

# Create Tickets

On Step 2 of Creating Events, you can create Tickets.

Within a given ticket you can decide whether it is a FREE ticket or a PAID ticket.

Additionally you can indicate the name of the ticket as well as a brief description.

You can optionally set Custom On-Sale Dates if there is a window of time where the tickets are available. This is useful for Early Bird ticketing.

Next you can set the total tickets available. You can also set a minimum and a maximum number of this ticket type per order.

Example: A Paid event may require a minimum of 1 Family Ticket purchased. Then additional child tickets can be free.



## General Admission



FREE

PAID

### Ticket name

General Admission

[+ ADD DESCRIPTION](#)

### Ticket sale dates

Tickets will be on sale from the moment the event is published until the event ends, unless a custom on-sale date is set.

[+ SET CUSTOM ON-SALE DATES](#)

### Tickets price

Price

\$ 10

[+ ADD TAX](#)

### Tickets quantity

Total Available

1000

Max per order

10

Min per order

0

Livestream only

Hide ticket type

[+ ADD TICKET TYPE](#)

# **Paid Tickets**

Paid Tickets require that your Jlive account is connected to Stripe.

See instructions [Connect to Stripe](#)

On paid tickets you may indicate if there are taxes included.

Transaction fees of 2.9% plus 30 cents per transaction are deducted from the net amount received by the organization. There is no ability to pass these fees on to the customer at this time.

# **Add-ons**

Add-ons work just like Tickets but are generally used for things such as Dinner Vouchers, T-Shirts, Sponsorship Opportunities, Upgrades.

Add-ons may be “Redeemable” or “Non-redeemable”. Redeemable means that a PDF voucher will be included in the Registration email. (Example: Dinner Voucher PDF)

“Non-redeemable” simply means that there will not be a PDF included in the email.