



Welcome to EventCamp's Quick Tips Series for event and association managers.

We are here to assist our event and association managers with managing their events as efficiently as possible!

This EventCamp Quick Tip is about Creating Tickets

Create public or private tickets to sell for your event!

Creating Tickets

Event Manager Guide

In the event menu (Edit Mode/Tickets), you can:

1. Create active tickets for sale to the general public
2. Create private tickets (for dedicated special groups or committee members)

Register your tickets and/or packages here, or add to your EventCamp account and register later.

#	NAME	ACTION
Tickets		
1	Gala Ticket	Register Ticket

[Proceed to Payment](#)

Gala Ticket

* First Name

* Last Name

Company / Organization / Institution

Address Line 1

Address Line 2

City / Town

Province / State

Country

Mobile Phone

* Email Address

Please list your dietary or medically directed allergies

Would you like us to book your flights?

Would you like us to book your hotel?

Ticket Fields

- Ticket name = Mandatory
- Ticket description = Optional
- Agenda Block (optional), but recommended if you are tracking attendance for an event
- Ticket sale duration = Mandatory
- Limit per order = Optional
- Taxes not applicable = Optional
- Hide this ticket from other users*
- Make private = Optional

During the checkout process (buying tickets), an event manager can

- Disable registration altogether (movie ticket, concert ticket)
- Require registration before the tickets are added to the purchaser's EventCamp account
- List as Optional (the purchaser can register before purchase, or when the tickets are added to the EventCamp account)



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Add/Edit Ticket

Ticket Name*

Ticket Description

File Edit View Insert Format Tools Table

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Please provide a brief description of your ticket. This can be updated at any time.

Agenda Block

EventCamp Checklist May 18, 2027 20000 May 19, 2027 20000

Ticket Sale Durations

Regular Price: 0 Quantity: 0

Please enter price.
Please enter quantity.

Limit per Order

Taxes are not applied to this ticket.
 Hide this Ticket from other users.
 Make it a private ticket so that this ticket is only available through a URL and an access code.

Registration Type (during the checkout process):

Optional (does not require people to register their tickets information during the checkout process).
 Mandatory (does require people to register their tickets information during the checkout process).
 Disabled (Registration has been disabled, and is not required at all).

Save

Built by an event manager,
FOR association and event managers