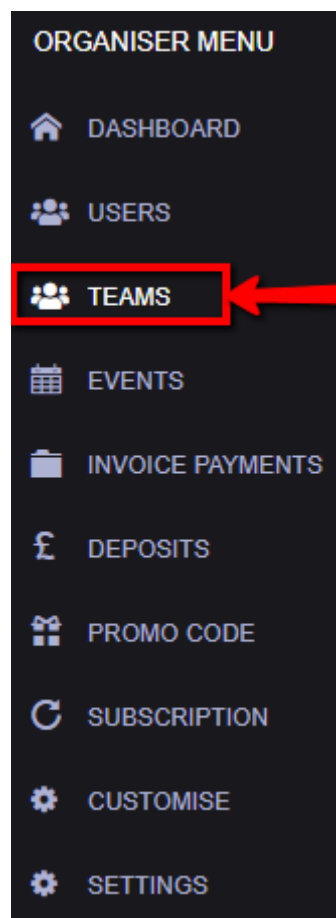


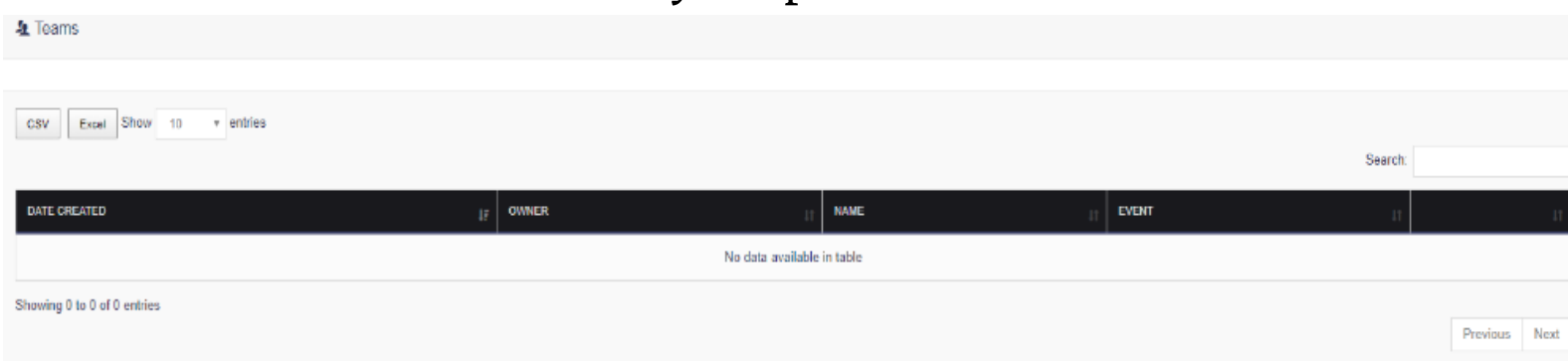
Teams

You can plan team events using the Total Tickets platform.

First go to the organiser menu on the left-hand side of the screen and look down till you see the teams link. Then click on the link to take you to the team's page.



Once you have access to the team page it will look like this the first time that you open it:



The table in this page will be blank when you first open it up, but you can fill it up by making events where you buy tickets in teams.

Teams

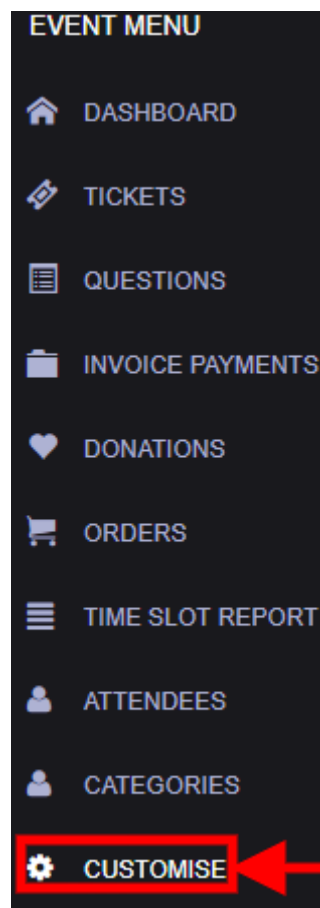
CSV Excel Show 10 entries Search:

DATE CREATED	OWNER	NAME	EVENT	
2018-12-10 17:25:21	Craig Durham	CDEXPRESS	Christmas Lunch	VIEW MEMBERS
2018-12-10 15:17:10	Test Test	CC1	Christmas Lunch	VIEW MEMBERS
2018-12-08 07:47:18	Henry Eight	CREAMTEAM	Christmas Lunch	VIEW MEMBERS
2018-12-08 07:15:28	Brian Durham	BIGBAWS	Christmas Lunch	VIEW MEMBERS

Showing 1 to 4 of 4 entries

Previous Next

To make a team go to one of the events you created and click on the customise link.



Then go down to bottom of the page and click on the link show more options.



SAVE CHANGES

Once you have clicked on the more options link the page should now have all these options like the screenshot below.

TEAM EVENT

MEMBERSHIP REGISTRATION EVENT

CALENDAR 2 (DAY ENTRY)

HIDE LOCATION

Show Less

TEAM ONLY TICKET

HIDE EVENT DATE FROM ORGANISATION PAGE

ADD "SESSIONS BETWEEN" TO YOUR EVENT TIME TITLE

HIDE WORD "EVENT" FROM THE EVENT PAGE

MANDATORY REGISTRATION ⓘ

CALENDAR 1 (SPECIAL EVENTS)

HIDE DATE AND TIME

SAVE CHANGES

You will notice there is a switch labelled team event. Turn that switch on to make your event a team event.



TEAM EVENT

MEMBERSHIP REGISTRATION EVENT

CALENDAR 2 (DAY ENTRY)

HIDE LOCATION

Show Less

TEAM ONLY TICKET

HIDE EVENT DATE FROM ORGANISATION PAGE

ADD "SESSIONS BETWEEN" TO YOUR EVENT TIME TITLE

HIDE WORD "EVENT" FROM THE EVENT PAGE

MANDATORY REGISTRATION ⓘ

CALENDAR 1 (SPECIAL EVENTS)

HIDE DATE AND TIME

SAVE CHANGES

Now when customers are buying a ticket for the event. There will be a small box that appears during the checkout process that will ask the customer to enter in a team name.

Payment Information

I have read and accept the Terms and Conditions

Create a Team (Optional) ?

Promo Code:

APPLY CODE

You can click on the question mark to the right of the name if you forget at anytime what the create a team box does.

Once you enter in a team name and buy a ticket, then that team name and the current members of the team will be saved in the team menu that you seen at the start of the guide.

If you want to make a team only ticket then head back to the page where you found the team event switch and click on the team only ticket switch to switch it on.