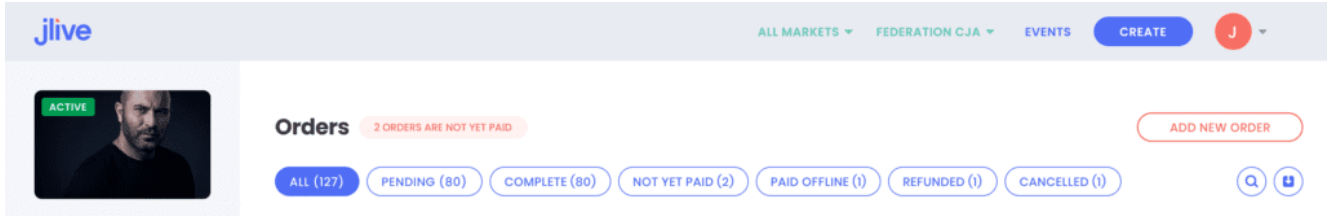


# Admin Register People to Events

On the [Manage Orders](#) or [Manage Registrants](#) page, Admins can click the “Add New Order” button in the top right corner.



**Next, Choose Your Tickets**

1 Tickets

2 Registration

3 Payment

## Tickets

### Preferred Seating & Valet Parking

Seating within rows 2 to 15. Includes complimentary valet parking.  
Tipping optional.

\$50.00

− 0 +

### Regular Admission

Seating within rows 16 to 40.

\$18.00

− 0 +

## Add-Ons

### Dinner

Your choice of Chicken, Fish, or Vegetarian

\$25.00

− 0 +

Total: \$50

CANCEL

NEXT

**Next, Answer Registration Questions**

✓ Tickets — 2 Personal info — 3 Payment

**Where should we send tickets?** Required

Email

Email

---

**Ticket 1 of 2**

**Is this ticket for the Buyer?** Required

Yes No

**What is the name of the registrant?** Required

First Name Last Name

Bill Richardson

**Choose Age Group** Required

Child  Adult

Teen  Senior

Young Adult

< BACK CANCEL NEXT

### Next, Enter Payment Details

For Paid events, the Admin can ask for the Credit Card information over the phone and enter it here. Or they can set it to Pay Later and follow-up later

(outside of Jlive) to collect payment. Lastly, they can indicate that No Payment is Required.

The screenshot shows a mobile payment interface with three steps: **1 Tickets**, **2 Personal info**, and **3 Payment**. The **Payment** step is active. The form is titled **Payment method** and includes the following fields and options:

- Credit Card** (selected): Includes a card number field (8888 8888 8888 8888), MM / YY, and CVC fields. Logos for American Express, VISA, AMEX, and M-CARD are visible.
- Name on Card**: A text input field for the cardholder's name.
- Country or Region**: A dropdown menu for the country and a text input field for the postal code.
- Pay Later**: An unselected radio button option.
- No Payment Required**: An unselected radio button option.

At the bottom, there are three buttons: **BACK** (with a left arrow), **CANCEL** (in a red outline), and **NEXT** (in a solid red button).

**Choosing No Payment Required will automatically apply a 100% discount.**

## Order Summary

-100%

Admin Discount Applied

Tickets (2)	\$100.00
Add-ons (2)	\$50.00
Taxes	\$4.97
Admin Discount	-100%
<b>TOTAL</b>	<b>\$00.00</b>

CANCEL

ORDER