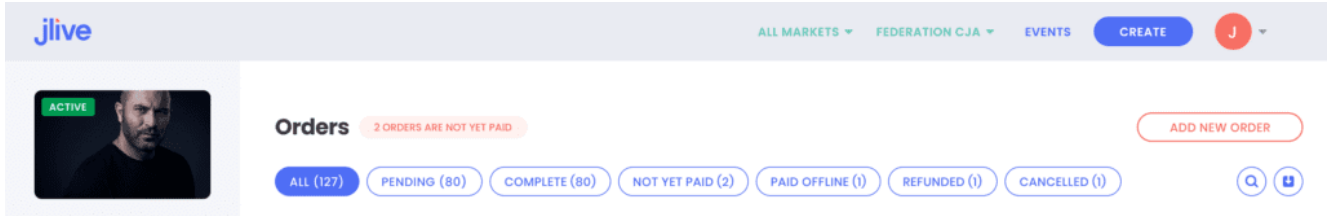# Admin Register People to Events

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

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

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

Bill

Last Name

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.

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