# Free Registration Ticketing User Guide

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## Guidelines:

- Strictly for registration only.
- This is to be used for **FREE** registration only, **not** for events requiring a fee.
- Only use when expecting 20 or more people to attend.
- Please only use this function if you do not have your own registration form (i.e. wufoo). There should only be one mean of registration for your event.

IMPORTANT: *Please note that anywhere you see "Tickets" on this page, it is synonymous with registration. It does not mean there will be a separate option for fee-based tickets. This form is **only** for **free** registration.*

## Contact Us:

If you have any questions about this user guide, please contact:

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# Tickets & Registration:

On the "***Tickets & Registration***" tab, the "***Use Localist Register***" box is **selected by default**.

Tickets & Registration

Event Details |
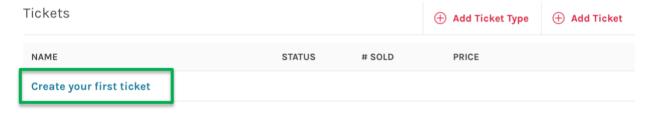
Use Localist Register ✓

***TO NOTE:*** If you **do not** want to use the Localist Registration form (because you have your own form of registration), please **deselect** the "*Use Localist Register" box.* Simply click the *"Tickets & Registration"* tab and follow the instructions outlined on page 20 of the University Events Calendar Training Manual.
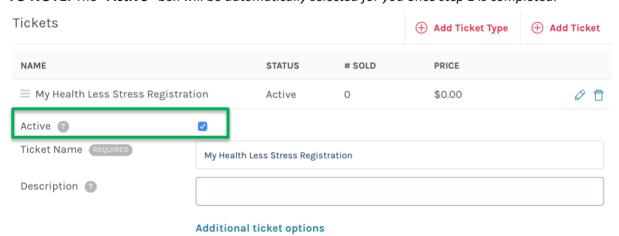
# Tickets:*

*(Tickets means free registration)\**
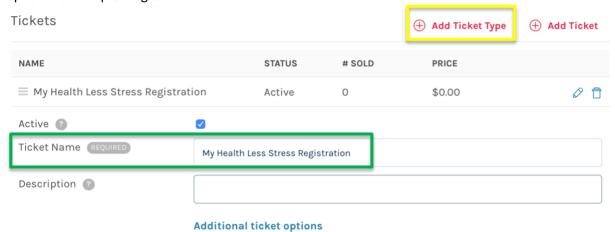
**Step 1:** Click *"Create your first ticket"*.

Tickets                    ⊕ **Add Ticket Type**   ⊕ **Add Ticket**

| NAME | STATUS | # SOLD | PRICE |
|------|--------|--------|-------|
| Create your first ticket | | | |

***TO NOTE:*** The *"**Active**"* box will be automatically selected for you once step 1 is completed.

Tickets                    ⊕ **Add Ticket Type**   ⊕ **Add Ticket**

| NAME | STATUS | # SOLD | PRICE | |
|------|--------|--------|-------|---|
| ☰ My Health Less Stress Registration | Active | 0 | $0.00 | ✎ 🗑 |

Active ❔ ✓

Ticket Name REQUIRED | My Health Less Stress Registration

Description ❔ |

**Additional ticket options**

**Step 2:** *Ticket Name:* Name your registration. Be sure it is relevant to your event title.
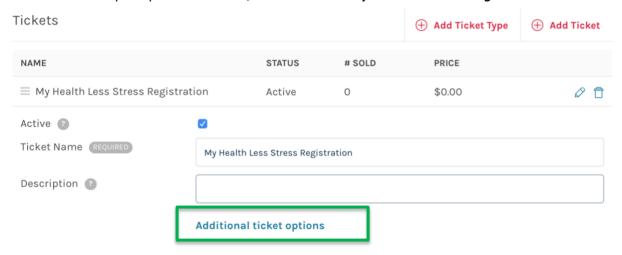
- Please note, the *"Description"* field is optional

<mark>IMPORTANT:</mark> Please note that the *"Add Ticket Type"* field is used when you want to provide different grouping options for complex registration.



**Step 3:** Click *"Additional ticket options".*

- This will open up two new fields, "*Ticket Availability Dates"* and "*Settings".*
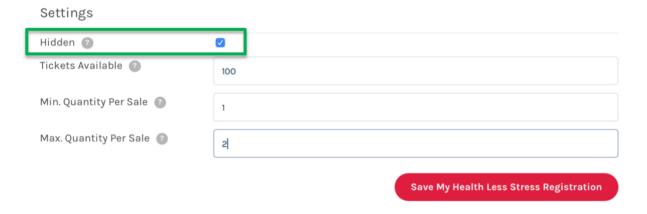
# Ticket Availability Dates:

**Step 1:** Enter in the date range for your event registration.

- *TO NOTE:* You can abbreviate here, or type "today", "tomorrow." The full date will be reflected under the form field.

Ticket Availability Dates
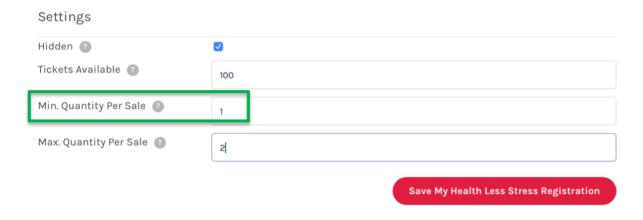
| On Sale From ? | Tomorrow |
| --- | --- |
| | Fri, Feb 15, 2019 |
| On Sale To ? | May 3rd |
| | Fri, May 03, 2019 |

# Settings:

**Step 1:** Select the *"Hidden"* box.

Settings

| Hidden ? | ☑ |
| --- | --- |
| Tickets Available ? | 100 |
| Min. Quantity Per Sale ? | 1 |
| Max. Quantity Per Sale ? | 2 |

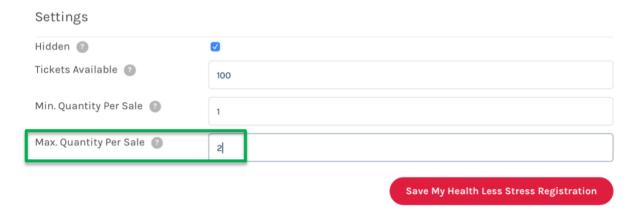**Save My Health Less Stress Registration**

**Step 2:** *Tickets Available:* Enter the maximum amount of people who can register for your event. Please remember, to use this registration function you must be expecting a minimum of 20 people.
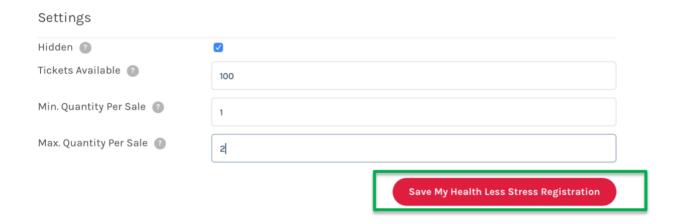
**Step 3:** *Min. Quantity Per Sale:* Enter the minimum spots a person can register for (must be at least 1).
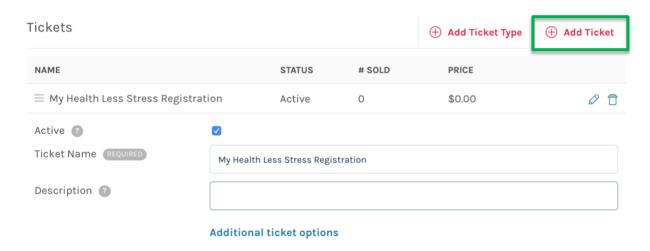


**Step 4:** *Max Quantity Per Sale:* Enter the maximum spots a person can register for.



**Step 5:** Click the red *Save* button at the bottom right.

## Settings

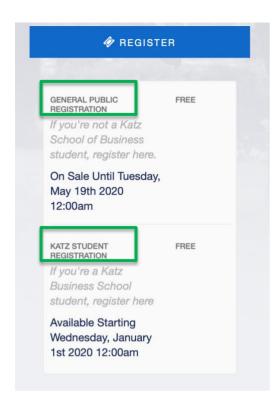| | |
|---|---|
| Hidden ? | ☑ |
| Tickets Available ? | 100 |
| Min. Quantity Per Sale ? | 1 |
| Max. Quantity Per Sale ? | 2 |

**Save My Health Less Stress Registration**

*TO NOTE:* If you want to add an additional type of registration (for example, if you need one registration form for people within your unit, i.e. Katz School of Business, and an additional registration form for the general public) you can do so by clicking "*Add Ticket*" at the top right of this section. Then repeat all steps from Ticket Name on page three to Save on page 5 (the above step).
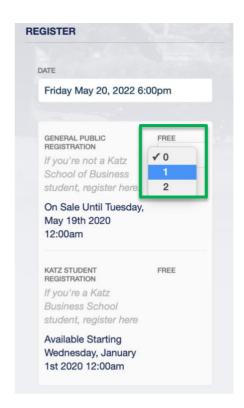
## Tickets

⊕ **Add Ticket Type**     ⊕ **Add Ticket**

| NAME | STATUS | # SOLD | PRICE | |
|---|---|---|---|---|
| ≡ My Health Less Stress Registration | Active | 0 | $0.00 | ✎ 🗑 |

| | |
|---|---|
| Active ? | ☑ |
| Ticket Name REQUIRED | My Health Less Stress Registration |
| Description ? | |

**Additional ticket options**

*WITHIN THE EVENT RECORD*: Example of what multiple registration types will look like in the event record.

*Before the "Register" button is selected:*                    *After the "Register" button is selected, user can then chose type of ticket to register for, and amount:*

# Promo Code:

*Since registration is free and the system does not accept payments, this section DOES NOT APPLY. Promo codes are used with paid ticket options only.*
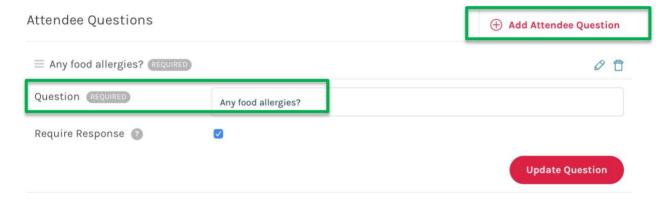
# Attendee Question:

This is optional. Use this section if you have a specific question you need to know about the attendees. For example, if you're planning to serve food at your event you can ask: "Any food allergies?"

**Step 1:** Click on *"Create your first question".*

Attendee Questions                                      ⊕ **Add Attendee Question**

Create your first question

**Step 2:** *Question:* Type your question in the field provided. If you have additional questions, click on "*Add Attendee Question".*
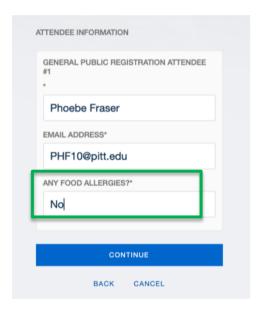
Attendee Questions                                      ⊕ **Add Attendee Question**

☰ Any food allergies? REQUIRED                                              ✏ 🗑

Question REQUIRED          Any food allergies?

Require Response ?          ☑

**Update Question**

**Step 3:** *Required Response:* If a response is required, click on the "*Require Response"* box.

Attendee Questions                                      ⊕ **Add Attendee Question**

☰ Any food allergies? REQUIRED                                              ✏ 🗑

Question REQUIRED          Any food allergies?

Require Response ?          ☑

**Update Question**

**Step 4:** Once you've entered in your question(s) and selected the "*Require Response"* box (if applicable), click the *"Update Question"* button.



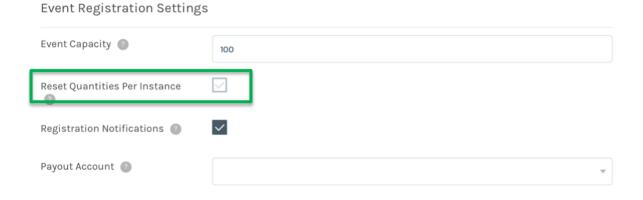*WITHIN THE EVENT RECORD*: The attendee question will be listed under the "Attendee Information" within the event record:

# Event Registration Settings:

**Step 1**: *Event Capacity:* Enter in the maximum amount of people who can register. Please remember, to use this registration function you must be expecting a minimum of 20 people.

Event Registration Settings

| Event Capacity ? | 100 |
|---|---|
| Reset Quantities Per Instance ? | ☑ |
| Registration Notifications ? | ☑ |
| Payout Account ? | ▼ |

**Step 2:** *Reset Quantities Per Instance*: If your event is one day only (i.e. not repeating) make sure the "*Reset Quantities Per Instance*" box is **not** selected.
- If you have a repeating/recurring event, you have two options.
  - Check the box if:
    - You have 100 *(number is an example)* people who can attend **each** day. The amount of people who can register for your event will reset **each** day.
  - Don't check the box if:
    - You have 100 *(number is an example)* people who can attend in **TOTAL** across all days of your event.

Event Registration Settings

| Event Capacity ? | 100 |
|---|---|
| Reset Quantities Per Instance ? | ☑ |
| Registration Notifications ? | ☑ |
| Payout Account ? | ▼ |

**Step 3**: *Registration Notifications*: Select this box if you want to be notified when people register.

- 

**Event Registration Settings**

| | |
|---|---|
| Event Capacity ⑦ | 100 |
| Reset Quantities Per Instance ⑦ | ☑ |
| Registration Notifications ⑦ | ☑ |
| Payout Account ⑦ | ▼ |
| Compliance Level | None ▼ |

## *TO NOTE:*

***Payout Account:***

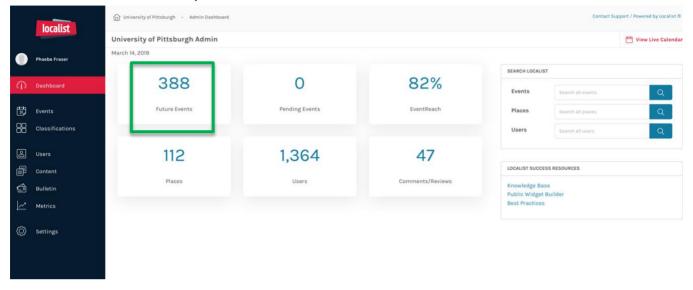*Since registration is free and the system does not accept payments, this section DOES NOT APPLY. Please leave empty.*

***Compliance Level:***

*This section DOES NOT APPLY since there is no need for terms and conditions for free event registration. Please leave field marked as "None".*

# TO FINISH: Once you have reviewed all fields and everything is accurate, click on the red "***Save Changes***" button located at the bottom right corner of the page. You can review your event again once it's live.

Delete Event       **Save Changes**

# To View Confirmed Tickets / Registration:
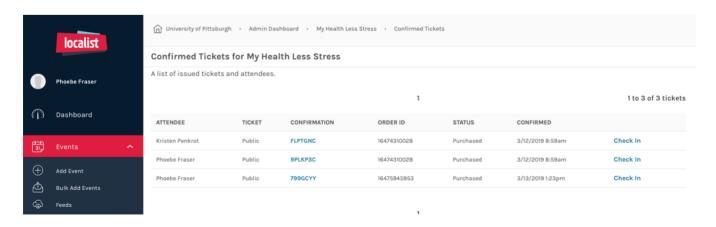
1. Log in to Localist
2. From the Dashboard, click into the "Future Events" box



3. Click on the live event record that you want to view
4. Once the event record is open, click on "View Confirmed Tickets" located on the top right navigation bar



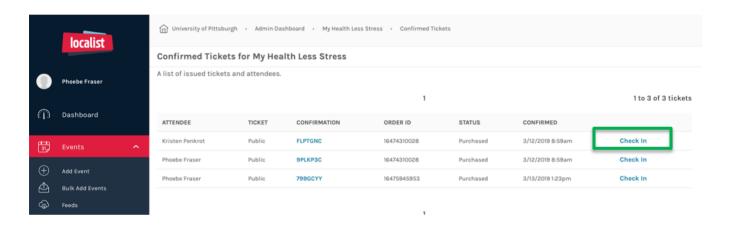5. A list of issued tickets for registration will display

# To Check In Registered Guests:

On the day of the event, you have the option of checking guests in manually via the ***Confirmed Tickets*** page on the Localist platform, or you can check guests in via the QR code they receive after they have registered for your event.

## To check in manually:

In the ***Confirmed Tickets*** page (you can access this by following the steps outlined above on page 11), click on ***"Check In"*** to the far right of the attendee's name.

>    ***TO NOTE:*** You have the option to cancel check in if you click on the wrong name.



## To check in via the QR code:

>    ***IMPORTANT:*** The QR code scanning function is ***only available on the day of the Event***.

- Every guest who registers for your event will receive an emailed ticket complete with a QR code:
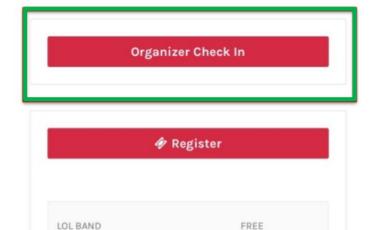


**Movie Night**

May 20, 2022 6pm @ Alumni Hall

Public

Confirmation: 9PLKP3C

Questions about your ticket? Contact Phoebe Fraser at PHF10@pitt.edu.
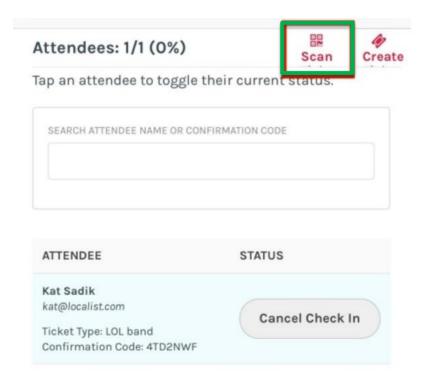
- On the day of the event, click on the "***Organizer Check-In"*** button located on the **Event Details** page within Localist.

*This view is from an IPhone, but will look similar on a laptop:*



- Once you've clicked on ***"Organizer Check In"***, it will take you to the **Attendees** page.
- On the top right corner of the **Attendees** page, click the ***"Scan"*** icon.

- From there it will ask to access your camera. Allow that access and then you'll be ready to start scanning QR codes: