

## Changing a Promotional Event into a Ticketed Event

YouTube Tutorial: [HERE](#)

Many reps have entered chapter events into the Events Center as promotional events. Below are the steps for changing your event into a ticketed event.

1. Log into the PF/QF Events Center: <https://pfgf.myeventscenter.com/>
2. Since an event has been created for you, you should land on your main *Manage Events* page. This is your Events Center home page.
  - a. If you land on the main site page, select *My Events* in the drop-down menu from your chapter name in the upper right corner
3. Select the name of the event you need to edit; this will bring you to the *Sales Dashboard* for that event
4. While your event is promotional, many of the features will not be accessible because they relate to tickets and orders
  - a. You will see these messages while your event is marked “Promotional”

The screenshot shows the Events Center interface for a promotional event. The event is titled "Rosebud Pheasants Forever Chapter #99 Annual Banquet" and is located at "Middle School Gym". The interface includes a top menu with options: EDIT, DESIGN, BUNDLE, PREVIEW, and PAUSE. A message box indicates that "Features for Tickets and Payments don't apply to this event type". The event status is marked as "\*Started" and "\*PROMOTION". The "Sales Dashboard" is visible, showing "Event overview" and "Daily sales" options.

5. To change your event into a ticketed event, select *Pause* from the top menu

The close-up screenshot shows the top menu with the following options: EDIT, DESIGN, BUNDLE, PREVIEW, and PAUSE. The 'EDIT' and 'PAUSE' buttons are circled in red.

6. Once it is paused, select *Edit*

7. This will take you into the event. Make any edits as you would normally when creating an event. These include but are not limited to:
  - a. Adding details to your event description
  - b. Updating the venue and venue capacity

**NOTE: Refer to the Creating an Event how-to guide for more information**

8. On the ticketing page, make any adjustments that are needed for your banquet/event. It is likely that there will be more tickets in here than you will need. Remove and adjust tickets as needed.

**NOTE: Please refer again to the Creating an Event how-to, as well as the Ticket Bundles how-to guide for help with this section. Reach out to your Regional Rep if you come across any issues or questions.**

9. Hit *Publish* and wait for your Regional Rep to approve that event
10. You are live and ready to sell tickets and manage your event through the Events Center!