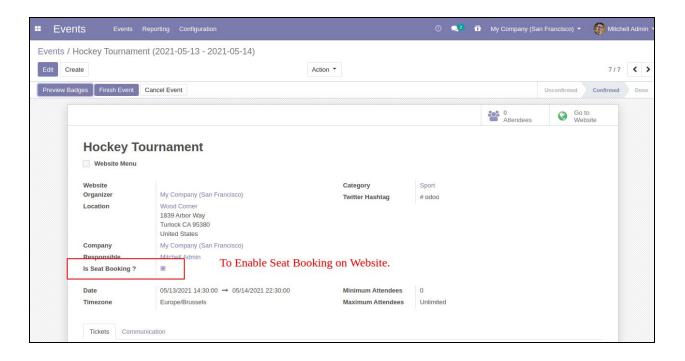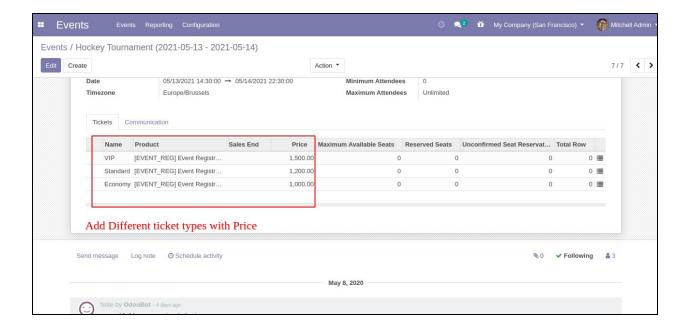● Go To Events → Create/Edit Event
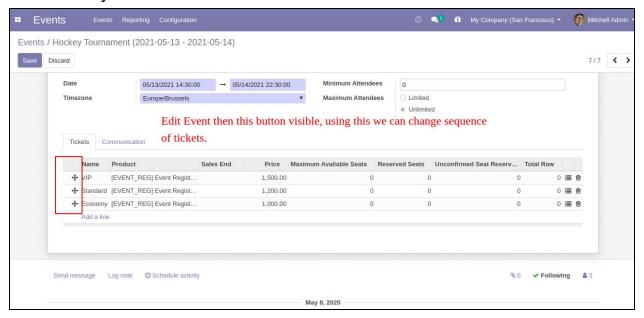

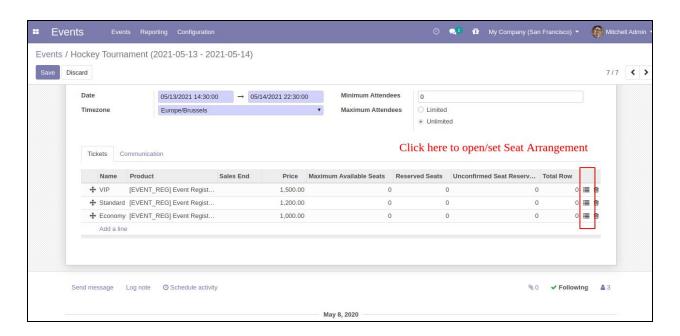● Now at bottom , there is a 'Tickets' tab where we can add different types of Tickets.

For ex. VIP, Standard etc. You can add any numbers of tickets/screens.

- On the website, these sequences will be followed on screen. We can modify it.

- For Seating Arrangement go to small button on the last of each ticket type as shown in the below image.

- On clicking this button it will open this dialogue.

- After clicking this button, related seat arrangement will be shown.

- According to Above result, On screen we have the first 2 rows having seats 1 to 8.
- But in case we want to make the structure seat 2 To seat 9 instead of 1 To 8. Then click on the seat row, here we can modify seat numbers according to our choice.

- Here we are preparing arrangements of 2 to 9.

- If we want to add a blank row after this screen/ticket type then we have to just click on 'Add an item' and leave it blank and 'Save' it.

Seat Arrangement

Event	Hockey Tournament (2021-05-13 - 2021-05-14)
Ticket Type	VIP
Total Row	2
Max Seat Number in Single row	8

Prepare Seat Arrangement **Clear Seat Arrangement**

Row No	Column Selection	
1	①②③④⑤⑥⑦⑧	🗑
2	①②③④⑤⑥⑦⑧	🗑
3		🗑

Add a line

Add blank line if we want to add blank row on screen after this ticket type.

Save **Discard**

Seat Arrangement

Event	Hockey Tournament (2021-05-13 - 2021-05-14)
Ticket Type	Standard
Total Row	7
Max Seat Number in Single row	10

Adding 7 rows with 10 seats for Standard type

Prepare Seat Arrangement **Clear Seat Arrangement**

Row No	Column Selection	
4	①②③④⑤⑥⑦⑧⑨⑩	🗑
5	①②③④⑤⑥⑦⑧⑨⑩	🗑
6	①②③④⑤⑥⑦⑧⑨⑩	🗑
7	①②③④⑤⑥⑦⑧⑨⑩	🗑
8	①②③④⑤⑥⑦⑧⑨⑩	🗑
9	①②③④⑤⑥⑦⑧⑨⑩	🗑
10	①②③④⑤⑥⑦⑧⑨⑩	🗑

Save **Discard**

Seat Arrangement

Ticket Type — Standard
Total Row — 7
Max Seat Number in Single row — 10

Prepare Seat Arrangement   Clear Seat Arrangement

Row No	Column Selection	
4	①②③④⑤⑥⑦⑧⑨⑩	🗑
5	①②③④⑤⑥⑦⑧⑨⑩	🗑
6	①②③④⑤⑥⑦⑧⑨⑩	🗑
7	①②③④⑤⑥⑦⑧⑨⑩	🗑
8	①②③④⑤⑥⑦⑧⑨⑩	🗑
9	①②③④⑤⑥⑦⑧⑨⑩	🗑
10	①②③④⑤⑥⑦⑧⑨⑩	🗑
11		🗑

Add a line

Save   Discard

Adding blank row at end and Save it.

Seat Arrangement

Event — Hockey Tournament (2021-05-13 - 2021-05-14)

Ticket Type — Economy
Total Row — 3
Max Seat Number in Single row — 10

Prepare Seat Arrangement   Clear Seat Arrangement

Row No	Column Selection	
12	①②③④⑤⑥⑦⑧⑨⑩	🗑
13	①②③④⑤⑥⑦⑧⑨⑩	🗑
14	①②⑤⑥⑨⑩	🗑

Add a line

For Economy, I have added
3 rows with 10 Seats.
In which I have removed few seats
from Last row.

Save   Discard

- Now we go on a website to check Screen.
- Go To website → Events → Select your Event

- ● Click on seat Booking

VIP : 2 rows
Standard: 7 rows
Economy: 3 rows

with defined seat settings.

- ● We can modify the arrangement too. Go again event → Tickets → Click on Seat Arrangement Button.

- Now To book tickets, just select tickets. Selected tickets will be listed on the right side with Price and total.

- After Selection Completed, click on Register Button.

- On click Register again pop up open for participants details.Enter Participants details and click on continue.

Attendees   ✕

Seat No #R1 S5 - VIP

Name	Email	Phone (Optional)
John	john@gmail.com	123456789

Seat No #R6 S6 - Standard

Name	Email	Phone (Optional)
Smith	smith@gmail.com	123456789

Seat No #R8 S3 - Standard

Name	Email	Phone (Optional)
Robin	robin@gmail.com	

Cancel   *Added details and Continue.*   Continue

WEBSITE ▾   Pages   Customize   Promote   🐞 ▯   My Website ▾   ✚ New   ✏ Edi

YOUR WEBSITE   Home   Shop   Events   Contact us   🛒 My Cart 3   Mitchell Admin ▾
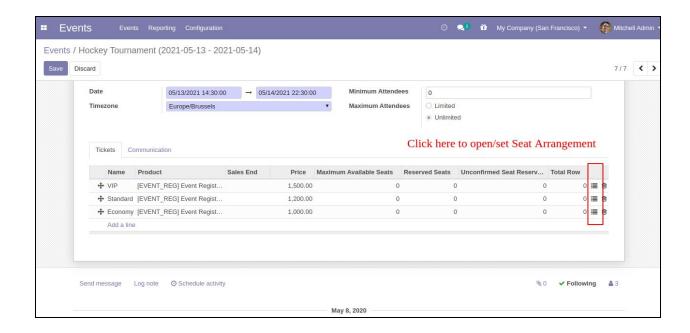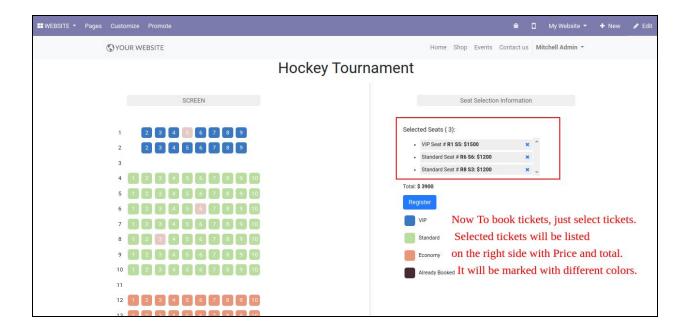
✓ Review Order ———————— ● Address ———————— ○ Confirm Order

Billing Address

YourCompany, Mitchell Admin   ✎
215 Vine St
Scranton PA 18503
United States

‹ Return to Cart

Confirm ❯

Click here to confirm

Product	Quantity	Price
VIP Hockey Tournament (2021-05-17 - 2021-05-18)	1.0	$ 1,500.00
Standard Hockey Tournament (2021-05-17 - 2021-05-18)	2.0	$ 1,200.00
Subtotal:		$ 3,900.00
Taxes:		$ 0.00
Total:		**$ 3,900.00**
		I have a promo code

Total Bill Here

Select Payment Method and Complete payment Flow.

- After Registration these seats will be marked as Already Booked.

After Registration this seats will be marked as Already Booked.

- Go to event Backend and check :

All Participants details with Seat No.

Events / Hockey Tournament (2021-05-17 - 2021-05-18) / Attendees

Create   Import   ⬇

Event   Hockey Tournament (2021-05-17 - 2021-05-18) ✖   ⊤ Expected ✖   Search...

▼ Filters ▾   ≡ Group By ▾   ★ Favorites ▾   1-3 / 3   ‹ ›

☐	Seat No	Created on	Contact	Attendee Name	Email	Event	Event Ticket	Source Document
☐	R1 S5	05/12/2020 16:16:55	YourCompany, Mitchell Admin	John	john@gmail.com	Hockey Tournament (2021-05-17 - 2021-0...	VIP	S00036
☐	R8 S3	05/12/2020 16:16:55	YourCompany, Mitchell Admin	Robin	robin@gmail.com	Hockey Tournament (2021-05-17 - 2021-0...	Standard	S00036
☐	R6 S6	05/12/2020 16:16:55	YourCompany, Mitchell Admin	Smith	smith@gmail.com	Hockey Tournament (2021-05-17 - 2021-0...	Standard	S00036

Events / Hockey Tournament (2021-05-17 - 2021-05-18) / Attendees / John

Edit   Create   Print ▾   Action ▾   1 / 3   ‹ ›
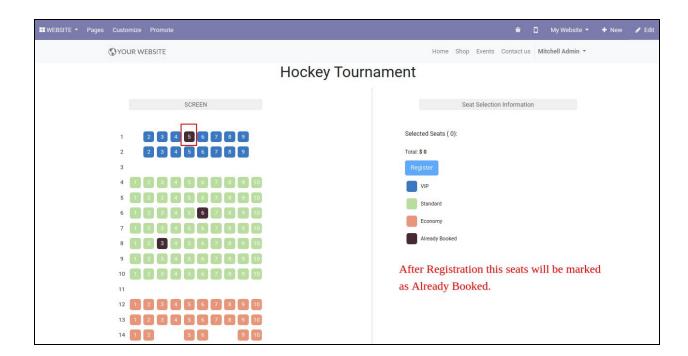
Send by Email   Attended   Cancel Registration   Unconfirmed   Confirmed   Attended

R1 S5   Seat No in Form view of Attendee

Attendee

Contact	YourCompany, Mitchell Admin
Attendee Name	John
Email	john@gmail.com
Phone	123456789
Mobile	

Event Information

Event	Hockey Tournament (2021-05-17 - 2021-05-18)
Event Ticket	VIP
Registration Date	05/12/2020 16:16:55
Attended Date	

Origin

| Source Sales Order | S00036 |
| Sales Order Line | S00036 - VIP |

Marketing

Campaign	
Medium	
Source	

Send message   Log note   ⊙ Schedule activity   ✎ 0   ✔ Following   ♟ 1