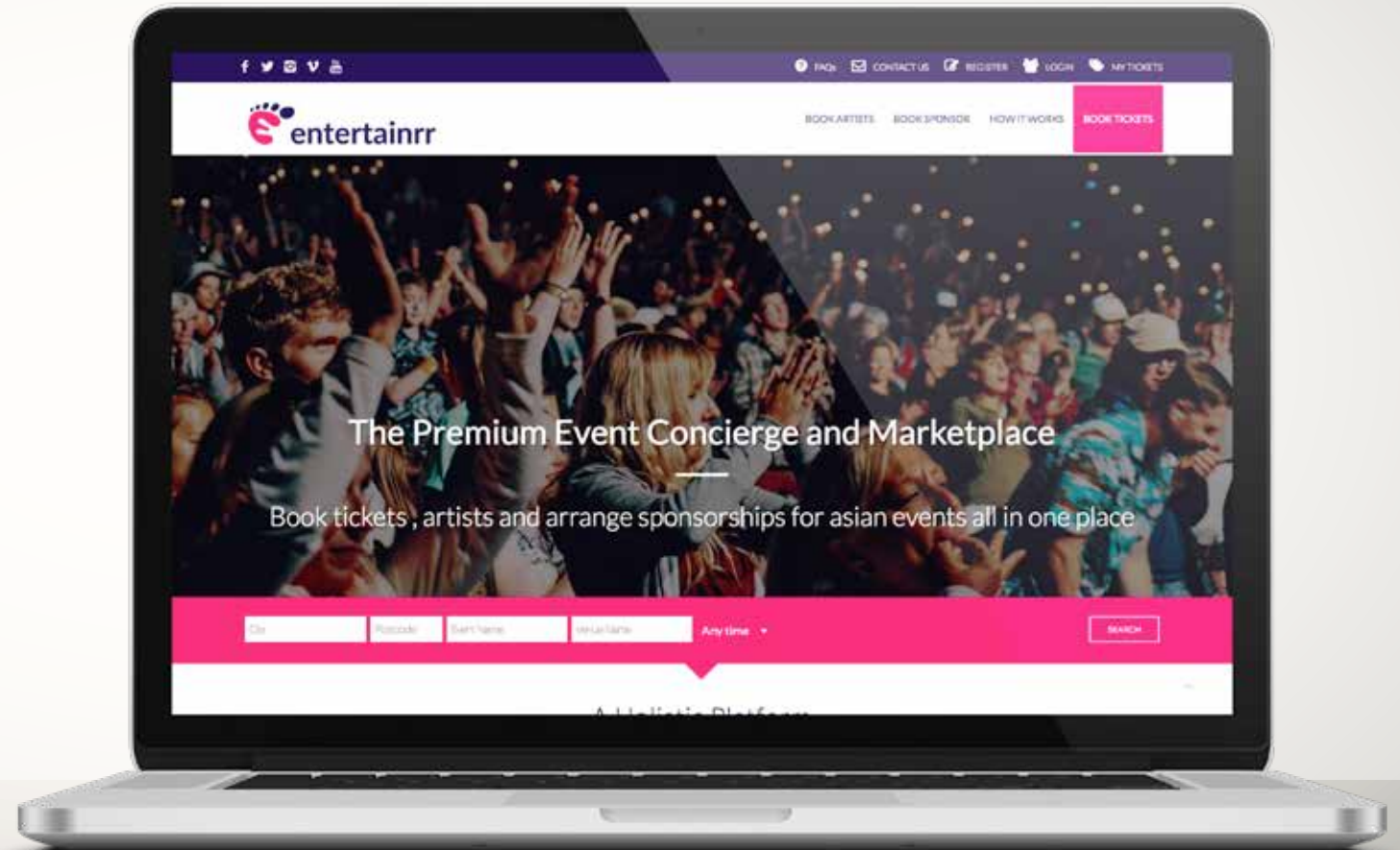




# Setting Up a Time Slot Event



# You will learn how to...

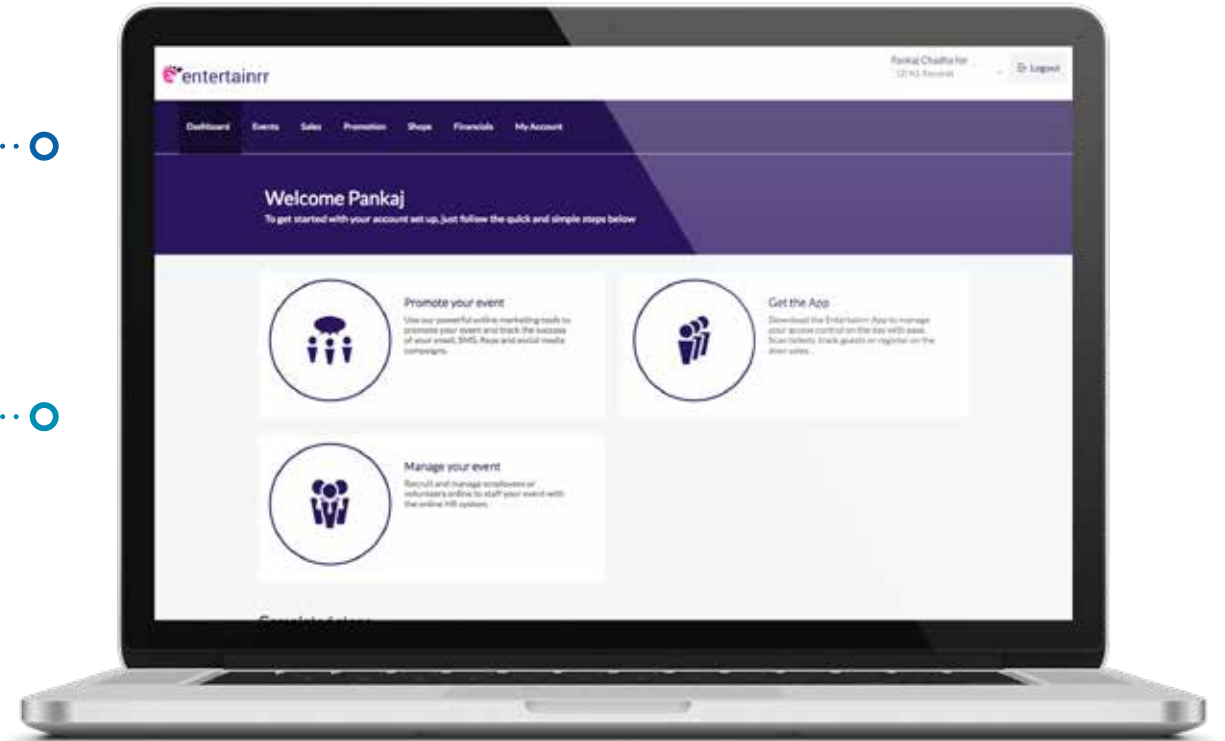
**Set up time slot event**

5 Minutes



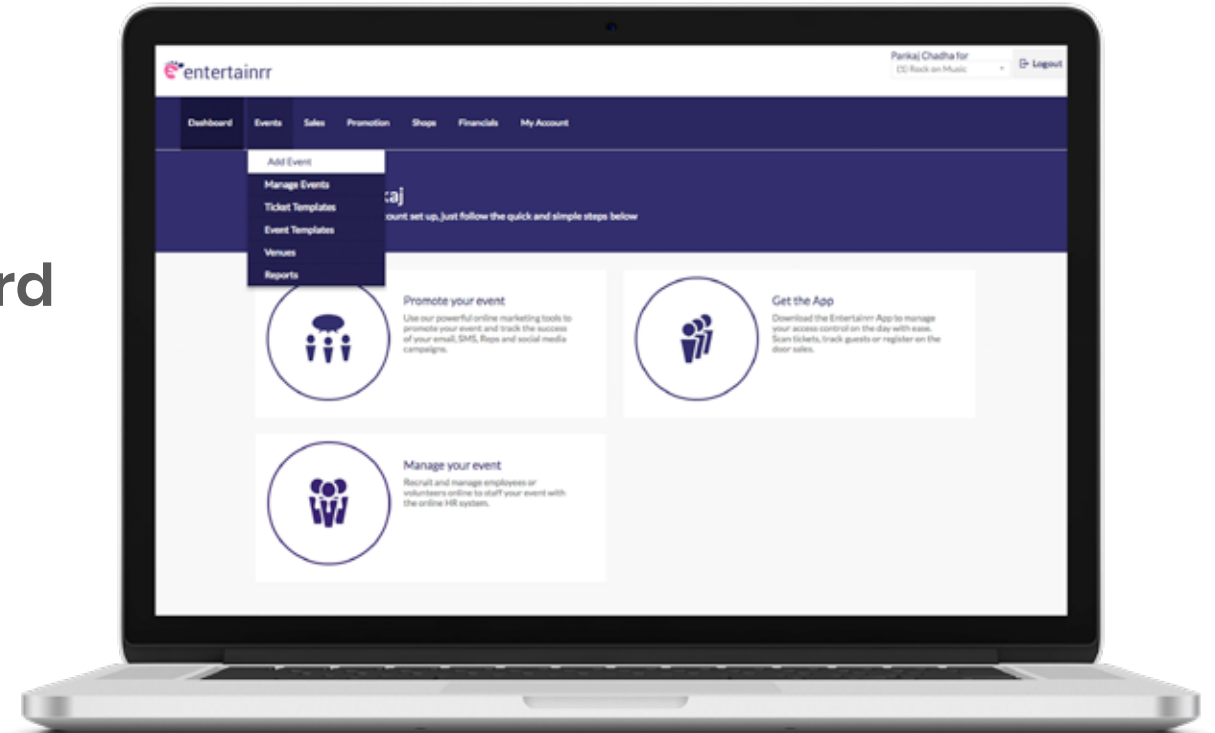
**Add time slots & tickets to your event**

5 Minutes

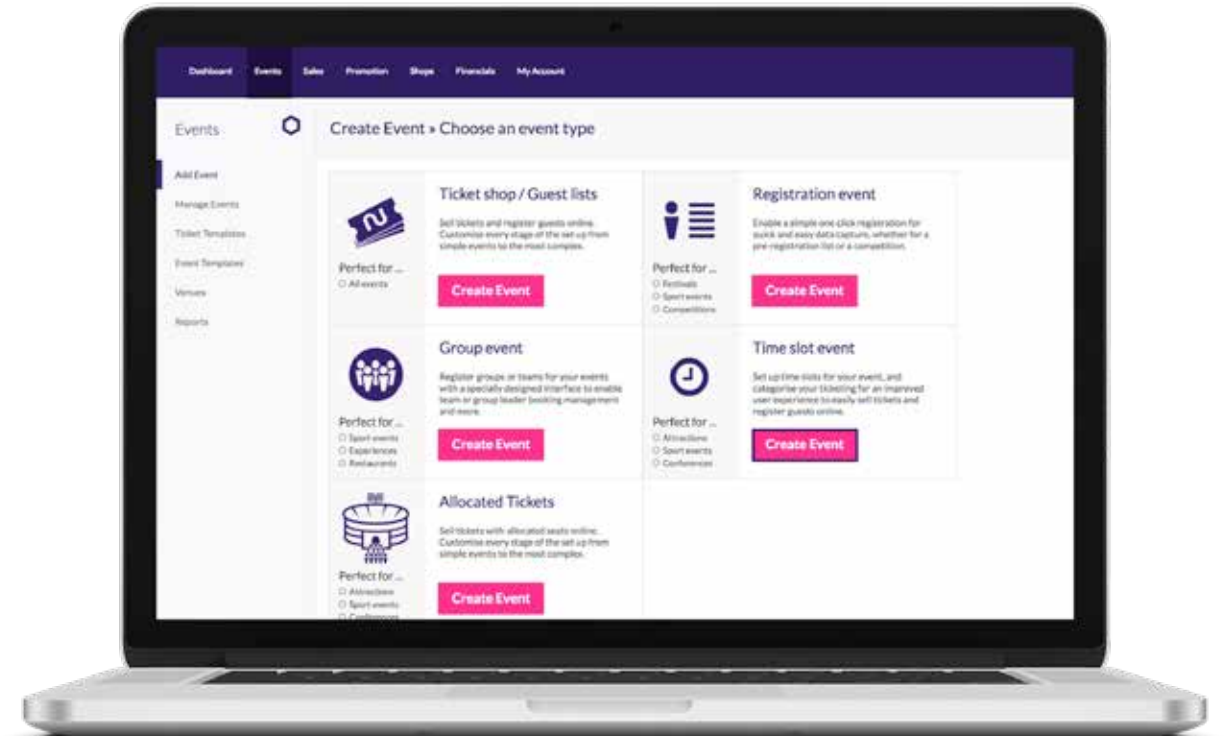


# 1. Set up your Time Slot event

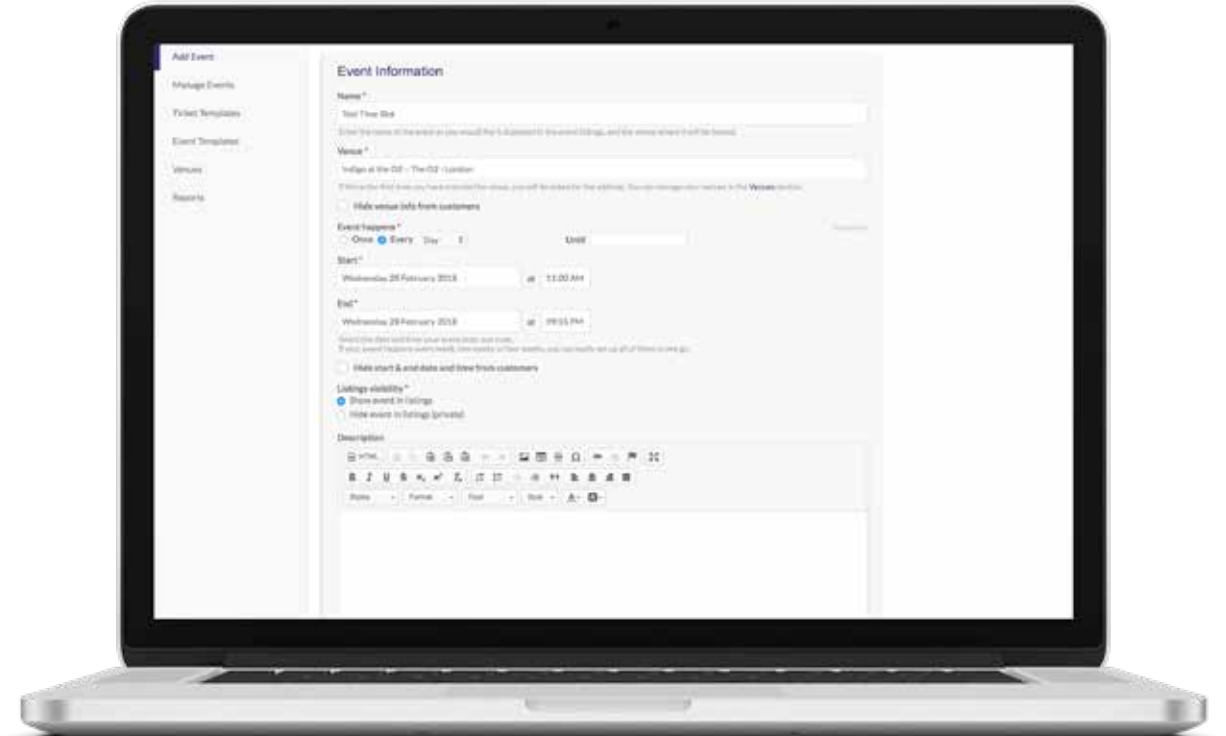
- Log in to the entertainrr dashboard via [admin.entertainrr.com](http://admin.entertainrr.com)
- Select **Events > Add Events** from the drop down menu



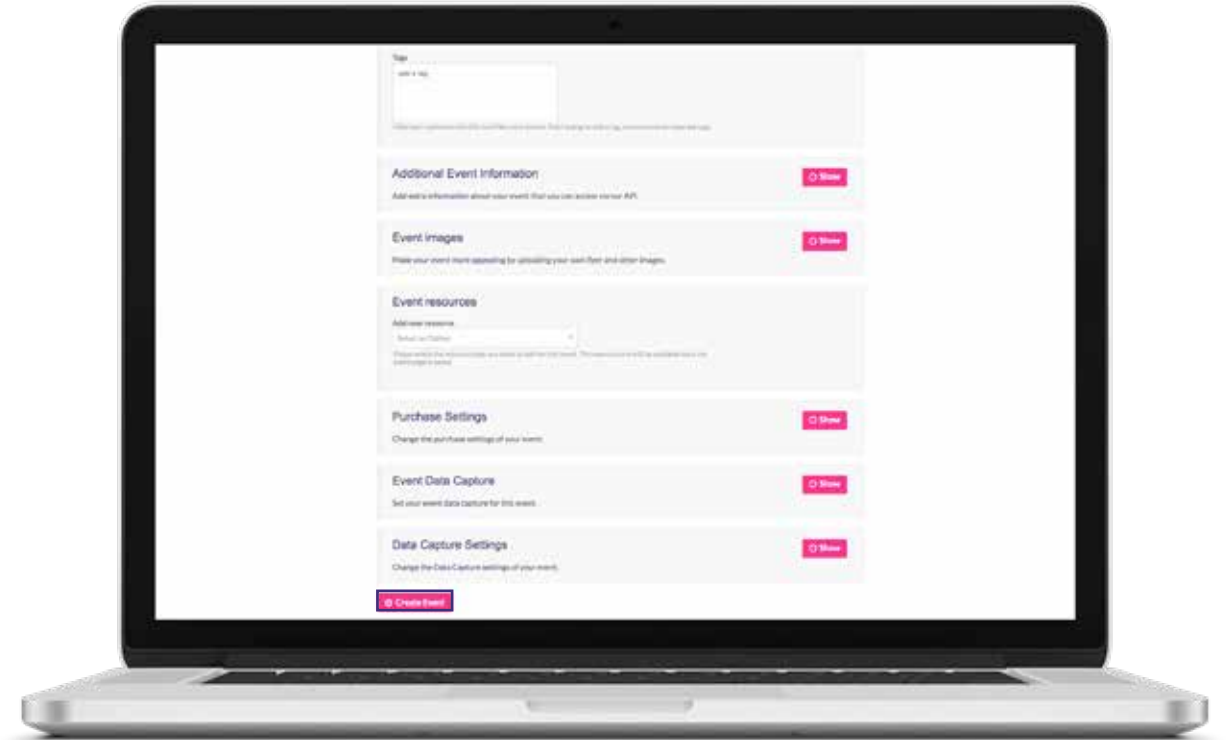
- Underneath “Time slot event” press “Create Event”



- Fill out the form with information about your event

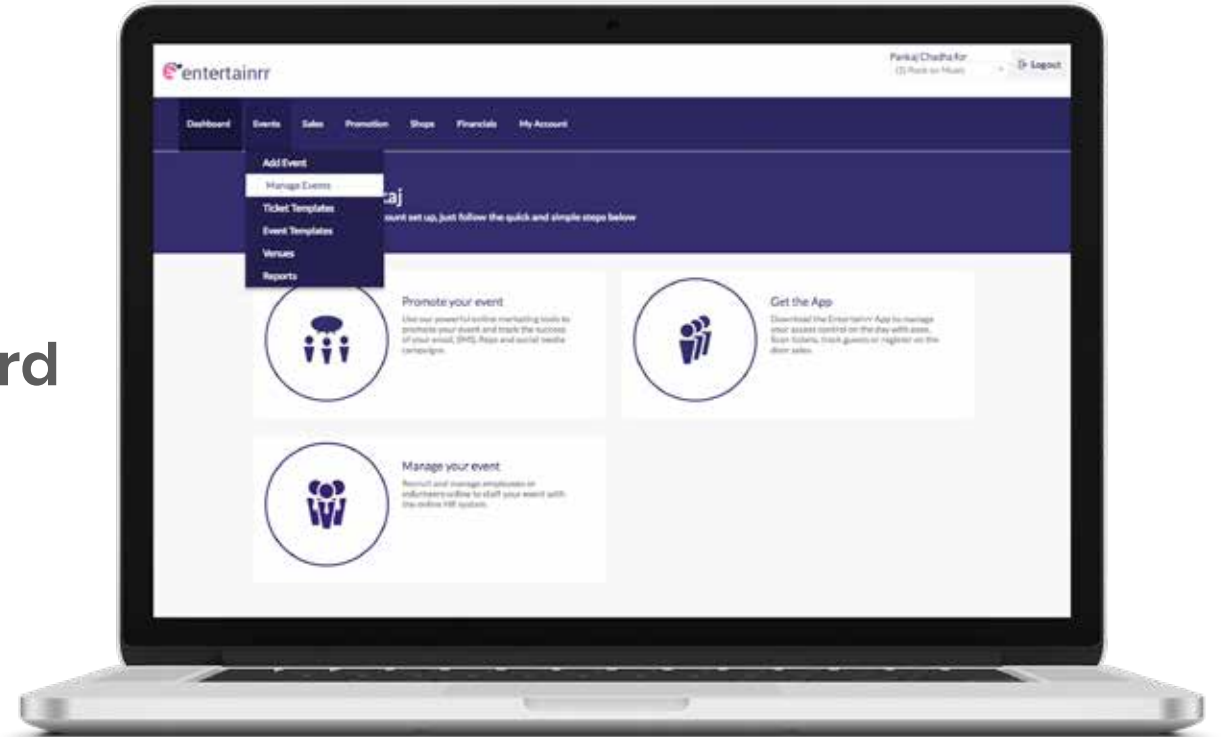


- Fill out the form with information about your event
- When you are finished setting up your event press **“Create Event”**



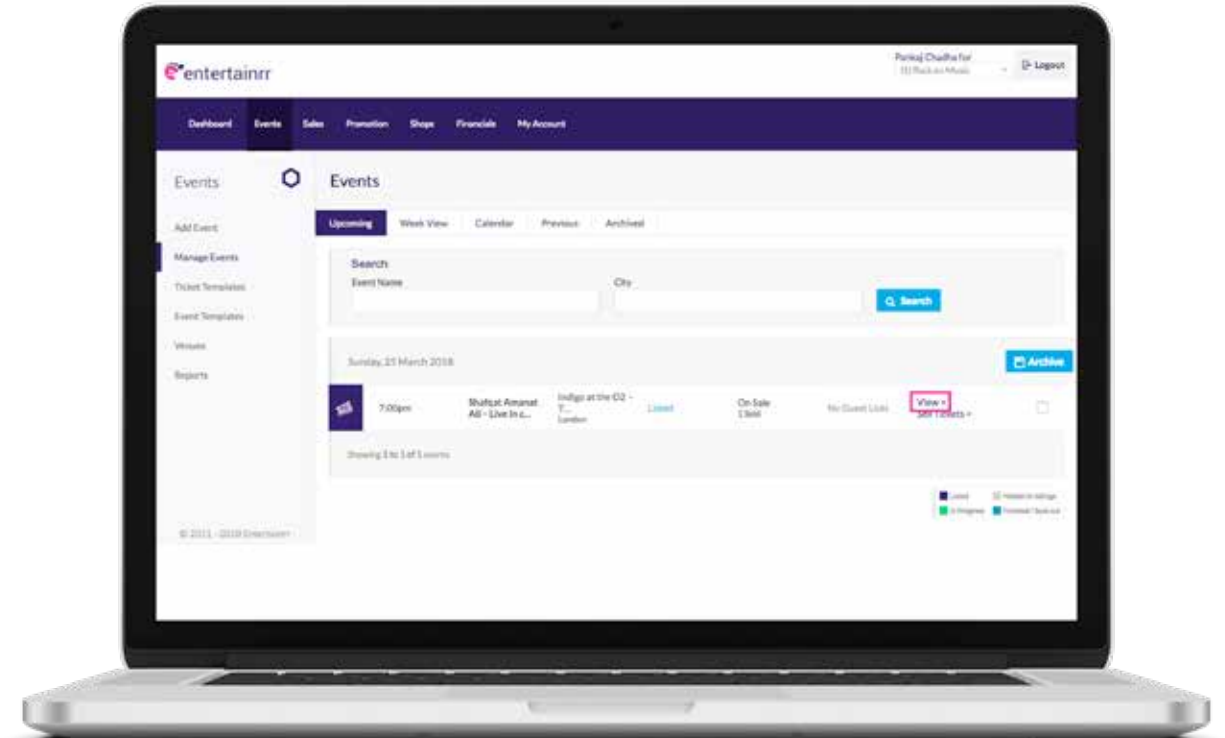
## 2. Add time slots & tickets to your event

- Log in to the entertainrr dashboard via [admin.entertainrr.com](http://admin.entertainrr.com)
- Select **Events > Manage Events** from the drop down menu



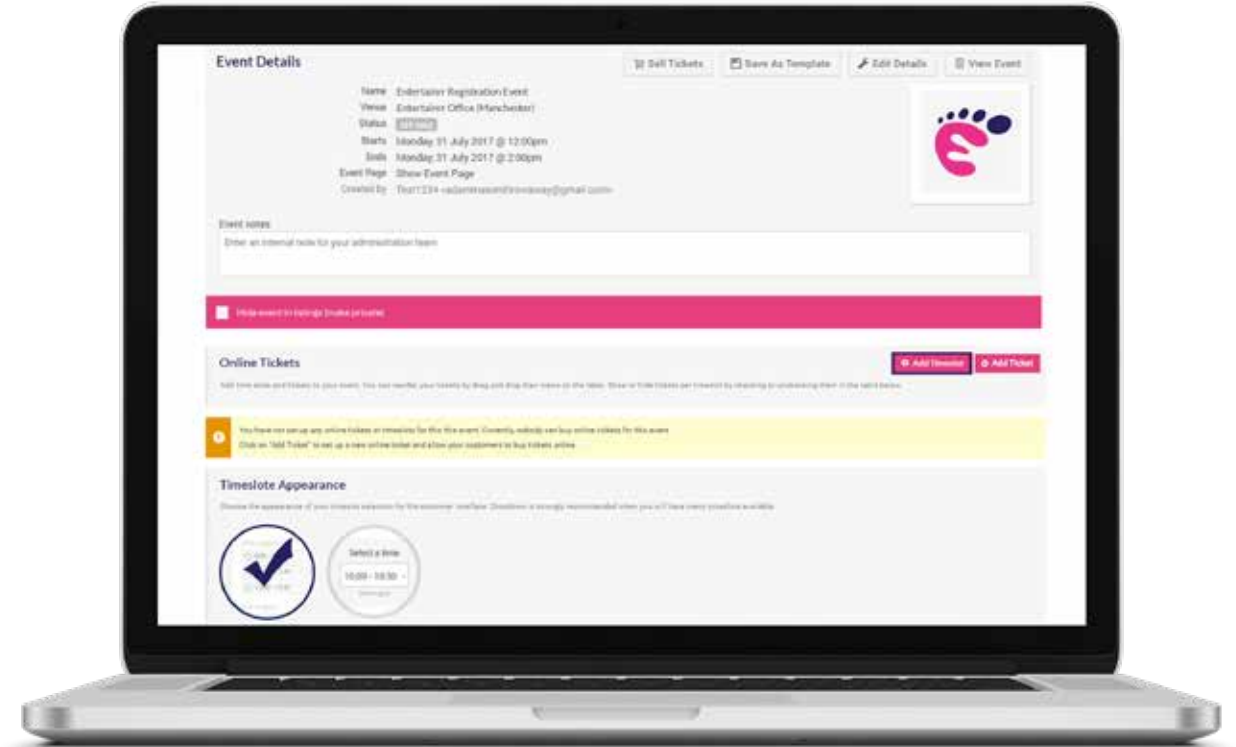
# Set up your time slots

- **Locate your time slot event from your list of events**
- **Press “View”**

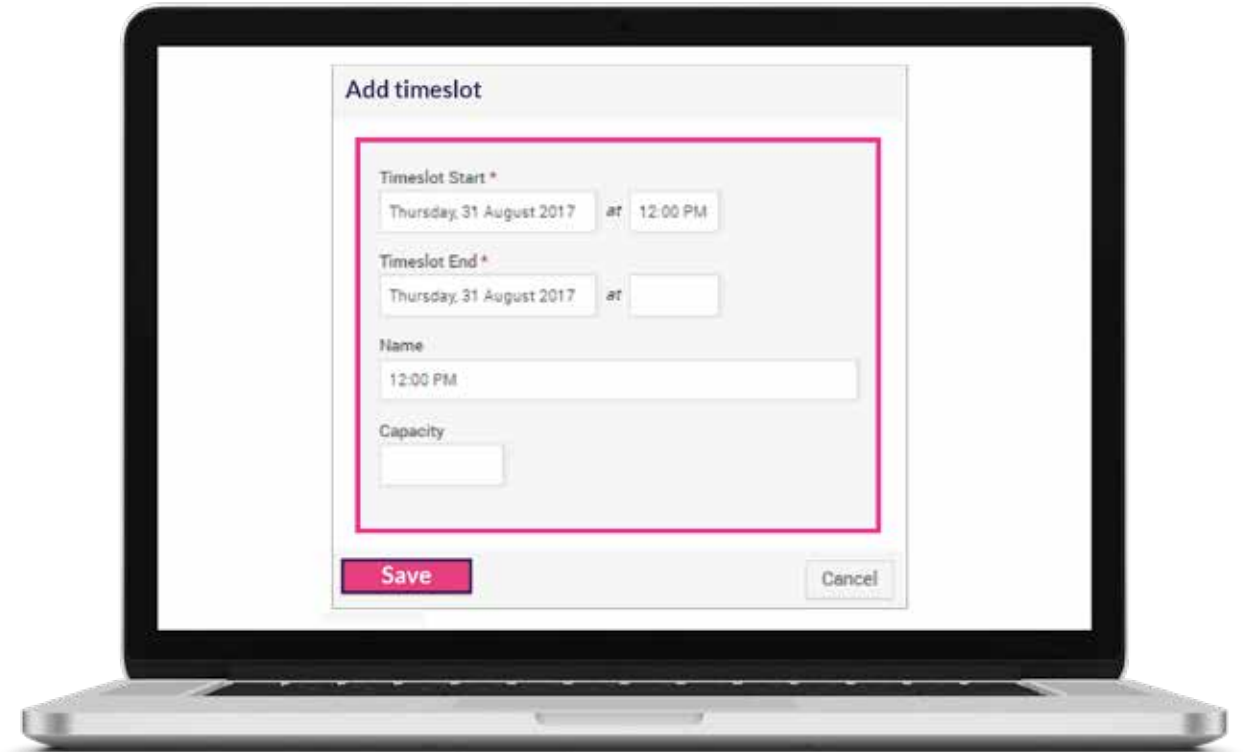




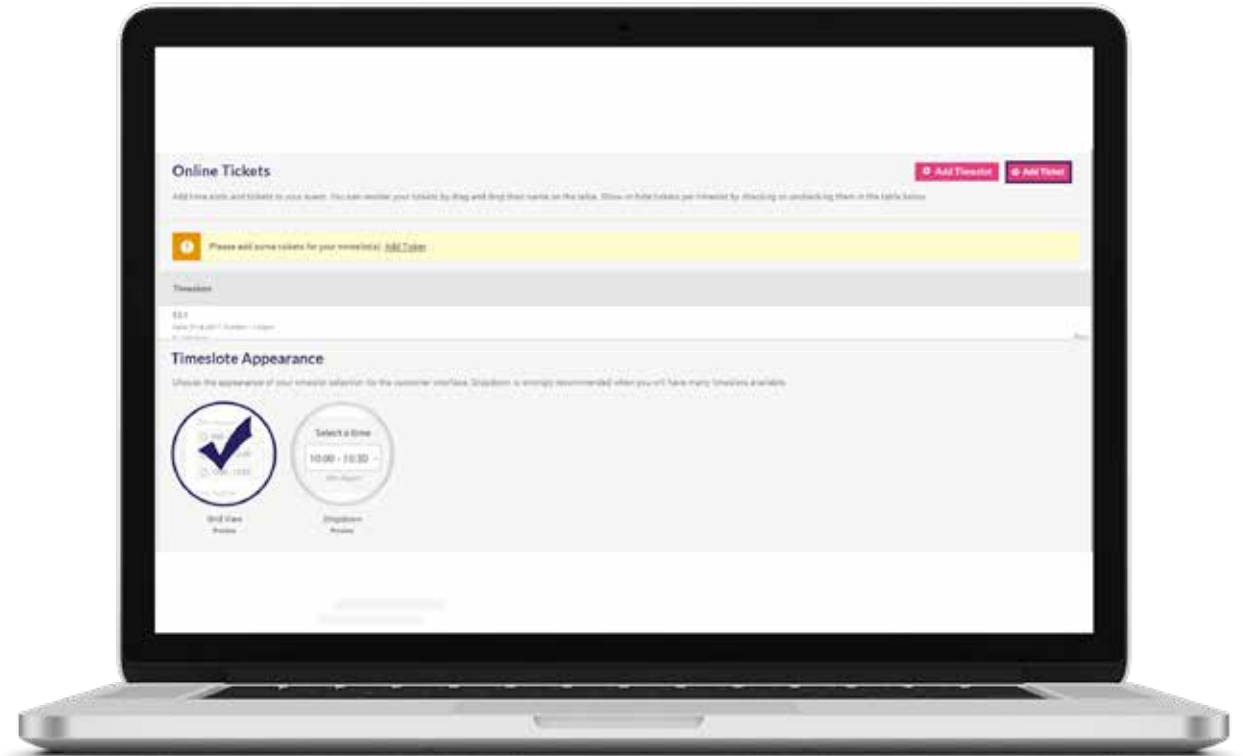
- Press “Add Timeslot”



- In the popup box that appears
- **Choose the Start / End (Date and Time) for your timeslot**
- **Enter a “Name” for your timeslot**
- **Enter the “Capacity”**
- **Press “Save”**



- Your timeslot will now appear under “Timeslots”
- You can **repeat the process for as many timeslots as you require**
- You now need to add some tickets for your timeslot(s)
- **Press, “Add Ticket”**



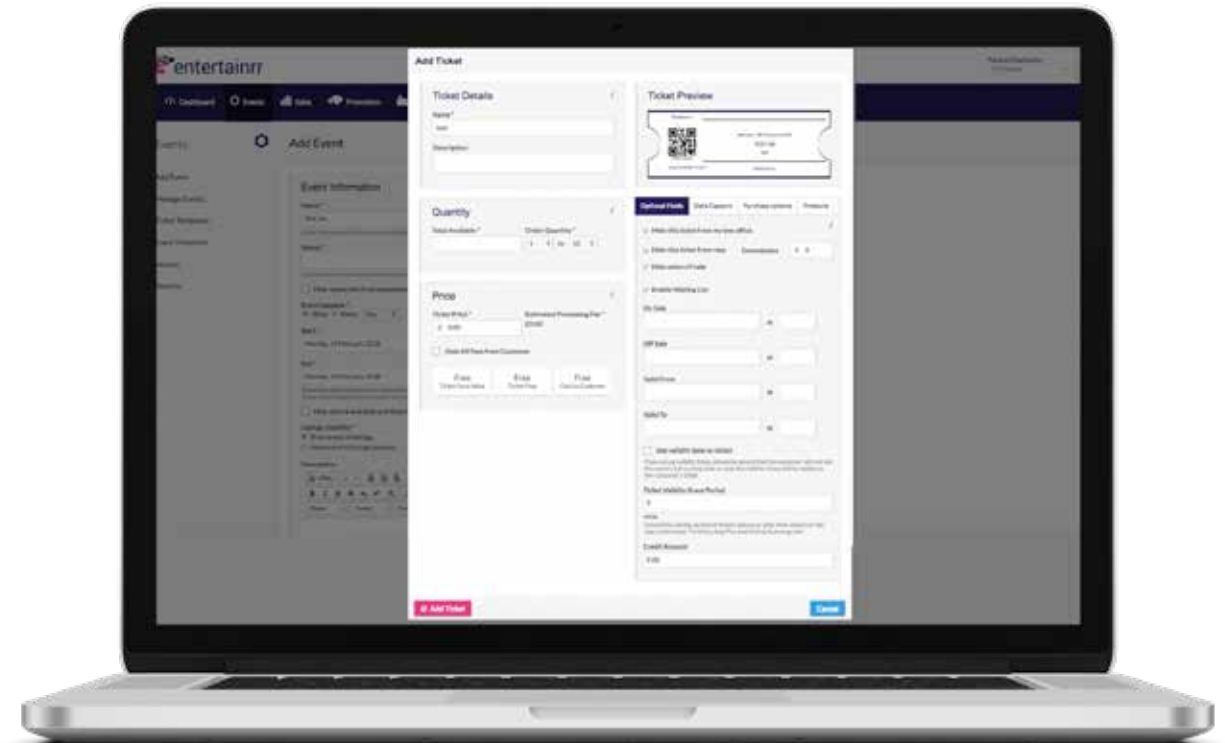
- In the popup box that appears, press **“Add New Ticket Template”**
- Name it and press, **“Next”**
- **Fill out the form** with the details of your ticket
- When you are finished, press **“Add Ticket”**

**Add Ticket**

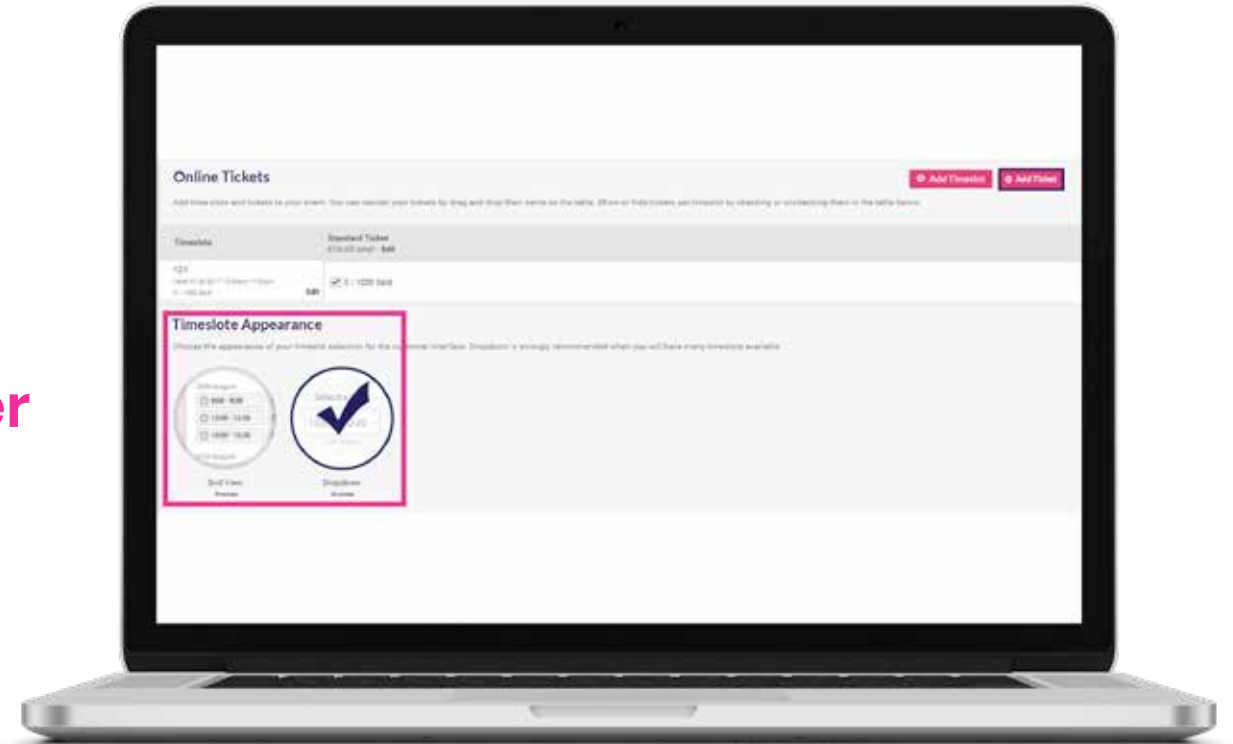
Select Previous Ticket Template **Add New Ticket Template**

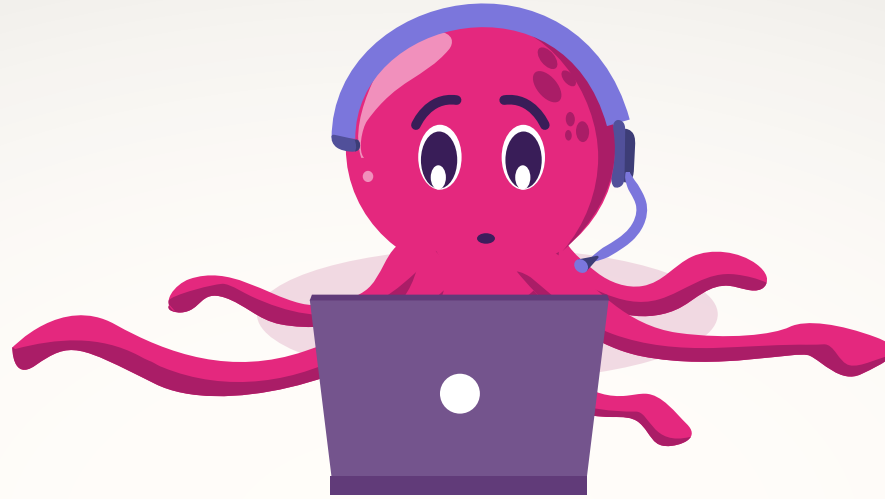
New Ticket Template (i.e. Standard, VIP, etc.) \* Required

**Next >** **Cancel**



- Your time slot and ticket should now appear under “Online Tickets”
- You can **edit the appearance** by selecting the option you prefer
- And that’s it!





# 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**