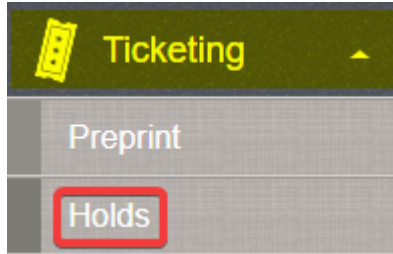


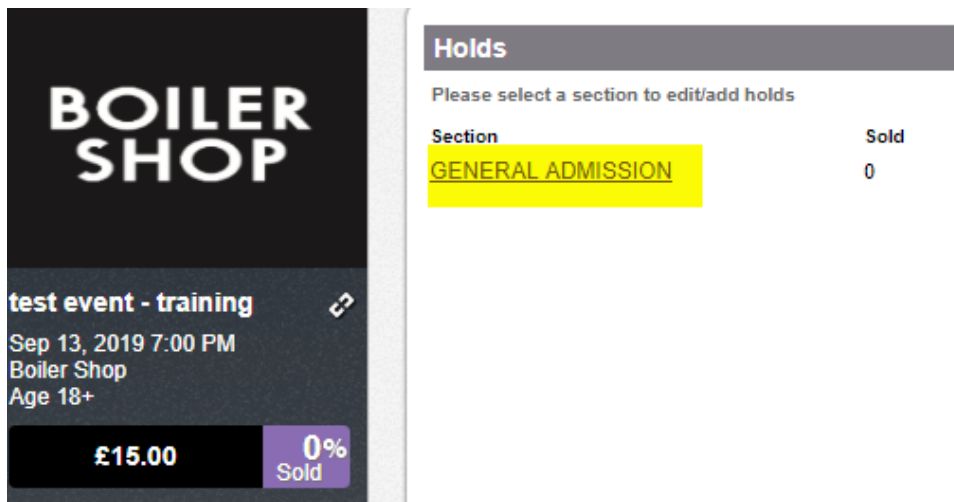
# ticketweb BACKLINE

## HOW TO ADD HOLDS TO AN EVENT

Once the main event has been created, go to the dashboard and click **TICKETING > HOLDS**

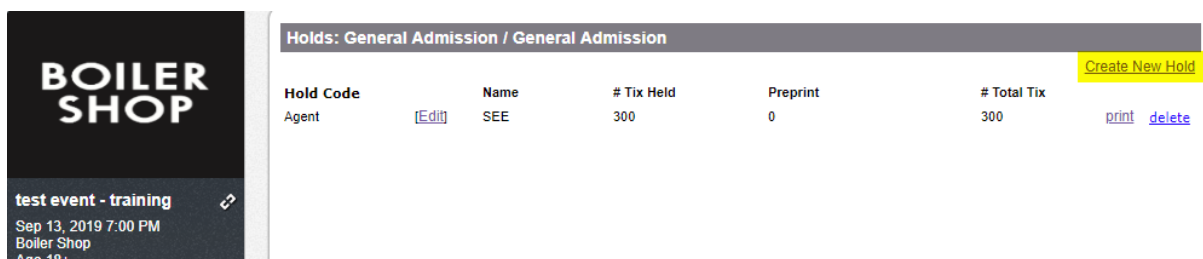


Click on the price type you want to hold tickets in (in this case GENERAL ADMISSION)

A screenshot of the 'Holds' page for an event titled 'BOILER SHOP'. On the left is a sidebar with event details: 'test event - training', 'Sep 13, 2019 7:00 PM', 'Boiler Shop', 'Age 18+', '£15.00', and '0% Sold'. The main content area has a header 'Holds' and a sub-header 'Please select a section to edit/add holds'. Below this is a table with two columns: 'Section' and 'Sold'. The 'GENERAL ADMISSION' section is highlighted in yellow and shows '0' tickets sold.

Section	Sold
GENERAL ADMISSION	0

Click **CREATE NEW HOLD**

A screenshot of the 'Holds: General Admission / General Admission' page. The left sidebar is identical to the previous screenshot. The main content area shows a table with columns: 'Hold Code', 'Name', '# Tix Held', 'Preprint', and '# Total Tix'. A 'Create New Hold' button is visible in the top right. The table contains one row with the following data:

Hold Code	Name	# Tix Held	Preprint	# Total Tix
Agent	SEE	300	0	300

Choose a HOLD CODE (agent / promoter etc)

Name the hold

In the box labelled FACE add the number of tickets you want to hold

## Create Hold

Hold Code\*:  + Custom Text(optional):

Name:


Priceless Allotment:

Hold Count: 

Price/Tier	Face	Comp
GENERAL ADMISSION - £15.00	<input type="text" value="10"/>	<input type="text" value="0"/>

Click **SAVE HOLD**

To make any changes to your holds just click **EDIT** and make sure you save any changes

 Changes saved.

## Holds: General Admission / General Admission

[Create New Hold](#)

Hold Code		Name	# Tix Held	Preprint	# Total Tix		
House	<a href="#">[Edit]</a>	BOILER SHOP HOLDS	10	0	10	<a href="#">print</a>	<a href="#">delete</a>
Agent	<a href="#">[Edit]</a>	SEE	300	0	300	<a href="#">print</a>	<a href="#">delete</a>