

How To: Ticket Bundles

Bundling is a way to sell multiple tickets under one ticket “package”. For example, a chapter sponsor should be a bundle, with a meal ticket and an associate membership ticket. Think of the bundles as the envelopes that hold certain tickets together. Bundles help limit the fees charged to the customer or your chapter, because the service fee is *per ticket* and a bundle gets you multiple tickets within one.

- Your basic ticket types (membership + meal tickets and meal tickets) make up the bundles
- Remember: tickets need product codes attached to them *if they include a membership*. This allows our system to process the membership.

Examples

Ticket Name	Description	Bundled? Yes/No
Youth Membership Ticket	Includes a meal for one and one annual PF Ringneck youth membership	No – <i>BUT it should have a product code of PFYOUTH</i>
Meal Ticket	Meal for lifetime members and guests of paid members	No
Associate Membership Ticket	Includes a meal and an annual PF Associate membership	No – <i>BUT it should have a product code of PFASSOCIATE</i>
Couples Ticket	Includes meals for two and one annual PF Associate membership	Yes – Bundle would be the Meal Ticket & the Associate Membership + Meal Ticket
Chapter Sponsor	Includes meals for two and one annual PF Associate membership	Yes – Bundle would be the Meal Ticket & the Associate Membership + Meal Ticket
Table Sponsor	Includes meals for ten and five annual PF Associate membership	Yes – Bundle would be 5 Meal Tickets & 5 Associate Membership + Meal Tickets

Using a Ticket Bundle

**Please utilize templates and current tickets as much as possible – all current tickets within a template can be edited to fit the chapter’s bundle needs*

Skip to **Step 4** to edit and manage ticket bundles that are provided within the event templates.

Creating a Ticket Bundle from Scratch

1. Follow the steps in the *Creating an Event* manual until you get to the *Ticketing* portion
2. Here, enter your basic tickets
 - a. Click *Add Ticket Type* to enter the name, price, and description for the ticket
 - b. Click *Advanced Options*
 - c. Be sure to select a *Product Code* for any membership tickets entered
 - d. **Do not** enter a *Product Code* if the ticket does not include a membership, such as a meal or guest ticket

The screenshot shows the 'Ticketing Plan' section of a software interface. At the top, there are navigation tabs: EDIT, DESIGN, MANAGE, PROMOTE, PREVIEW, and PUBLISH. Below these are sub-tabs: EVENT INFO, VENUE, TICKETING, and PAYMENTS. The 'TICKETING' sub-tab is active, displaying a table with columns: TICKET TYPE, QUANTITY, PRICE, SALES END, ACTIONS, and ORDER. A red circle highlights a '+ Add Ticket Type' button located below the table.

The screenshot shows the 'Add Ticket Type' form. The 'Name' field contains 'Adult Membership Ticket'. The 'Price' is set to '\$ 35' with a 'Free' checkbox. The 'Online Quantity' is set to '0' with an 'Up to location capacity' checkbox. The 'Ticket Description' field contains 'Includes one annual PF adult membership'. Below this is a section for 'Advanced Options' with various checkboxes for 'Sales Start', 'End Sales', 'Minimum tickets per order', 'Maximum tickets per order', 'Hidden Online', 'In-Person Sale Only', and 'Not For Admission'. The 'Ticket Code Accent Color' section shows five color swatches. The 'No Discounts' checkbox is checked. The 'Product Code' field is circled in red and contains the text 'PFASSOCIATE: Associate'. The 'Unlock Code' field contains the text 'optional'.

3. Once all your basic tickets are entered, you can begin to create the actual bundles.
 - a. Create a ticket as usual; add Ticket type, enter name, price, and description
 - b. In the description, include what they will get as a part of this bundle (i.e. list out the number of memberships and meals)
 - c. Check *Bundle* at the bottom and click *Save*
- NOTE:** DO NOT select a product code or *guest information* for the bundle. The product codes should only on your stand-alone membership tickets.

Ticket Type

Name *

Price * Free **Online Quantity *** Up to location capacity

Ticket Description

+ Advanced Options

Sales Start When event is published **End Sales** When the performance ends

Minimum tickets per order Use as default quantity **Maximum tickets per order**

Hidden Online
 Hide from on-line buyers. Available for host-issued comps and offline sales.

In-Person Sale Only
 Hide from on-line buyers. Available for comps, offline sales, and at event for Point-of-Sale purchase.

Not For Admission
 Ticket not for event admission (use for donation, merchandise, etc.)
Printed and mobile tickets for this type will not show a bar-code.

Ticket Code Accent Color

Highlights last 4 digits of the ticket code shown below the barcode.
When none selected, the system default (red) is used.

No Discounts
 Do NOT apply any discounts or promo codes to this ticket type.

Product Code

Unlock Code

Special code to reveal this ticket type to buyers. If you have multiple ticket types to unlock, consider if you want them accessible by one Unlock Code, or by different ones. Email invitations to buyers may contain at most one Unlock Code.

Bundle
 This ticket type is used to BUNDLE other tickets to sell as a single item.

Guest Info
 Request entry of additional information for this ticket type.

- d. The  symbol will now show up next to that ticket type, indicating that it can now be a ticket bundle.

**a bundle itself is not a ticket and will not admit a guest to anything, you must add the tickets required for attendance*

Chapter Sponsor		0	\$250.00	Aug 02, 2019 at 10:00 PM	Edit Remove	
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- Click the  icon to edit the bundle
- Using the drop-down menu, select the ticket that needs to be bundled or if the bundle needs to be edited

NOTE: If the  symbol is not present, the ticket will not display in this drop-down menu

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Ticket Bundles for: Grace's for Ticket Bundle Instruction

Select Ticket Bundle

The Bundle itself is **not a ticket**, and does not admit a guest to anything. You must add all Ticket Types required for attendance **to the bundle!**

Chapter Sponsor : 08-01 07:00 AM : \$250.00

Bundled Ticket Types				Types Available to Bundle		
Performance	Ticket Type	Qty	Price	Performance	Ticket Type	Price
				08-01 07:00 AM	Youth Membership Ticket	\$15.00
				08-01 07:00 AM	Adult Membership Ticket	\$35.00
				08-01 07:00 AM	Meal Ticket	\$20.00

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6. Once selected, you will see the tickets that are available to bundle on the right-hand side

02-15 07:00 PM : Couple's Ticket

Couple's Ticket : 02-15 07:00 PM : \$80.00

Includes 2 meals and an annual PF membership (\$35 value). Please be sure to fill out the full name and address for the membership.

Bundled Ticket Types

Performance	Ticket Type	Qty	Price
02-15 07:00 PM	Associate Membership + Meal Ticket	1	\$60.00 ✖
02-15 07:00 PM	Meal Ticket	1	\$25.00 ✖

Add / Update Ticket Bundle

02-15 07:00 PM : Associate Membership + Meal Ticket : \$60.00

Includes 1 dinner ticket and an annual PF membership (\$35 value). Please be sure to fill out the full name and address for the membership.

+ ticket requests entry of Guest Info

Quantity:

Cancel
SAVE

Types Available to Bundle

Performance	Ticket Type	Price
02-15 07:00 PM	Student Membership + Meal Ticket	\$40.00
02-15 07:00 PM	Youth Membership Ticket	\$30.00
02-15 07:00 PM	Associate Membership Only Ticket	\$35.00
02-15 07:00 PM	Youth Membership Only Ticket	\$10.00
02-15 07:00 PM	Student Membership Only Ticket	\$25.00

7. Click on the ticket you want to include in this bundle, select the correct quantity, and hit *Save* (repeat for all ticket types included in this bundle)
- NOTE:** the price of the individual tickets will not show or be reflected in the bundle price
- Double check that the ticket quantities match the description for your bundle (i.e. if the description lists 2 memberships – there need to be 2 membership tickets added)
 - When adding in Membership + Meal Tickets and Meal Tickets, ensure that the total number of tickets within the bundle does not exceed the number of individuals included in that bundle
8. Click *Back To Dashboard* to return to your editing
9. Refer to other How-To's for further guidance on other aspects of PF/QF Events Center

NOTE for Regional Reps: When *Approving Events*, it is critical that if the  symbol is present next to a ticket, the description accurately matches the bundled tickets. Below is an example of a bundle that is **incorrect** – the included tickets do not equal the quantities listed in the description.

Event Details

Short: Banquet hosted by: Haley Hauch

Thank you for supporting our QF chapter! All the funds we raise go directly into our local habitat and youth events.

Performances: 1

Count of tickets Held only reflects Open/General seating. See current Reserved Seat Holds

Test Event - Wed Aug 28, 2019 07:00 PM CST ACTIVE

Ticket Type	Price	Limit	Sold	Held
Affiliate Membership Ticket	\$60.00	250	0	0
Couple's Ticket	\$80.00	250	0	0
Youth Membership Ticket	\$30.00	250	0	0
Meal Ticket	\$25.00	250	0	0
Chapter Sponsor Ticket	\$250.00	250	0	0
Bronze Sponsor	\$500.00	250	0	0
TOTALS			0	0

Ticket Details & Bundles

Name	Product	Price	Guest Info
Affiliate Membership Ticket	QFAFFILIATE	\$60.00	Email Addr Phone
Includes 1 dinner ticket and an annual QF membership (\$35 value). Please be sure to fill out the full name and address for the membership.			
Meal Ticket		\$25.00	-
Includes 1 dinner. ***MUST be a life member or a guest of a paid member.			
Youth Membership Ticket	QFWHISTLER	\$30.00	Addr DOB
Includes 1 dinner ticket and 1 annual "Whistler" membership (\$15 value). *14 years and younger. Please be sure to fill out the full name and address for the membership.			
Bronze Sponsor 		\$500.00	-
Includes 4 meals, 2 QF annual memberships (\$35 value) and recognition. Please don't forget to include both names and addresses for membership materials.			
Affiliate Membership Ticket	QFAFFILIATE	1	Email Addr Phone
Meal Ticket		1	-
Chapter Sponsor Ticket 		\$250.00	-
Includes 2 meals, an annual QF membership (\$35 value) and recognition. Please be sure to fill out the full name and address for the membership.			
Meal Ticket		1	-
Affiliate Membership Ticket	QFAFFILIATE	1	Email Addr Phone
Couple's Ticket 		\$80.00	-
Includes 2 meals and an annual QF membership (\$35 value). Please be sure to fill out the full name and address for the membership.			
Affiliate Membership Ticket	QFAFFILIATE	1	Email Addr Phone
Meal Ticket		1	-