

Tours and Attractions

How to sell tickets to your tour or attraction online

TryBooking can be used to take bookings and print tickets for any tour or attraction. You can set up different booking dates, session times and state the maximum capacity for each window.

Remember that when using TryBooking, a tour or attraction is referred to as an "event".

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 online booking.

2 Ready to set up your bookings?

Now you're ready to create your **Booking Page**. This is the page you will direct people to who wish to book for your tour or purchase a ticket to your attraction. This simple process takes just a few minutes and with the help of the set-up wizard, you will be guided to enter the key details for your bookings. You can make changes to these details at any time, even after you've published your booking page online. Just click **Create New Event** to set up your tour/attraction online.

3 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.

4 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 marketing. You can use this link to direct patrons to your booking page via your website, emails, posters and other promotional material.

5 Add additional features to your registration...

Once your tour/attraction is created, you can return to your Dashboard to add or make changes to any aspect of your 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 booking process. 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.

Ensure your patrons understand the requirements of your tour/attraction by adding Terms and Conditions to your ticket and receipt.

Add Barcode Scanning

TryBooking's barcode scanning program, GateKeeper, provides additional security, eliminates ticket duplication and speeds up entry.

Channel Management

Setup 'special' discount codes for travel agents and wholesalers to book your tour or attraction in real time.

Terms and Conditions

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

Limit Capacities

Many tours and attractions have very limited capacities. You can specify your needs so patrons can book from anywhere in Australia or overseas.

Make changes

Change capacities, add or delete seats, rows, dates, venues, ticket types...details can be changed at any time before or during the event. Check reports or if it suits, consider another session time or tour!

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.

Visit us at: www.trybooking.com or give us a call and we'll get you started.

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

Refunds are easily handled via TryBooking at no extra cost.

6 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!

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