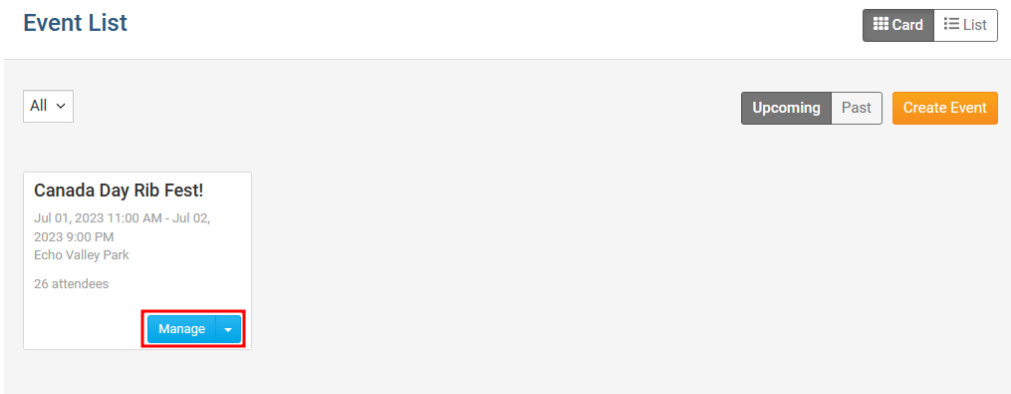


## How to add tickets to a Cloud Event

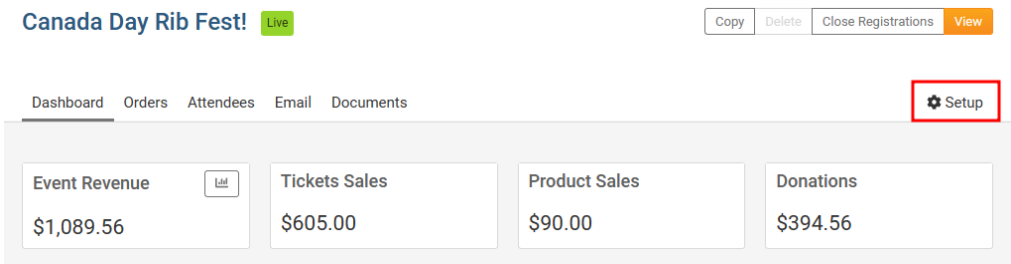
Michael C. - 2024-07-30 - Events & Calendar

You can add additional tickets to an event. In order to register for an event, the registrant must select a ticket for their registration.

1. To access **Cloud Events**, you must go to your website's homepage and log in. [For more information on how to login, click here.](#)
2. After logging in and navigation to the **Member Area**, you will see several tabs along the top of the screen. Click on the **Events** tab, and then click on **Cloud Events**.
3. Click **Manage** on the event you would like to add the ticket to.



4. In the top right of the event, click **Setup** or the **Gear** icon.



5. Near the top of the events page, click **Tickets & Ecommerce**.

Canada Day Rib Fest!
Live
Copy Delete Close Registrations View

Dashboard Orders Attendees Email Documents
Setup

Details Landing Page Tickets & Ecommerce Form Settings

Event Details
Edit

Name  
Canada Day Rib Fest!  
Code  
RF23  
Date and Time  
Jul 01, 2023 11:00 AM - Jul 02, 2023 9:00 PM  
Always display events timezone?  
No  
Short Description  
Join our club for our 10th Annual Ribfest in Echo Valley Park!  
Tags

Venue and Location
Edit

Event Venue  
Echo Valley Park  
Location  
1124 Kipling Avenue  
Toronto, ON  
Canada  
Remove Address  

43°39'12.1"N 79°32'25.8"W  
Kipling Ave, Etobicoke, ON M9B 3M4  
View larger map

6. Click **Add Ticket**. In the Add Ticket pop-up you will have these options:

Canada Day Rib Fest!
Live
Copy Delete Close Registrations View

Dashboard Orders Attendees Email Documents
Setup

Details Landing Page Tickets & Ecommerce Form Settings

Tickets
Add Ticket

Ticket Name	Ticket Code	Restrictions	Visible	Qty Sold	Price (USD)	Revenue (USD)	Actions
Ribfest Ticket	RGA	Public	Yes	13	5.00	65.00	
Ribfest VIP Ticket	RFVP	Public	Yes	6	25.00	140.00	
Ribfest Family Pack	RFFP	Public	Yes	4	20.00	80.00	
Ribfest Family VIP Pack	RFFVP	Public	Yes	3	110.00	320.00	
				26		605.00	

- o **Ticket Name** - The name of the ticket.
- o **Ticket Code** - This helps track the finances within the credit card processor's reports.
- o **Ticket Description** - The description of the ticket.
- o **Minimum** - The minimum amount of tickets a registrant must order to register for the event.
- o **Maximum** - The maximum amount of tickets a registrant can select for their registration.
- o **Allow Public Registration** - An option to allow non-members to be able to register for the event.

- **Default Price** - The cost of the ticket.
- **Limit** - The total amount of tickets available.
- **Prices** - This allows different pricing for the tickets based on membership type. Click the + icon to set the price for non-members or different membership types.
- **Ticket Availability** - The date range for ticket sales.
  - **Starts on** - The date when people can start to purchase tickets.
  - **Ends on** - The date when ticket sales will stop.

7. Click on the **Save** button to finalize and create the new ticket.

Add Ticket

Ticket Name \*

VIP Pass

Ticket Code

Ticket Description

✂

📄

🖼

↶

↷

☰

☷

🔗 Link

🖼 Image

**B**

*I*

U

A ▾

☰

☷

☰

Format ▾

Font ▾

Size ▾

📄 Source

VIP Pass includes:

- Reserved front-row seats for event stage
- Family Rib & Wing Combo
  - Two Racks of Ribs
  - 2lbs of chicken wings
    - Your choice of sauce
  - Coleslaw
  - Free drinks

Minimum

1

Maximum

1

Default Price (USD)

75

Limit

Cancel

Save

## Related Content

- [How to copy a Cloud Event](#)
- [How to create a Cloud Event](#)