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## How to add another ticket

Omar S. - 2024-01-23 - Events

You can add additional tickets to an event when needed.

- 1. Click **Events** or the **Calendar** icon on the left menu.
- 2. Click Manage on the event you would like to add the ticket to.
- 3. Near the top right of the screen, click **Setup**.
- 4. Click the **Tickets & Ecommerce** button and then the **Add Ticket** button near the right.
- 5. In the Add Ticket pop-up, you will have the following 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.
- 6. Click **Save** to create the new ticket.

## Note

You can rearrange tickets by dragging the three vertical dots on a ticket up or down.