

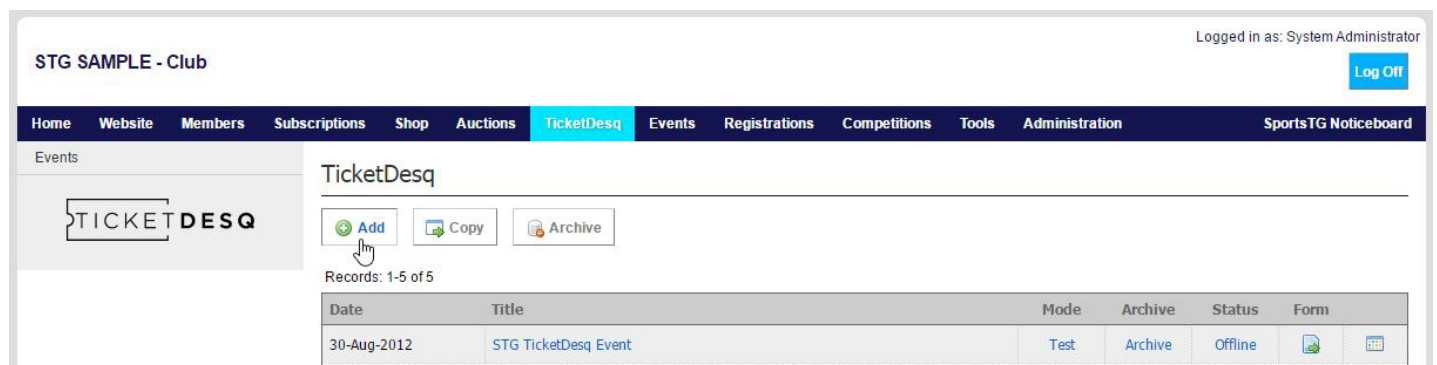
1. Creating a TicketDesq form

Last Modified on 16/02/2017 12:16 pm AEDT



Quick Steps: TicketDesq > Add

This function allows an administrator to create a TicketDesq event form. This module can be utilised for Awards Nights, Raffles, and other ticketed events.

1. Login in the console, and select **TicketDesq** from the top menu.
2. Click **Add**



The screenshot shows a web application interface for 'STG SAMPLE - Club'. The user is logged in as 'System Administrator'. The top navigation bar includes links for Home, Website, Members, Subscriptions, Shop, Auctions, TicketDesq (highlighted), Events, Registrations, Competitions, Tools, Administration, and SportsTG Noticeboard. On the left, there is a sidebar with 'Events' and a 'TICKET DESQ' logo. The main content area is titled 'TicketDesq' and contains three buttons: 'Add', 'Copy', and 'Archive'. Below the buttons, it says 'Records: 1-5 of 5'. A table displays one record with the following data:

Date	Title	Mode	Archive	Status	Form
30-Aug-2012	STG TicketDesq Event	Test	Archive	Offline	 

3. Select the **Date Format** and **Currency** from each of the drop down menus, then click **Next**

4. Give your event a **Title** and provide the **Event Date** information. As these are the only mandatory fields you can then click **Save**.

Alternatively, you can continue to fill out the relevant details, and [Step 2: Setting Up Your Form](#) will provide further detail on how this can be done.

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