

# How do I add a new ticket?

## Duplicate an existing ticket:

The easiest way to add a new ticket is by duplicating an existing ticket. Just press the "duplicate" icon and a copy of that ticket will be made. You will see the name of the ticket starting with: "copy"

Search in archive

No

Yes

Time table

✖ Clear

🔍 Search for offers

Offers

+ Add new offer

016 Demo congress - Cuban pass [presale]

Duplicate

## Edit the settings of the copied ticket:

You can now change the name of the ticket by editing the "price periods". Also check all the main high level settings of the ticket. For instance the rank of the ticket which determines where in the ticket shop the ticket will be shown.

Search in archive

No

Yes

Time table

✖ Clear

🔍 Search for offers

Offers

+ Add new offer

002 [Copy] Demo congress - Cuban pass [presale]

016 Demo congress - Cuban pass [presale]

## Publish the ticket:

New copied ticket are not visible in the webshop yet because the status is not set to "published". If you have checked all your settings for the new ticket press the "publish" icon and the ticket will become available in the webshop.

Offers

+ Add new offer

002 [Copy] Demo congress - Cuban pass [presale]

Max number of tickets

500

Max number of tickets per person

24

Description

Includes admission to all festival parties and to all Cuban style workshops. NOTE: the workshops will be conducted at intermediate level or higher.

Add time table

Edit price periods

Offer periods

Name	Starts on	Ends on	Presale price	Reservation price	Paid guest list price	Facebook discount
[Copy] Demo congress - Cuban pass [presale]	15-11-2015 15:47	30-04-2017 20:00	€60.00	€60.00	€30.00	€2.00

Time tables

Name	Start	End	Created	Actions
Demo congress - Friday welcome party	21-04-2017 21:00	22-04-2017 5:00	15-11-2015 15:47	<div>✖ Delete</div>