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## How to sell tickets online

**The ticket purchasing process is simple and unlike many ticketing systems, doesn't require an account or password to purchase tickets.**

**Ticket purchasers are guided through the steps, pay using a credit card and instantly print tickets and receipts from their own printer. If it's a seated event, customers can even choose their own seats online.**

### 1 Create an account.

It's free and takes about 2 minutes. Through your account you can access the Dashboard where you manage all aspects of your event(s).

### 2 Create your Interactive Seating Plan.

Setup a template in **Configuration** and use your seating plan multiple times.

If you don't require an Interactive Seating Plan, simply proceed to the next step and select general admission.

### 3 Ready to start selling? (or just have a practice run)

This simple process takes just a few minutes and with the help of the setup wizard, you will be guided to enter the key details of your event. You can make changes to these details at any time, even after you've published the event.

### 4 Tickets

If you are collecting money, you will be asked to create at least one **Ticket Type**. Later, through your Dashboard, you can create discount codes and ticket styles. Each step will be preceded with a question or prompt and there is always a help feature to provide guidance.

### 5 Marketing your event

Now you've got the basics of your online ticketing finished, click **Create Event** and you'll automatically get a **personalised URL** for easy event marketing. You can use this link to direct attendees to your booking page via your website, emails, posters and other promotional material.

### 6 Add additional features to your event...

Once your event is created, you can return to your Dashboard to add or make changes to any aspect of your event booking.

#### Brand your tickets!

Customise your tickets and Event Homepage design with logos and images for more personalised and branded online ticketing.

#### Customise Data Collection fields to learn more about your customers.

Add an unlimited number of data fields to your event registration. Collect special dietary

requirements, company names, school year levels or emergency contact details – any information you need. Customise the fields to be mandatory or non-mandatory and include both free-text fields or drop down boxes.

### [Is your event a dinner or do you require tabled seating?](#)

Tabled events, like dinners and balls, are easy to setup and manage. Let guests choose their own tables and you can still reserve tables and seats for VIPs. For more information, just give us a call and we'll get you started.

### [Terms and Conditions](#)

Ensure your patrons understand the requirements of your event or registration by adding Terms and Conditions to your ticket and receipt.

### [Issue a refund or provide with Comp Tickets](#)

Refunds are easily handled via TryBooking at no extra cost.

### [Cash, Cheque & Telephone Bookings](#)

In addition to patrons booking online themselves, you can take cash, cheque or phone bookings. However, to ensure TryBooking does reduce your administration, we recommend you do not advertise these options on your booking page.

### [Add Barcode Scanning](#)

TryBooking's barcode scanning program, GateKeeper, provides additional security, eliminates ticket duplication and speeds up entry. Otherwise, simply print out your guest list or unsold seats report to validate your guests.

### [Make changes](#)

Add or delete seats, rows, dates, venues, ticket types...change details any time before or during your event. It's instant and give you total control to manage your bookings in-house.

## **7 Provide a bank account into which your booking funds will be deposited.**

Once you begin to sell tickets, you can easily track your sales through the Reports on your Dashboard and transfer funds to your account. It's that easy!