OPPORTUNITIES

Setting up Society Events and Tickets

In this guide, we will show you how to set up an event for your society as well as setting up tickets for them.

Step 1 – Logging in to UnionCloud

To be able to setup your events you will need to access UnionCloud. This can be accessed on The Union's website.

- Log into The Union website

- Click on "dashboard." All your official committee should have access to the dashboard. If it doesn't appear, please contact us.
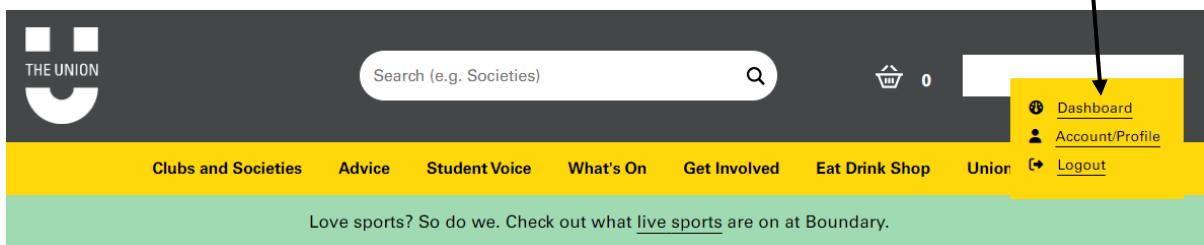

Step 2 – Setting up Events

If you have admin access for your society, you should see a screen similar to the one below:
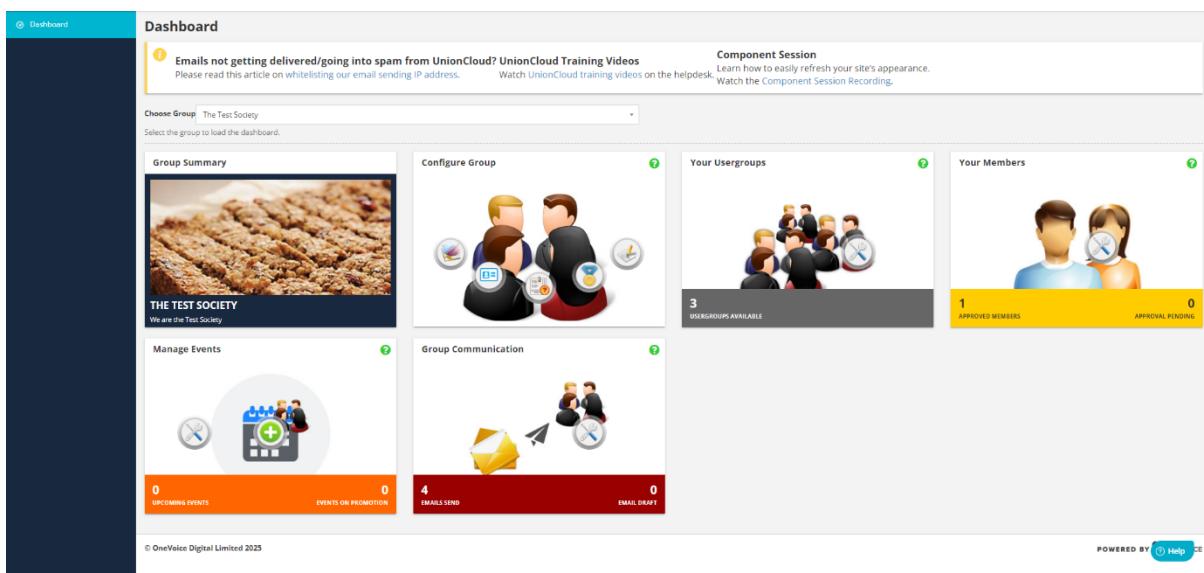
Any questions or queries please do not hesitate do get in touch with us at: S.U.Societies@mmu.ac.uk

From here you should be able to see the manage events tab. To begin creating an event, hover over the green plus symbol and click to start.
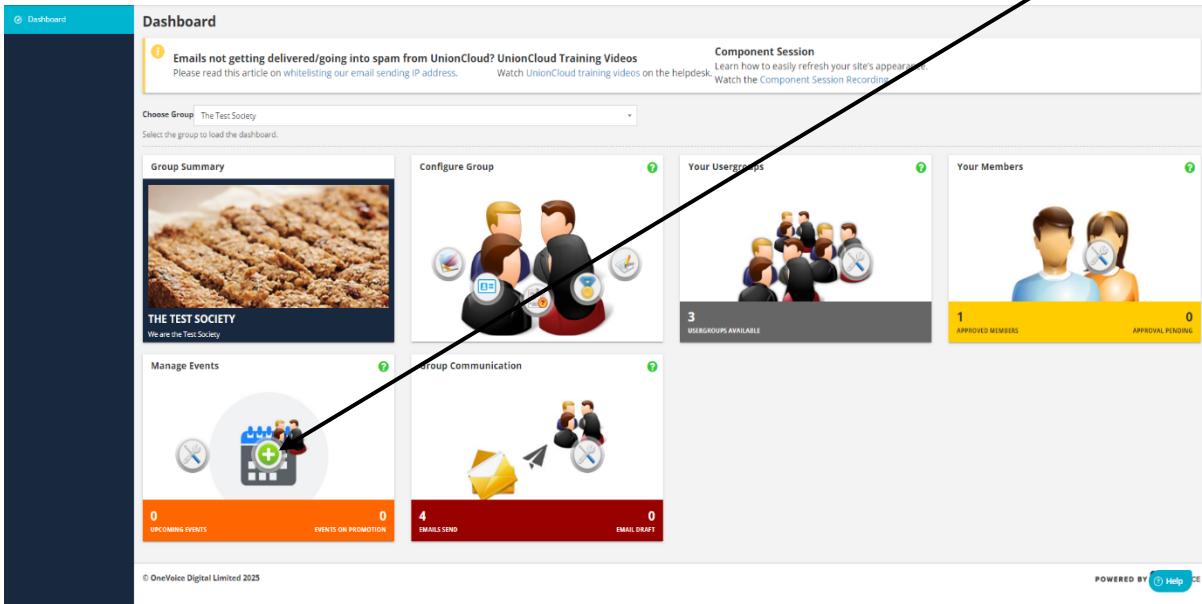
Now you will be able to add in all the information you feel is necessary for your event. Lets break it down so you know what you can add to fully describe and setup everything:

- Event Name – Give your event a name, this is how it will appear when it is on The Union website. A top tip is to have the name of your society then the event name e.g. 'Test Society: Taster Quiz'

- Reserve Tickets – This is a setting that allows an individual to keep a ticket in their basket for a certain time. We recommend 300 seconds (5mins).

- Dates/Times – Theres three boxes here (Note: the time is at the bottom of the pop-up calendar for these):
    - Start Date/Timing – Choose a starting date and time for the event
    - End Date/Timing – Choose an ending date and time for the event
    - Published Date/Timing – Choose a date and time when people can see and sign up for the event. If you leave this blank, the event will go live as soon as you save it.

Any questions or queries please do not hesitate do get in touch with us at: S.U.Societies@mmu.ac.uk

- Description: The big box allows you to describe your event with whatever you like (text, videos, images, links etc.). The best template to describe your event are the ones seen in already published events on The Union website

Then we have the Event type and logo:

- Event type: For this, please tick only the "society" box, this will display it on the society events section, making it easy to find.

- Event Image: Here you can upload an image for your event so it can stand out on the webpage. If you don't upload an image the deafult logo will be used.

Lastly, let us know about the venue and who can be contacted regarding the event:

- Venue - Where is the event happening and what is the max capacity of people you want at the event. You can also find the location on google maps and add that to the event page too.

- Contact Details – Please provide a person that can be contacted if anyone has a query about the event. An email would be helpful also so the person can be reached easily.

You can also hide the ticket count, this is useful if you want to hide how many tickets are available to people viewing the event.

Please disregard the sale/website URL, we will go through how to set this up in the next section

Please ensure that all fields in the event setup form with an * on them are filled as the event won't be able to be created without doing this. Once everything you need is added, click the save button to create your event!

Any questions or queries please do not hesitate do get in touch with us at: S.U.Societies@mmu.ac.uk

Step 3 – Setting up Tickets

Now your event has successfully been created, you will need to create tickets so people can buy them.

Starting from the dashboard again, select the tools symbol in the manage events box.
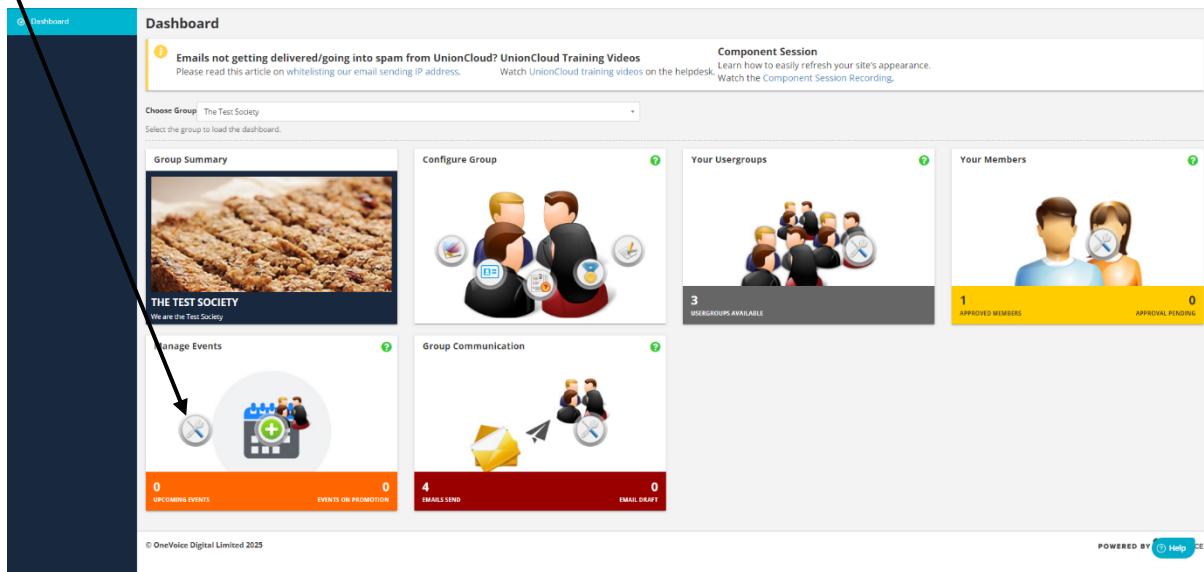
This will bring you to the events created for your society. From here hover over the settings (gear/cog) symbol and then click on the pencil symbol to edit the event.
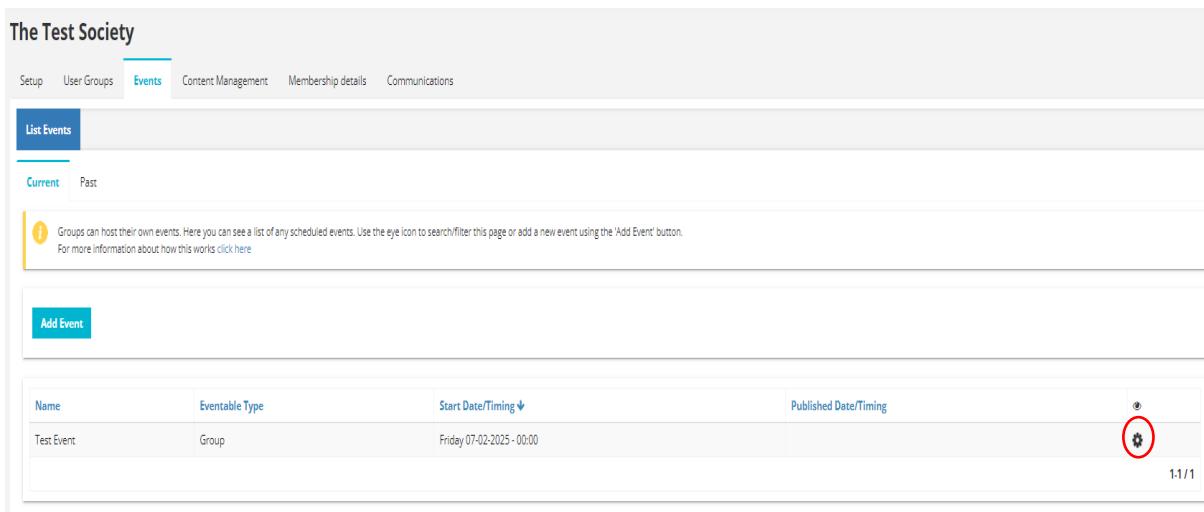
Any questions or queries please do not hesitate do get in touch with us at: S.U.Societies@mmu.ac.uk

OPPORTUNITIES

This will bring you to the setup page for the event. Here there will be a subcategory labelled "Event Ticket Types". On this page select the "Add Event Ticket Type" button. You will have to do the following for each type of ticket if there are multiple types for the event.
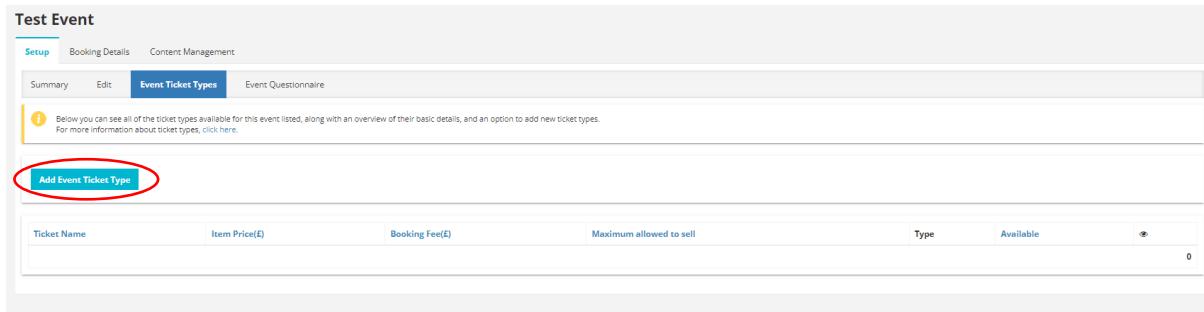
You will now have to fill in details for your event. The screenshot below shows what fields you will need to fill in. Please disregard the other fields as these are not relevant.
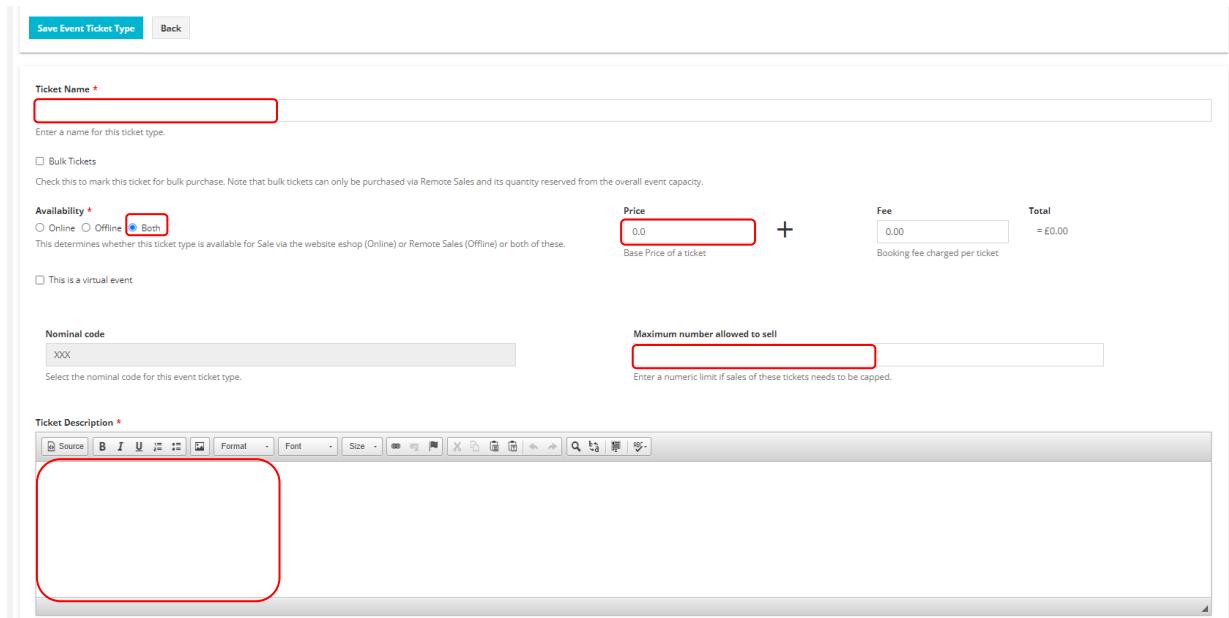
- **Ticket Name:** Add the name of the ticket, if there is only one type of ticket, you can keep it simple. If you have multiple tickets ensure you label them clearly e.g. a members ticket then a non-members ticket.
- **Availability:** Please set this as 'Both' online and offline tickets
- **Price:** Set your price per ticket in the first textbox. It is advised not to add a booking fee onto the ticket. There is no fee or VAT charged, so the ticket price you set is what your society will receive.

Any questions or queries please do not hesitate do get in touch with us at: S.U.Societies@mmu.ac.uk

- **Maximum number allowed to sell:** this is up to you, if you have a certain amount per ticket type that you can sell, fill this in. If not, just make sure that your event capacity on the set up page is accurate. The website will know not to oversell (even if you have multiple ticket types).
- **Ticket Description:** e.g. "this ticket is only for society members". Ensure to be descriptive when writing a ticket description. For example if you are holding an event with food or drink and there are different tickets that entitle the indiviudal to how many courses they get, be sure to make that clear in the ticket description e.g. "Ticket one entitles you to a two course meal then ticket two entitles you to a three course meal". Have a look at ticketed events on the What's On page if you want some ideas.

Nominal Code: This is your society account code. This will automatically be added to your events. If you are running a charity event, get in touch with us before putting tickets on sale.

Once the above steps are completed, scroll down and you will see a yellow tab called "**Show Advanced Options**". Open this and ensure the "VAT Exempt" box is checked. Usually this is done for you but if it is not, please get in touch with us.

Any questions or queries please do not hesitate do get in touch with us at: S.U.Societies@mmu.ac.uk

- - Maximum number of tickets a user can purchase: This will default to 1, however if it is an open ticket, you can increase this
- Usergroup: If your event is not open to anyone you will need to assign the ticket to a specific usergroup. For example, you may want to assign a cheaper ticket to society members. To do this, go to the "Usergroup" box and type in "ers--*[name of society]*".
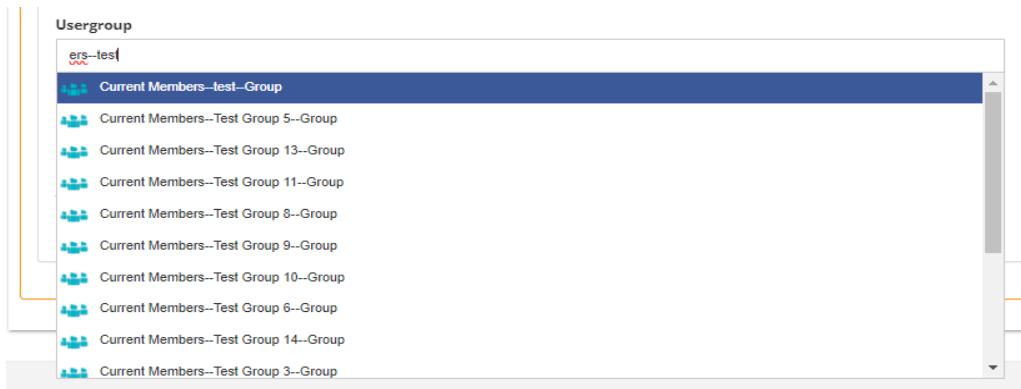
This will lock the tickets to members of the society only. If you wanted to create a ticket for everybody, leave this box blank. So if you had one ticket for society members then you would assign a specific usergroup to that ticket then create another ticket with no usegroups assigned to sell to everyone

- Stop ticket sales: You will mostly leave this unchecked. However, it is useful to do if you wanted to change the price of a ticket, as you cannot edit a ticket once it is published.

Now you can "**Save event ticket type**". If you have complex ticket types (e.g. early bird tickets), please arrange a meeting with Sophie/Sav who can help with this.

Depending on your event, you may wish to ask people questions when they buy a ticket. This may be health or access needs (e.g. dietary requirements if your event is a meal). This information will only be viewed by your committee.

This can be done by clicking the "**Event Questionnaire**" subcategory, then clicking the "Add question" button.

Where it says, "display as", select "text box" and then write your question and hit save.

If you have any other important questions to add please make sure to do so e.g. clothing size. Remember to save if you have finished adding questions.

When this is done then your ticket is ready! The process can be repeated for every type of ticket you want to create.

Checking Event Booking Details

If you ever want to see how many tickets have been sold, you can go to the booking details section to check. Starting from the dashboard, select the tools symbol in the manage events box.

Any questions or queries please do not hesitate do get in touch with us at: *S.U.Societies@mmu.ac.uk*

Go to the Events tab then find your event, hover over the cog symbol then select the magnifying symbow to look at the event details.

This will take you to an event summary page as shown earlier. Click on the booking details tab where it will show you who has bought tickets for the event.

You will see a blue button "Quick Summary" click on it and it will show you a summary of how your ticket sale is going

Any questions or queries please do not hesitate do get in touch with us at: S.U.Societies@mmu.ac.uk

You can see if you event is live on The Union website by following this link:

https://www.theunionmmu.org/events?event_type=society&search=

On this page your event should be with all the other events planned in and around The Union.