

ticketweb BACKLINE

ADVANCED PRICING

Standard one price per section events can be set up by following instructions the document 'HOW TO CREATE AN EVENT'

ADDITIONAL TICKET INFO

If required, you can add a description and per ticket survey by clicking on the cog icon next to the CAPACITY box

Section Configuration

Section Name: Standard Capacity: 320 Enabled: ON

Description: additional info goes here

Purchase Max: Section Pricing: None

Section Options:

- Promoter Section
- Per-ticket Survey
- Hide When Sold Out

Buttons: Cancel, Continue

Background Summary:

Standard 320 **⚙️** ON

* Ticket Price: £ 8.00 103 Open 0 Hold 17 Sold 0 Comp 200 Preprint + Pricing

TIERED PRICING

For events with different ticket types selling from the same allocation (eg Early Bird / 1st Release etc)

Set up your first ticket price as normal then click **+PRICING** and then **ADD TICKET TYPE**

Ticketing

* Section: Standard * Capacity: 320 Options: [Settings] Enable: ON

* Ticket Price: £10.00

Open: 0 Hold: 0 Sold: 0 Comp: 0 Preprint: 0 **+ Pricing**

Pricing

Original: Specify Price £ 10.00

Add Ticket Type

[+ Schedule Price Change](#)

[+ Add Section](#)

Add your ticket types

Ticketing

* Section: Standard * Capacity: 320 Options: [Settings] Enable: ON

* Ticket Price: £10.00

Open: 0 Hold: 0 Sold: 0 Comp: 0 Preprint: 0 + Pricing

Pricing

	Ticket Type	Amount		
+	Early Bird	£ 10.00	[Settings]	[X]
+	1st Release	£ 12.00	[Settings]	[X]
+	2nd Release	£ 15.00	[Settings]	[X]

[Add Ticket Type](#)

[+ Schedule Price Change](#)

You can add additional information by clicking the cog next to each ticket type

Ticket Type Configuration

Max Avail = number of tickets to be sold at this price

Valid from / Valid until = the dates you want this ticket type to be available for sale

Purchase Limit = number of tickets customers can buy at one time

Restrict Access = you can add a promo code here by clicking the box and selecting SINGLE CODE. A box will appear on the right-hand side and you can add a promo code for this ticket type.

Continue = click here once you are happy with all other fields

The screenshot shows a 'Ticket Type Configuration' form for an 'Early Bird' ticket. The form includes fields for 'Ticket Type Name', 'Price' (£ 10.00), 'Max Avail' (30), 'Valid From', 'Valid Until', 'Purchase Min', 'Purchase Limit' (2), 'Payment Method Limit' (None), and 'Restrict Access' (None). There are also checkboxes for 'Ticket Type Options' (Promoter Type, Hide When Sold Out, Hide Until Other Type is Selling Out) and 'Point of Sale' (Box Office - Walkup, Phone, Online). A 'Continue' button is highlighted with a red box and an arrow pointing to it from the text box below.

Repeat the above for each ticket type. Make sure you **save your event**

If all tickets are changing price at one time, then you can use the **SCHEDULE PRICE CHANGE** button and follow the on-screen instructions.

Ticketing

*** Section**: Standard

*** Capacity**: 320

Options: ON

*** Ticket Price**: £10.00

Open: 0, Hold: 0, Sold: 0, Comp: 0, Preprint: 0, + Pricing

Pricing

Original	Ticket Type	Amount		
Specify Price	Early Bird	£ 10.00	⚙️	✕
	1st Release	£ 12.00	⚙️	✕
	2nd Release	£ 15.00	⚙️	✕

[Add Ticket Type](#)

[+ Schedule Price Change](#)

The screenshot shows the 'Ticketing' interface. It displays the section 'Standard' with a capacity of 320 and an 'Enable' toggle set to 'ON'. Below this, there are five ticket price categories: Open, Hold, Sold, Comp, and Preprint, each with a value of 0. A '+ Pricing' button is visible. The 'Pricing' section shows a table with three rows of ticket types: 'Early Bird' (£ 10.00), '1st Release' (£ 12.00), and '2nd Release' (£ 15.00). Each row has a gear icon for configuration and an 'X' icon for deletion. At the bottom, there is a '+ Schedule Price Change' button highlighted with a red box.