

How do I create a printed list of tickets

1. Login to the admin module
2. Go to **Events** **Events reporting**
3. Select an event
4. Select a schedule
5. Select a time table
6. Press the "Expected members report" button

The screenshot shows the DIZID admin interface. On the left is a sidebar with categories: Sales, Locations, Members, Events, Quest list, and Vouchers. The 'Events reporting' option under the 'Events' category is selected. The main area is titled 'Event reports' and contains three dropdown menus: 'Event' (set to '2017 Dance Classics'), 'Schedule' (set to 'Dance Classics - February'), and 'Time table' (set to 'Dance Classics - Happy edition'). Below these are several buttons: 'Clear', 'Tickets report', 'Payments report', 'Attendance report', 'Expected members report' (highlighted with a red box), and 'Voucher report'.

7. Now a Microsoft Word document will be created containing all your tickets.

Demo congress - Friday welcome party | Friday 21:00 | All Areas | Women 30 Men 146

Picture	ID	Name	Gender	Ticket Type	Offer
	105	Andres de Vries	N/A	E-Ticket	Demo congress - Cuban pass [presale]
	104	Andres de Vries	N/A	E-Ticket	Demo congress - Cuban pass [presale]
	116	Adolfo Indacochea	M	Reservation	Demo congress - Cuban pass [presale]
	117				
	42				
	319				
	29				
	289				

Dance course - super teacher [with picture] | Monday 19:00 | Amsterdam Salsa Festival Areas | Women 0 Men 0

Picture	ID	Name	Gender	Ticket Type	Offer
	1	Smiley the Monkey	N/A	Reservation	Dance course - super teacher [with picture]

woorden Engels (Verenigde State



If you do not need all fields in the report you can edit the report accordingly.

