



TIX123 eTICKETING SETUP FORM VERSION 1.4 (March 2011)

1. Event Information

New Customer
 Existing Customer
 Acct: _____

Show Name:	
Website URL:	
Show Dates:	
Show Hours:	
Venue Name:	
Venue Address:	
Show Mgmt Name:	
Show Mgmt Address: <i>(Note that this is where the equipment will be shipped)</i>	
Email Address:	
Phone Number	
Event Start/End Date	
Online Sales To Start	Date:
Online Sales To End	Date: Time: EST/CST/PST If left blank, ticket site will close 3 hours prior to show close
Google Analytics Code	(if applicable)

2. Purchase Page Show Management Contact Information.

When buyers have questions related to the [ticket purchase process](#), we direct them back to us. For questions [about the event](#), we include this statement: "For more information about the event, please email xxx@xxx.com, or call 999-999-9999." Please fill in the contact email and phone number below.

Purchase Page Contact email:	
Purchase Page Contact phone:	

3. Customer Information

The following information is automatically captured in our system: **Full Name; Phone; Zip/Postal; Email**

Please indicate by checking here if you would like **full address** info to be captured. We recommend that if you do not plan on using the address for mailing purposes, then do not capture it.

Please note that some payment processors require full address information to be capture. We will contact you if this is the case for your chosen processor.



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4. Ticket Types and Pricing

Please check here if taxes are included in the ticket pricing. If not, please indicate the state/provincial tax rate where the event is being held: _____ %

	Ticket Description	Age (if appl)	Price	Date From	Date To	Max Qty
<input type="checkbox"/>	Adult Ticket					
<input type="checkbox"/>	Senior Ticket					
<input type="checkbox"/>	Student Ticket					
<input type="checkbox"/>	Child Ticket					
<input type="checkbox"/>	Family Pass					
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

Item Legend:

- Ticket Description – this will appear both on the order and tickets page.
- Age – please indicate the age (ie: 18+ or 65+) or age range if applicable to the ticket
- Price – please indicate the ticket price
- Date From – please indicate when this ticket should appear on the purchase page
- Date To – please indicate when this ticket should disappear from the purchase page
- Max Qty – please indicate the maximum number of tickets that can be ordered at one time – default is 20

5. Hidden Discounts using Promotional Codes.

Please use separate sheet if necessary. Check legend below for field descriptions.

Code*	Description (Internal Reports)	DiscAmt	Applies to which ticket?	Max	Date From	Date To
		\$				
		\$				
		\$				
		\$				

* Promo codes must be at least 3 characters and maximum of 15 characters in length – any combination of alphabetic or numeric. We discourage the use of the following letters and/or numbers: 1L5S00

Item Legend:

- Code – this is the code that the customer will use
- Description – this is the description used on your reports
- DiscAmt – this is the amount to be discounted OFF OF THE ETICKET PRICE
- Applies to which ticket – please indicate which product the discount applies to. Ie: Adult Ticket or ALL
- Max – if there is a maximum amount of tickets to be sold with this code, please indicate here.
- Date From – please indicate when this discount should start – leave blank for ALL dates
- Date To – please indicate when this discount should.



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6. Customer Information/Demographics *(Optional)*.

It is recommended to limit the number of questions to fewer than 6. Question areas typically asked are listed below. **Check any you want to include and/or send us your customized questions and responses.**

	Typical Questions	Responses separated by ";"	Mandatory Question? (Yes/No)
<input type="checkbox"/>	What is your age?		
<input type="checkbox"/>	What is your gender?	Male; Female	
<input type="checkbox"/>	What is your reason for attending?		
<input type="checkbox"/>	Where did you hear about this event?		
<input type="checkbox"/>	Email opt-in (please supply question)		
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

7. Ticket Types

Please indicate your preference: Single Ticket or Two Tickets per Page.

You have the choice of having your ticket buyer print out 1 ticket per page or 2 tickets per page. Space is limited if using 2 tickets per page. If you want to place additional information on the ticket then we will create a single-ticket page. **Provide any additional information you would like to appear.** The space available is approximately the size of the box shown below and can be text or an image file you provide to us.

8. Ticket Page Banner

Please be sure to send one graphic file (.gif format) that includes event name/logo, location, dates, sponsor logo, etc. (725 pixels wide X 150 (max) pixels high).

9. Reporting Login (NEW customers only)

Please indicate your preference for user name and password to our reporting site below. For current customers, the site will be added to your current login.

User Name: _____ Password: _____

Please direct any questions to support@tix123.com or call 888-780-9825 x212
We will send you a test link for your review and approval within working 10 days.
Add any additional notes/comments about your purchase site? Please state below:

**PLEASE FAX BACK COMPLETED FORM TO 1-888-780-0663
 OR EMAIL SCANNED COPY TO support@tix123.com**