



How do I create a Ticketing Event?

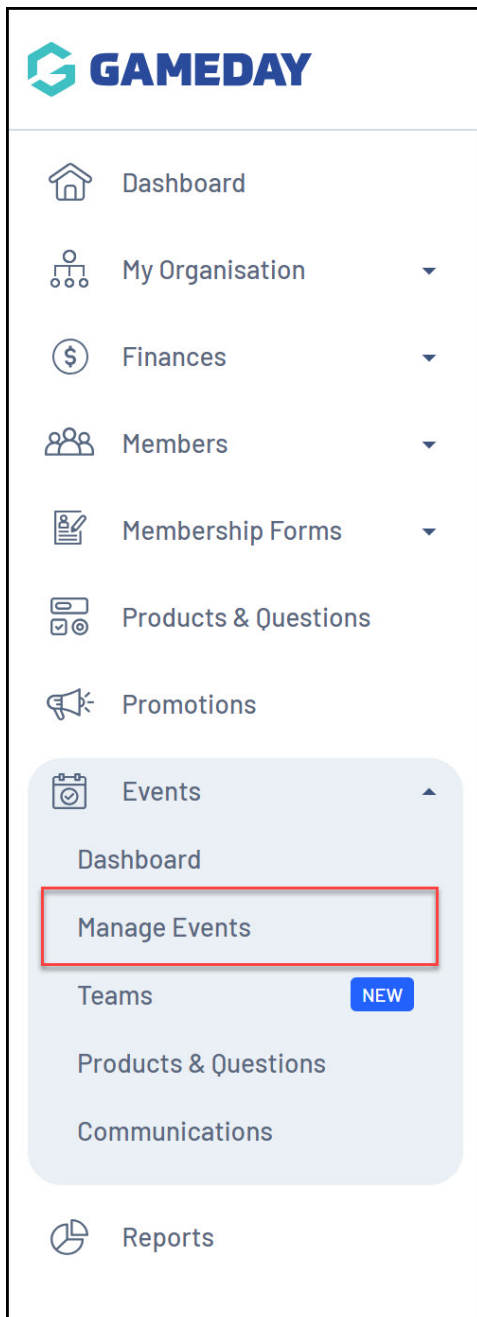
Last Modified on 16/04/2024 10:25 am AEST

Ticketing Events are events that allow you to generate and send a PDF ticket to entrants to gain entry into your event.

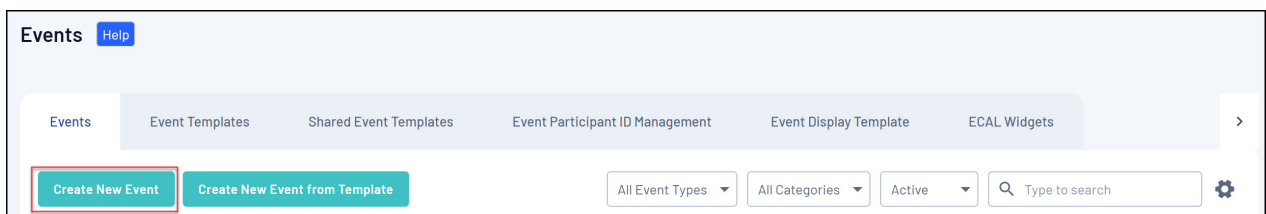
Creating an Event

To create a new Ticketing Event:

1. Open the Events menu, then click **MANAGE EVENTS**.



2. Click **CREATE NEW EVENT**.



Event Details

4. Enter the initial event details including:

- **Event Name**
- **Event Type:** To ensure your event enables ticketing features, keep the

TICKETING option selected.

- **Event Timezone**
- **Event Start Date/Time**
- **Event End Date/Time**

Note: Selecting the **All Day Event** option does not require Event Start/End Times

Click **SAVE** once you're ready to proceed.

Create New Event

×

Event Name *

GameDay Awards Night

Event Type *

Ticketing

Event Entry

Event Timezone *

GMT(+11:00) Australia/Melbourne

All Day Event

☐

Event Start Date/Time *

21/10/2023

09:00 am

Event End Date/Time *

21/10/2023

05:00 pm

Cancel

Save

5. Add your remaining Event Details, including:

- The **Event Logo**
- Confirm your **Event Name** and **Event Form Name**

Event Details

Event Logo *



Recommended maximum image size is 320px x 180px. png is preferred.

[Add Logo](#)

Event Name *

GameDay Awards Night

Event Form Name *

GameDay Awards Night

Event Type *

Ticketing

Event Entry

Event Timezone *

GMT(+11:00) Australia/Melbourne

- **Total Product Limit:** Enter the maximum number of products/orders that you have available to be sold as part of this event. This represents the total number of orders that you want to be able to process through this event. If you don't want to apply a cap on the number of products sold, tick the No Limit box.
- **Gender:** Allows you to open the event to any gender, or restrict registrations to either Male or Female participants
- **Event Category:** Add a general categorisation for the event which can be used in reports
- **Show this event to all ages:** By selecting No, you can apply a minimum and maximum age for incoming registrations to the event

Total Product Limit *

100

☐ No Limit

Gender *

Any

Male

Female

Event Category *

Sport

Show this event to all ages?

Yes

No

Please select a minimum and/or maximum age for participants

Minimum age

16

Maximum age

99


(One of these can be left blank)

on

Registration Date

- **Member Types:** Select at least one Member Type that event entrants can select to register. Click [here](#) for more information on creating Member Types.

Member Types *
 Which Member type(s)
 can register via this
 form?

Event Participant
 

[Add Member Types](#)







Allow only one member type
 to be selected?
 ☐

Event Content

- **Description:** Enter a description that you want event entrants to see on your event landing page
- **Upload Document:** Allows you to upload a document which can be accessed by event entrants on your event landing page
- **Contact Name**
- **Contact Phone**
- **Contact Email**
- **Website Address**


Event Content

Description * ?

Paragraph
 B
I







Welcome to the GameDay Awards Night event registration page!

Upload Document ?


 Drop your document here or **choose a file** to upload

Contact Name *

John Smith

Contact Phone *

AU +61
 0400 100 200

Contact Email *

john@email.com

Website Address *


www.mygameday.app

- **Venue Name**
- **Event Address:** Adding an Event Address generates a map pin which then shows

on your event landing page to ensure participants know where the event is being held

Venue Name


Event Address *






- **Sponsors:** Upload Sponsor Logos that will appear on your event landing page

Sponsors

Recommended maximum image size is 320px x 180px. png is preferred and maximum of 18 sponsor logos are recommended.


Drop your document here or [choose file\(s\)](#) to upload



- **Restrict this event to members only within this organisation:** If Yes is chosen, this event will only be available to participants who already have a member record in your GameDay database, and will prompt them to use their GameDay account credentials to login to the event form
- **Allow guest registration:** Allows you to open the event to guest registrations, which allows participants to register without creating a GameDay account

Once you've completed all the mandatory information, click **SAVE**.

User Permissions

Restrict this event to members only within this organisation ☐ No ☒ Yes

Allow guest registration ☐ No ☒ Yes

Cancel Save

Event Products & Groups

In the **Event Products & Groups** tab, you have the ability to add products to your event form.

1. Click the **EVENT PRODUCTS & GROUPS** tab

← Back View Event

GameDay Awards Night

Active

① Event Details ② Event Products & Groups ③ Add-on Products ④ Bundle Discounts ⑤ Questions & Layout

Add Existing Event Products to Form Create New Event Product Create Product Group

Here you can either add a new product from scratch, or add one of your existing products to the event.

Note: Only products with the **Event** Product Type will be available to add to an Event

2. Adding a new product to your event:

2a. Click on **CREATE NEW EVENT PRODUCT**

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① Event Details ② Event Products & Groups ③ Add-on Products ④ Bundle Discounts ⑤ Questions & Layout

Add Existing Event Products to Form Create New Event Product Create Product Group

2b. On the Basic Settings page, you can apply the following settings and information:

- **Product Sub Type:** Choose the **Ticketing** option
- **Product Name:** The name of the product as displayed to the public on your event landing page and form
- **Description:** Provide an optional description of the Product to display on event forms
- **Price**
- **Payment Option**
 - **Payment Gateway Only:** Ensures that the Product can only be purchased through the online payment gateway on GameDay registration forms
 - **Payment Gateway or Manually set Product as Paid:** Allow the Product to be purchased through the online payment gateway or applied manually by an administrator directly through GameDay
- **Available to Purchase Dates:** Apply a date range in which you want the Product to appear on registration forms
- **Grants Member Type:** Select any Member Types that should be granted to members who purchase this Product
- **Quantity Limit:** Apply a maximum number of order that can be processed with this product. Tick the **No Limit** checkbox if you do not want to apply a purchase capacity limit
- **Allow users to purchase a product multiple times:** Allows registrants to purchase the product on multiple different occasions for the same member.
- **Status:** Set the Product to Active or Inactive

Once you've applied all mandatory fields, click **CONTINUE**

2c. Display Rules & Review

Display Rules allow you to configure your Product to only display on registration forms if a member meets a certain set of characteristics.

- **Only show to Member Type(s):** Select one or more Member Types here to ensure the Product only appears on registration if the registrant has selected a particular Member Type on the front page of the registration form
- **Only show to Gender:** Select a Gender option to ensure the Product only shows to a specific Gender selected by the registrant on the front page of the registration form

Display Rules

Only show to member type(s)

Please select

☒ All Member Types

Only show to gender

All

Male

Female

NOTE: Gender display rules are based on the **Assigned Gender at Birth** field, not the Gender Identity field

Show this product to all ages?

Yes

No

Please select a minimum and/or maximum age for participants

Minimum age

15

Maximum age

18

(One of these can be left blank)

on

Season Start Date

▼

2023

▼

Conditional Product

To see this product, member will have at least one of the following products. You can add multiple to this list and indicate if prior payment is also required for each.

Make dependent on another product?

No

Yes

Cancel

Back

Continue

- **Show this Product to all ages?:** If No is selected here, you can apply an age range (as at a specific date) to ensure that the Product only displays to members of a certain age. This is automatically calculated based on the date of birth entered by each registrant on the front page of the registration form
- **Make dependent on another Product?:** If Yes is selected here, apply a Conditional Product to ensure that your new Product only displays if the member is purchasing - or has already purchased - the Conditional Product. Click [here](#) for more information on Conditional Products

Once you have applied your Display Rules, click **CONTINUE**.

2d. On the following page, review the final details of your Product, then click **CONFIRM AND SAVE**. This product will then automatically be applied to your event form.

Basic Settings

Display Rules

Review

Please review your products details

Product Details

Product Type	Event
Product Name	GameDay Awards Night Entry
Price	\$ 50.00 AUD Inc GST
Payment option is	Payment Gateway or Manually set Product as Paid
Available from	01/10/2023 (AEDT)
Available to	07/10/2031 (AEDT)
Grants member type	Event Participant
Allow users to purchase a product multiple times	No
Status	Active

Display Rules

Only show to gender	All
Show this product to all ages?	Yes

Cancel

Back

Confirm and Save

3. Adding an existing product to your event

If you select this option this will mean that you have already created your event product outside the form, or in a previous event.

3a. Click on **ADD EXISTING EVENT PRODUCTS TO FORM**

← Back

View Event

GameDay Awards Night

Active

1 Event Details

2 Event Products & Groups

3 Add-on Products

4 Bundle Discounts

5 Questions & Layout

6 Messaging & Notifications

Add Existing Event Products to Form

Create New Event Product

Create Product Group

Name	Price	Product Sub Type	Mandatory	Available from	Available to	Quantity Limit	Status	Action(s)
GameDay Awards Night - Entry Fee	20.00	Ticketing		30 September 2023 (AEST)	10 October 2029 (AEDT)		Active	Edit

3b. Tick the checkboxes against the products you can to add to the form, then click **ADD**

Search

×

	Name	Price	Product Sub Type	Owner
<input checked="" type="checkbox"/>	GameDay Awards Night - Entry + Premium Seating	\$ 100.00 AUD	Ticketing	GameDay Training
<input checked="" type="checkbox"/>	Gameday Awards Night - Entry Fee	\$ 20.00 AUD	Ticketing	GameDay Training

Show 5

Showing rows 1-2 of 2(1 selected)

<|

<

1

>

>|

Cancel

Clear

Add

3c. Click **SAVE**

← Back

View Event

GameDay Awards Night

Active

① Event Details

② Event Products & Groups

③ Add-on Products

④ Bundle Discounts

⑤ Questions & Layout

Add Existing Event Products to Form

Create New Event Product

Create Product Group

	Name	Price	Product Sub Type	Mandatory	Available from	Available to	Quantity Limit	Status	Action(s)
::	Gameday Awards Night - Entry Fee	20.00	Ticketing		30 September 2023 (AEST)	10 October 2029 (AEDT)		Active	Edit ▾
::	GameDay Awards Night - Entry + Premium Seating	100.00	Ticketing		30 September 2023 (AEST)	17 October 2033 (AEDT)		Active	Edit ▾

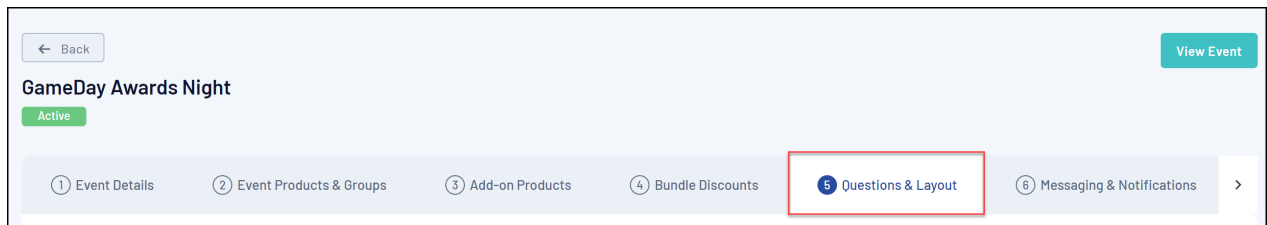
?

Cancel

Save

Questions & Layout

In the **Questions & Layout** tab, you have the ability to add new or existing custom questions to the event.



1. Adding an existing question to the form

1a. On the left-hand side, click the field you want to add from the **Add Existing Question** list

Add Existing Question

Type to search

Tr Allergies Notes

Tr Allergies Type & Information

Allow Medical Treatment?

Are you a rep player?

Are you from Aboriginal and/or T...

Are you participating in the 5k R...

Best Pizza Toppings

Blue Card

Tr Blue Card Details

Profile Image

Mandatory Optional Visible

Tr First Name

Tr Last Name

Birthdate

Gender at Birth

Mandatory Optional Visible

Gender Identity

Mandatory Optional Visible

Once you've selected a question, it will appear and save automatically in the form's layout:

Create + Search...

State GameDay Training RS

Are you participating in the 5k R...

Best Pizza Toppings

Blue Card

Blue Card Details

Car Type

Centre Code

1 2 3 4 5

Create New Question

Text Field

Number

Picklist

Multiple Choice

Date

Checkbox

Terms or Privacy Policy

Birthdate

Gender at Birth

Mandatory Optional Visible

Gender Identity

Mandatory Optional Visible

Email

Mobile Number

Which member types are you registering as?

Allergies Notes 01

?

2. Adding a new question to the form

2a. On the left-hand side under the **Create New Question** list, select a Question Type:

The screenshot displays the 'Create New Question' interface. On the left, a sidebar contains a list of question types: Text Field, Number, Picklist, Multiple Choice, Date, Checkbox, Terms or Privacy Policy, and Document Upload. The 'Number' option is highlighted with a red box. The main area shows a form with fields for 'Car Type', 'Centre Code', 'Email', 'Mobile Number', and 'Allergies Notes'. A 'Create New Content Block' section at the bottom shows 'Header Text Block' and 'Paragraph Text Block' options.

- **Text field:** Allows the entrant to enter their response in plain text
- **Number:** Allows the entrant to enter a numerical answer
- **Picklist:** Allows the entrant to choose **one** answer from a list of possible options that you can define. You can learn how to add responses to Picklist questions [here](#)
- **Multiple Choice:** Allows the user to pick **one or more answers** from the list of options you provide. You can learn how to add responses to Multiple Choice questions [here](#)
- **Date:** Allows entrants to select a specific date as their response
- **Checkbox:** Allow entrants to tick a box as their response.
- **Terms or Privacy Policy:** Allows you to set up any terms and conditions that entrants should read and agree to about your organisation. You can read more about setting up T&Cs [here](#)
- **Document upload:** Allows entrants to upload a document such as a passport, birth certificate or certification.

2b. Enter the relevant field information. For more information on the specific fields required for each Question Type, click [here](#)

Messaging & Notifications

On the **Messages and Notifications** tab, you can enter any custom messages you would like members to receive once they have successfully completed their registration through the **Messaging** section, including.

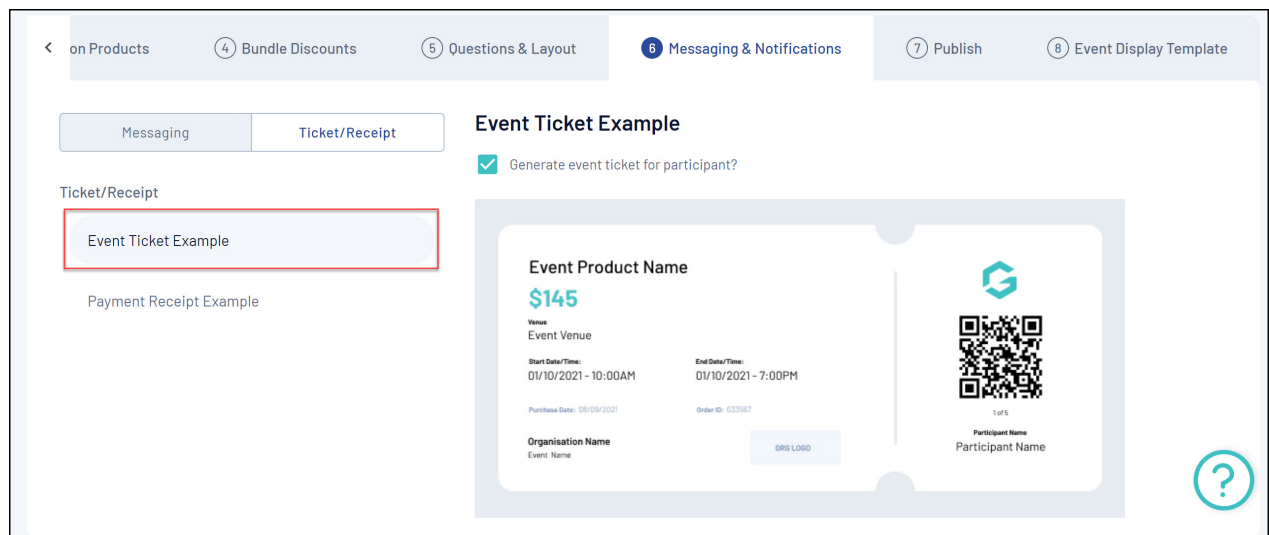
- **Registration Success Message** allows you to create and customise an email that is sent to members after they register. For more information on composing a Registration Success Message, click [here](#).

The screenshot shows the 'GameDay Awards Night' configuration page with the 'Messaging & Notifications' tab selected. On the left, the 'Email Notifications' section has 'Registration Success Message' highlighted with a red box. The main area is titled 'Registration Success Message' and includes a checked box for 'Send registration success message via email'. The 'Subject' field contains 'Successful Registration for GameDay Awards Night (GameDay Training)'. The 'Message' field, which has a rich text editor toolbar, contains the text 'Welcome to GameDay's Awards Gala for 2023!'. Below the main area, the 'Form Messaging' section lists 'Form Welcome Message' and 'Form Confirmation Message'.

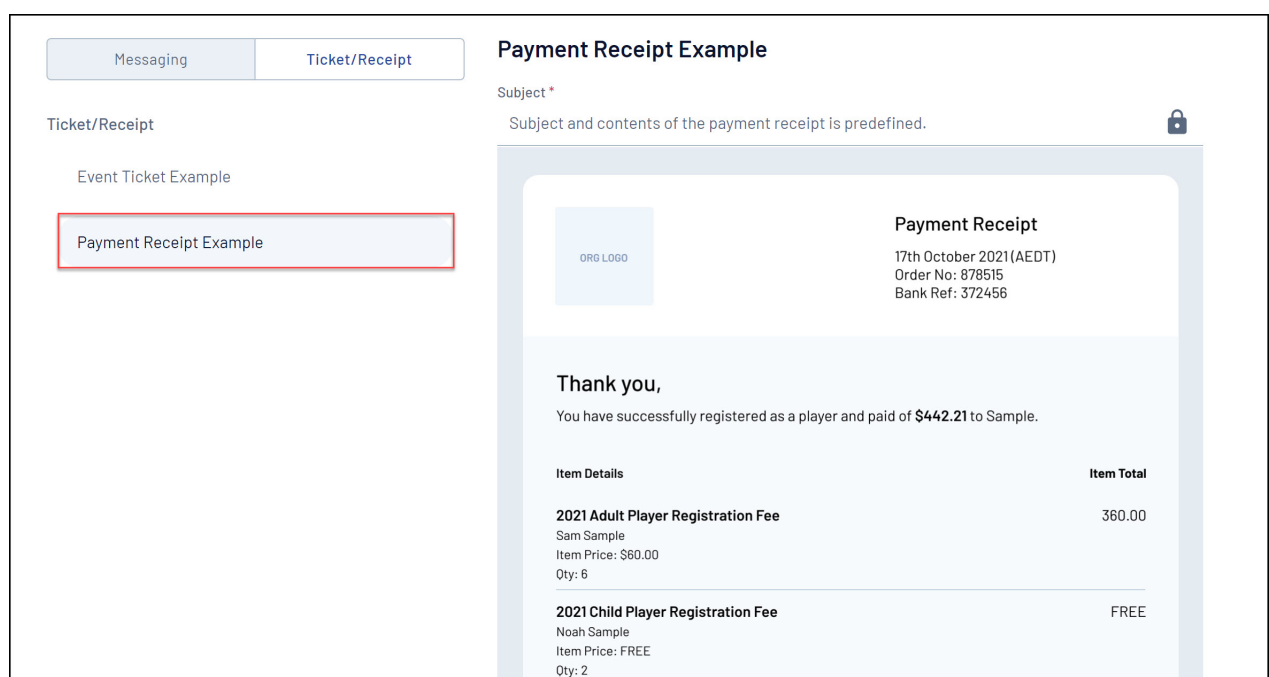
- **Form Welcome/Confirmation Messages** allow you to add custom messages at the beginning and end of the registration process on the form itself. Click [here](#) for more information on welcome and confirmation messages.

The screenshot shows the 'Form Welcome Message' configuration page. The top navigation bar includes steps 1 through 6, with '6 Messaging' selected. On the left, the 'Form Messaging' section has 'Form Welcome Message' highlighted with a red box. The main area is titled 'Form Welcome Message' and shows a 'Welcome Message' field with a dropdown menu. The message content is 'Welcome to the GameDay Awards Night registration form - please complete any mandatory details and complete payment to secure your entry to the event!'. A red box highlights the 'Form Welcome Message' and 'Form Confirmation Message' options in the left sidebar. A help icon (question mark in a circle) is visible in the bottom right corner.

- **Event Ticket Example** shows you the design of the PDF ticket that is sent to entrants, including the event details that are automatically populated including Event Product Name, Price, Event Venue and Event Dates



- **Payment Receipt Example** allows you to see the hard-coded payment receipt that is automatically sent to all members who make an online payment through your Membership Form. This is not customisable, however will automatically include your organisation logo, organisation name, and products purchased, discounts redeemed and more.



Publishing your Event

In the **Publish** tab, you can set your landing page and event form live:

1. Set your Landing Page live by adding a **Sub Domain**, which will generate a live URL for your event

on Products ④ Bundle Discounts ⑤ Questions & Layout ⑥ Messaging & Notifications **⑦ Publish** ⑧ Event Display Template

Links

Sub Domain *
gamedaymarathon

Landing Page Link
https://gamedaymarathon.events.mygameday.app

View Landing Page

2. In the **Form Status** section, you can set your event live by changing the status to **ACTIVE** and applying **Form Activation and Expiry Dates**

add-on Products ④ Bundle Discounts ⑤ Questions & Layout ⑥ Messaging & Notifications **⑦ Publish**

Links

Sub Domain *
gamedaymarathon

Landing Page Link
https://gamedaymarathon.events.mygameday.app

View Landing Page

Form Link
https://regoform.mygameday.app/#/event/registration-form/gamedaymarathon

View Form

Publish

Form Status *
Draft **Active** Inactive

Form Activation Date/Time *
01/10/2023 12:00 am

Form Expiry Date/Time *
06/10/2033 12:00 am

AEST AEDT

Click **SAVE** to finalise and generate your Event Landing Page and Registration Form

Links

Sub Domain *

gamedaymarathon

Landing Page Link

https://gamedaymarathon.events.mygameday.app

View Landing Page

Form Link

https://regoform.mygameday.app/#/event/registration-form/gamedaymarathon

View Form

Publish

Form Status *

Draft

Active

Inactive

Form Activation Date/Time *

01/10/2023

12:00 am

AEST

Form Expiry Date/Time *

06/10/2033

12:00 am

AEDT

?

Cancel

Save

Event Display Template

The **Event Display Template** tab provides significant flexibility in the way you want to present the front-end version of your event pages, with features including:

Event Display Template

Mobile View

Desktop View

Landing Page View

Form View

Event Background Image

Recommended maximum image size is 1920px x 1080px. .jpg is recommended.

Choose image

Events Landing & Form View Settings

Button Colour *

#7ABD98

Button Text Colour *

#000000

Contrast Checker

Pass

Background Gradient Primary Colour *

#2154D5

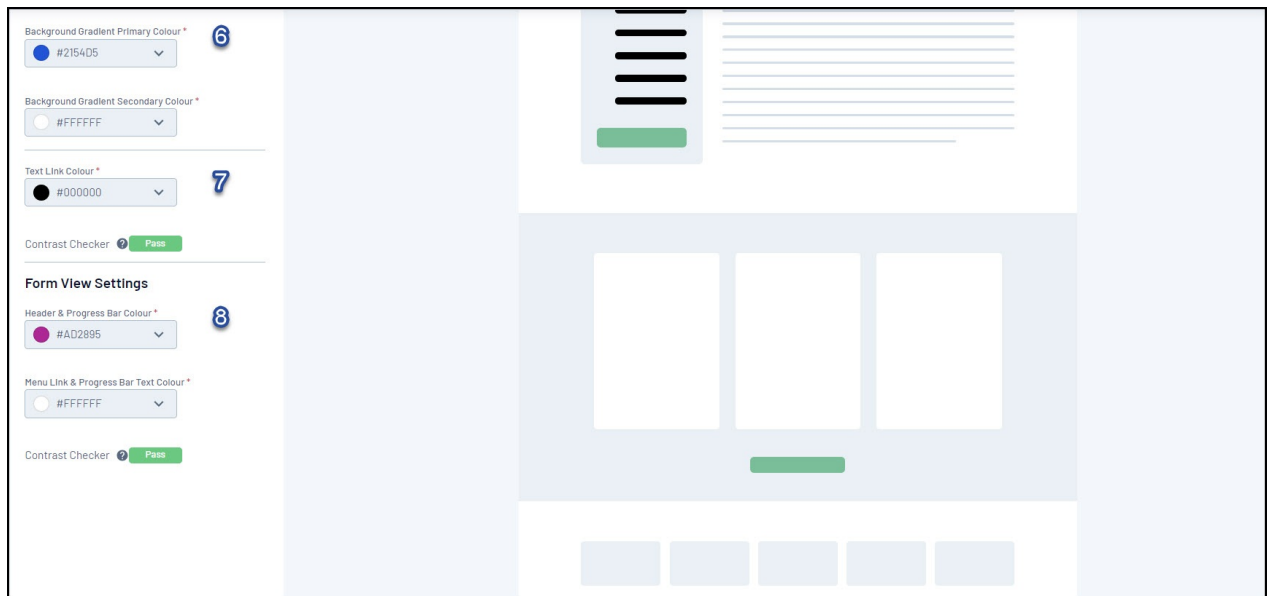
1

2

3

4

5



1. **Preview Panel:** Allows you to preview any colour changes you make on the template.
2. **Event/Landing Page View:** Allows you to toggle the Preview Panel to show the Landing Page design or Event Form design.
3. **Desktop/Mobile View:** Allows you to toggle the format of the Preview Panel to display either desktop view or mobile responsive view.
4. **Background Image:** Allows you to add a custom Background Image.
5. **Button Colours:** Allows you to customise the colour of buttons and button text.
6. **Background Gradients:** Allows you to further customise your Background Image by applying gradient colours.
7. **Text Link Colour:** Allows you to customise the colour of text hyperlinks.
8. **Form View Settings:** Allows you to customise the colour of your Progress Bar and Progress Bar Text.

You will also notice that there is a Contrast Checker when applying your colour scheme. This assists you in setting colours that contrast enough so as to allow text to be seen clearly against their background containers.

Accessing your Event Landing Page

Once you're happy with your event setup, you can open your Event Landing page using the **VIEW EVENT** button at the top of the page.

← Back

View Event

GameDay Awards Night

Active

< is

③ Add-on Products

④ Bundle Discounts

⑤ Questions & Layout

⑥ Messaging & Notifications

⑦ Publish

⑧ Event Display Template

Related Articles
