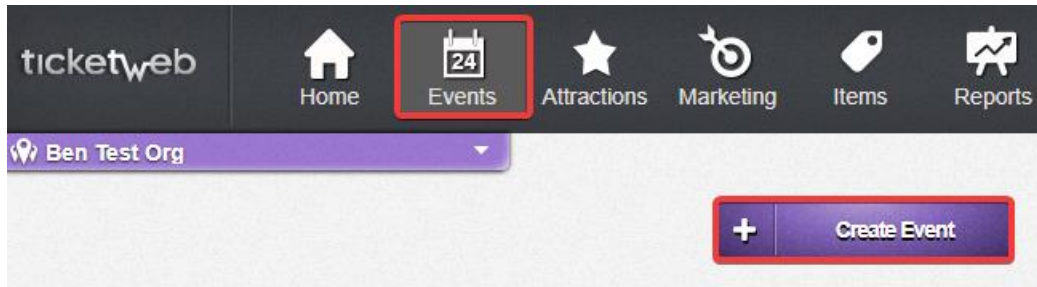


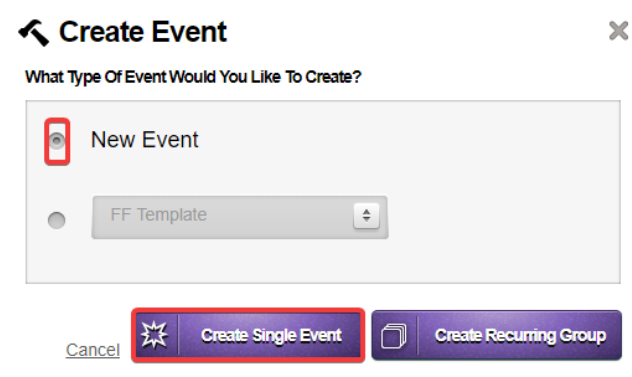
# ticketweb BACKLINE

## HOW TO CREATE AN EVENT

Click on **EVENTS** at the top of the page then **CREATE EVENT**



Select **NEW EVENT** and click **CREATE SINGLE EVENT**



## EVENT DETAILS

Enter the **START TIME / ANNOUNCE DATE / ON SALE DATE / OFF SALE DATE**

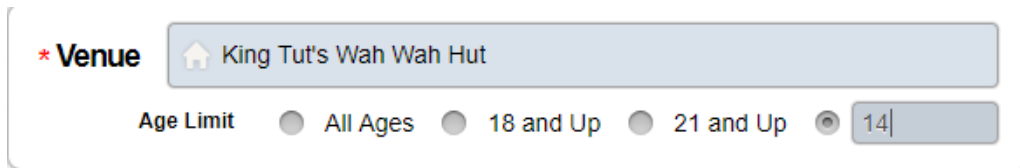
You can also choose whether to add an **END TIME & DOOR TIME**.

Door time is only recommended for theatre and comedy performances where it's important for people to be present from a very specific time.

'Hide This Event' keeps the event completely hidden from all channels. Use this if you need to remove the show from the listings due to rescheduling / cancellation, etc.

## VENUE

Select a venue and add an age restriction

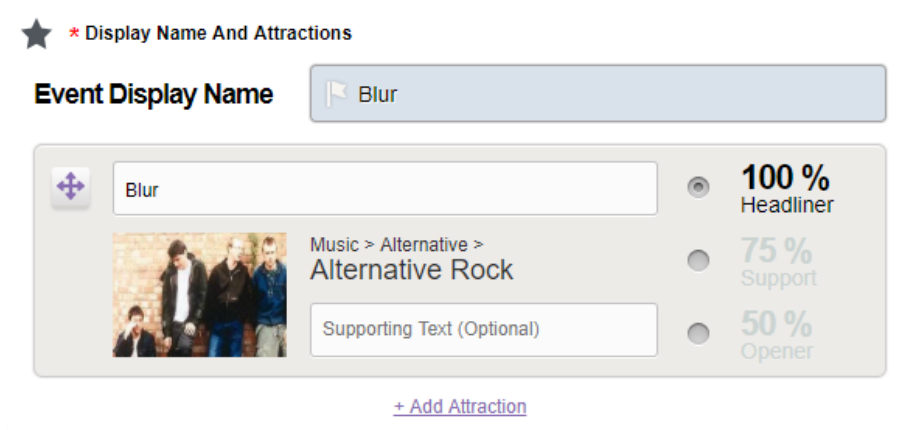


\* **Venue** King Tut's Wah Wah Hut

Age Limit  All Ages  18 and Up  21 and Up  14

## DISPLAY NAME AND ATTRACTIONS

Add artist names to the attractions, starting with the headliner. Click +ADD ATTRACTION to add more than one artist.



★ \* Display Name And Attractions

**Event Display Name** Blur

Blur

100 % Headliner

75 % Support

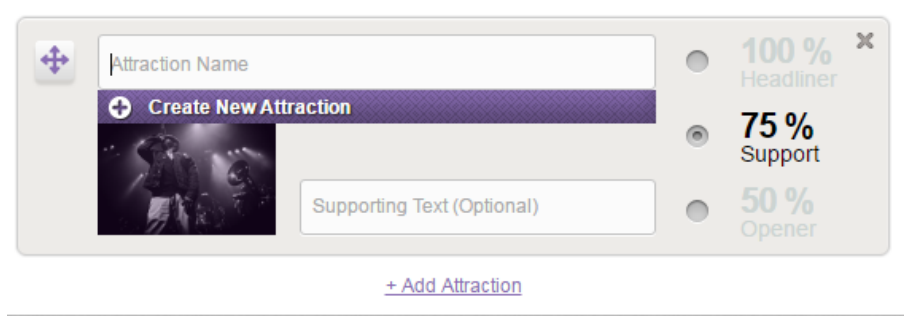
50 % Opener

Music > Alternative > Alternative Rock

Supporting Text (Optional)

[+ Add Attraction](#)

If an act doesn't appear as an attraction click on Create New Attraction > add artist name, select genre from the options and Create:



Attraction Name

Create New Attraction

100 % Headliner

75 % Support

50 % Opener

Alternative Rock

Supporting Text (Optional)

[+ Add Attraction](#)

**Additional Listing and Ticket Text** – click the +



Additional Listing And Ticket Text

Prefix – 'Promoter Presents'

Listing – Support act or tour name

Ticket – additional line of text that appears on the ticket (age restriction or curfew can be added here)

Price Display: if you have multiple prices you could display all here (VIP£30, GA £20, Balcony £15)

**Additional Listing And Ticket Text**

**Prefix**  Ticketweb presents

**Listing** Plus Support

**Ticket** 14+ ([U16s](#) with an adult)

**Price Display**  (Optional)

**ADDITIONAL INFORMATION** – click the +

Here you can add info about the event

 **Additional Information** +

**MEDIA** - YouTube videos and Spotify playlists can be added using

 **Media** +

**TICKETING**

CAPACITY = number of tickets you want to sell on Ticketweb

**Ticketing** [Reordering](#)

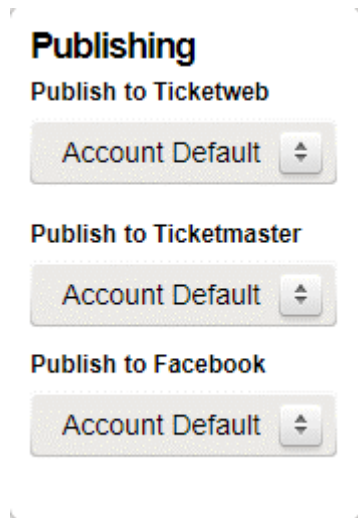
* Section	* Capacity	Options	Enable	
<input type="text" value="General Admission"/>	<input type="text" value="200"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> ON	<input type="text" value="9.00"/>
* Ticket Price				
<input type="text" value="£ 9.00"/>	<input type="text" value="0"/> Open	<input type="text" value="0"/> Hold	<input type="text" value="0"/> Sold	<input type="text" value="0"/> Comp
	<input type="text" value="0"/> Preprint	<input type="text" value="+ Pricing"/>		
+ Add Section				
<input type="text" value="VIP"/>	<input type="text" value="100"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> ON	<input type="text" value="15.00"/>
* Ticket Price				
<input type="text" value="£ 15.00"/>	<input type="text" value="0"/> Open	<input type="text" value="0"/> Hold	<input type="text" value="0"/> Sold	<input type="text" value="0"/> Comp
	<input type="text" value="0"/> Preprint	<input type="text" value="+ Pricing"/>		

See **ADVANCED PRICING** document for more information on tiered pricing

Scroll back to the top of the page and work your way down the right-hand side of the page.

### **Publishing**

Publish to TM, TW and Facebook if you have your account linked (events won't go live on these sites until the announcement date set in EVENT DETAILS)



**Publishing**

**Publish to Ticketweb**

Account Default ▾

**Publish to Ticketmaster**

Account Default ▾

**Publish to Facebook**

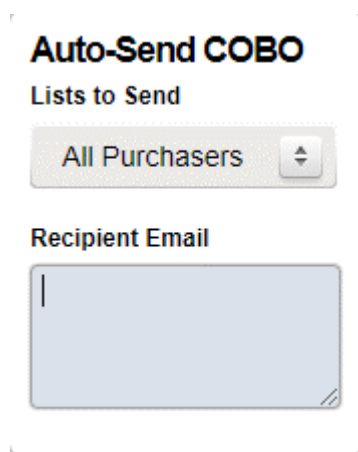
Account Default ▾

### **AUTO COBO**

You can select to send the COBO LIST / COBO + GUEST LIST or a list of ALL PURHASERS, once you select an option, a box will appear to add recipient emails. You can enter multiple email addresses to receive the list. Just separate each email address with a comma.

Recipients will receive an email with a link to download the list within *15 minutes after the event goes off sale* – either by terminating sales manually or when the event goes off sale at the set time.

The email gets sent out with a link to download the customer list specified. The receiver doesn't need a Ticketweb account to access the list.



**Auto-Send COBO**

**Lists to Send**

All Purchasers ▾

**Recipient Email**

## OPTIONS

### Options

Ticket Limit

6

Ticket Limit = the number of tickets customers can purchase

Next Preprint Serial #

232

Point of sales

- Box Office - Walkup
- Phone
- Online

\* Settlement Flag

No MVT

Settlement Flag – must be selected before creating an event. Select NO MVT / MVT 0% or MVT 4% depending on your deal. Your account manager can advise.

Delivery Options

- eTicket
- Hard Ticket
- Mail
- Preprint TicketFast
- COBO
- COBO (Auto-Enable After TW Mail Cutoff)

Delivery Options – Here you can select which options the customer will have at checkout.

Scroll down to the bottom of the page and click **CREATE EVENT**

## OTHER INFORMATION

To get the ticket link you can click the link icon and paste into a browser or click PUBLIC or ANNOUNCE – the link will open in a new tab of your browser.

**Summer Nights**  
with **the Vignettes**  
WEDNESDAY 22ND AUGUST 8:30PM  
7 WEEKS OF SUMMER

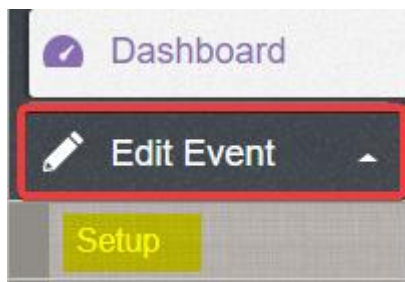
**The Vignettes**  
Aug 22, 2019 8:30 PM  
King Tut's Wah Wah Hut  
Age 18+

£8.00 67% Sold  
ON SALE PUBLIC

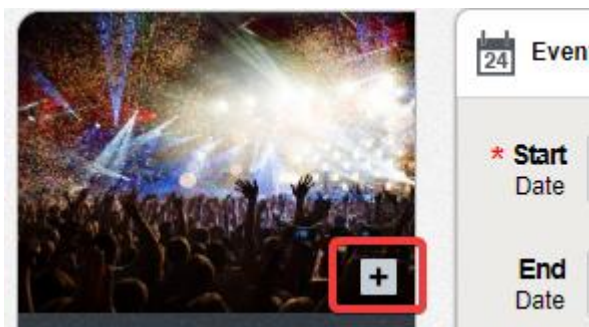
**Velvet Starlings**  
Sep 19, 2019 8:30 PM  
King Tut's Wah Wah Hut  
Age 18+

£8.00 0% Sold  
ON SALE 23/08 ANNOUNCE 23/08

To add an image once the event has been created click EDIT EVENT then SET UP




Then click + on the image



You can then select an image from a folder or drag an image into the box

### Upload Image ✕



**Drag Image Here**  
or

**Choose**

**MAKE SURE TO UPLOAD AUTHORIZED IMAGES ONLY!**  
By uploading this image, you agree that you have permission from the image owner to upload and use this image on TicketWeb's and its affiliates' websites and social media accounts. You agree to release TicketWeb and its affiliates from liability and indemnify us in any copyright or other legal claim.

**REMEMBER TO SAVE THE EVENT ONCE THE IMAGE HAS BEEN ADDED**