

Basic first line support

You as an organizer can do basic first line support for your customers. Everyone that has pressed the "place order" button in the webshop will be a member of your organization. Whether they have paid for the ticket or not, once they have given permission to become member of your organization you can find them in the "Member management" section. So if you want to check if someone bought a ticket you can find out by following the steps below:

1. Login to the admin module
2. Go to **Manage members**
3. Search for the member e.g by name
4. Double click on the user or click on the details button
5. Go to the tickets tab on the member details

Common questions like "I lost my tickets" or "I did not receive my ticket" can be resolved quickly.

FAQ

- [How do I resend a ticket](#)

DIZIZID

Language ▼ Logout

Sales

Clearing dashboard

Clearing Management

Locations

Manage locations

Members

Manage members

Events

Manage events

Manage offers

Manage fields

Events reporting


Guest list

Manage guest lists

Manage invitations

Vouchers

Manage vouchers



First nameSamuel

Last nameKong A Sam

InitialsS

Date of birth27-03-2012

Picture date02-04-2014 14:29

GenderMale

Account typeMember account

Contact informationCommentsRolesTickets

Ticket Id	Ticket type	Payment status	Event	Price	Created	Actions
2016000001481845954725	E-Ticket	Paid	Demo Congress - Party Pass	€65.00	16/12/2016 0:52	Details
20150000017262523608966	Reservation	Partially paid	ASF 2016 - Pre + accomodation	€111.50	01/10/2015 12:57	Details Register payment
20150000030202174700007	Guestlist	Free	Presale: ASF 2016 - Saturday Party [Only valid in bikini]		03/09/2015 10:56	Details
2015000001439808554844	E-Ticket	Paid	Early bird: ASF 2016 - Saturday Party [Only valid in bikini]	€50.00	17/08/2015 12:49	Details
20150000007182691305081	E-Ticket	Paid	Presale: ASF 2016 - Saturday Party [Only valid in bikini]	€50.00	26/07/2015 21:32	Details

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