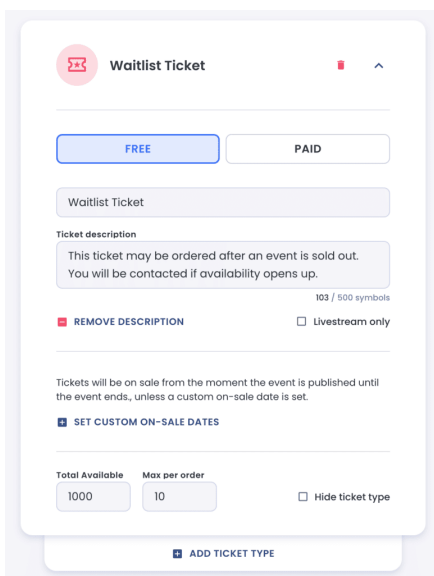


How To Create A Waitlist Ticket

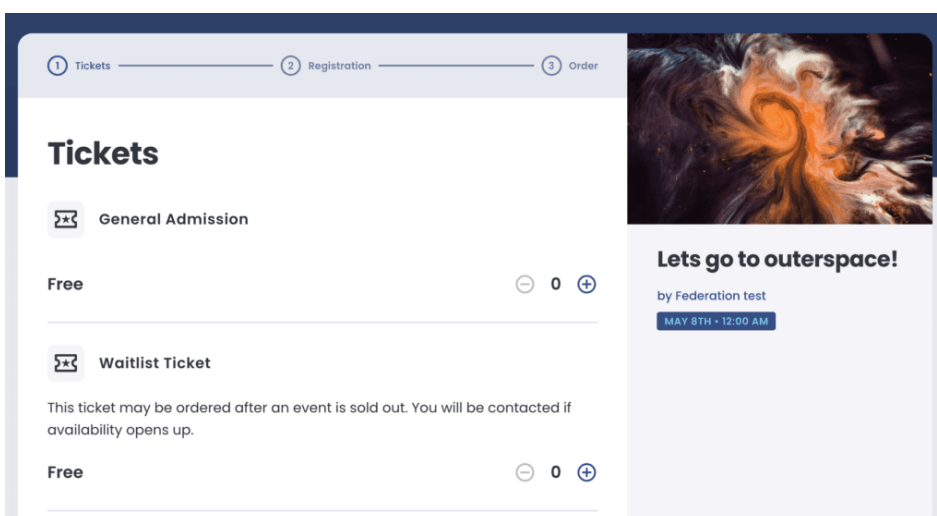
1. Go to your Create Event page.

2. On Step 2 - Tickets, Create a “Waitlist” Ticket.

Label a ticket type “Waitlist Ticket” use the description to explain that this ticket may be ordered after an event is sold out.



The screenshot shows a form for creating a 'Waitlist Ticket'. At the top, there's a title 'Waitlist Ticket' with a red icon. Below it are two buttons: 'FREE' (highlighted in blue) and 'PAID'. A text input field contains 'Waitlist Ticket'. Underneath is a 'Ticket description' section with the text: 'This ticket may be ordered after an event is sold out. You will be contacted if availability opens up.' There are options to 'REMOVE DESCRIPTION' and 'Livestream only'. A note states: 'Tickets will be on sale from the moment the event is published until the event ends, unless a custom on-sale date is set.' There are checkboxes for 'SET CUSTOM ON-SALE DATES', 'Total Available' (set to 1000), 'Max per order' (set to 10), and 'Hide ticket type'. At the bottom is an 'ADD TICKET TYPE' button.



The screenshot shows the 'Tickets' management interface for an event titled 'Lets go to outerspace!'. The event is by 'Federation test' and scheduled for 'MAY 8TH - 12:00 AM'. The interface has three steps: 1 Tickets, 2 Registration, and 3 Order. Under the 'Tickets' section, there are two ticket types: 'General Admission' and 'Waitlist Ticket'. Both are set to 'Free' and have a quantity of 0. The 'Waitlist Ticket' description reads: 'This ticket may be ordered after an event is sold out. You will be contacted if availability opens up.'

3. Limit the waitlist to a maximum number of people.

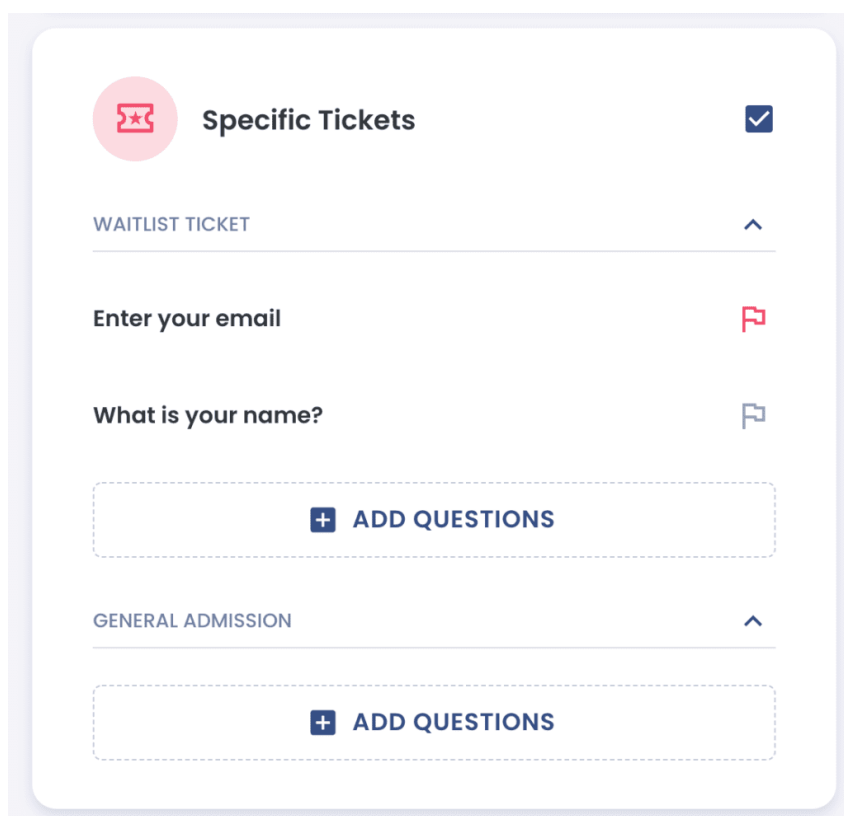
TIP: If you don't have a limit on the number of attendees who can be added to your waitlist, set this field to zero.

4. Optional: Collect phone numbers from attendees.

If you want to collect information for each Waitlist Ticket, then on Step 3 - Questions you can add questions to the Waitlist Ticket Type.

Find the "Specific Ticket" box and then the "Waitlist Ticket"

Then Add Questions for this specific ticket type.



*This option is a work-around until a fully automated Waitlist feature is available. This is on our list of features to implement.