

Ticket Changes

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Quick Steps: TicketDesq > Select Event > Ticket Changes

The Ticket Change menu will display a list of Ticket Holders who have processed a Ticket Change. A ticket change is a name or date of birth change on the original purchase. From this listing administrators are able to view, search and export.

1. Login to the SportsTG console, and click on **TicketDesq** from the top menu
2. Select the relevant **Event** to view, then click **Ticket Changes** from the left hand menu

The screenshot shows the 'STG - Sample Club' interface. At the top right, it says 'Logged in as: System Administrator' with a 'Log Off' button. The main navigation bar includes 'Home', 'Website', 'Members', 'Subscriptions', 'Shop', 'Auctions', 'TicketDesq' (highlighted), 'Events', 'Registrations', 'Tools', 'Administration', and 'SportsTG Noticeboard'. The left sidebar lists various menu items, with 'Ticket Changes' selected. The main content area is titled 'Ticket Changes (Awards Dinner)' and features an 'Export' button. Below this is a search bar with 'Search For:' and 'In: Ticket' dropdown. The record count is 'Records: 1-20 of 1,521' and the pagination shows 'Pages: 1 2 3 4 5 6 ... 73 74 75 76 77 | First | Previous | Next | Last'. A table displays the following data:

Ticket	Item	Barcode	Date	Reference	Price	Name	View
11545653	General Admission Ticket	1843-785891-11545653	28-Apr-2016	785891	10.00	Sample, Samantha	
11545654	General Admission Ticket	1843-785826-11545654	28-Apr-2016	785826	10.00	Test, Tommy	

3. To view the relevant Ticket Holder information, click the **View** icon. This will display the previous ticket information, as well as the amendments.

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Events

- Dashboard
- Ticketholders
- Tickets
- Book
- Ticket Changes
- Basic Information
- Ticketholder Options
- Email Ticketholders
- Inventory Types
- Inventory
- Other Information Sections
- Other Information
- Export Templates
- Issue Refund
- Refund Listing
- Settlements
- Users
- Facebook



Ticket Change (Awards Dinner)

Listing

Ticket Change

Reference: 75273
Date: 28-Apr-2016 : 08:24 AM
Receipt Number: AL1RD563771B
Authorisation Code: 020761
Total: \$10.00

Original Ticket

Reference: 11525391
Item: **General Admission Ticket**
Name: Sam Sample
Date Of Birth: 28-Feb-1984

Amended Ticket

Reference: 11545653
Item: **General Admission Ticket**
Name: Samantha Sample
Date Of Birth: 07-Feb-1984

Note: For Ticket Change to appear in the menu for your event, this must be enabled in the [Basic Information](#) > Change.

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