## ClubRunner

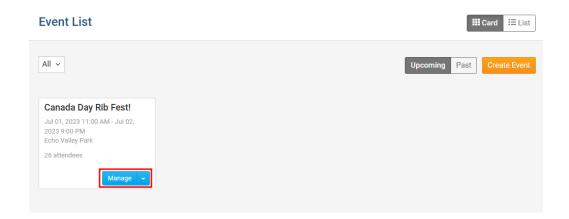
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## How to add tickets to a Cloud Event

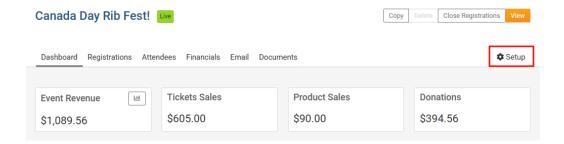
Michael C. - 2025-10-16 - Events & Calendar

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

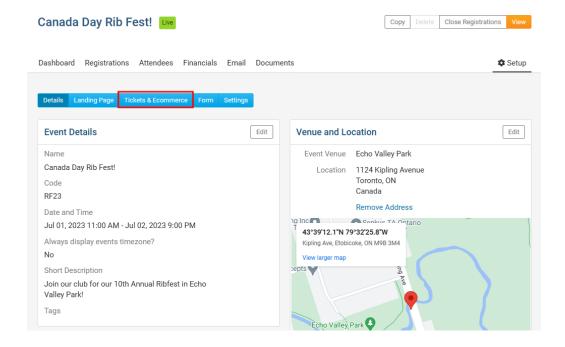
- To access Cloud Events, you must go to your website's homepage and log in. For more information on how to log in, click here.
- 2. After logging in and navigation to the **Member Area**, you will see several tabs along the top of the screen. Click on the **Events** tab, and then click on **Cloud Events**.
- 3. Click Manage on the event you would like to add the ticket to.



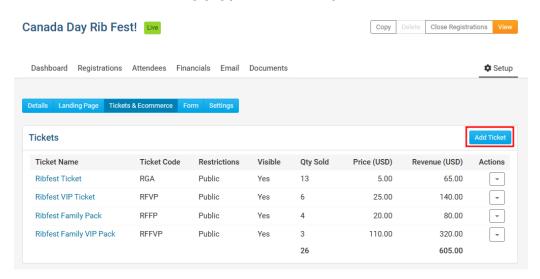
4. In the top right of the event, click **Setup** or the **Gear** icon.



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

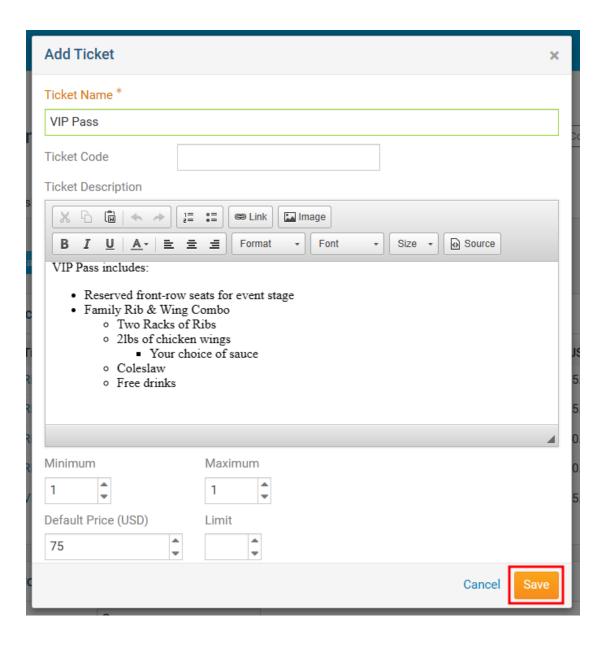


6. Click Add Ticket. In the Add Ticket pop-up you will have these options:



- o Ticket Name The name of the ticket.
- $\circ~$  Ticket Code This helps track the finances within the credit card processor's reports.
- o Ticket Description The description of the ticket.
- $\circ$  **Minimum** The minimum amount of tickets a registrant must order to register for the event.
- o **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
- o Default Price The cost of the ticket.
- $\circ~$  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.
- o 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.



## **Related Content**

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- How to create a Cloud Event