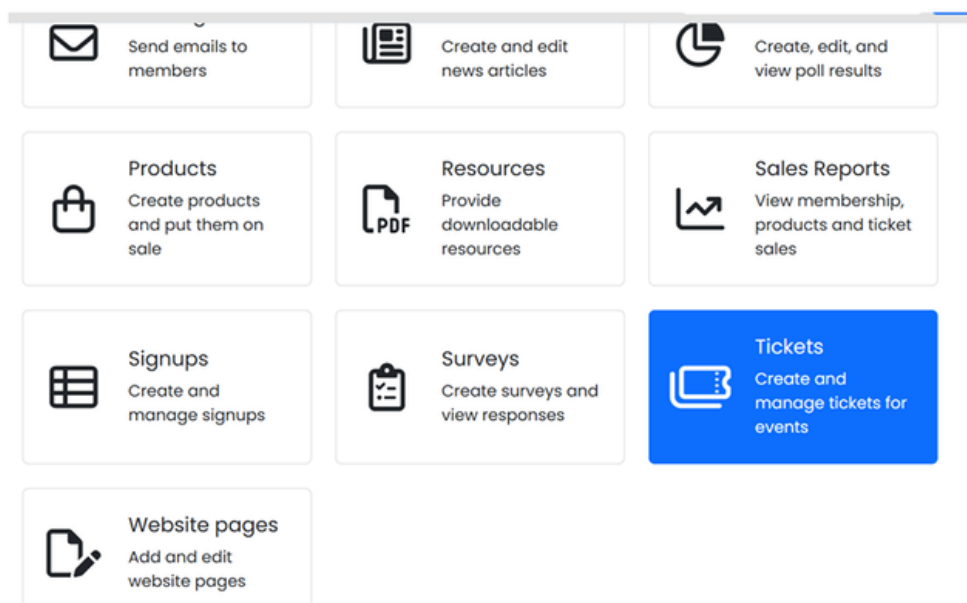


'How To' Guides: Adding tickets to your event.

Step 1:

Once you have added your event, 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.

Ticket details

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*

02/07/2026

02/08/2026

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 ≡

Your paragraph text

📅

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.