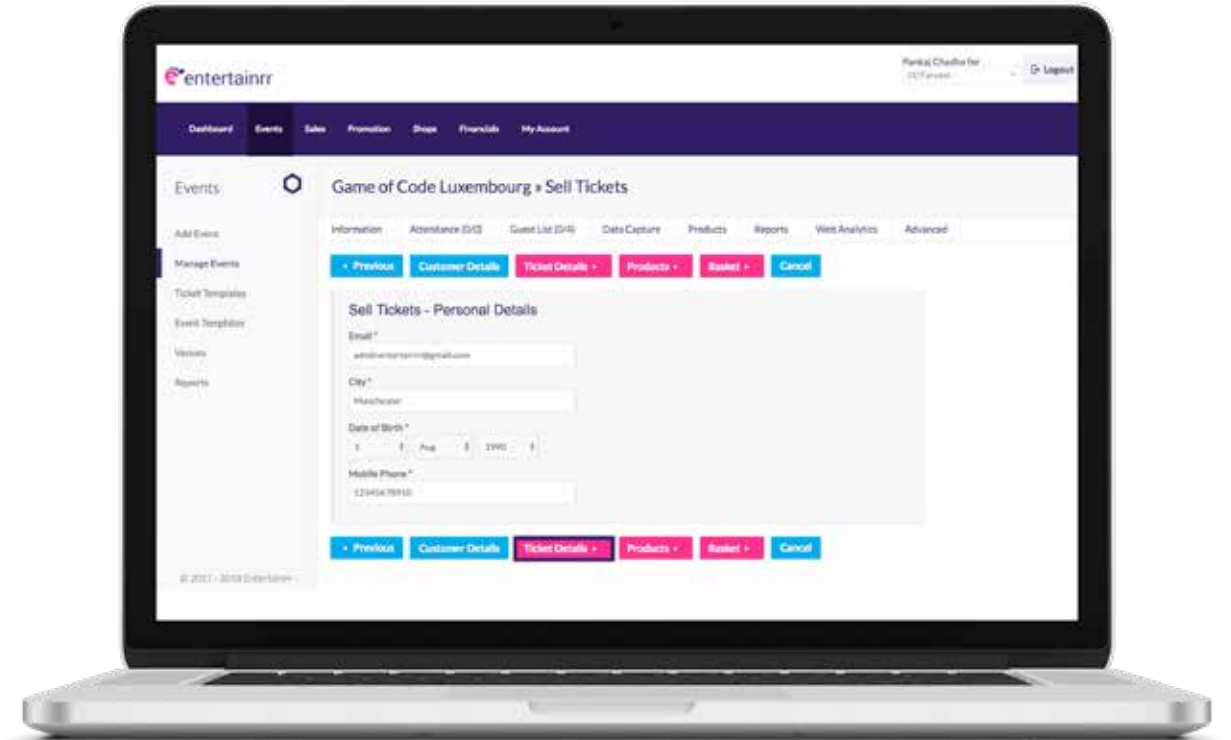
- **Enter customer First Name, Surname and Email**

then

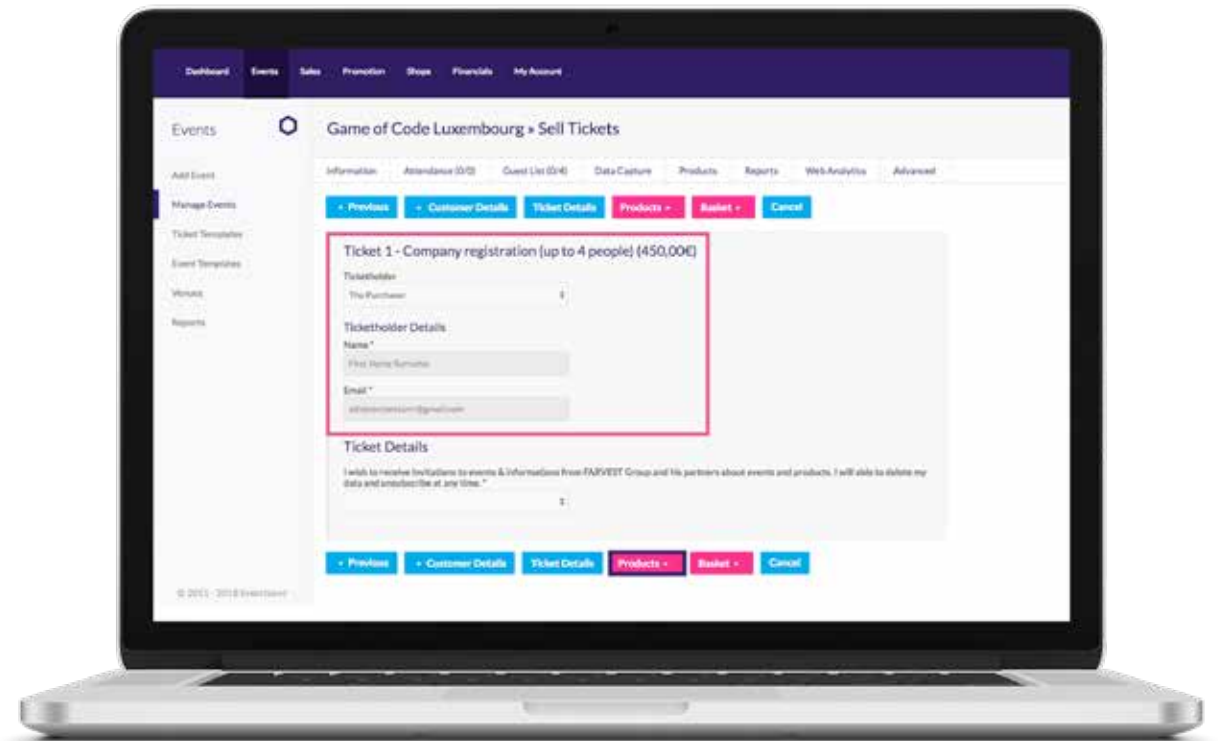
- **Press “Customer details”**



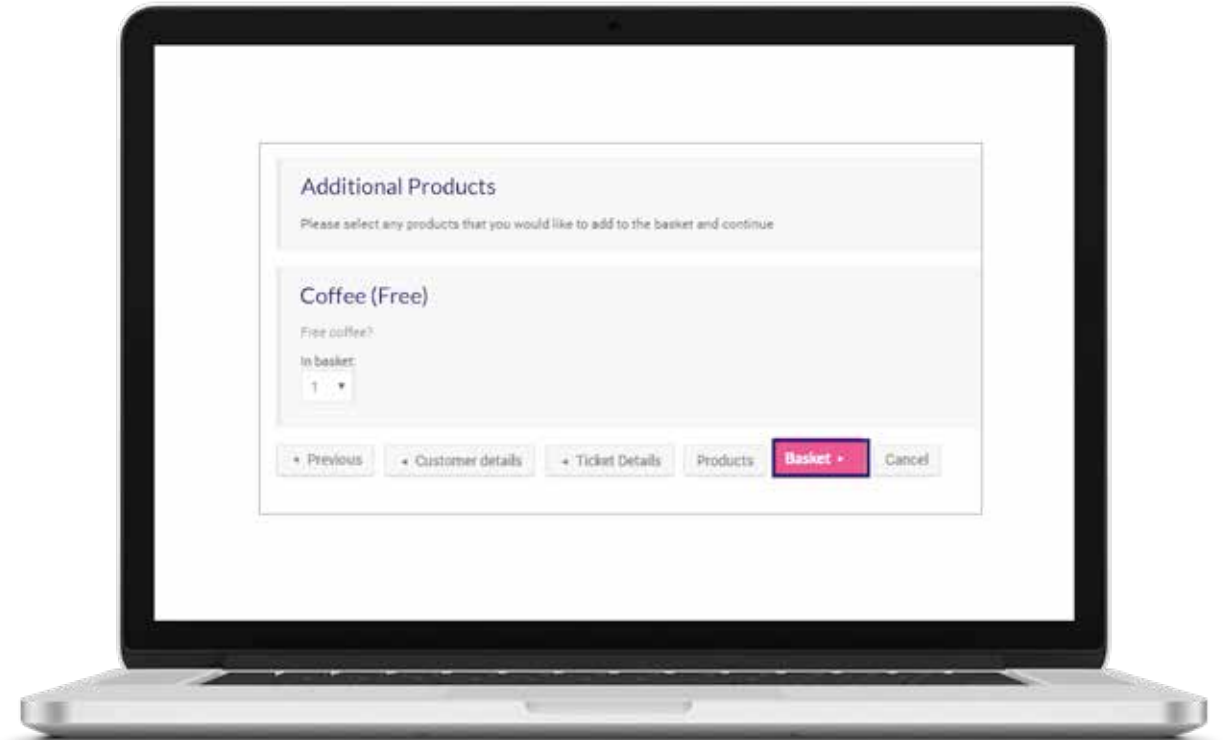
- On the page that follows **enter the customer:**
- Email
- City
- Date Of Birth
- Mobile Number
- Data capture answers
- Then press **“Ticket Details”**



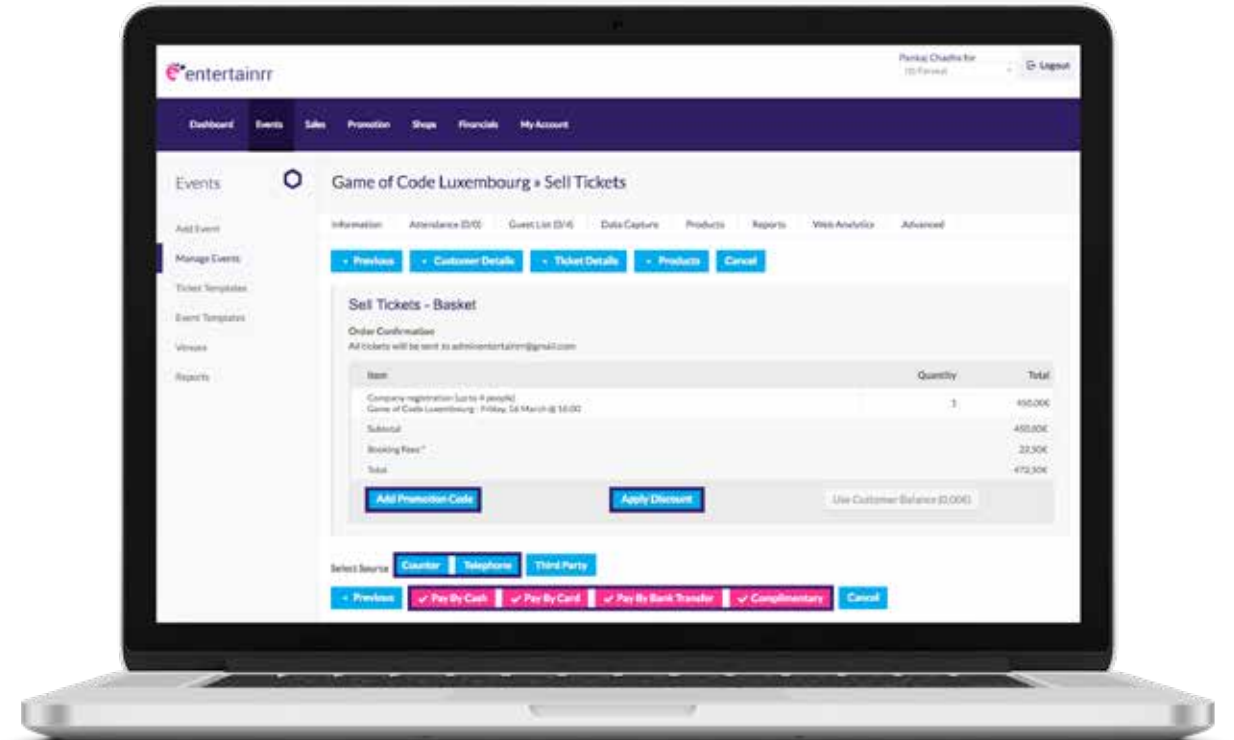
- On the page that follows
Set the ticketholder to “The Purchaser”
- or
- **Set the ticket holder to “Someone Else”**
and enter the name
and email of the ticketholder
- Then, **Press “Products”**

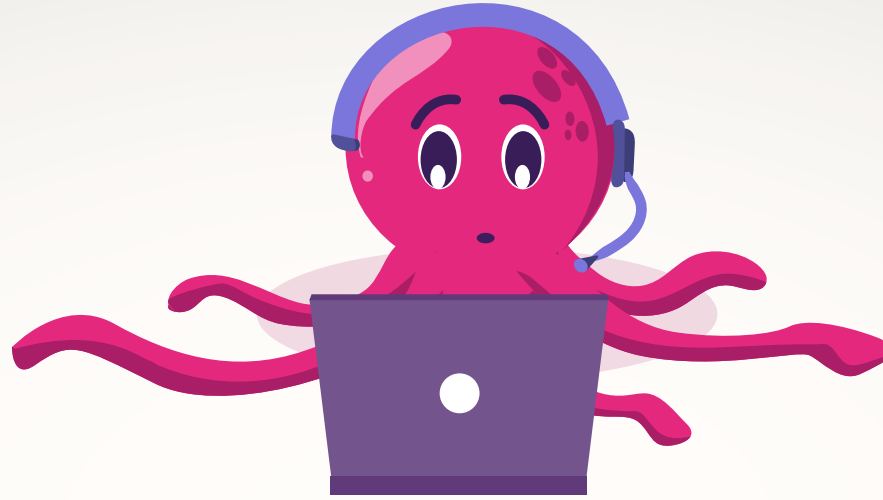


- On the page that follows **choose any product/s you** to upset
- **Select the quantity of product/s** to upsell
- Press **“Basket”**



- On final page:
- Add any promotional codes/apply any discounts
- Select the source
- Choose the payment method
- Enter the payment information (if any)





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**