



# Timed Entry Ticketing 101

*A TicketSignup Onboarding Guide for  
Calendar-Based Ticketing*





# Today's Agenda

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





# 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.

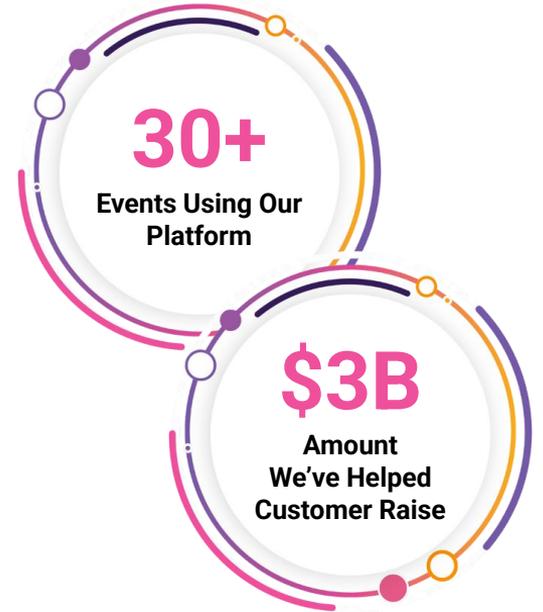
## You Have Control

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**



# 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!**



**ALL  
INCLUDED**

# Simple Ticket Event vs. 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

We have an on-demand webinar that covers setting up your Simple Ticket Event. Not sure which Wizard to use? Email us at [info@ticketsignup.io](mailto:info@ticketsignup.io) for assistance.

## Timed Entry Calendar-Based Ticketing

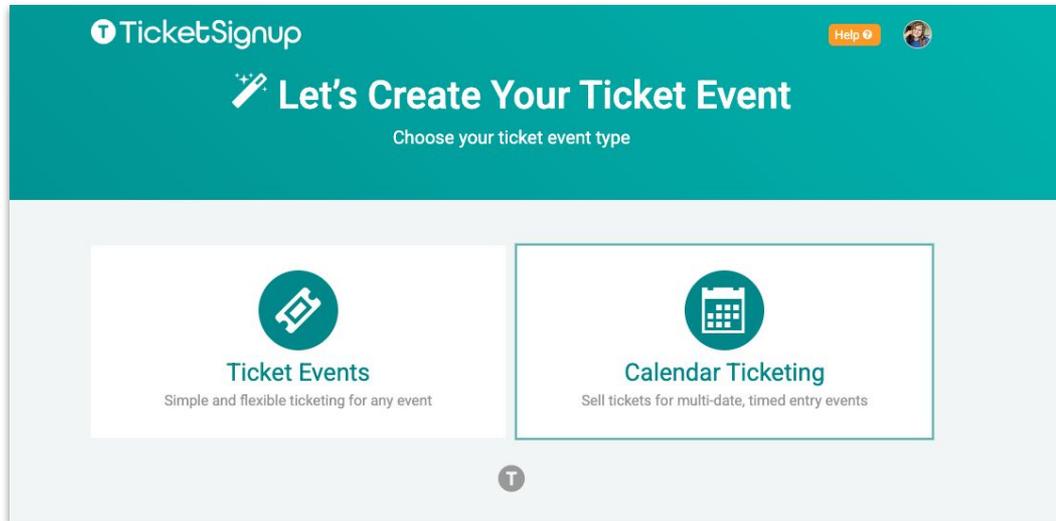
- Designed for extended or timed entrance
  - Example: A haunt with 4 time slots each Fri-Sun for 5 weeks
  - Example: A tour or escape room open year round
  - Example: A garden open daily 7 months of the year
- All actions based on the calendar and times.

Timed Entry Ticketing will be covered in this webinar. It is accessed via a separate event Wizard.

# Create A Timed Entry Ticket Event

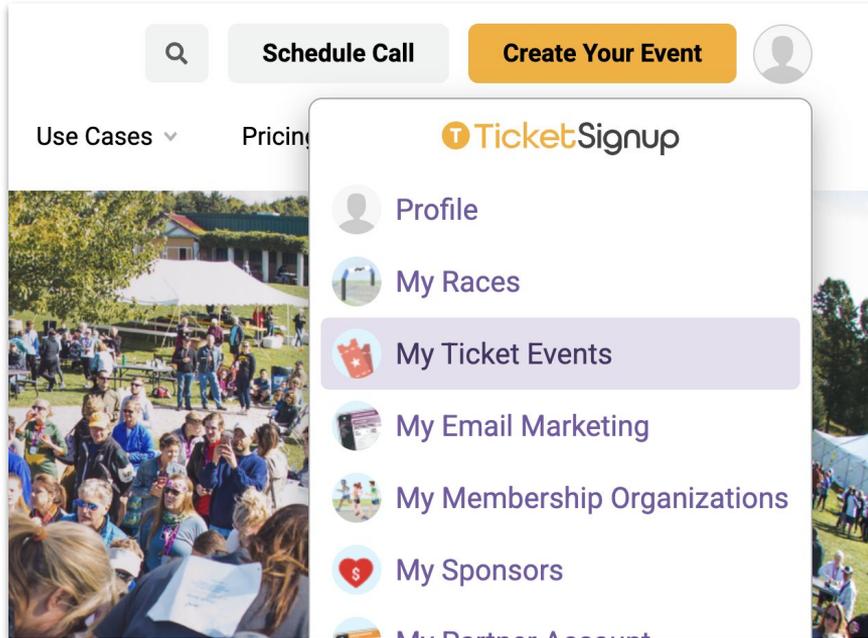
Use the Timed Entry Event Setup Link:

<https://www.ticketsignup.io/TicketEvent/New/TimedEntry>

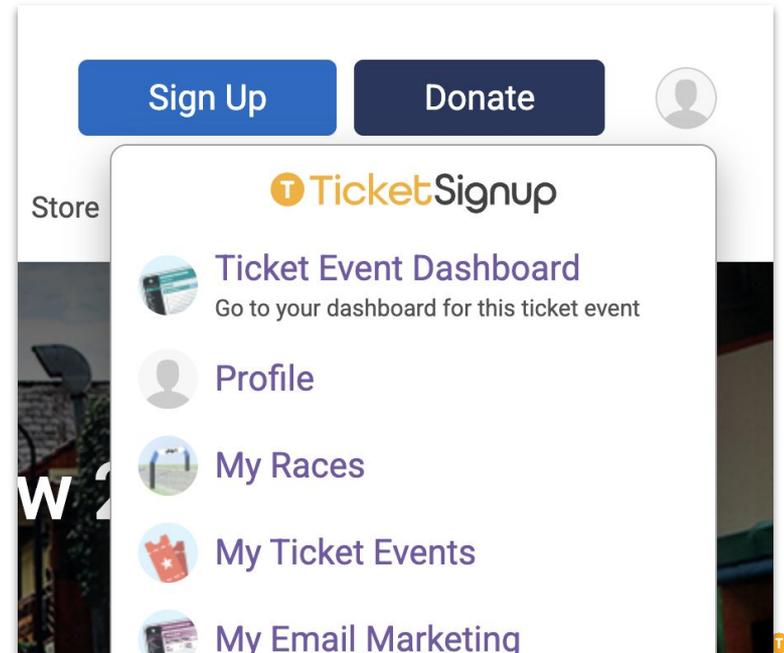


# Accessing your Dashboard

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



*Event Website >> Profile Icon >> Ticket Event Dashboard*



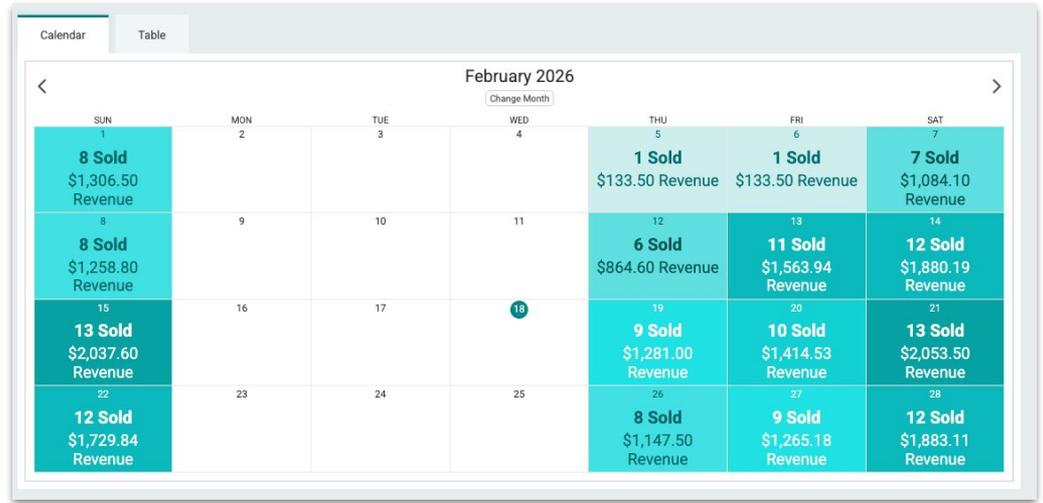


# DEMO



# Ticket Reports

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



## Summary Reports

Help

Search for the report you are looking for



Analytics & Marketing

Tickets

Store

Checkin

### Ticket Insights

Charts featuring page views, tickets, and transactions.



### Tickets Sold

Number of tickets sold by type.



### Heat Map

Where tickets are sold most frequently.



### Ticket Sales Summary Report

Overview of the number of ticket sales by ticket.



### Store Purchases

Store item purchase summary.



### Question Responses

Summary of all responses made to questions.



### Checkin Report

Overview of ticket checkins.



### Checkin Interval Report

Chart showing checkins made over a certain interval.



### Financial Summary Report

Key financial indicators and trends.



### Date of Purchase Report

Calendar showing the number of tickets sold on a date.

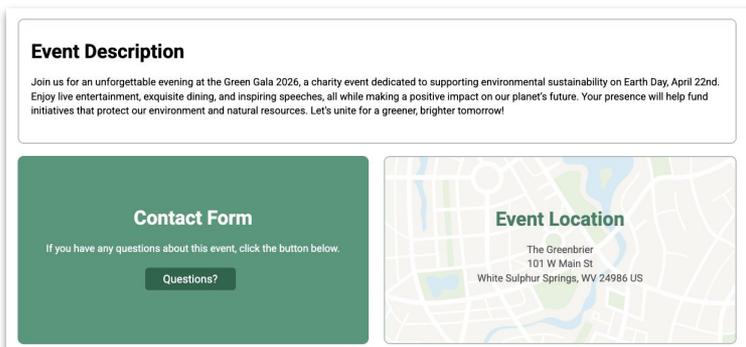
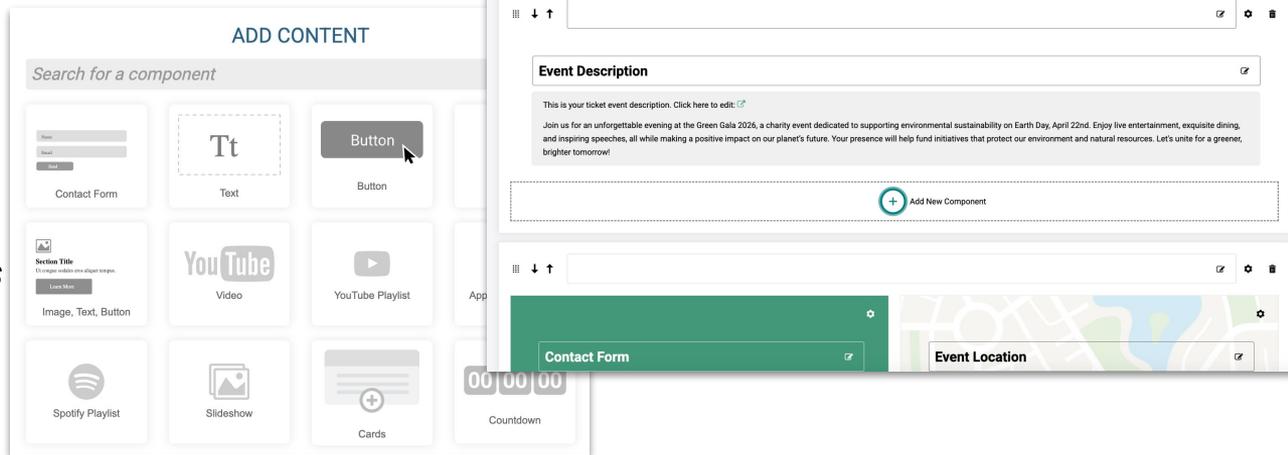


# Website Builder

Every event 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)



# Additional Dashboard Features

- **Information Collection** (Tickets >> Information Collection)
- **Custom Questions** (Event >> Questions)
- **Coupons** (Financial >> Coupons)
- **Donations** (Donations >> Donations >> Setup)
- **Store** (Store >> Store Setup)

Help fund initiatives that protect our environment and natural resources. Let's unite for a greener, brighter tomorrow!

**GREEN GALA**  
Est. 2021

\$10    \$50    \$100    \$250

\$  One Time

On Behalf Of

Continue

### Individual Ticket Information

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

Yes

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

### Sweatshirt

\$25.00

Size

Small  
 Medium  
 Large  
 XL

- 0 +

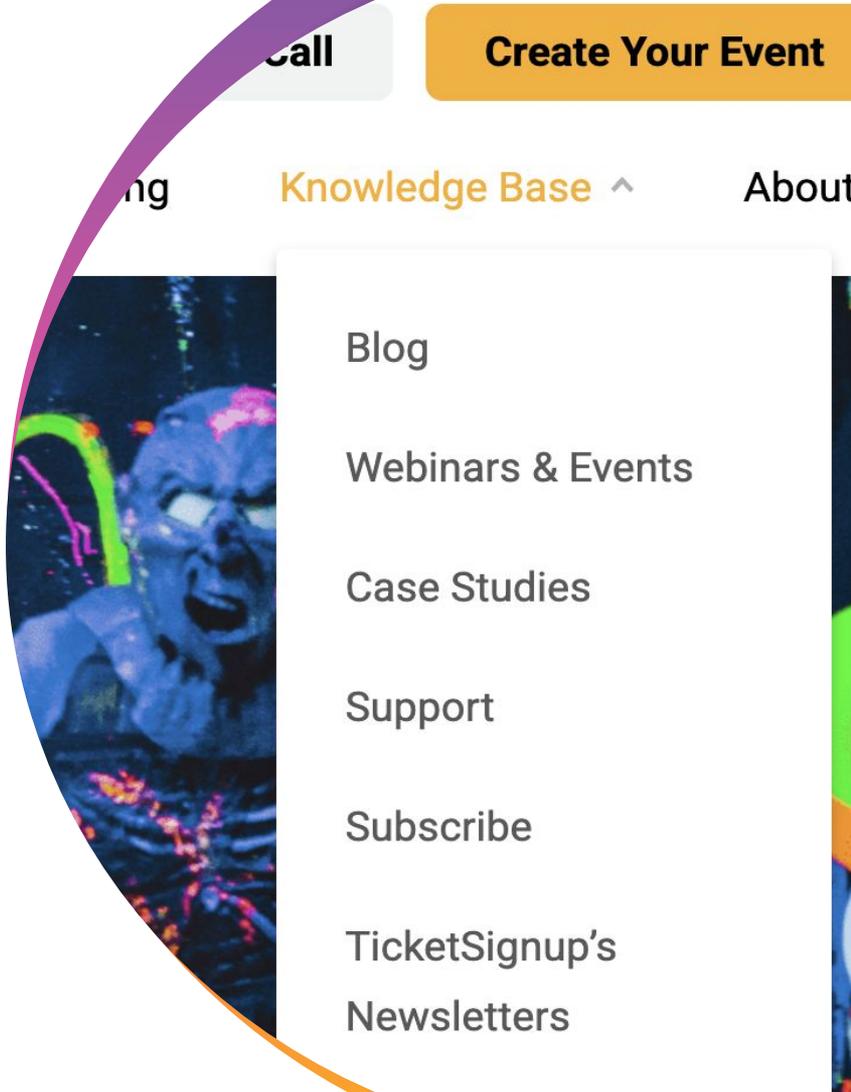
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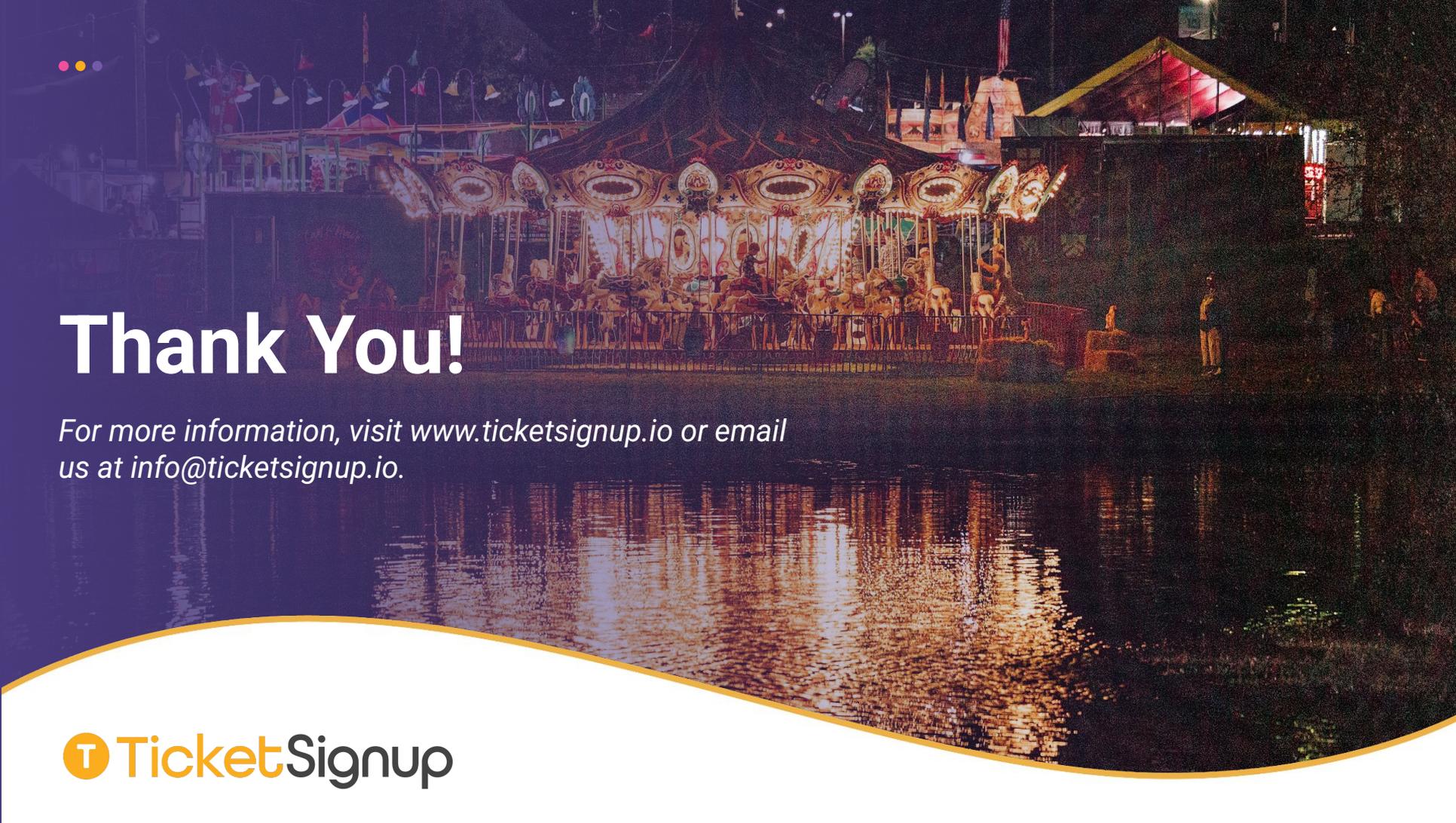


## And More....

*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.



A photograph of a carousel at night, illuminated with warm lights. The carousel is reflected in a body of water in the foreground. The background is dark, with some structures and lights visible.

# Thank You!

*For more information, visit [www.ticketsignup.io](http://www.ticketsignup.io) or email us at [info@ticketsignup.io](mailto:info@ticketsignup.io).*

 TicketSignup