

ticketweb BACKLINE

PROMO CODE SET UP

Go to **EVENT SET UP** page

Scroll down to the **TICKETING SECTION** and click on **+Pricing**

Ticketing

* Section	* Capacity	Options	Enable				
General	20		ON				
* Ticket Price	20	0	0	0	0	0	+ Pricing
£ 8.00	Open	Hold	Sold	Comp	Preprint		

[+ Add Section](#)

Click **ADD TICKET TYPE**

Ticketing [Reordering](#)

Section	Capacity	Options	Enable	×			
General Admission	200		ON				
Ticket Price	0	0	0	0	0	0	+ Pricing
£7.00	Open	Hold	Sold	Comp	Preprint		

Pricing

Original £ 7.00

[Add Ticket Type](#)

[+ Schedule Price Change](#)

In this box, copy what you have added in the section at the top of the box

Ticketing [Reordering](#)

Section	Capacity	Options	Enable	×			
General Admission	200		ON				
Ticket Price	0	0	0	0	0	0	+ Pricing
£7.00	Open	Hold	Sold	Comp	Preprint		

Pricing

Original

+	Ticket Type	Amount		×
	General Admissio	£ 7.00		

[Add Ticket Type](#)

[+ Schedule Price Change](#)

Click **ADD TICKET TYPE** again

Add your **PROMO** ticket details and click the **COG** – this will open a box like below.

RESTRICT ACCESS – choose **SINGLE CODE** and add your promo code in the box that appears


Ticket Type Configuration ✕

Ticket Type Name	Price	Max Avail	Enabled
Special Offer - 50% off	£ 4.00	20	<input checked="" type="checkbox"/> ON

Valid From	Valid Until
<input type="text"/>	<input type="text"/>

Purchase Min	Purchase Limit	Payment Method Limit
<input type="text"/>	<input type="text"/>	None

Restrict Access



- None
- Single Code

Hide Until Other Type is Selling Out

Box Office - Walkup
 Online

[Cancel](#)

Click **CONTINUE**

Save your event.

The promo code will be available on your event and will look like this

Access Code