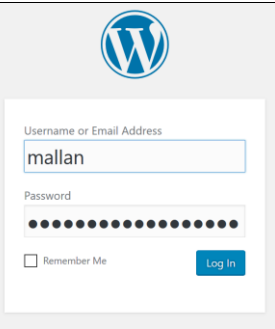
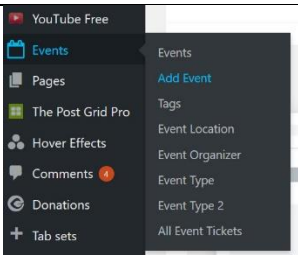
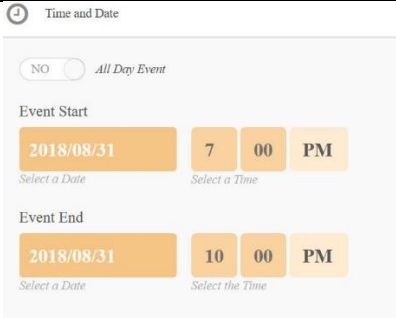


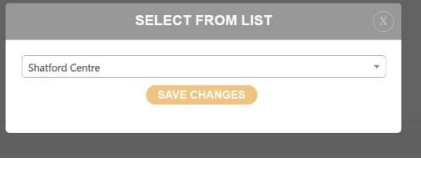
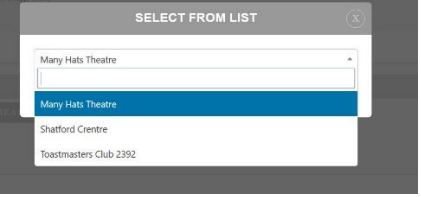
Creating new events with ticketing turned on

Introduction

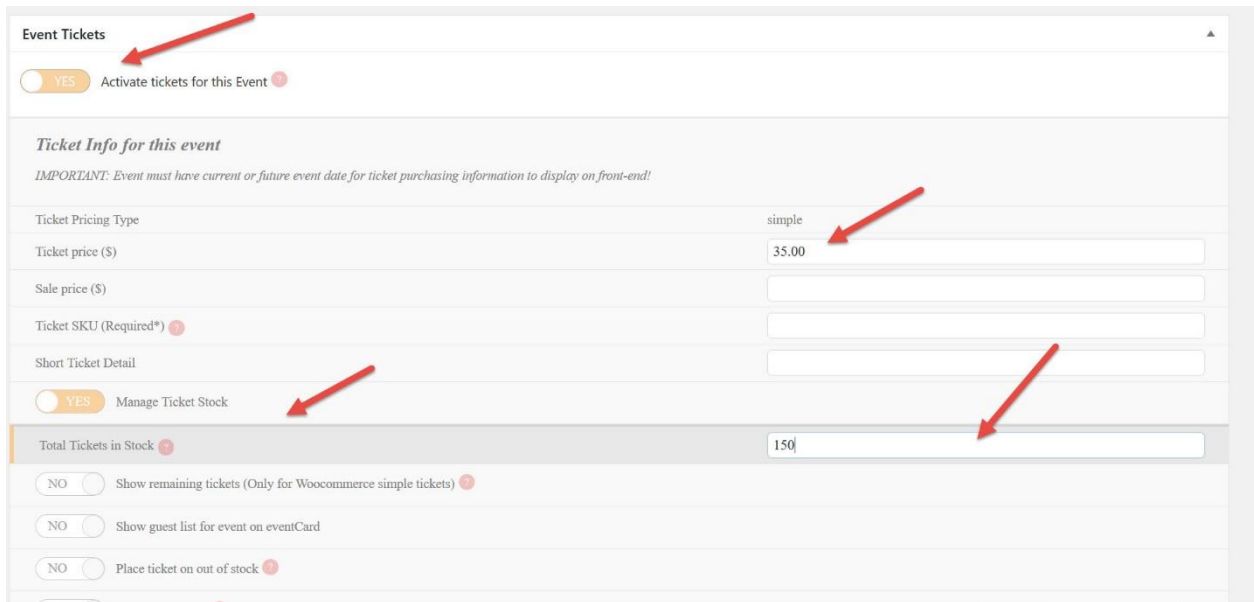
The purpose of this document is to explain and demonstrate how to create a new event with ticketing turned on which creates a new product automatically

Instructions

	<p>First you must sign into the dashboard of the site with your own userid and password.</p> <p>To get to the dashboard you click on the following link http://www.shatfordcentre.com/admin</p>
	<p>In the dashboard create a new event</p>
	<p>Enter the necessary meta data such as the Title, Description, sub title (if required) and the category (Events)</p>
	<p>Fill in the start and end date of the event</p>

	<p>Select the location from the list (This will likely always be the Shatford Centre)</p>
	<p>Select the Organizer from the list if they is a third party organizer</p>

Turn on ticketing for the event and fill in the data where necessary such as cost of a ticket with 2 decimal points, whether you will track the number of tickets, if you track the tickets then how many will be available and finally indicate whether you wish to show the remaining tickets in on the website (This can be turned on later if required)



Event Tickets

YES Activate tickets for this Event

Ticket Info for this event
IMPORTANT: Event must have current or future event date for ticket purchasing information to display on front-end!

Ticket Pricing Type: simple

Ticket price (\$): 35.00

Sale price (\$):

Ticket SKU (Required*):

Short Ticket Detail:

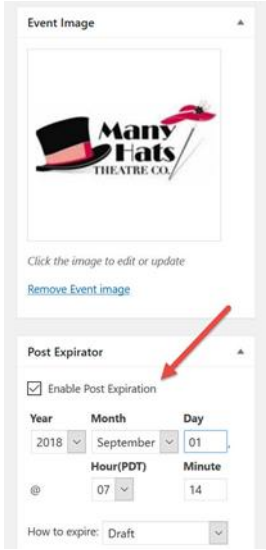
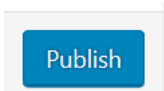
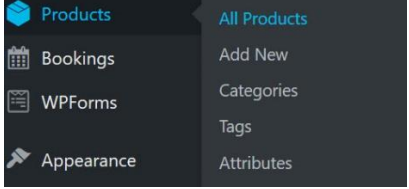
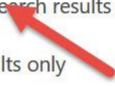
YES Manage Ticket Stock

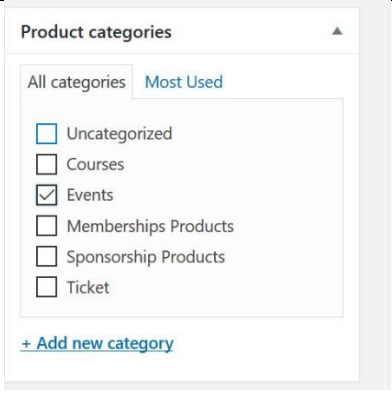
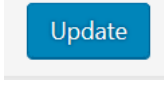
Total Tickets in Stock: 150

NO Show remaining tickets (Only for Woocommerce simple tickets)

NO Show guest list for event on eventCard

NO Place ticket on out of stock

	<p>Select the event featured image and expire the event (typically one day after the date of the event)</p>
	<p>Now publish the event and this will now automatically create an event in the calendar as well as create a new product.</p>
	<p>You now need to change some of the parameters of the newly created product to ensure it shows in the shop properly</p>
	<p>From the dashboard search for your product (typically at the top of the list)</p>
<p>Catalog visibility: Hidden</p> <p>This setting determines which shop page products will be listed on.</p> <p> <input checked="" type="radio"/> Shop and search results <input type="radio"/> Shop only <input type="radio"/> Search results only <input type="radio"/> Hidden </p> <p><input type="checkbox"/> This is a featured product</p> <p>OK Cancel</p> <p></p>	<p>Edit the newly created product and change the following parameters</p> <ol style="list-style-type: none"> 1. Copy and paste the description for the event 2. Change the Catalog visibility from Hidden to “Shop and search results” And click OK

	<p>Change the Category by UNCLICKING “ticket” and select category “Event”</p>
	<p>Add the featured product image and click update</p>
	<p>The product should now be in the shop you can check this by opening the shop from the main menu</p>