

Ticketing – Overview

<i>Speech</i>	<i>Cursor Actions</i>
Your organization may host fundraisers, concerts, performances, or other types of events to draw attention to your organization and its cause. Your organization may sell tickets to the events you host. Sumac's Ticketing add-on keeps track of tickets or subscriptions sold for the various events you host.	Show title: Ticketing Overview
You can specify ticketed events occurring at specific venues, provide seating plans and detailed pricing, then book tickets and print them. If you have integrated Sumac with your website, the Ticketing add-on also allows you to sell tickets on your website.	Slide: “Ticketing allows you to: <ul style="list-style-type: none"> • specify ticketed events • manage multiple venues • manage seating plans • manage price schemes • sell and print tickets • sell tickets online
The Ticket Orders list stores the ticket orders themselves.	Show console with Events expanded. Click Ticket Orders
Click New to sell tickets to events.	Point to New
Or search for existing ticket orders using the searching panel at the top of the list.	Choose Search Type: Event Click Choose Event, and select 2015 Gala Click Search
You can print tickets that have already been sold.	Point to Print Tickets
Or use the Print Unsold button to print out any unsold tickets right before a performance begins so that you can sell rush tickets at the door.	Point to Print Unsold
Sumac Ticketing also supports the printing and scanning of barcodes on tickets to rapidly check people in at an event.	Point to Start Ticket Scanner
And there are several reports built into this list to help you report on outcomes for overall sales,	Expand Analyze & Report point to “Overall Sales” report
ticket sales to particular events,	Point to “Sales Details (Event)”
or financial summaries.	Point to “Financial Summary (Event)” and “Financial Summary (Event Group)”
<i>You should now move on to more training videos to learn more about setting up and using Ticketing in Sumac!</i>	Slide: “Move on to other Ticketing how-to videos”