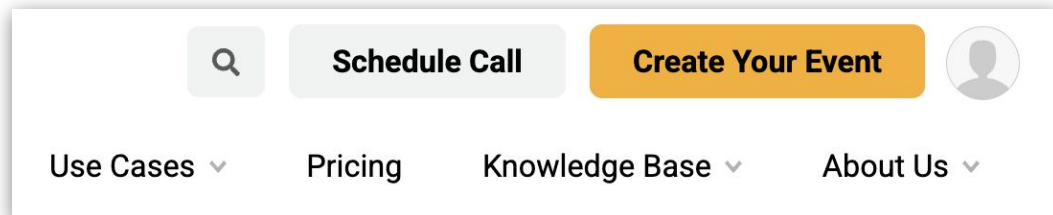
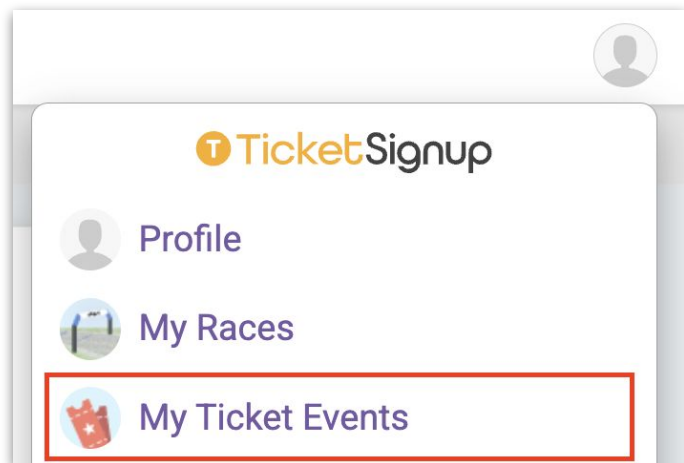




Event Setup



Create A Ticket Event



Ticket Event Setup Wizard

- Step 1: Basic Info
- Step 2: Tickets
- Step 3: Website Options
- Step 4 & 5: Payment & Finish



Ticket Event Information

Event Name *

Green Gala

Event Type *

Dinner or gala

Event Date and Time *

Event Start Time * ⓘ

04/22/2026

4 : 00 PM

Event End Time * ⓘ Copy Start Date

04/22/2026

9 : 59 PM

Event Description *

File Edit View Insert Format Tools

Paragraph A B I U List Link Undo Redo 14px

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!

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

Add New Person

Basic Info

First Name *

Last Name *

Contact and Other "Know Your Customer" Data

Email *

Phone *

Date of Birth *

Social Security Number *

⚠ Your Social Security Number is required by the federal government. We protect it with top-tier encryption. Providing your full SSN speeds up onboarding, but the last 4 digits are also accepted.

Address

Street Address *

Note: P.O Boxes are not allowed.

Country *

Zip Code *

The **Legal Entity** is who gets paid. Select if you are a business, non-profit, or something else? *

501c or Other Non-Profit Organization

Your Relationship to the Organization

Indicate how you are associated with this organization (select ALL that apply). If you do not meet any of these criteria, you cannot set up a payment account for the organization.

An **Authorized Signatory** is an individual who has been formally granted the authority to sign contracts, financial documents, or agreements on behalf of a company or organization. A **Control Person** is someone who has significant influence over the company's decisions, often due to ownership or executive power. While an authorized signatory can execute transactions, they might not necessarily have broad decision-making authority over company operations.

☐ I (the preparer) am a **control person** (have fiscal responsibility) for this organization.
 ☐ I (the preparer) am an **authorized signatory** for this organization.

Payment Verification

- NACHA Bank Matching Program
- Document uploaded needed
 - Voided Check
 - Bank Statement
 - Letter from the bank
 - Screenshot of online banking
- Pending Completion by RunSignup:
Manual review by our Risk Team
 - IRS Letter is requested (Verify EIN & Legal Entity)

We found the following errors:

⚠ Bank account couldn't be verified.

Additional Details: The bank account couldn't be verified.

Potential Remedies: You can try one of the following to resolve this issue.

- Upload a bank statement.
- Use different bank account.

Here is how you can resolve these errors:



Upload Routing: 123456789; Account Last 4: 4321: Recent Bank Statement or Other Bank Document

To complete setting up your payment account, please provide one of the items from the following list. Be sure your bank information is correct and matches your business legal name.

- Bank statement (**preferred within the last 2 months**).
- Voided check.
- Screenshot of online banking environment.
- Letter from bank stating account holder name and number.

[More Information](#) ▾



Choose your file

See above for information on what document to upload and the file format requirements.

Use Camera



The Payment Account For This Race is Pending!

Your account is pending verification. This could take up to 48 hours for approval. We will notify you once it is complete.

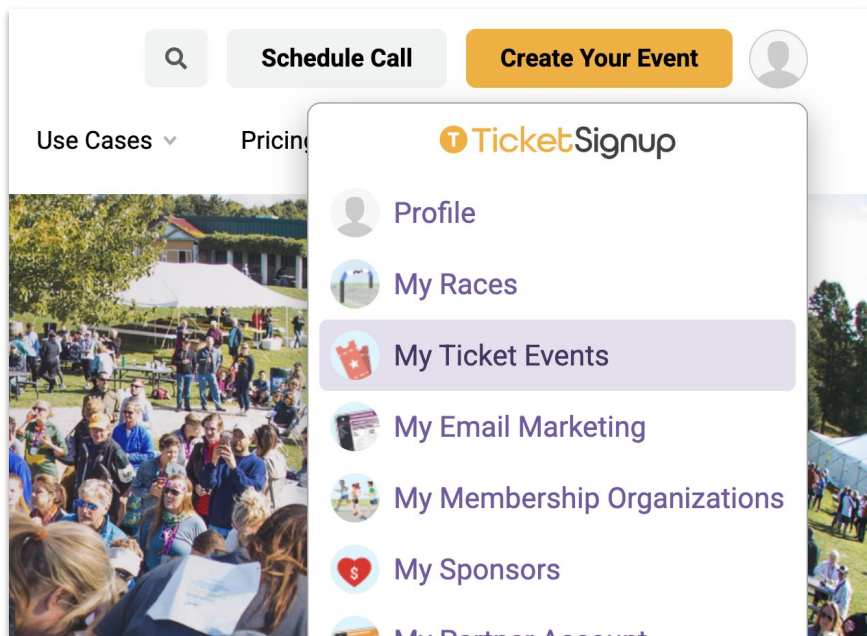


Ticket Event Dashboard

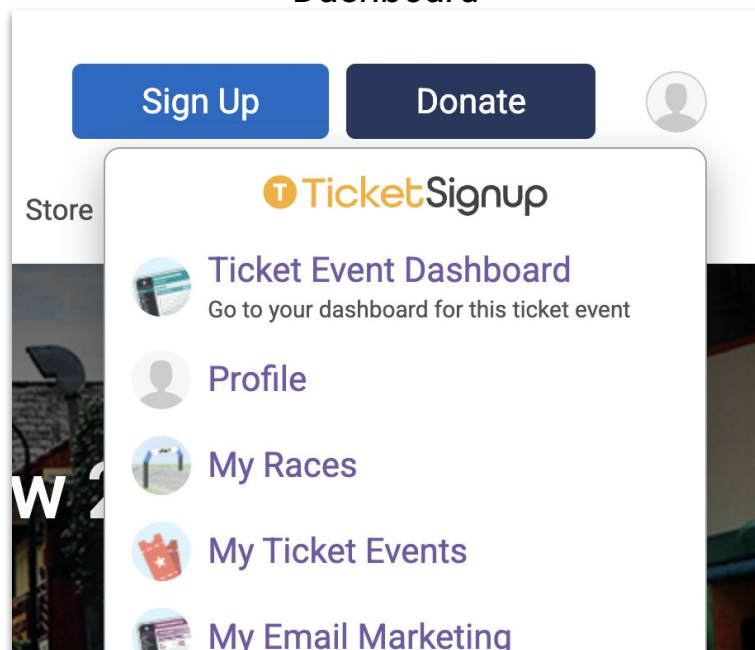


Accessing your Dashboard

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

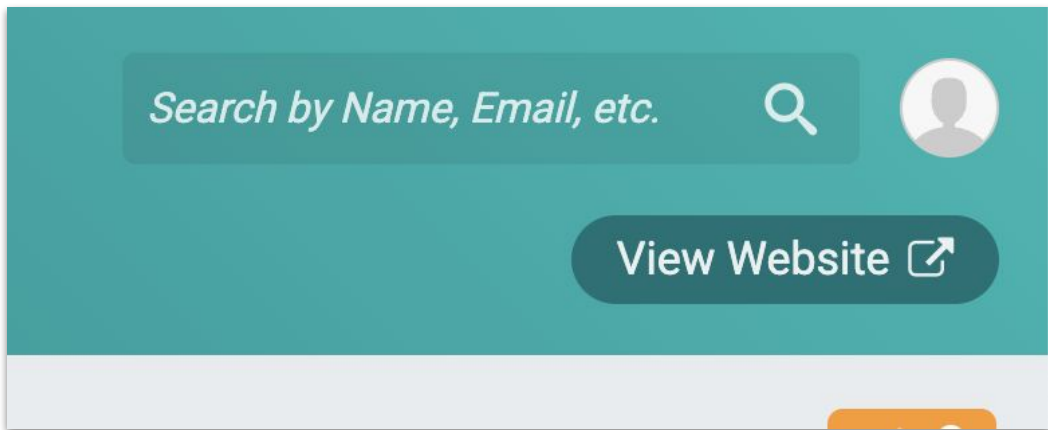


Event Website >> Profile Icon >> Ticket Event Dashboard

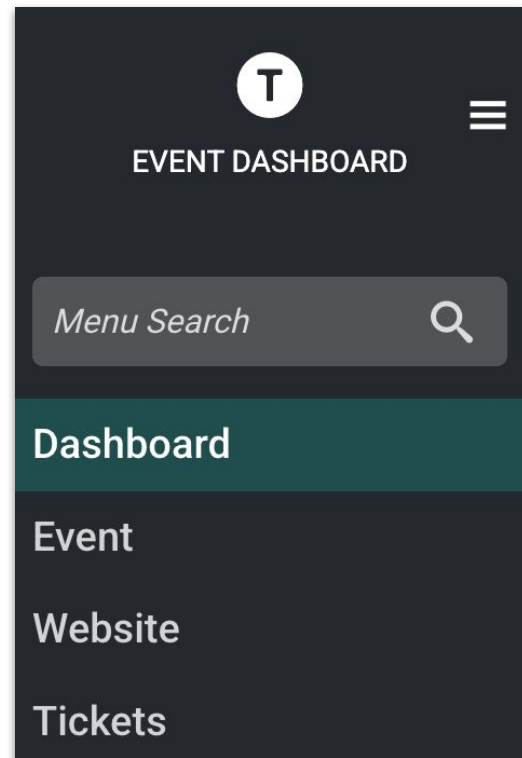


Use Search

Purchaser Search

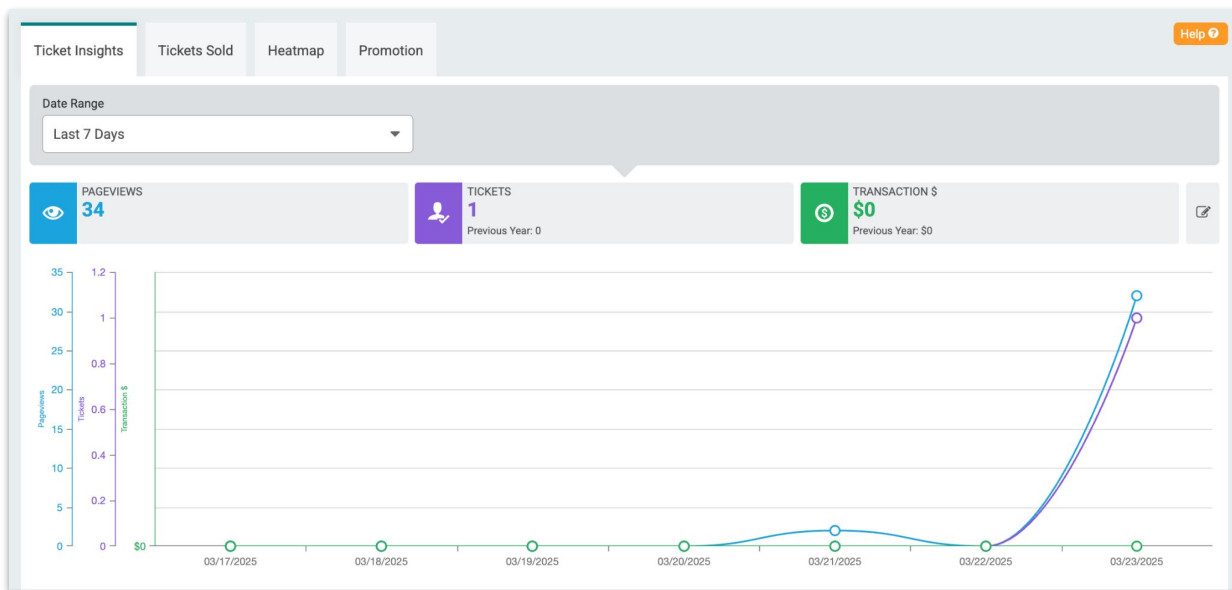
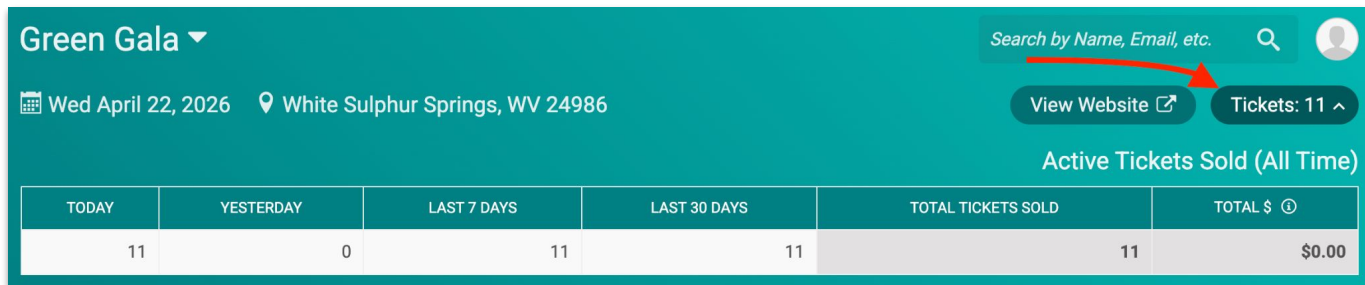


Menu Search



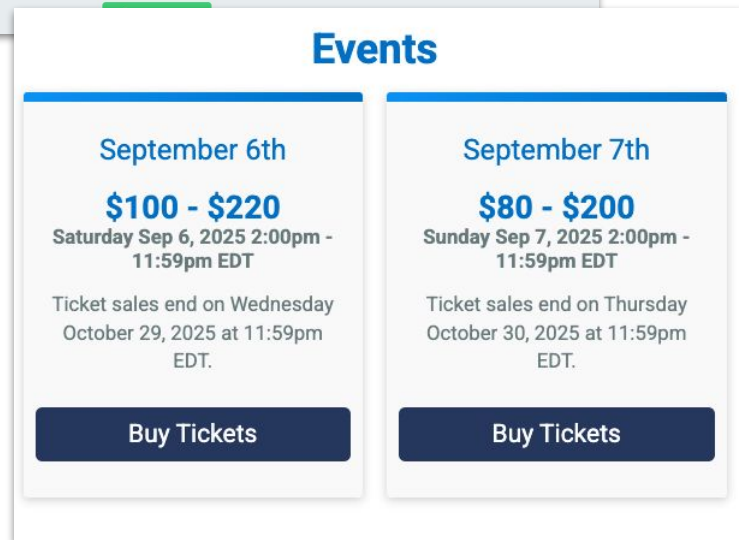
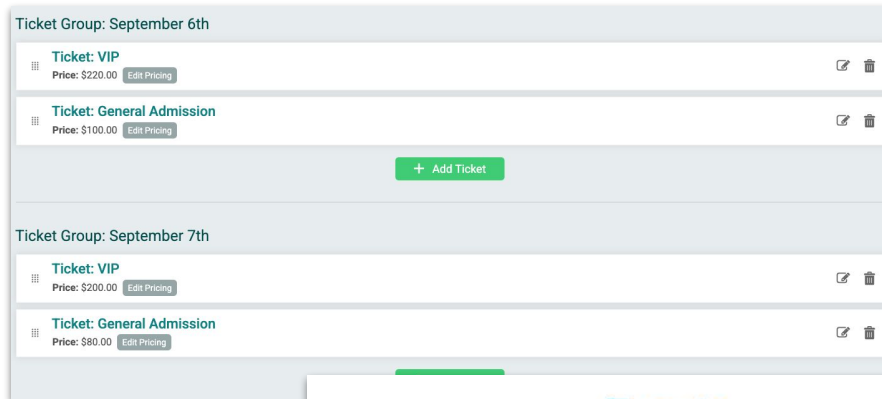
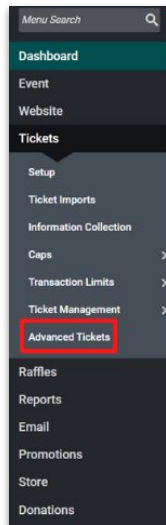
Ticket Insights

- Quick view of tickets sold
- Tickets sold, transaction dollars, pageviews
- Heatmap
- Sources (referral, email, custom, etc.)
- Not for financial use



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



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!

\$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

+

Continue

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)
- Summary Reports
 - Questions, Store Orders, etc.

Ticket Purchases

Search or Create a Report

Saved Reports

First Name

Last Name

Email Address

More Search Fields ▾

Search

2 Ticket Purchases

★ Create Saved Report

Edit Columns

Export Options ▾

ID	DATE	TICKETS	NAME	CONTACT INFO	PAYMENT INFO	IMPORTED
#1179070	03/23/25 1:47pm EDT	Table of 10: 10 (Active)	Sam Smith	test@ticketsignup.io	Discount: -\$800.00 (free) Paid: \$0.00	No
#1179068	03/23/25 1:44pm EDT	Individual: 1 (Active)	Jane Doe	test@runsignup.com 123-123-1234	Discount: -\$100.00 (free) Paid: \$0.00	No

Summary Reports

☒ 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.

Financial Summary

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

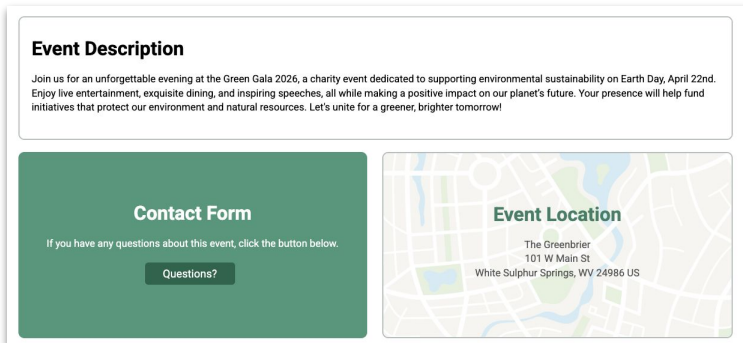
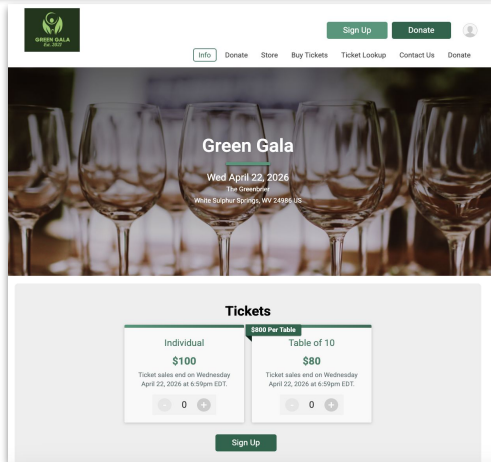
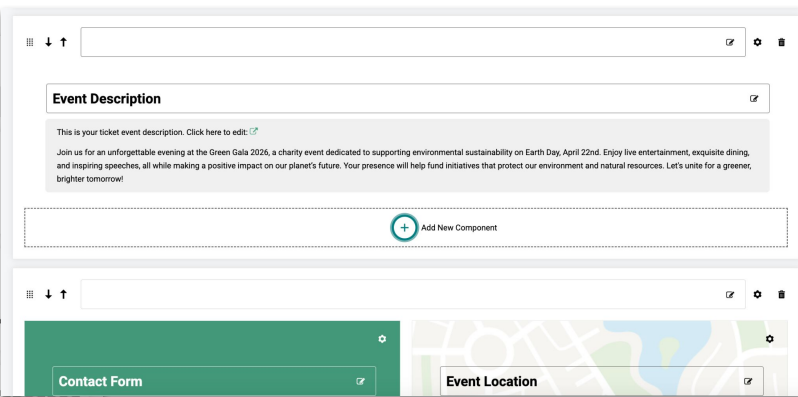
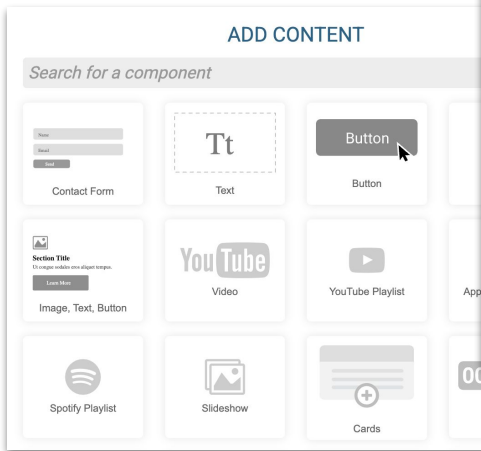
Transactions			Payments	Payment Account
Totals				
TYPE		EXPLANATION		TOTALS
Transactions		Total Credit Card Payments for your event.		+\$259.32
Transaction Processing Fees		Processing fees paid to TicketSignup for your event.		-\$19.40
Other Transaction Fees		Other fees deducted from total transaction 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

Website Builder

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)**





DEMO

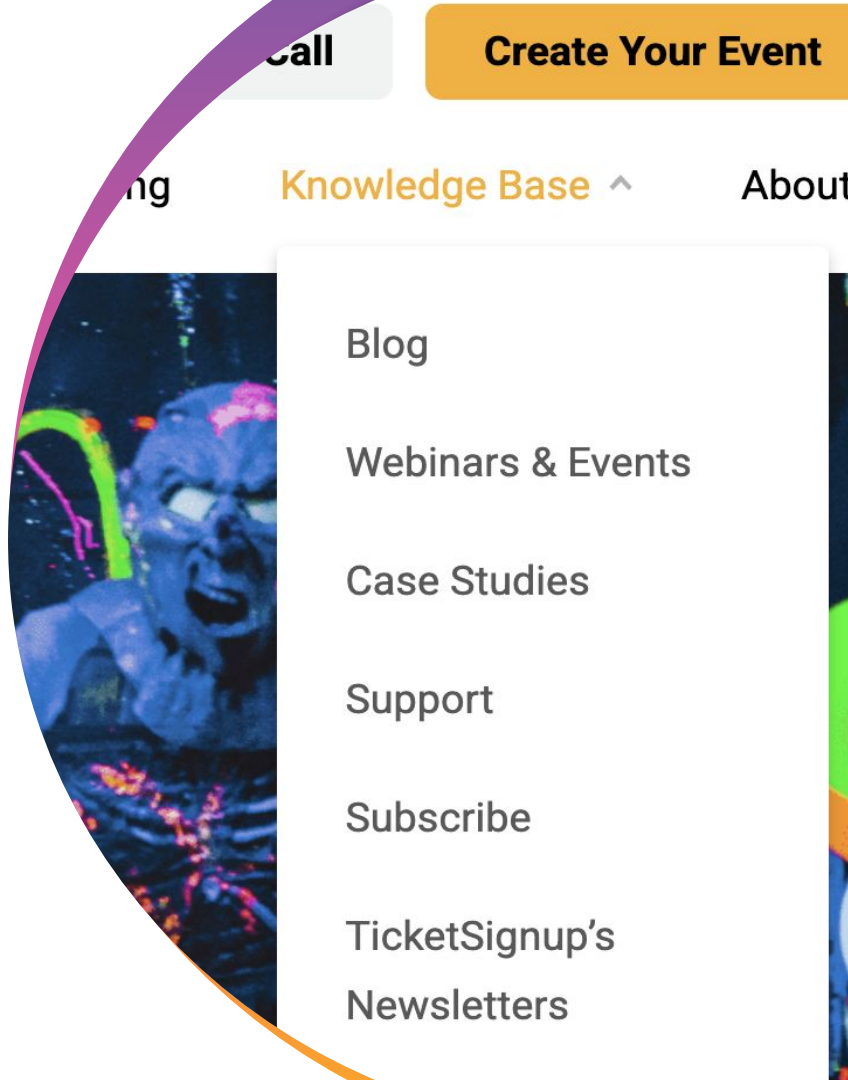




And More....

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

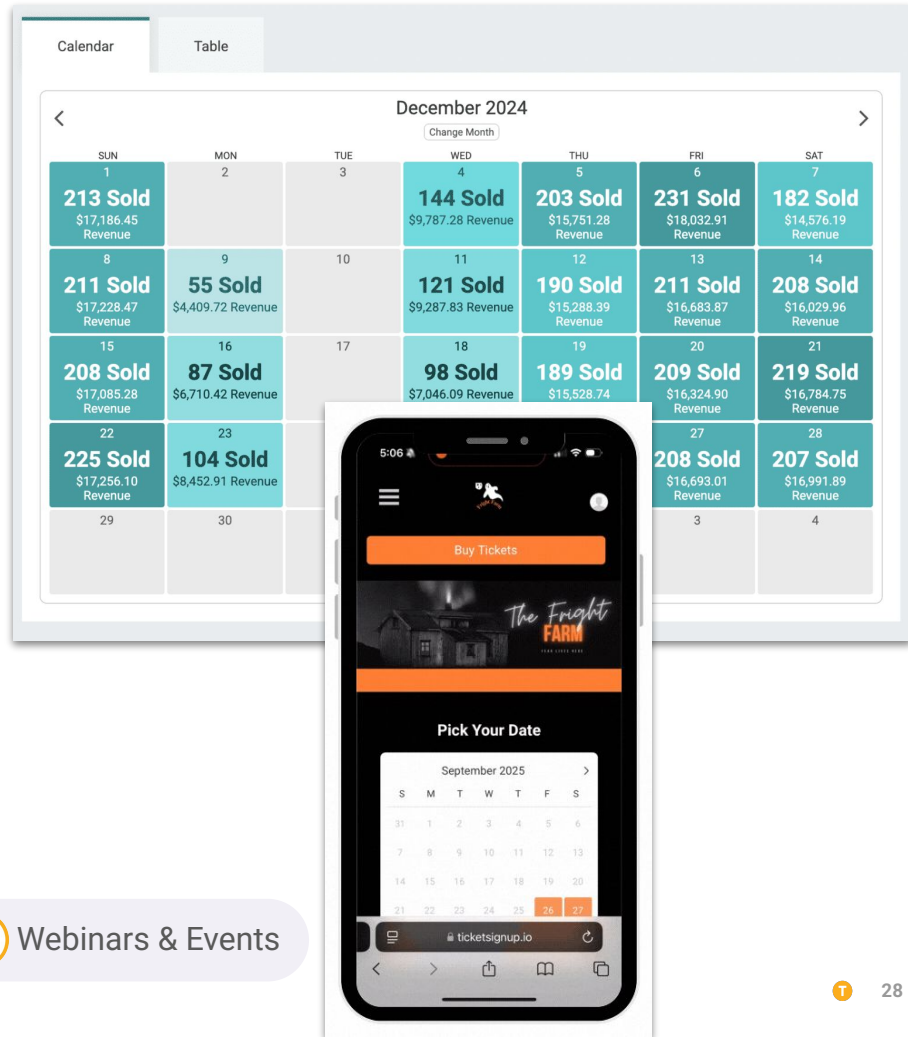
- **Free email.** Unlimited contacts, unlimited sends.
- **Marketing Tools.** Turn your attendees into ambassadors with referral rewards.
- **Photo Platform.** Cultivate FOMO.
- **QR codes and Ticket CheckIn App.** Offer a line-free event day.



Calendar Based Ticketing?

Calendar Based Tickets 101 Webinar **on 8/27 at 2pm** will introduce the basics of our patent-pending, calendar-based timed entry ticketing.

- Overview of TicketSignup
- When to use
- How to set up your calendar-based tickets
- Accessing your dashboard for calendar-based updates
- Key calendar-based reports
- And more!



Sign Up At

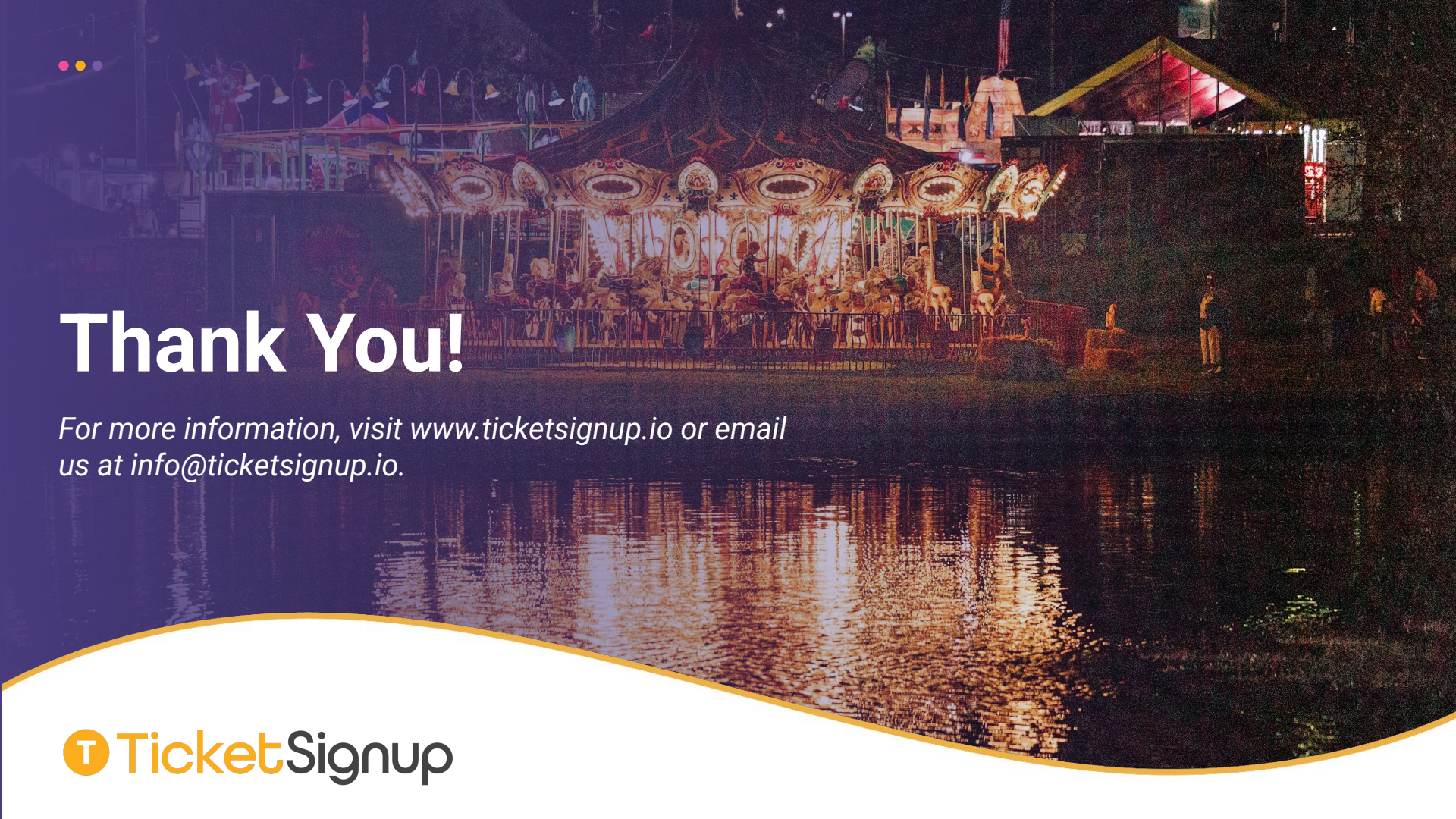
[TicketSignup.io](https://ticketsignup.io)



Knowledge Base



Webinars & Events

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

Thank You!

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

 TicketSignup