ClubRunner

How to add tickets to a Cloud Event

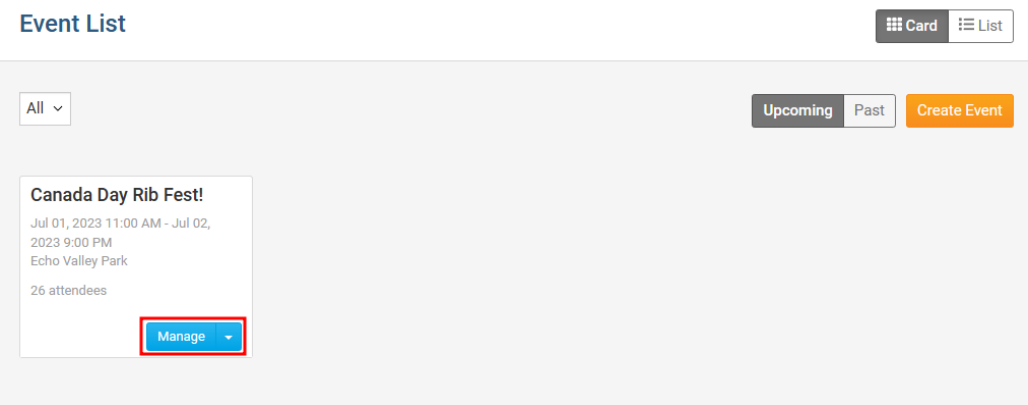
Michael C. - 2025-10-16 - Events & Calendar

You can add additional tickets to an event. In order to register for an event, the registrant must select a ticket for their registration.

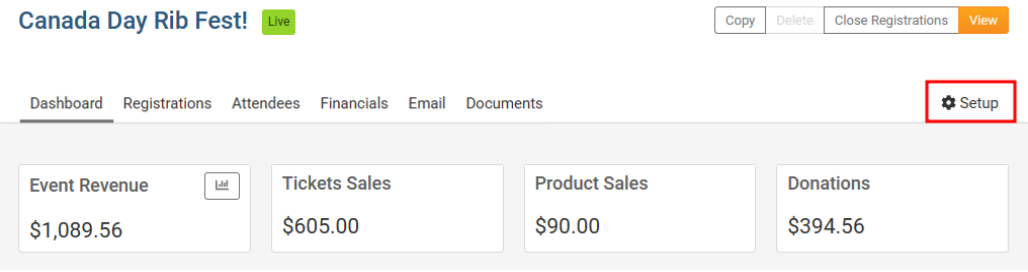
1. To access **Cloud Events**, you must go to your website's homepage and log in. For more information on how to log in, click here.

2. After logging in and navigation to the **Member Area**, you will see several tabs along the top of the screen. Click on the **Events** tab, and then click on **Cloud Events.**

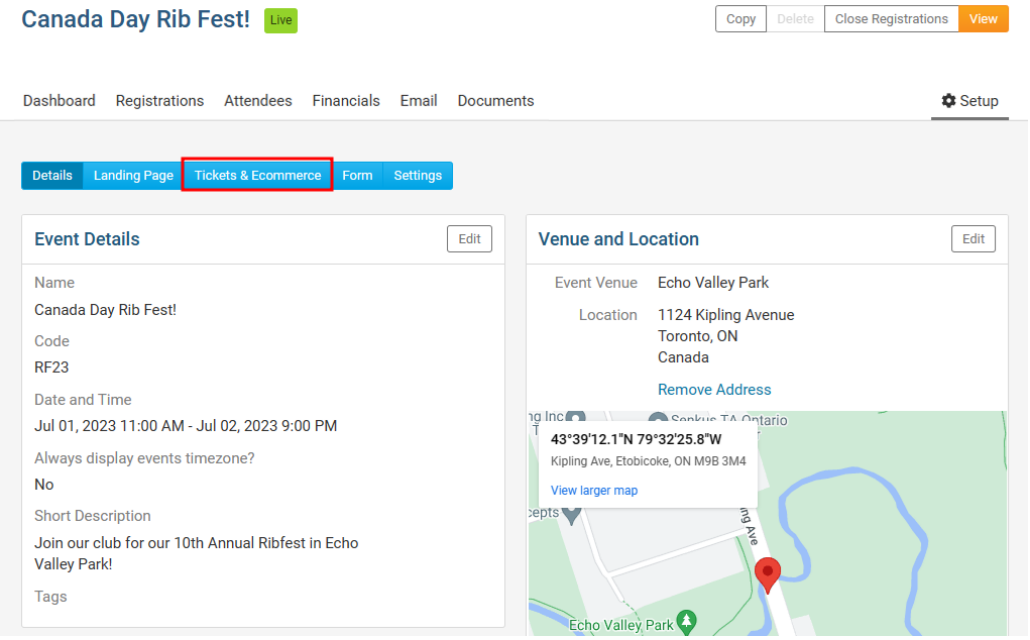
3. Click **Manage** on the event you would like to add the ticket to.



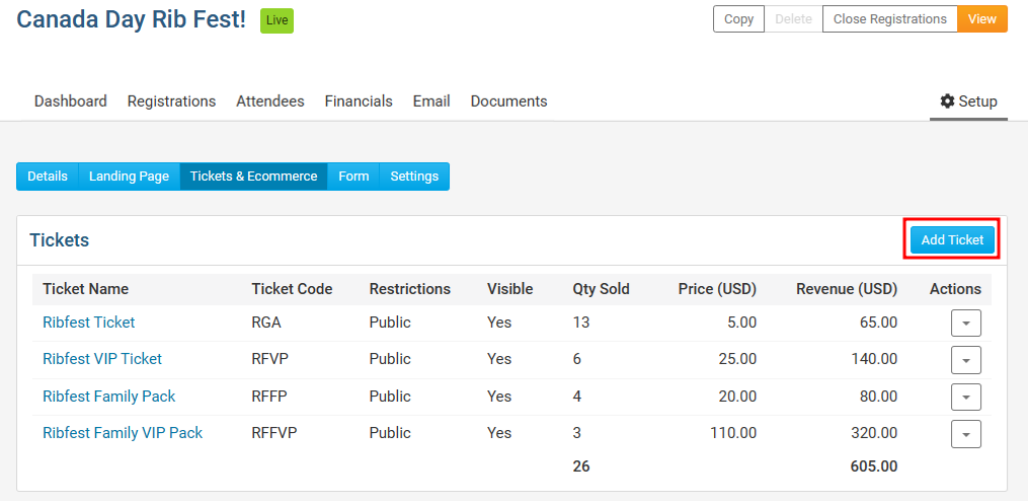
4. In the top right of the event, click **Setup** or the **Gear** icon.



5. Near the top of the events page, click **Tickets & Ecommerce**.



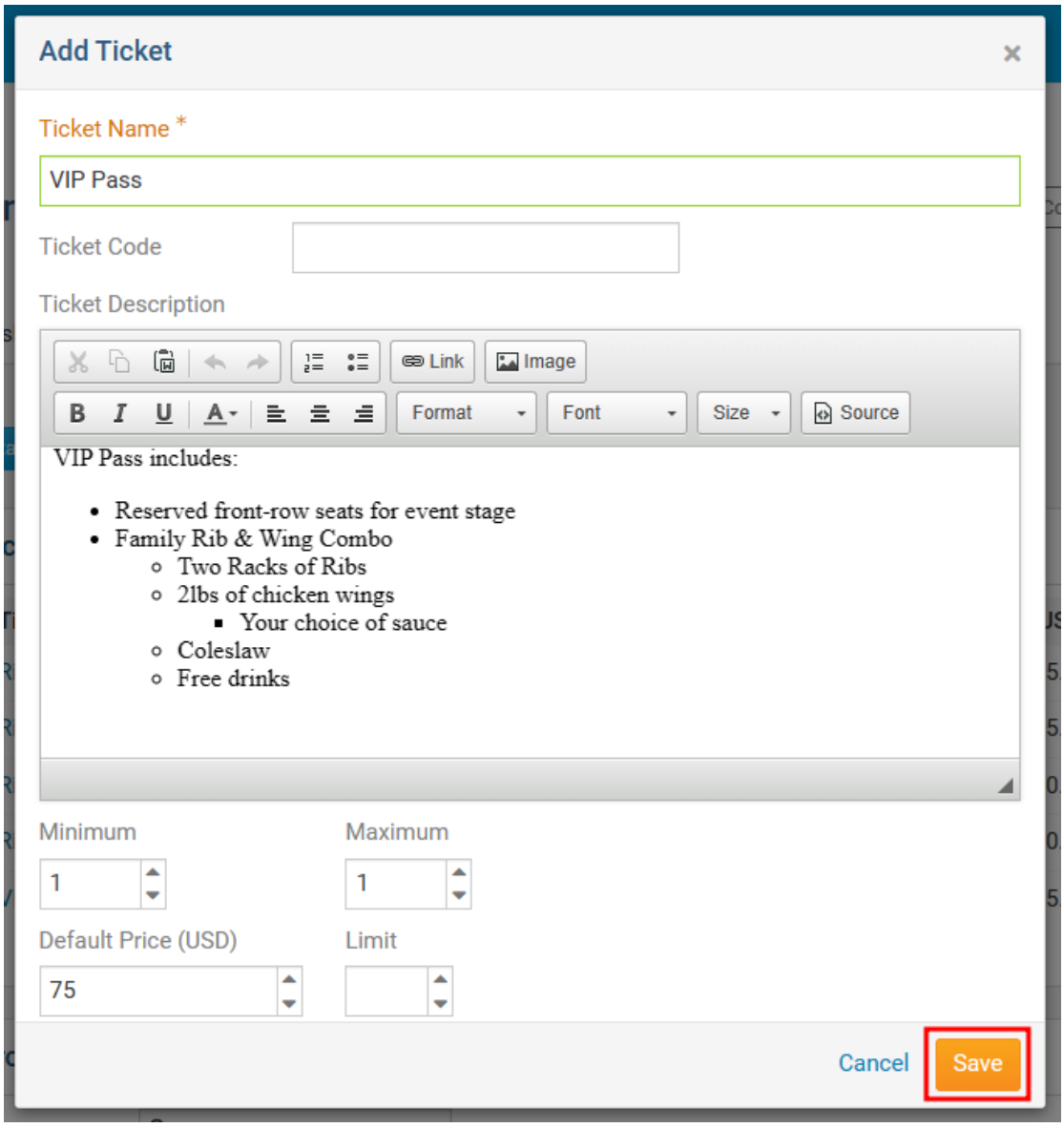
6. Click **Add Ticket**. In the Add Ticket pop-up you will have these options:



   - **Ticket Name** - The name of the ticket.
   - **Ticket Code** - This helps track the finances within the credit card processor's reports.
   - **Ticket Description** - The description of the ticket.
   - **Minimum** - The minimum amount of tickets a registrant must order to register for the event.
   - **Maximum** - The maximum amount of tickets a registrant can select for their registration.
   - **Allow Public Registration** - An option to allow non-members to be able to register for the event.
   - **Default Price** - The cost of the ticket.
   - **Limit** - The total amount of tickets available.

- **Prices** - This allows different pricing for the tickets based on membership type. Click the **+** icon to set the price for non-members or different membership types.
- **Ticket Availability** - The date range for ticket sales.
  - **Starts on** - The date when people can start to purchase tickets.
  - **Ends on** - The date when ticket sales will stop.

7. Click on the **Save** button to finalize and create the new ticket.



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