Create Tickets

Now that you've created your event, you'll probably need some tickets to sell. In this guide, we are going to teach you how to add a single, paid ticket (this is a different flow as our Dynamic registration for Free Tickets). You can visit our [Registration Management] hub to learn how to create more complex registration tables.

1. Click into an event, and hit Registration. Navigate to **Ticket Setup > Ticket Types**
2. Click the "Add New Ticket" button on the bottom left of the page
3. A new ticket entry will appear. After you give your ticket a name, you can click Save and you're good to go! The Ticket Name is the attendee facing title of the ticket, so be clear with your title.

Setting up a single ticket is really as straightforward as giving it a name and hitting go. If you click the gear icon on each ticket type, you'll find several settings to ensure you're setting up registration for maximum conversions and succes

Contact Roles - The contact role allows you to keep tabs on the roles of the different audiences within the event, from attendees to sponsors. Learn more about contact roles here

Ticket Description - The plain text ticket description that shows underneath your ticket name on the registration table

Ticket Availability - Control when the ticket is available for purchase. You may choose to allow purchases immediately, by date and time, when the following ticket sale ends or conditional upon selection of another ticket

Ticket Visibility - Control when/if the ticket shows on the registration table. You can select from visible, always hidden, visible when the ticket is available, and hide for a set period of time

Tickets Per Order - Create maximum and minimum purchases in a single order

Ledger Code - A code that appears on exports. Mainly used for accounting purposes

Display the number of tickets available - Does exactly what it says on the tin!