Setting Up Your Ticket

Quick Steps: Go to TicketDesq > Select Event > Inventory > Select Inventory > Ticket

1. Within the Management Console, select **TicketDesq** from the top menu, select the event, and then **Inventory** from the left menu

2. Select the ticket item you wish to edit. Select the **Ticket** tab. In this tab, you can select if customers who ticket purchasers will receive their tickets via email by toggling the **Ticket** option.

The ticket can be designed in the free text field. You can use the following Merge Fields to insert Event and Ticketholder information onto the Ticket.

Verification Fields

ITEMTICKETHOLDERNAME

ITEMTICKETHOLDERDATEOFBIRTH

Basic Information

EVENTNAME

EVENTSTARTDATE

EVENTENDDATE

EVENTLOCATION

EVENTWEBSITE

EVENTCONTACTUSEMAIL

EVENTSUMMARY

EVENTTERMS

Ticketholder Details

FIRSTNAME

LASTNAME

BOOKINGREFERENCE

BOOKINGDATE

Ticket Details

BARCODE

QRCODE

ITEMREFERENCE

ITEMTITLE

ITEMCODE

ITEMDETAIL

ITEMPRICE

ITEMBOOKINGFEE

ITEMBOOKINGFEETITLE

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