Refunding Tickets

Last Modified on 07/04/2016 1:14 am EDT

Quick Steps: TicketDesq > Events > Issue Refund

1. Within the Management Console, select **TicketDesq** from the top menu, then **Event Console** next to the required event

2. Select **Issue Refund** from the expanded left menu

3. Enter the booking reference. This can be found in TicketDesq > Tickets in the Reference column against the ticket you wish to refund.

4. Click **Next**.

5. You can now confirm the refund amount as well as enter any comments or initial required.

6. Click **Next**.

7. Click **Process Refund**.