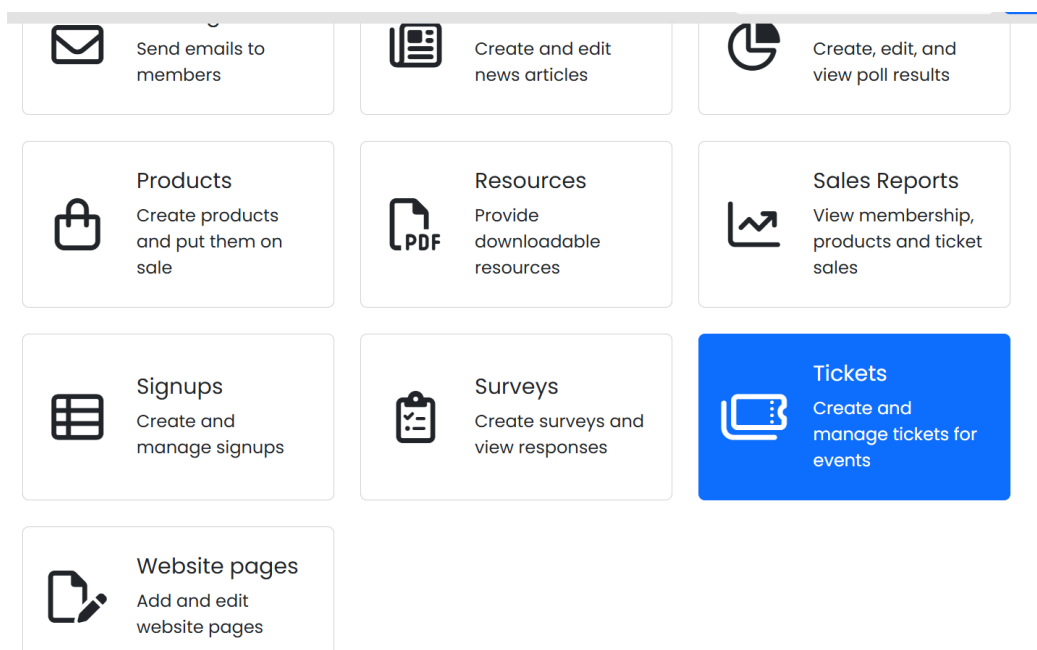


‘How TO’ Guides:

Adding tickets to your event.

Step 1:

Once you have added your event first, go to your organisation admin page from the SU website and select tickets on the dashboard.



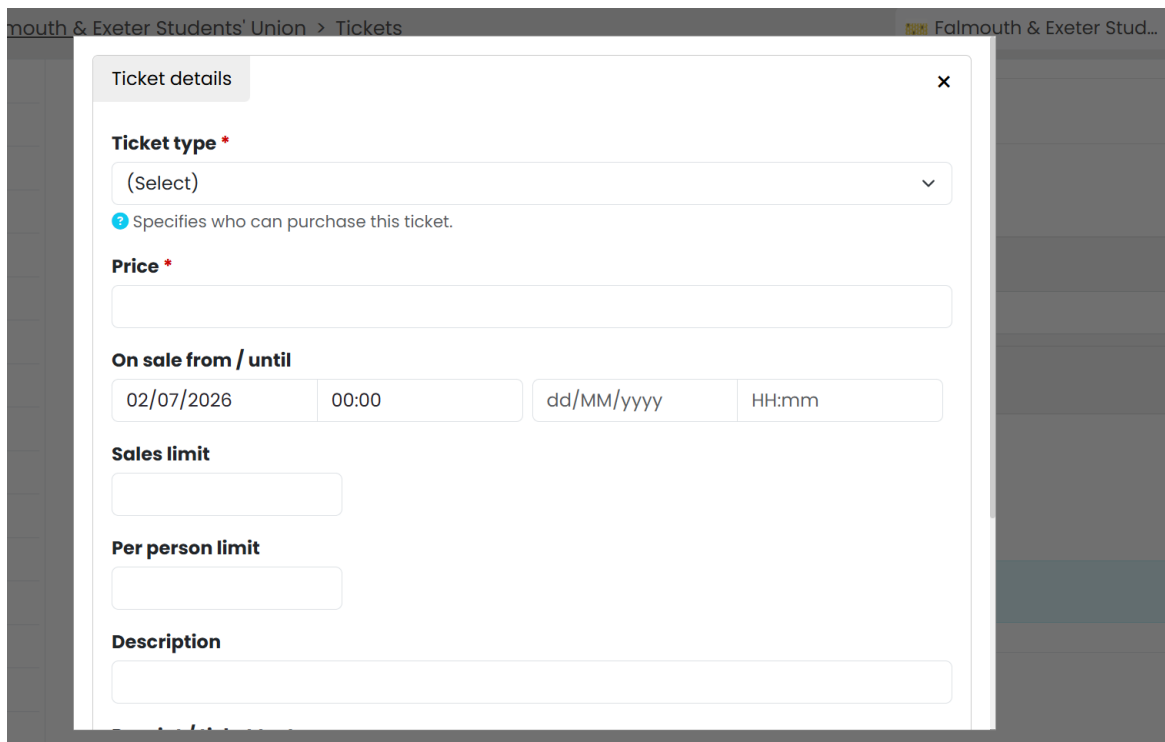
Step 2:

Choose the ticket type for your event. If your event is just for your group, then select 'members'. If your event is in collaboration with another group, select 'General'.

Choose a suitable ticket price that will fund the costs of your event.

Add the dates for tickets to stay on sale, sales limit based on your venues capacity and the amount each person can buy.

Include text with further information on the event for the ticket confirmation. Purchasers receive this email after purchase.



The screenshot shows a web interface for creating tickets. At the top, there is a breadcrumb trail: "Falmouth & Exeter Students' Union > Tickets". Below this is a modal window titled "Ticket details" with a close button (X). The form contains the following fields:

- Ticket type ***: A dropdown menu currently showing "(Select)". A small blue icon with a question mark and the text "Specifies who can purchase this ticket." is located below the dropdown.
- Price ***: A text input field.
- On sale from / until**: Two date and time pickers. The first picker shows "02/07/2026" and "00:00". The second picker shows "dd/MM/yyyy" and "HH:mm".
- Sales limit**: A text input field.
- Per person limit**: A text input field.
- Description**: A text input field.

Step 3:

Tickets are then created and available under the events tab on your SU webpage and the 'What's On' page of the SU homepage.

Tickets

Show events starting between*

Apply

SU 6-a-side football (02 Jul 2026)
Sales: 0
+ Add ticket Edit limits

Product #	Name	Type	Price	PPL	Sales limit	On sale	Sales
10167830	SU 6-a-side football Thu 2 Jul 2026 - Members	Members	0.00	1	1		0

02 July
Date

noon - 1pm
Time

Location

Tickets

1

£0.00 (Members) Buy

About the event

If you need any more advice or guidance on creating events and tickets, drop the community team an email activities@thesu.org.uk or feel free to drop into the SU where a member of the team will help.