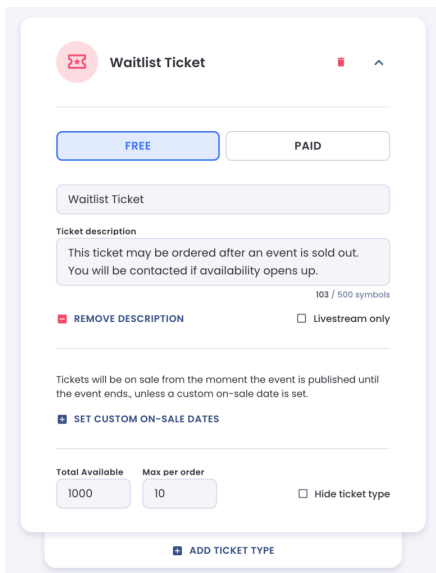


How To Create A Waitlist Ticket

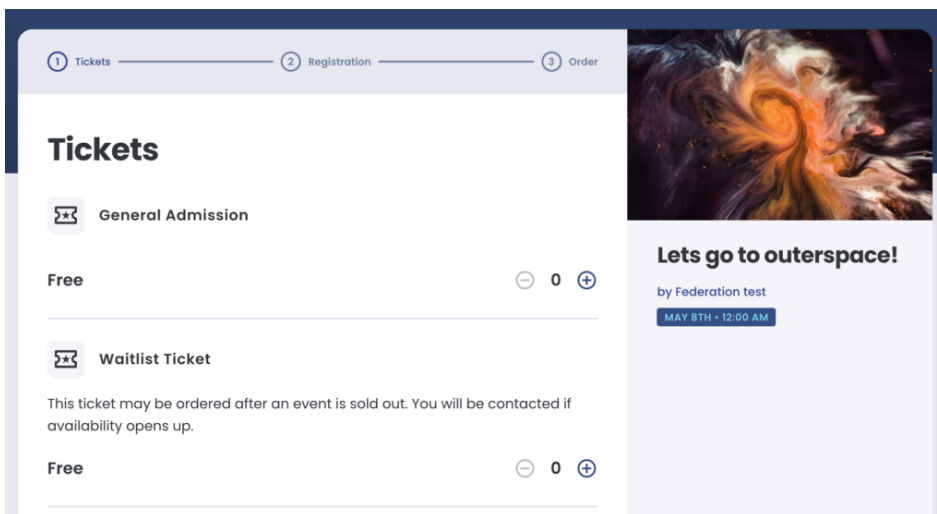
1. Go to your Create Event page.

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 red icon and the title 'Waitlist Ticket'. Below this are two buttons: 'FREE' (highlighted in blue) and 'PAID'. A text input field contains 'Waitlist Ticket'. Under 'Ticket description', there's a text area with the description: 'This ticket may be ordered after an event is sold out. You will be contacted if availability opens up.' Below the text area is a character count '103 / 500 symbols'. There are two checkboxes: 'REMOVE DESCRIPTION' (checked) and 'Livestream only' (unchecked). 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.' Below this is a checkbox 'SET CUSTOM ON-SALE DATES'. At the bottom, there are input fields for 'Total Available' (1000) and 'Max per order' (10), and a checkbox 'Hide ticket type'. A blue button 'ADD TICKET TYPE' is at the very bottom.



The screenshot shows the 'Tickets' section of an event page. At the top, there's a progress bar with three steps: '1 Tickets', '2 Registration', and '3 Order'. The 'Tickets' section has a title 'Tickets' and a list of ticket types. The first type is 'General Admission' with a price of 'Free' and a quantity of '0'. The second type is 'Waitlist Ticket' with a description: 'This ticket may be ordered after an event is sold out. You will be contacted if availability opens up.' and a price of 'Free' with a quantity of '0'. On the right, there's a promotional banner for 'Lets go to outerspace!' by 'Federation test' with a date 'MAY 8TH - 12:00 AM'.

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

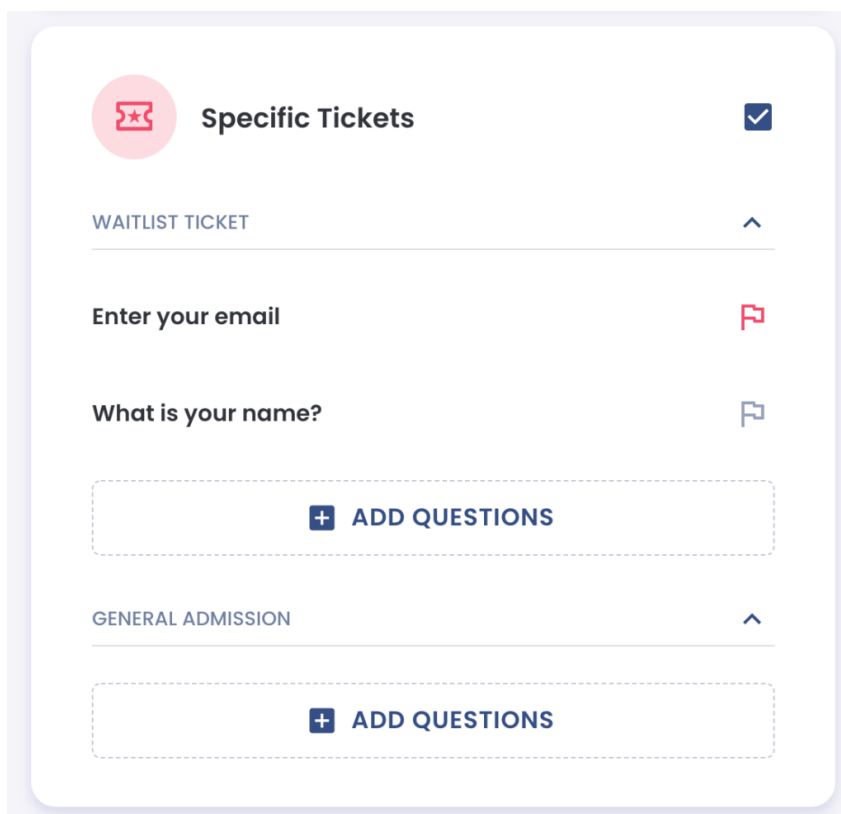
TIP: If you don't have a limit on the number of attendees who can be added to your waitlist, set this field to zero.

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.



The screenshot shows a user interface for managing ticket types. At the top, there is a section titled "Specific Tickets" with a red ticket icon and a checked checkbox. Below this, there is a section for "WAITLIST TICKET" with an upward arrow. Underneath, there are two input fields: "Enter your email" and "What is your name?", each with a red flag icon to its right. Below these fields is a dashed box containing a blue plus icon and the text "ADD QUESTIONS". Further down, there is a section for "GENERAL ADMISSION" with an upward arrow. At the bottom, there is another dashed box containing a blue plus icon and the text "ADD QUESTIONS".

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