TicketSignup 101

A TicketSignup Onboarding Guide



TicketSignup

Today's **Agenda**

- What is TicketSignup
- Event Setup (Wizard)
- Payment Account Set Up
- Ticket Event Dashboard
- Event Website



What Is TicketSignup



••• What is TicketSignup

We Are Event Technology Experts

Always Free

We believe everyone deserves *powerful, easy-to-use* technology to improve their events. No subscriptions.

You Have Control

Your data is always your data, and *your brand* is always first. You have full control over the settings and features you enable. No contracts.

Fast Purchase

A streamlined purchase path *reduces your drop-off rate* and increases event attendance.



100% US-Based Customer Support

••• What is TicketSignup

About TicketSignup

- Great for simple, complex, and multi-day events
- Custom questions, **waivers**, and notifications
- Refund policy and chargeback management
- Merch Store
- Self-serve **ticket management** for attendees and directors
- Mobile CheckIn App
- Free website and email marketing
- Free tickets are free!



What We Charge

To keep our platform free (and keep us in business), we charge a processing fee to the purchasers on each monetary transaction.

Ticket and Registration Processing Fees

Pass to your supporters or give them the option to cover

Cart Total	Fee
\$0	\$0
\$0.01 - \$249.99	6% + \$1
\$250 - \$999.99	5% + \$1
\$1,000+	4% + \$1

*** Inclusive of both credit card and platform fees! Volume discount pricing available.*** Free events are always free.



••• What is TicketSignup Tickets vs. **Registration**

PARTICIPANTS REGISTER

- Extensive information collection for each participant
- Require multiple interactions (waivers, participant management, results)
- Need participants to have accounts to manage their event.
- Want to include peer-to-peer fundraising
- Want to offer team participation

ATTENDEES BUY TICKETS

- Easier & simpler than registration
- Less information collection or information only for ticket purchaser
- Bulk purchase of tickets
- No account required for ticket management
- Donations only
- No team participation
- Grouping of tickets to simplify display when an event offers complex options

While there are "normal" fits, like a 5K needs registration and a gala uses ticket events, the best product depends on the specifics of your event. Not sure? Just ask!

••• What is TicketSignup Traditional **Ticket Events**

- Festivals
- Music Concerts
- Golf Tournaments
- Galas
- Luncheons and Dinners
- Conventions
- Holiday Light Shows
- Halloween Events
- Corn Mazes
- Cornhole Tournaments
- Wine Tastings



••• What is TicketSignup Out of the Box **Ticket Events**

- Voting Contests (Pet, christmas tree, etc)
- Scavenger Hunts
- Oyster Roasts/Seafood Broils
- Fashion Show
- BBQ Fests
- Monster Truck
- Rodeos



Simple Ticket Event vs. MTE Timed Entry

Simple Ticket Events

- Easy setup for events with one or limited days
 - Example: Spectator Tickets for a Track Meet
- Can be grouped (I.E., VIP and General Admission)
 - Example: Festival Tickets for Friday, Saturday, and Sunday, with VIP & GA options for each day + a bundle of all days

This webinar will cover setting up your Simple Ticket Event. Not sure which Wizard to use? Email us at info@ticketsignup.io for assistance.

MTE Timed Entry Calendar-Based Ticketing

- Designed for extended or timed entrance
 - Example: A haunt with 4 time slots each
 Fri-Sun for 5 weeks
 - Example: A tour or escape room open year round
- All actions based on the calendar and times.

MTE Timed Entry Ticketing is accessed via a separate event Wizard. A webinar on MTE Timed Entry will take place next Thursday, April 3rd at 2:00pm

Event Setup



Create A Ticket Event

	0	Schedule Call	Create Vour	Event
TicketSignup	~	Schedule Call	Cleate Tour	Lvein
Profile	Use Cases 🗸	Pricing Kno	owledge Base 🗸	About Us 🗸
(i) My Races				
My Ticket Events				
My Ticket Events			Create a New Ti	cket Event
Search by Event Name or Location				٩
Active and Upcoming Ticket Events (5) Past Ticket Events (14)				12

Ticket Event Wizard Step 1: Basic Info

- Event Basics
 - Name
 - $\circ \quad \text{Date and Time} \quad$
 - \circ Description
- Event Type

	One	i C	ver	It II	ntor	ma	tion					
4	: 00	PM	1 -	E	Event En 04/22	d Time /2026	* (i)	Copy Star	t Date		9 : 59	PM •
I	J	≔		8	5	ð	K 3	<>	14px	~	‡≣∽	
	4	4 : 00	4 : 00 PN	4 : 00 PM ▼		Event En 4 : 00 PM ▼ 04/22 1 U := :=	Event End Time 4 : 00 PM ▼ 04/22/2026 U U := i=	Event End Time * ④ 4 : 00 PM ▼ 04/22/2026 □ 1 U := := := :	Event End Time * (i) copy star 4 : 00 PM \checkmark 04/22/2026 \Box 7 (1) Ξ Ξ ϕ 5 ϕ 5 (c)	Event End Time * (a) copy Start Date $4 : 00 \text{ PM} = 04/22/2026 \square$ $I = 11 = 12 = 22 \text{ for } 52 \text{ (b)} = 14\text{ for } 52 \text{ (c)} = 14\text{ for } 52 $	Event End Time * (i) copy Start Date $4 : 00 \text{ PM} = 04/22/2026 \square$ $I = 11 = 12 = 6 = 5 = 5 = 53 \text{ (c)} = 14 \text{ for } x = $	Event End Time * (i) copy Start Date 4:00 PM \checkmark $04/22/2026$ $9:59$ $4:00 PM \checkmark$ $9:59$

Ticket Event Wizard Step 1: Basic Info

- Contact Information
- Event Location
 - \circ Description
 - $\circ \quad \text{Address}$
 - $\circ \quad \text{Time Zone} \quad$

Contact Information & Links *		
Contact Email * (i)		
info@ticketsignup.io		
 Include a link to your own external website. Include a link to your Facebook page. 		
Location Information *		
Location Description		
The Greenbrier		
Address Line 1 *		
101 W Main St		
Address Line 2	Country *	Zip Code *
	US - United States 🔹	24986
City *	State/Province *	
White Sulphur Springs	WV - West Virginia 👻]
Timezone * 🕢		
America/New_York (-0400) - [Eastern 🔹		

Ticket Event Wizard Step 1: Basic Info

- Event Visibility
- URL Identifier
 - Short URLs
 - Custom domain

	Oraft Vour event is not live yet. The public cannot access your event.	Private The public can access your event, but we will not list it on public event lists.	Public The public can access your event, and your event is displayed on public lists.
L			
ent U	RL Identifier *		
ent U URL ma	IRL Identifier * ay only contain letters and numbers. This URL of t use the event date/year or phrases such as "Fi	cannot be changed after creating the event. irstAnnual" in the URL as this will not work well if you rer	ew the event for future years.

Ticket Event Wizard Step 1: Basic Info

- **Enable donations**
- Goal, description, logo
- **Donation Levels**

Don	atic	ns



Accept donations for your ticket event

You can enable donations by selecting yes above. For more advanced settings, you can go to the donation setup page in your ticket dashboard after your ticket event is created.

Overall Goal	Donations Accepted Starting *	
\$ 10000.00	03/20/2025 🗖	12 : 00 AM -
Goal Thermometer Show goal thermometer	Donation Message * ③	
Nonprofit Logo	File Edit View Insert Format Tools	
Choose your image You can upload .png, .jpeg, .jpg, or .gif files. By default, your ticketable event logo shows at the top of the donation page. To change this, upload a custom image here.	Paragraph ▲ ▲ ▲ B I U IE IE 2.3 <> 14px ↓IE ↓IE	nite for a greener, brighter
	p	🖸 tiny 💋

Ticket Event Wizard Step 1: Basic Info

- Event History
- Contract

Event History *		
Is this the first year of the event? *	Estimated Number of Attendees *	Estimated Total Donations *
Last Year's Event URL		
 BY CLICKING THE BOX, YOU ACKNOWLEDGE THAT Y AGREEMENT GOVERNS YOUR USE OF THE SERVICE ORGANIZER OR ARE LEGALLY AUTHORIZED TO ACT AGREE TO THE TERMS OF THIS AGREEMENT, THEN T ■ Read Contract Read Conduct 	YOU HAVE CAREFULLY READ AND AGREE TO BE LEGALLY BO AND IS A LEGALLY BINDING AGREEMENT BETWEEN YOU AN ON BEHALF OF THE ORGANIZER AND TO ACCEPT AND BIN YOU AND THE ORGANIZER MAY NOT USE THE SERVICE.	OUND BY THE TERMS OF THE EVENT CONTRACT. THIS ND RUNSIGNUP. YOU REPRESENT THAT YOU ARE THE D THE ORGANIZER TO THIS AGREEMENT. IF YOU DO NOT

Ticket Event Wizard Step 2: Tickets

- Simple ticket options
 - Advanced tickets (ticket 0 groups) in the dashboard

Waivers

- Purchase periods and pricing
- Waiver



Ξ Ξ K 7 в U S 5 0 Paragraph

This event follows the standard industry policy: All ticket purchases are non-refundable. We reserve the right to postpone or cancel the event due to circumstances beyond our control such as a natural disaster or emergency or as required to protect the safety of attendees and staff. No refunds will be issued under these circumstances. We reserve the right to change the details of the event without prior notice. I understand that my purchase is nonrefundable.

By completing this purchase, I acknowledge (or a parent or adult guardian for all children under 18 years) having read and agreed to the above release and waiver including the refund policy.

••• Event Setup Ticket Event Wizard Step 3: Website Options

Choose one of our other color schemes for your website. You can fully customize this later on.

• Banner

Color Scheme Current Scheme

- Logo
- Color Scheme

	Customize	Your Website	
Banner Options Choose one of our banners or uploa	d your own.		
Current Banner			
	Choose your in You can uploa	nage d .png, .jpeg, .jpg, or .gif files.	
Suggested image dimensions: 2400 Logo Options Upload new logo	x800 pixels		
	Choose your ir You can uploa	nage d .png, .jpeg, .jpg, or .gif files.	

Ticket Event Wizard Step 4 & 5: Payment & Finish

- Payment Setup
 - Create New Payment Account
 - Use Existing Payment Account
 - Send Setup Instructions
- Processing fees
- Finish ticket event wizard and access event dashboard and website



Payment Account Set Up



Payment Account **Setup**

- Be sure to setup early!
- Legal Entity (name, contact information, tax ID)
- Control person and payment account owner information
- Direct deposit or check
 - Banking information for direct deposit accounts

Before You Start	
You will need the following information before you start.	
 Basic Legal Entity Information: The legal entity can be yourse individuals or EIN for non-individuals). Payment Information: You will need to provide us with inform 3. Control Owners: You are required by law to provide informatio If you do not you can can request that they enter their own inf entered their information. You must agree to the <u>Payment Account Agreement</u>. 	f (for a sole proprietorship), a business, a non-profit organization, a school, etc. You will need the legal name of the business, address, and tax ID (SSN for tilon on where to pay you (e.g. you bank routing and account numbers). for any person that owns at least 25% of the business. The information required includes their social security number. If you know it, you can enter it below. ormation. However, you must use the "Save Progress" option and can only click the "Create New Payment Account" options once all control owners have
Payment Account Basics	
Info About Your Legal Entity	
Use an Existing Legal Entity (Optional)	The Legal Entity is who gets paid. Select if you are a business, non-profit, or something else? *
New Legal Entity	r V
	Ye of PGI and I complicit out a payment facilitate. None year inferention is ecore.
Basic Payment Info	
-	

••• Payment Account Setup Payment Verification

- Verification Process
 - Adyen verifies accounts during business hours
 - NACHA
- Document uploaded needed
- Accepted Documents
 - Voided Check
 - Bank Statement
 - Letter from the bank
 - Screenshot of online banking

UPLOAD DOCUMENTS

Please provide the following documents to help with the KYC process. If you have already uploaded the documents, you do not need to upload them again.

The latest bank verification error is:

 Bank Account Error: Failed to verify bank account details. Please upload a bank statement and make sure your bank information is correct and matches your business legal name.

Also, you must ensure that the name on the bank account <u>exactly matches</u> the business name or DBA entered in RunSignup (or the individual name for a sole proprietorship).

Need help? Start with this help guide:

How To Resolve Bank Verification Errors

Recent Bank Statement or Other Bank Document

Choose your file

Use Camera

Payment Verification: Bank Statement

- Bank Statement
 - First page only
 - Dated within the last 2 months
 - Full Account name
 - Must match the legal entity
 - Use DBA section
 - Account number
 - Bank Name & Logo



Statement of Account

					Customer Num	ber: 2378	5-54-9674458
John Smith					Branch Na	me: <	Branch Name>
2450 Courage	St, STE 108				Statem ent D	ate:	mm/dd/yyyy
Brownsville, TX	78521				Payment Due D	ate:	mm/dd/yyyy
					Credit Li	mit:	390,000.00
					Total Amount [Due:	3,898.57
SUMMARY		-					-
Card Type	Previous Balance	Payment / Credits and Rebates	Purchases and Advances	Installment Due	Finance Charges and Other Fees	Late Payment Charges	Amount Due
Visa Gold	7,126.14	7,126.14	3,898.57	0.00	0.00	0.00	3,898.57
					Pa	st Due Amount	0.00
					Unbilled Instal	llment Amount	0.00
					Unbille	d Loan Amount	0.00
					Total Outst	anding Balance	3,898.57
TRANSACTIO	N						
Date			Descri	ption			Amount
mm/dd/yyyy	Petron - C5 Sta	ition					223.26
mm/dd/yyyy	South Star Dru	g					313.39
mm/dd/yyyy	Rosewood Con	Idominum					582.96
mm/dd/yyyy	Grab						125.00
mm/dd/yyyy	Amazon						215.00
mm/dd/yyyy	Alba Internatio	onal					656.86
mm/dd/yyyy	Adobe Sales						246.00
mm/dd/yyyy	St. Luke Medic	al Center					571.10
mm/dd/yyyy	Hotel Sherator	n (Las Vegas)					965.00
DEMINIOED							
REMINDER							

Payment Verification: Voided Check

- Check
 - Blank with exception of VOID notation
 - Full Account name
 - Must match the legal entity
 - Use DBA section
 - Account number
 - Routing number
 - May not be a starter check



Payment Verification Bank Letter

- Verification Letter
 - New Accounts
 - Does not have a statement or check
 - Full Account name
 - Must match the legal entity
 - Use DBA section
 - Account number/Routing number
 - On bank letterhead with bank logo
 - The Date (within 1 month)
 - Employee Signature



We at HoldMyTicket Bank and Trust confirm that our client, MICHAEL SCOTT, has a checking account 123451111 with us, routing number 012345678. If you need additional information regarding this account, please refer to the customer named above.

Thank you for banking with us.

Sincerely,

HoldMyTicket Bank and Trust

Payment Verification Online Banking Screenshot

- Screenshot of Online Banking
 - Bank Name
 - Bank Logo
 - Full Account name
 - Must match the legal entity
 - Use DBA section
 - Account number
 - Routing number
 - $\circ \quad \text{The date} \quad$



Payment Account Setup Payment Verification

- Pending Completion by RunSignup
 - Quick Manual Review by Risk Team
- IRS Letter is requested
 - EIN & Legal Entity do not match
- Payment Account Approval
 - Automated Email

	Payment Account Approved
Congratulations, your payme registrations for your race at	nt account with RunSignup (Bloomfield Church 5k) has been approved for you to begin receiving payments. You can begin processing any time.
For information on how to Ma	anage your Payment Account, see here.
For any Payment Account qu	uestions, feel reach to reach out to finance@runsignup.com.
Thank you very much for sig	inng up with hundightip.
mank you very much of sig	ing up mar nanograp.

Payment Setup Common Mistakes

- Common Mistakes that lead to rejected payment accounts
 - Ripped or stained images
 - \circ Selfies
 - Blurry images
 - Old documents
 - $\circ \quad \text{Used checks} \\$
 - Incorrect documents
 - Deposit Slips
 - Banking agreements
 - Mismatching data

Gregory J. Hampton 1354 Avy Soviet Hour Town, USA	un 3/31/21
Four hundred dollars -	× 460.00
HON HEODINABLE	NON-NECOTIABLE BAMPLE - VOIR DO NOT CASHE
	IOLISIA LAND

Ticket Event Dashboard



Ticket Event Dashboard Accessing your Dashboard

TicketSignup.io >> Profile Icon >> My Ticket Events



Dashboard Sign Up Donate TicketSignup Store **Ticket Event Dashboard** Go to your dashboard for this ticket event Profile

My Races

My Ticket Events

My Email Marketing

Event Website >> Profile Icon >> Ticket Event



Menu Search T) **EVENT DASHBOARD** Q Menu Search Dashboard **Event** Website Tickets

••• Ticket Event Dashboard Ticket Insights

- Green Gala -Search by Name, Email, etc. Q Wed April 22, 2026 **Q** White Sulphur Springs, WV 24986 View Website 🗹 Tickets: 11 ^ Active Tickets Sold (All Time) LAST 7 DAYS LAST 30 DAYS TOTAL \$ (i) TODAY YESTERDAY TOTAL TICKETS SOLD 11 0 11 11 11 \$0.00
- Quick view of tickets sold
- Tickets sold, transaction dollars, pageviews
- Heatmap
- Sources (referral, email, custom, etc.)
- Not for financial use



Ticket Event Dashboard Advanced Tickets

- Ticket Groups
 - Multi-day events or categorize tickets
- Ticket Group Dates
- Ticket group tiles
- Combo tickets
 - Example: All child tickets must be purchased with an adult ticket

itions		Events		
notions		Eve	nte	
1				
es irts	Ticket: General Admission		C 💼	
anced Tickets	Price: \$200.00 Edit Pricing		C 💼	
ket Management >	Ticket: VIP			
nsaction Limits >	Ticket Group: September 7th			
s)				
rmation Collection		+ Add Ticket		
re ket Imports	Price: \$100.00 Edit Pricing		C 💼	
	Ticket Owners Advances			
tite ate	Ticket: VIP		œ 💼	
t	Ticket Group: September 6th			
board				

\$100 - \$220 Saturday Sep 6, 2025 2:00pm -11:59pm EDT

Ticket sales end on Wednesday October 29, 2025 at 11:59pm EDT.

Buy Tickets

\$80 - \$200 Sunday Sep 7, 2025 2:00pm -11:59pm EDT

Ticket sales end on Thursday October 30, 2025 at 11:59pm EDT.

Buy Tickets

••• Ticket Event Dashboard Information **Collection**

- Ticket/Ticket Group level settings
- Purchaser
- Individual Ticket

Ticket Purchaser Information

This is the information you are collecting from the person buying the tickets.

First Name		Last Name		Email Address		Password	
Required	-	Required	-	Required	-	Not Shown	-
Date of Birth		Street Address		City		State	
Not Shown	•	Not Shown	•	Not Shown	•	Not Shown	•
Country		Zip Code		Phone			
Not Shown	•	Not Shown	•	Not Shown	•		

Individual Ticket Information When purchasing tickets, do you need personal information for each ticket purchased?

Yes

First Name		Last Name		Email Address		Date of Birth
Required	•	Required	•	Required	•	Not Shown 💌
Age		Street Address		City		State
Required	•	Not Shown	•	Not Shown	•	Not Shown 👻
Country		Zip Code		Phone		
Not Shown	•	Not Shown	•	Not Shown	•	

••• Ticket Event Dashboard

Custom Questions

Collect additional information

- Asked in ticket purchase path
- Multiple choice, free response, Image
 - Free response validation
- Per ticket or per purchase
- Required or optional

DASHBOARD

LOCATION

• Limit to specific tickets

Question Type Text Field Field Check Boxes	Radio Buttons Select Menu Image
Question Text	
▲ Do not ask for sensitive informatic programs such as PCI, HIPPA, etc.	In such as credit card information, SSN, driver's license, or health information. User responses are not stored in an encrypted manner that would comply with compliance Choose your image You can upload .pngjpg, or .gif files.
Ask Each Ticketholder	5
Require Response	
Specific Tickets	ret levels when registering
Limit question to specific tick	a los or high logisticity.
••• Ticket Event Dashboard

Setup Coupons

Offer discounts to specific groups (ie. sponsors)

- Name your code
- Determine discount (% or \$)
- Choose discount type
- Eligibility dates
- Define what can be discounted
- Set up restrictions

Coupon Code Name(s) *		Pool Name *	
	1	My Coupon Pool Manage Pools	
You can enter multiple coupons (max 1,000) by separating them with whitesp	ice or a comma.	To add coupons, you must assign it to a coupon pool. Your event can have multiple po shared with other events.	iols of coupons and pools can
Discount * (i) Discount Ty	pe *		
% OR \$ Select	a Discount Type —		
On \$100, the discount will be \$0.00			
Coupon Starts *		Coupon Expires	
03/23/2025 🗖	12 : 00 AM 🔻	mm/dd/yyyy	11 : 59 PM 🔻
America/New_York Time		America/New_York Time	
Choose at least one option * Applies to ticket cost. Applies to store. Applies to store fees.		Limit to Specific Ticket Groups * Yes No Limit to Specific Ticket Levels * Yes No	
Advanced Options: ^		Tans	
Allow total tickets.			
Allow tickets per transaction.		Notes	
Apply to first tickets per transaction. ③			
Require discountable cart total of at least \$			
Allow total uses.			



• • • Ticket Event Dashboard Enable Donations

- Enable in the wizard or the dashboard
- Customize logo and language for donations

Donations (>) Donation Setup

- Add donation levels
- Attribution settings
- Checkout add-on

DASHBOARD

LOCATION

• Tax deductible info

Donations Setup

General Settings

General settings including start and end dates, images, and donation messaging.

Display Settings Menu text, heading text, and other display settings.

Personal Info Requirements Specify what information you want to collect from donors.

Attribution Settings Allow users to set who the donation is on behalf of.

Checkout Add-on Add an option on the checkout screen to add an additional donation.

Tax Deductible Info Enter the charity tax ID, address and the tax deductible amount of a donation here.



• • • Ticket Event Dashboard

Setup Store

- Add-ons or standalone store
- Item name, pricing, and availability dates and product availability
 - Limit to specific tickets

Store (>

Store Setup

- Variants and variant pricing
- Display Options
- Quantities
- Ticket bundles

DASHBOARD

LOCATION

• New calculated store items

Item Name *		Price *	Strikethrough Price
Sweatshirt		\$ 25.00	S
Available Starting *		Available Until	
03/01/2025 🗖	12 : 00 AM 🔻	mm/dd/yyyy	11 : 59 PM -
America/New_York Time		America/New_York Time	
Number of Variants *		Variant #1 *	
1	•	Size	
A variant could be a size, color, etc. If your item has s	izes, select at least 1 variant.		
Variant #1: Size			
Option Name *			
Small			
Delete			
Option Name *			

Store Item Setun

mon	Sweatshirt \$25.00
	Size Small Medium Large XL

••• Ticket Event Dashboard Ticket **Reports**

- Ticket Purchases vs Individual Tickets
- Search filters
- Customize columns to show specific information (custom questions, store items, etc)
- Saved Reports (search fields, columns, customize columns)

Tickets (>) Reports

• Summary Reports

DASHBOARD

LOCATION

Ticket Purchases Search or Create a Report Saved Reports Email Address First Name Last Name Search 2 Ticket Purchases ★ Create Saved Report TICKETS NAME CONTACT INFO PAYMENT INFO IMPORTED #1179070 03/23/25 Table of 10: 10 (Active) Sam Smith test@ticketsignup.io Discount: -\$800.00 (free) No 1:47pm EDT Paid: \$0.00 #1179068 03/23/25 Individual: 1 (Active) Jane Doe test@runsignup.com Discount: -\$100.00 (free) No 1:44pm EDT Paid: \$0.00 123-123-1234 Manage Summary Reports Search for the report you are looking for Q Tickets Store CheckIn Analytics & Marketing **Ticket Insights Tickets Sold** Heat Map > > > Charts featuring page views, tickets, and transactions. Number of tickets sold by type. Where tickets are sold most frequently, **Ticket Sales Summary Report** Store Purchases **Question Responses** > > > Overview of the number of ticket sales by ticket. Store item purchase summary. Summary of all responses made to questions. **Checkin Report CheckIn Interval Report Financial Summary Report** > > > Overview of ticket checkins. Chart showing checkins made over a certain interval. Key financial indicators and trends. **Date of Purchase Report** > Calendar showing the number of tickets sold on a date.

••• Ticket Event Dashboard Financial **Reports**

- Transaction summary and breakdown
- Amount owed/paid
- Payments

Transaction	ctions Payments		Payment Account	
Totals				
ТҮРЕ	EXPLANATION			TOTALS
Transactions	Total Credit Card Payments for your event.			+\$259.32
Transaction Processing Fees	Processing fees paid to TicketSignup for your event.			-\$19.40
Other Transaction Fees	Other fees deducted from total transaction amount.			-\$14.92
Refunds	This includes any refunds made for your event.			-\$0.00
Refund Processing Fees	TicketSignup fee for processing refunds.			-\$0.00
Holdbacks	Funds being held for your event, primarily for refunds and chargebacks.			+\$0.00
Adjustments	See the description on each adjustment for more details.			-\$10.00
Owed to Event	Net Owed to Event			+\$215.00
Payments	Checks and Direct Deposits Made to the Event.			-\$215.00
Balance Owed	Net Owed to Event after Payments Made.			\$0.00



Event Website



Event WebsitesTicket EventWebsites

Every event setup on TicketSignup comes with a free, automatically created event website with default content.

To enhance it you can:

- Showcase your brand
- Add unlimited content
- Make it look professional
- Include key information (automatically)



Event Description

Join us for an unforgettable evening at the Green Gala 2026, a charity event dedicated to supporting environmental sustainability on Earth Day, April 22nd. Enjoy live entertainment, exquisite dining, and inspiring speeches, all while making a positive impact on our planet's future. Your presence will help fund initiatives that protect our environment and natural resources. Let's unite for a greenet, brighter tomorow!



• • • Event Websites

Event Theme

- Color scheme
- Logo and banner image
- Custom wording
- Social media/links
- Short URLs
 - Can also add a

custom domain



×





× ADD CONTENT • • • Event Websites Search for a component Q Website Name Tt Button . **^ Builder** Email Seed Image Button Text Contact Form Custom and system pages Custom sections and Section Title . Di conerre sociales erros alignet Video YouTube Playlist Apple Music Playlist components Image, Text, Button **External Links** 00 00 00 **^** $(\mathbf{+})$ Spotify Playlist Slideshow Countdown ⊪ ↓ ↑ Cards Event Description Ø This is your ticket event description. Click here to edit: C Join us for an unforgettable evening at the Green Gala 2026, a charity event dedicated to supporting environmental sustainability on Earth Day, April 22nd. Enjoy live entertainment, exquisite dining, and inspiring speeches, all while making a positive impact on our planet's future. Your presence will help fund initiatives that protect our environment and natural resources. Let's unite for a greener, brighter tomorrow! S + Add New Component 2 0 8 ÷. **Contact Form Event Location** ß 盦 DASHBOARD Website (>) Website Builder

LOCATION

View Page Help Theme Options -Navigation (+)Add New Page -Add System Page -Add New External Link ■- Add New Dropdown -III Buy Tickets • III Ticket Lookup -

• • • Event Websites Website **Builder**

- Section settings ٠
 - Background Ο
 - Borders 0
 - Full width 0
- Move content •
 - Rearrange sections Ο or content within a section

SEC	CTION SETTINGS	×		
Section URL 1_1 The page URL must be unique. Don't reuse URL's for other pages. Ch https://www.ticketsignup.io/TicketEvent/Greensla/Page/Info# section-1_1	Publish Date/Time ③ mm/dd/yyyy□ 12:00 AM ▼ America/New_York Time Clear Date	Hide section		
Layout Options Restricted Width (Default) ③ Padding ~ 1 Section Height ~	tth ① ∷ Rounded Corners ∽ ⊡ Border ∽			
Background Options Color Image Background Color * Apply Settings	t Event Description			
	This is your ticket event description. Click here to edit: Join us for an unforgettable evening at the Green Gala 20 and inspiring speeches, all while making a positive impac brighter tomorrow!	226, a charity event dedicated to ct on our planet's future. Your pn	supporting environmental sustainability on Earth Day, April 22n esence will help fund initiatives that protect our environment and	I. Enjoy live entertainment, exquisite dining, I natural resources. Let's unite for a greener,



And More....

Once you have your tickets up and ready to sell, a few things to dive into next:

- Free email. Unlimited contacts, unlimited sends.
- **Marketing Tools.** Turn your attendees into ambassadors with referral rewards.
- Photo Platform. Cultivate FOMO.
- **QR codes and Ticket CheckIn App.** Offer a line-free event day.



MTE Timed Entry Ticketing ۲ Join Us Next Week?

Next Thursday's MTE Timed Entry 101 Webinar will introduce the basics of our patent-pending, calendar-based timed entry

- Overview of TicketSignup
- When to use MTE Timed Ticketing
- How to set up your calendar-based tickets
- Accessing your dashboard for calendar-based updates
- Key calendar-based reports
- Free email and website updates
- And more!

ticketing.

Calendar Table December 2024 < Change Month SAT SUN MON TUE THU 213 Sold 144 Sold 203 Sold 231 Sold 182 Sold \$9.787.28 Revenue Revenue 10 11 208 Sold 55 Sold 121 Sold 190 Sold 211 Sold 211 Sold \$9,287.83 Revenue \$4,409.72 Revenue 16 17 18 209 Sold 219 Sold 208 Sold 87 Sold 98 Sold 189 Sold \$6,710.42 Revenue \$7.046.09 Revenue Revenue 23 225 Sold 104 Sold 208 Sold 207 Sold \$17,256.10 Revenue \$8,452.91 Revenue \$16,991.89 Revenue 29 30 **Pick Your Date** Sentember 202 i ticketsignup.io

TicketSignup.io (>) Knowledge Base (>) Webinars & Events

Thank You!

• • •

For more information, visit www.ticketsignup.io or email us at info@ticketsignup.io.



Headline Goes Here Roboto Normal 40pt **Roboto Black 40pt**

Subtitle Goes Here • Roboto Italic 15pt



TicketSignup

Headline Goes Here Roboto Normal 40pt **Roboto Black 40pt**

Subtitle Goes Here • Roboto Italic 15pt



Headline Goes Here Roboto Normal 40pt **Roboto Black 40pt**

Subtitle Goes Here • Roboto Italic 15pt



Hear From Our Customers

Jane Doe • Job Title Goes Here Company Name Goes Here

"Lorem ipsum dolor sit amet, consectetur adipiscing elit. Mauris nec arcu orci. Curabitur aliquet, felis id varius sodales, odio turpis dignissim eros, et ultricies purus erat non elit. Sed purus magna, efficitur euismod est condimentum, tincidunt eleifend odio. Phasellus sed dolor quis est mattis facilisis in non tortor. Pellentesque ex nibh, eleifend sed urna et, mattis interdum diam."

We Are Event Technology Experts

Our Mission

To make it *free and easy* for small businesses and nonprofits to generate more revenue, grow their events, and engage their attendees.

We create *free and easy-to-use* event software that you can fully control.





First Name Last Name,

Title to Go Here



Speakers





First Name Last Name,

Title to Go Here

First Name Last Name,

Title to Go Here

Speakers







First Name Last Name,

Title to Go Here

First Name Last Name, Title to Go Here

First Name Last Name, Title to Go Here

Page Title Goes Here

A couple of short sentences or bullet points about the displayed screenshot go here.

Limit the number of words for maximum retention.



••• Section Title Goes Here Page Title **Goes Here**

Topic Title Goes Here:

Month 00 • Lorem ipsum dolor sit amet Month 00 • Lorem ipsum dolor sit amet



• • • Section Title Goes Here

Page Title Goes Here

This layout is for use with two columns of text and no images or screenshots.

- This layout is best for content with short, bulleted list items
- Use as little text as possible
- Slides should be a visual aid to what you're saying

This layout is for use with two columns of text and no images or screenshots.

- This layout is best for content with short, bulleted list items
- Use as little text as possible
- Slides should be a visual aid to what you're saying

Page Title Goes Here **Goes Here**

This layout is for use with two columns of text and no images or screenshots.

- This layout is best for content with short, bulleted list items
- Use as little text as possible
- Slides should be a visual aid to what you're saying

Thank You For Joining Us Today

For more information, visit us online at: givesignup.org • runsignup.com • ticketsignup.io

TicketSignup

••• Graphic Elements For Use

lcons





Generic







••• Graphic Elements For Use Stat **Bubbles**

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed cursus ante dapibus diam.



••• Graphic Elements For Use Stat **Bubbles**

25.2%

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed cursus ante dapibus diam. 25.2%

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed cursus ante dapibus diam.

25.2%

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed cursus ante dapibus diam.

A 10 10 10 10 10

Use this layout to showcase product screenshots for desktop

- Click on the icon on the laptop
- Select "Upload from computer"
- Click through to where your image file is located on your computer, select the file, and hit enter.



Use this layout to showcase product screenshots for desktop

- Click on the icon on the laptop
- Select "Upload from computer"
- Click through to where your image file is located on your computer, select the file, and hit enter.



Use this layout to showcase product screenshots for desktop

- Click on the icon on the laptop
- Select "Upload from computer"
- Click through to where your image file is located on your computer, select the file, and hit enter.



Use this layout to showcase product screenshots for mobile

- Click on the icon on the mobile device
- Select "Upload from computer"
- Click through to where your image file is located on your computer, select the file, and hit enter.



••• Graphic Elements For Use

Screenshot Photography

Use this layout to showcase product screenshots for mobile

- Click on the icon on the mobile device
- Select "Upload from computer"
- Click through to where your image file is located on your computer, select the file, and hit enter.


Screenshot Photography

Use this layout to showcase product screenshots for mobile

To insert an image:

- Click on the icon on the mobile device
- Select "Upload from computer"
- Click through to where your image file is located on your computer, select the file, and hit enter.



Screenshot Photography

Use this layout to showcase product screenshots for desktop + mobile

To insert an image:

- Click on the icon on the laptop
- Select "Upload from computer"
- Click through to where your image file is located on your computer, select the file, and hit enter.



Screenshot Photography

Use this layout to showcase product screenshots for desktop + mobile

To insert an image:

- Click on the icon on the laptop
- Select "Upload from computer"
- Click through to where your image file is located on your computer, select the file, and hit enter.



Screenshot Photography

Use these devices to create your own layout(s)

