

ClubRunner

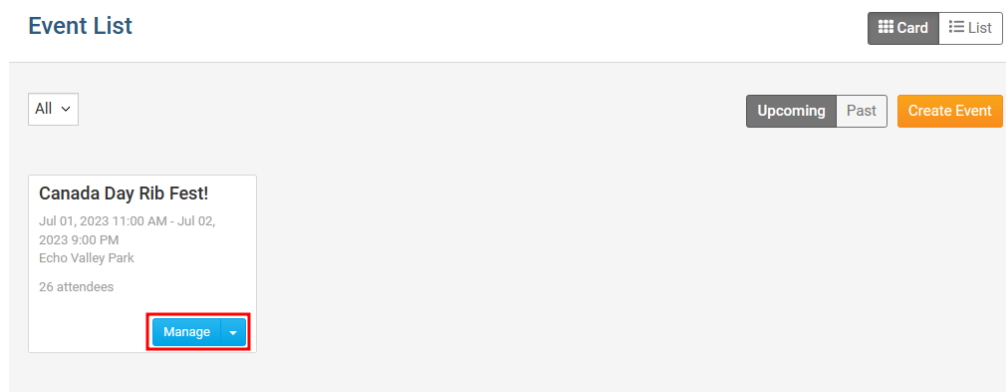
Help Articles > Cloud Events > How to add tickets to a Cloud Event

How to add tickets to a Cloud Event

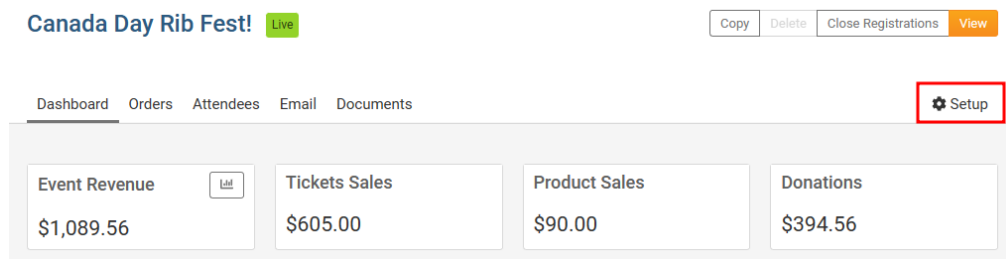
Michael C. - 2023-06-29 - Cloud Events

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 login, 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**.

Details Landing Page **Tickets & Ecommerce** Form Settings

Event Details

Name
Canada Day Rib Fest!

Code
RF23

Date and Time
Jul 01, 2023 11:00 AM - Jul 02, 2023 9:00 PM

Always display events timezone?
No

Short Description
Join our club for our 10th Annual Ribfest in Echo Valley Park!

Tags


Venue and Location

Event Venue Echo Valley Park

Location 1124 Kipling Avenue
Toronto, ON
Canada

[Remove Address](#)

43°39'12.1"N 79°32'25.8"W
Kipling Ave, Etobicoke, ON M9B 3M4
[View larger map](#)



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

Details Landing Page Tickets & Ecommerce Form Settings

Tickets

[Add Ticket](#)

Ticket Name	Ticket Code	Restrictions	Visible	Qty Sold	Price (USD)	Revenue (USD)	Actions
Ribfest Ticket	RGA	Public	Yes	13	5.00	65.00	-
Ribfest VIP Ticket	RFVP	Public	Yes	6	25.00	140.00	-
Ribfest Family Pack	RFFP	Public	Yes	4	20.00	80.00	-
Ribfest Family VIP Pack	RFFVP	Public	Yes	3	110.00	320.00	-
				26		605.00	

- **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.

Add Ticket [Close]

Ticket Name *
VIP Pass

Ticket Code []

Ticket Description

[Cut] [Copy] [Paste] [Undo] [Redo] [List] [Link] [Image]

B ***I*** **U** **A-** [Align Left] [Align Center] [Align Right] [Format] [Font] [Size] [Source]

VIP Pass includes:

- Reserved front-row seats for event stage
- Family Rib & Wing Combo
 - Two Racks of Ribs
 - 2lbs of chicken wings
 - Your choice of sauce
 - Coleslaw
 - Free drinks

Minimum: 1 [] [] Maximum: 1 [] []

Default Price (USD): 75 [] [] Limit: [] []

Cancel Save

Related Content

- [How to copy a Cloud Event](#)
- [How to create a Cloud Event](#)