

How to add tickets to a Cloud Event

Michael C. - 2023-06-29 - Cloud Events

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**.



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



- 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.

- **Maximum** - The maximum amount of tickets a registrant can select for their registration.
- **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.



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