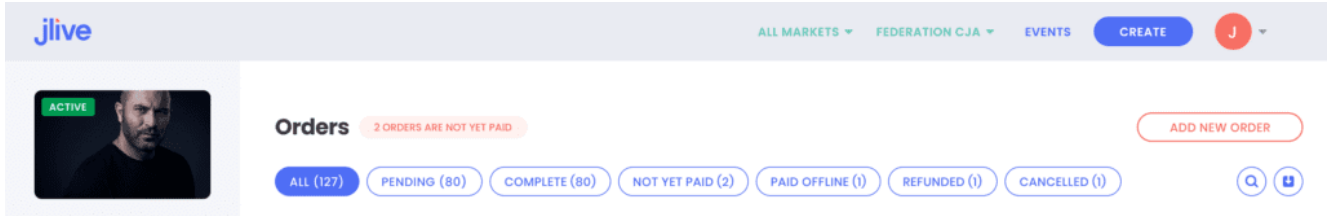


Admin Register People to Events

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 and displays the following options and fields:

- Payment method**
 - Credit Card** (with icons for American Express, VISA, AMEX, and Discover)
 - Card number: 8888 8888 8888 8888
 - Expiration: MM / YY
 - CVC: CVC
- Name on Card**
 - Cardholder name
- Country or Region**
 - Country (dropdown menu)
 - Postal code
- Pay Later**
- No Payment Required**

At the bottom, there are three buttons: **< BACK**, **CANCEL**, and **NEXT**.

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%
TOTAL	\$00.00

CANCEL

ORDER