



# User Guide

## Part 2 - Configuring Your Event

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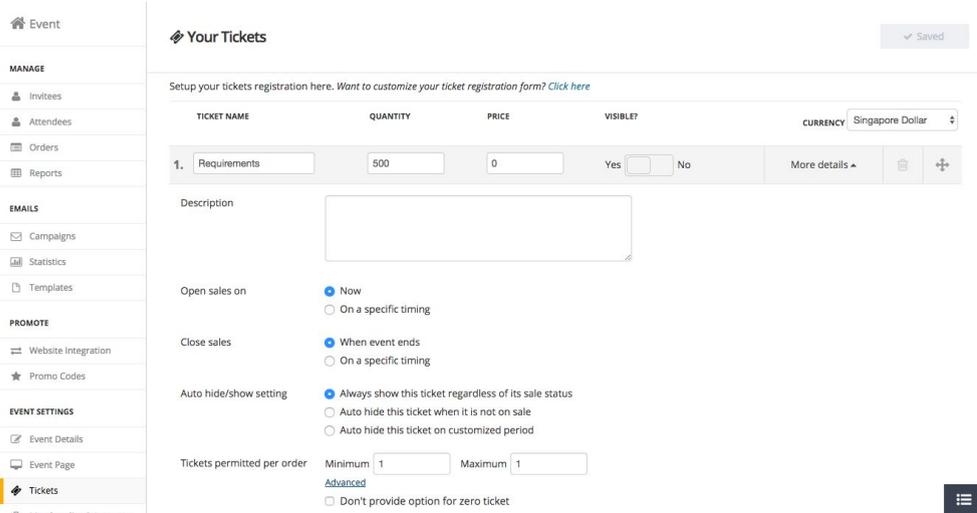
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## General Ticket Settings

The below table will illustrate the primary settings for tickets available for registration for the event. This allows you to categorise / segregate your Attendees.

| Field Name   | Description   |
|--|---|
| Ticket Name  | This will appear on your event landing page for your registrants  |
| Quantity   | This is the maximum quantity you allow the registrants to register for the event<br><br>This is usually the capacity for the specified ticket category                              |
| Visible  | This defines if the public can register for the ticket or if they require a special code to access the ticket   |
| Open sales on  | When this ticket is available for sale  |
| Close sales on   | When to close this ticket sale period   |
| Auto hide/ show setting                                  | Visibility of the ticket for registration   |
| Tickets permitted per order                              | This means the minimum and maximum number of tickets allowed for registration in a single form submission   |
| Restrict users to register / purchase 1 ticket type only | This will show at the end of the Tickets page if there are more than one tickets set up for the event<br><br>This restricts the registrants to only register for one type of ticket |



**\*\*Above image illustrates the backend Tickets settings**

**REGISTRATION**



**\*\*Above image illustrates the frontend Tickets page**

## Restrict to 1 ticket type only

When there are more than 1 ticket types created for the event, the checkbox “Restrict users to register/purchase 1 ticket type only” is automatically displayed at the bottom of the Tickets page. This checkbox allows you to restrict Attendees from registering for more than 1 ticket for the event.



**\*\*Above image illustrates the ‘restrict users’ checkbox**

When this checkbox is enabled, attendees are restricted to registration for only 1 ticket type where each ticket has its own corresponding 'Register' button as shown below:

| REGISTRATION      |             |  |
|-------------------|-------------|--|
| REGISTRATION TYPE | VALID TILL  | QUANTITY   |
| Registration      | 8 Apr 2020  | 0 <input type="text"/> <input type="button" value="Register"/> |
| Ticket 2          | 10 Apr 2020 | 0 <input type="text"/> <input type="button" value="Register"/> |

*\*\*Above image illustrates attendees restricted ticket type selection*

## Hidden Tickets

Each ticket visibility is configurable to allow certain tickets to be accessible by specific access codes only.

This is inline with our Promo Codes module, covered under the 'Access Code' section.

To configure the ticket visibility, click on the "Yes" or "No" button under the 'Visible?' column in each Ticket settings.

| TICKET NAME     | QUANTITY | PRICE | VISIBLE?   | CURRENCY  |
|-----------------|----------|-------|--|-----------|
| 1. Registration | 100      | 0     | Yes <input type="checkbox"/> No <input type="checkbox"/> | US Dollar |
| 2. Ticket 2     | 10       | 0     | Yes <input type="checkbox"/> No <input type="checkbox"/> |           |

Event capacity:  [Create another ticket](#)

Restrict users to register/purchase 1 ticket type only.

*\*\*Above image illustrates ticket visibility configuration*

Hidden tickets are not displayed on the event landing page by default. These tickets are only visible via specific Access Code.

# Forms

## Generic Form settings

There are several registration configurations you can utilise in the Forms module.

1. Registration Time limit
  - a. This is the time limit for Attendees to complete the registration form
  - b. Once the time limit has ended, a session timeout message will be prompted to restart the session
2. Show Registration Countdown timer
  - a. This is recommended so Attendees is aware how much time is available to complete registration
3. Show copy data on registration form
  - a. This is usually enabled when you allow Attendees to purchase a high number of tickets (more than 2) where individual Attendees information are required
  - b. A dropdown selection will be displayed for Attendees to choose which Attendee to copy the information from
4. Hide promo code textbox on tickets page and widget
  - a. This is usually disabled when no Promo Codes are utilised for the event
5. Login options
  - a. This is usually enabled when Wallet is activated where each Attendee has an GEVME account
  - b. Wallet displays all events registered under the same email address

## Buyer Form - For Group registration

The Buyer Form is the form through which the information of the person registering on behalf of another or in a group registration is captured.

In group registration, the Buyer would be the main attendee who registers for the event. When registering on behalf of another person, the Buyer would be the one who submitted the form. This person may not be an Attendee.

## Attendee Form - For all Events

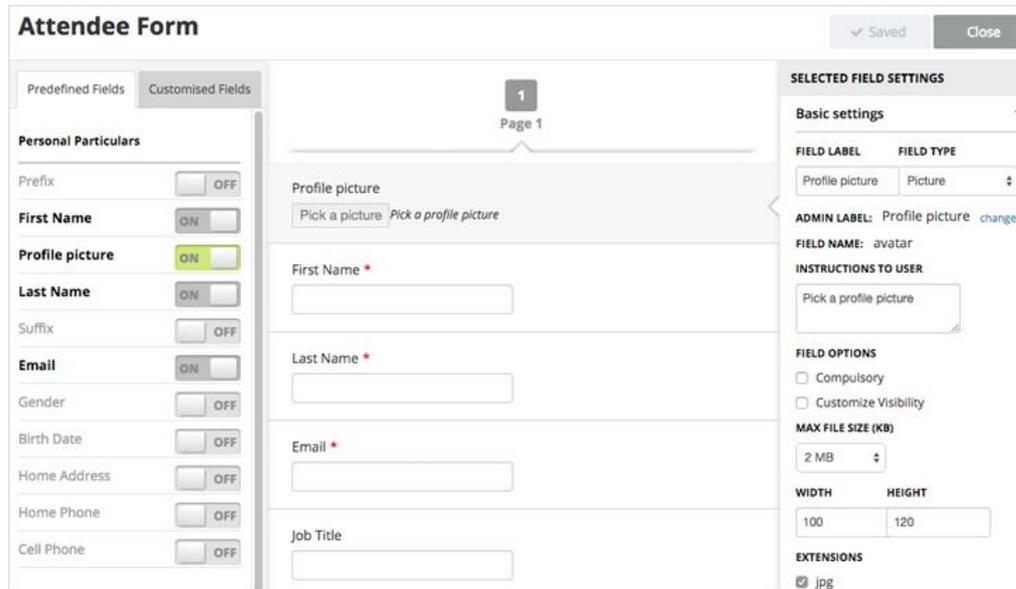
The Attendee Form allows you to collect information the Attendees input during registration. The Attendee Form is the form through which the information of the person attending your event is captured.

In GEVME, the below system default fields are mandatory in an Attendee form:

1. First Name
2. Last Name
3. Email

These fields are created by default and cannot be removed from the Attendee form.

| Field Name             | Description   |
|------------------------|---|
| Field Label            | This will appear on your registration Form  |
| Field Name             | This is used to map information from one form to another<br>This is recommended to be renamed to be similar to the field label for easy recognition                         |
| Instructions to user   | This is used as a help text for registrants to know more about the field  |
| Field Options          | Readonly / Compulsory / Customise Visibility  |
| Validations and limits | This is used when there are limitations to the field <ul style="list-style-type: none"> <li>- Choices selection</li> <li>- Limit on number of words / characters</li> </ul> |



*\*\*Above image illustrates backend field settings*

## Admin Form - Internal reference

GEVME system users are to make use of Admin Form to make changes to an Attendees' submitted information.

All fields in Admin Form are set up to map from either of the below forms:

1. Buyer Form
2. Attendee Form

In order for fields to be mapped from one form to another, the **field name** for the fields set up must be the same in both forms.

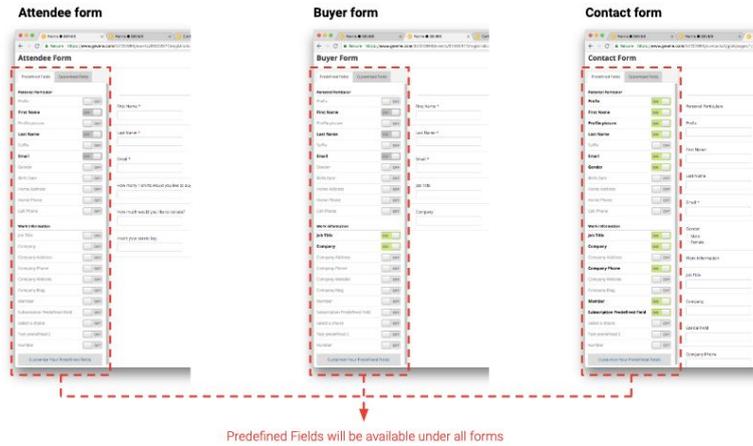
This is usually set up the same way as the Attendee form.

## Customising Form Fields via Predefined Fields

Predefined fields are fields which we have preconfigured for your convenience and ease of use. There are a few system default predefined fields like Gender, Birth Date, Cell Phone, etc. which you can simply enable or disable on your form.

Predefined fields are set up to easily add the standard fields to collect for your events.

Examples of the same Predefined Fields being available under different forms, under different events (under the same organisation):



**\*\*Above image illustrates predefined fields available for all forms in GEVME**

To customize predefined fields, select any Forms in GEVME and click on the ‘Customize Your Predefined Fields’ link

## Sync the Predefined Fields

By enabling the predefined fields, it ensures consistency throughout your forms and thus syncs the data from one collection to another.

For example, if you have the Company predefined field turned on in your Attendee form and the same predefined Company field turned on in your Contacts form, once an attendee registers for your event, a corresponding record for them will be created in your Contacts collection with the corresponding Company value filled in.

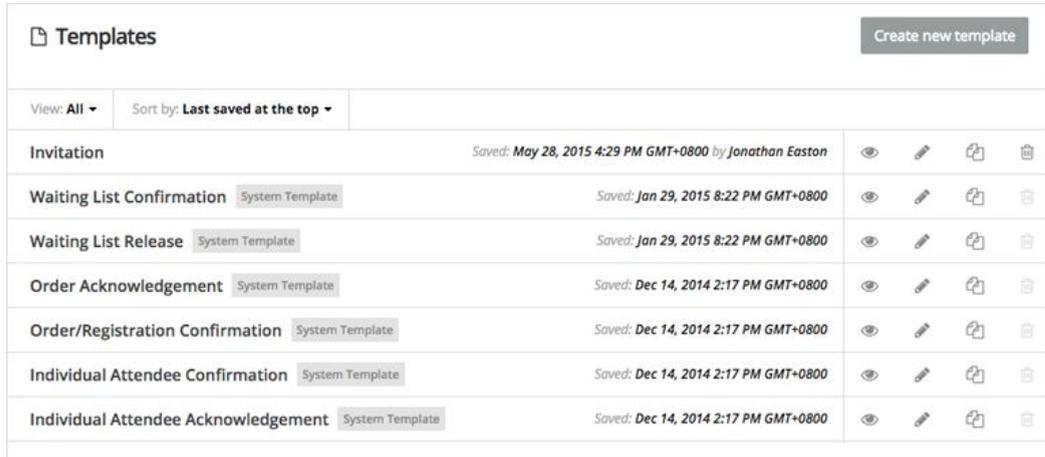
This is achieved by having the same field name of the fields across different forms.

- ↳ The First Name, Last Name and Email Predefined fields are compulsory in all GEVME forms and cannot be removed.
- A predefined field can be used only once on each form.

# Email Marketing

## Email Templates

This module allows you to create sample templates to be sent to Attendees for the event. By default, system templates are created for you and ready to be used.



| Templates  |   | Create new template   |
|--|---|-----------------------|
| View: All  | Sort by: Last saved at the top                          |                       |
| Invitation   | Saved: May 28, 2015 4:29 PM GMT+0800 by Jonathan Easton | View Edit Copy Delete |
| Waiting List Confirmation <small>System Template</small>           | Saved: Jan 29, 2015 8:22 PM GMT+0800                    | View Edit Copy Delete |
| Waiting List Release <small>System Template</small>                | Saved: Jan 29, 2015 8:22 PM GMT+0800                    | View Edit Copy Delete |
| Order Acknowledgement <small>System Template</small>               | Saved: Dec 14, 2014 2:17 PM GMT+0800                    | View Edit Copy Delete |
| Order/Registration Confirmation <small>System Template</small>     | Saved: Dec 14, 2014 2:17 PM GMT+0800                    | View Edit Copy Delete |
| Individual Attendee Confirmation <small>System Template</small>    | Saved: Dec 14, 2014 2:17 PM GMT+0800                    | View Edit Copy Delete |
| Individual Attendee Acknowledgement <small>System Template</small> | Saved: Dec 14, 2014 2:17 PM GMT+0800                    | View Edit Copy Delete |

*\*\*Above image illustrates backend email templates*

## Free Events

These emails are sent to the Attendees upon successful registration.

| Email Template                   | Description            | When it is being used  |
|----------------------------------|------------------------|--|
| Order/Registration Confirmation  | For all events         | This template is sent to the buyer (or main registrant) upon successful form submission  |
| Individual Attendee Confirmation | For Group registration | This template is sent to the individual attendees (i.e. to each ticket holder) in the case of group registration<br>This can be configured in the “Automated Messages and Emails” module |

## Paid Events

These emails are sent to the Attendees upon successful registration where it involves payment.

| Email Template                      | Description       | When it is being used   |
|-------------------------------------|-------------------|---|
| Order/Registration Confirmation     | Completed Payment | <p>This template is sent to the buyer (or main registrant):</p> <ul style="list-style-type: none"> <li>In the case of a paid event and when <u>full payment is completed</u> at the point of registration</li> </ul>  |
| Order Acknowledgement               | Pending Payment   | <p>This template is sent to the buyer (or main registrant):</p> <ul style="list-style-type: none"> <li>In the case of a paid event but when <u>full payment is <i>not made</i></u> at the point of registration</li> </ul>  |
| Individual Attendee Acknowledgement | Pending Payment   | <p>This template is sent to the individual attendees (i.e. to each ticket holder) in the case of group registration:</p> <ul style="list-style-type: none"> <li>In the case of a paid event but when <u>full payment is <i>not made</i></u> at the point of registration</li> <li>This can be configured in the “Automated Messages and Emails” module</li> </ul> |
| Individual Attendee Confirmation    | Completed Payment | <p>This template is sent to the individual attendees (i.e. to each ticket holder) in the case of group registration:</p> <ul style="list-style-type: none"> <li>In the case of a paid event and when <u>full payment is completed</u> at the point of registration</li> <li>This can be configured in the “Automated Messages and Emails” module</li> </ul>       |

## User Emails

Manual email templates can be created so you can choose to send out the Invitation emails to the invited guests. This is optional if your event is public and does not require any invitation emails.

## Automated Messages & Emails

Configure the messages and emails your Attendees sees and receives in the 'Automated Messages & Emails' module.

### Confirmation Email

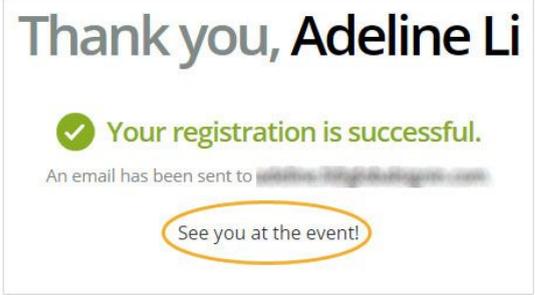
This section allows you to configure the settings when Attendees receives the system Confirmation email.

| Settings  | Description  |
|---|--|
| Send automatically to ticket buyer/main registrant  | Enable to allow Confirmation email to be sent to ticket buyer/ main registrant automatically upon successful registration/ complete payment  |
| Send to each attendee as well                       | <ul style="list-style-type: none"> <li>• This is displayed only if you enable the main option to send Confirmation email to ticket buyer/ main registrant</li> <li>• Enable to send confirmation email to individual attendee (if there are more than 1 tickets to different attendees)</li> </ul> <p><i>P.S. Please use the Individual Attendee Confirmation Template</i></p> |
| Attach receipt(s) to the email (if payment is made) | <ul style="list-style-type: none"> <li>• Enable for Paid events</li> <li>• Receipt is sent as an attachment together with the Confirmation email</li> </ul>  |
| Attach .ics file                                    | Enable to allow Attendee to add the event into their own calendar  |
| Attach ticket(s) to the email                       | Enable to attach individual QR Ticket to the Confirmation email  |
| Instructions on ticket                              | <ul style="list-style-type: none"> <li>• This is displayed only if you enable the main option to send attached QR ticket to the Confirmation email</li> </ul>  |

|        |  |
|--------|--|
|        | <ul style="list-style-type: none"> <li>The header text on the QR ticket can be customisable here</li> </ul>  |
| Cc to  | Enable and input the email addresses to be "CC-ed" in each Confirmation email  |
| Bcc to | Enable and input the email addresses to be "BCC-ed" in each Confirmation email   |

## Confirmation Page

This section allows you to configure the settings when Attendees lands at the Confirmation page upon successful registration or completed payment.

| Settings                  | Description  |
|---------------------------|--|
| Confirmation Page Message | Customise the text message on the Confirmation Page when Attendees completes registration  |
| Show QR Code(s)           | Enable to embed QR Codes in the Confirmation page  |
| Show order summary        | Enable to display Ticket Buyer Information   |

Click on the “Preview the Confirmation Page” to view each setting.

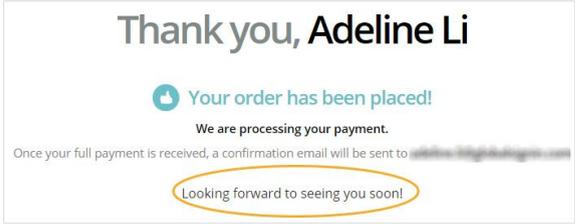
## Acknowledgement Email

This section allows you to configure the settings when Attendees receives the system Acknowledgement email.

| Settings                           | Description  |
|------------------------------------|--|
| Send automatically to ticket buyer | Enable to allow Acknowledgement email to be sent to ticket buyer when payment is not completed and browser session has been closed   |
| Send to each attendee as well      | <ul style="list-style-type: none"> <li>• This is displayed only if you enable the main option to send Acknowledgement email to ticket buyer</li> <li>• Enable to send Acknowledgement email to individual attendee (if there are more than 1 tickets to different attendees)</li> <li>• <i>P.S. Please use the Individual Attendee Acknowledgement Template</i></li> </ul> |
| Attach .ics file                   | Enable to allow Attendee to add the event into their own calendar  |
| Attach invoice(s) to the email     | Enable to attach outstanding invoice to the Acknowledgement email  |
| Cc to                              | Enable and input the email addresses to be “CC-ed” in each Acknowledgement email   |
| Bcc to                             | Enable and input the email addresses to be “BCC-ed” in each Acknowledgement email  |

## Acknowledgement Page

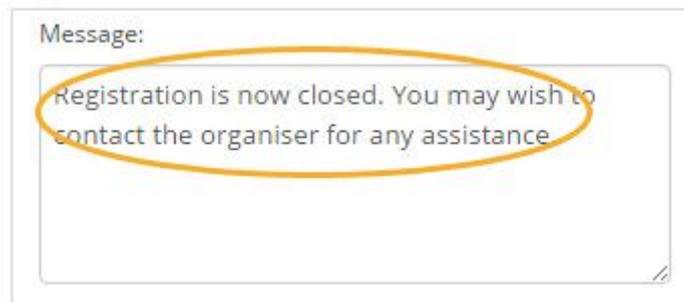
This section allows you to configure the settings when Attendees lands at the Acknowledgement page when payment is not completed but registration has been submitted.

| Settings                     | Description  |
|------------------------------|--|
| Acknowledgement Page Message | Customise the text message on the Acknowledgement Page when Attendees completes registration but payment is not made<br> |
| Show order summary           | Enable to display Ticket Buyer Information   |

Click on the “Preview the Acknowledgement Page” to view each setting.

## Registration Page Messages

This section allows you to customise the message when registration has ended. This is displayed on the event landing page under the ‘description’ section.



*\*\*Above image illustrates backend registration message*

### REGISTRATION CLOSED

Registration is now closed. You may wish to contact the organiser for any assistance.

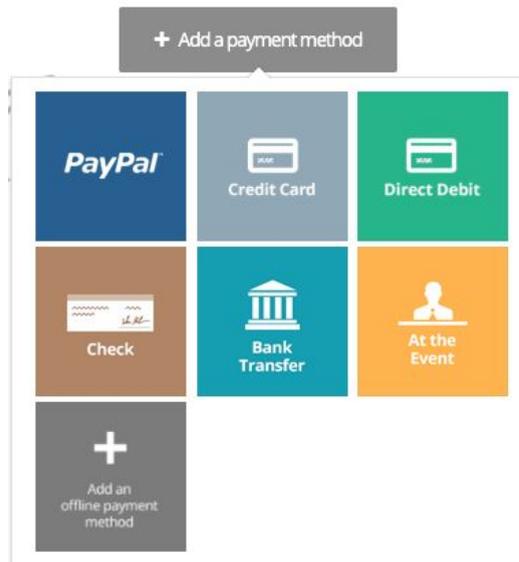
*\*\*Above image illustrates frontend registration message*

## Payment

Add various 'Payment methods' to your event to collect payment from Attendees.

| Payment Method | Description   |
|----------------|---|
| Paypal         | <ul style="list-style-type: none"> <li>● Online payment method via an existing Paypal account</li> <li>● Requires 'Paypal email address'</li> </ul>   |
| Credit Card    | <ul style="list-style-type: none"> <li>● Online payment method via a wide range of payment gateway               <ul style="list-style-type: none"> <li>○ Adyen</li> <li>○ MIGS</li> <li>○ WireCard</li> <li>○ Veritrans</li> <li>○ Stripe</li> <li>○ SmoovPay</li> <li>○ PayDollar</li> <li>○ OCBC</li> <li>○ NUS</li> <li>○ MPU</li> <li>○ HDFC</li> <li>○ GEVME</li> <li>○ Cybersource</li> <li>○ eNETS</li> <li>○ Xfers</li> <li>○ Firstdata</li> </ul> </li> </ul> |
| Direct Debit   | <ul style="list-style-type: none"> <li>● Online payment method via a list of payment gateway               <ul style="list-style-type: none"> <li>○ eNETS</li> <li>○ NUS</li> <li>○ Ayden</li> </ul> </li> </ul>  |
| Check          | <ul style="list-style-type: none"> <li>● Offline payment method via mailing of cheque</li> <li>● Requires you to input the instructions for Cheque, usually the below information               <ul style="list-style-type: none"> <li>○ Cheque payable to</li> <li>○ Address to mail the cheque to</li> </ul> </li> </ul>  |

|                      |  |
|----------------------|--|
| <p>Bank Transfer</p> | <ul style="list-style-type: none"> <li>● Offline payment method via direct bank transfer</li> <li>● Requires you to input bank account details, usually the below information             <ul style="list-style-type: none"> <li>○ Bank Address</li> <li>○ Account Type</li> <li>○ Account Number</li> <li>○ Bank Code</li> <li>○ Branch Code</li> <li>○ Swift Code</li> </ul> </li> </ul> |
| <p>At the event</p>  | <ul style="list-style-type: none"> <li>● Offline payment method via cash collection</li> <li>● Requires you to input the instructions such as             <ul style="list-style-type: none"> <li>○ Payment will be accepted at the event in cash</li> </ul> </li> </ul>  |



**\*\*Above image illustrates all payment methods available in GEVME**

## Taxes

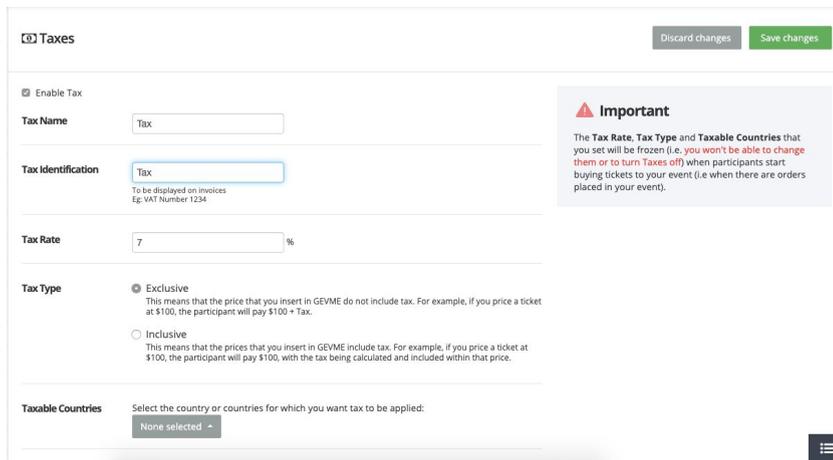
Apply taxes for your events so it's included as an item in the Attendees cart when a ticket is added.

↳ Once Taxes are set up, any registration and orders placed for the event will restrict you from disabling or updating the Taxes.

Taxes have to be set up before the event is published for registration.

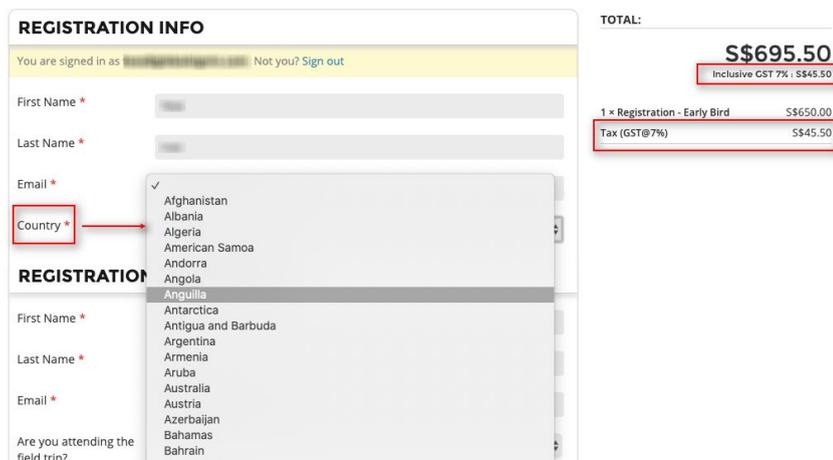
Taxes requires the Buyer form to consist of a 'Country' field to apply the 'Taxable Countries' selection.

| Settings                      | Description  |                               |           |              |          |
|-------------------------------|--|-------------------------------|-----------|--------------|----------|
| Tax Name                      | Appears on Attendees cart  |                               |           |              |          |
| Tax Identification            | Displayed on GEVME Invoice   |                               |           |              |          |
| Tax Rate                      | Tax Percentage   |                               |           |              |          |
| Tax Type (Exclusive)          | <p>Ticket price does not include Tax, tax to be calculated as a separate item<br/>E.g. Total = Ticket Price + Tax</p> <p><b>TOTAL:</b></p> <hr/> <p style="text-align: right;"><b>S\$695.50</b><br/>Inclusive GST 7% : S\$45.50</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">1 × Registration - Early Bird</td> <td style="text-align: right;">S\$650.00</td> </tr> <tr> <td style="border-top: 1px solid black;">Tax (GST@7%)</td> <td style="text-align: right; border-top: 1px solid black;">S\$45.50</td> </tr> </table> | 1 × Registration - Early Bird | S\$650.00 | Tax (GST@7%) | S\$45.50 |
| 1 × Registration - Early Bird | S\$650.00  |                               |           |              |          |
| Tax (GST@7%)                  | S\$45.50   |                               |           |              |          |
| Tax Type (Inclusive)          | <p>Ticket price includes Tax amount<br/>E.g. Total = Ticket Price</p> <p><b>TOTAL:</b></p> <hr/> <p style="text-align: right;"><b>S\$650.00</b><br/>Inclusive GST 7% : S\$42.52</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">1 × Registration - Early Bird</td> <td style="text-align: right;">S\$650.00</td> </tr> </table>   | 1 × Registration - Early Bird | S\$650.00 |              |          |
| 1 × Registration - Early Bird | S\$650.00  |                               |           |              |          |
| Taxable Countries             | <p>Which country to apply tax to<br/>All countries are taxable if the option is left as default "None selected"</p>  |                               |           |              |          |



**\*\*Above image illustrates Tax set up**

**REGISTRATION** This registration will be blocked for 15 minutes. Please complete your registration within that time.



**\*\*Above image illustrates Tax exclusive on the Buyer form**

## Fees

GEVME allows you to apply fees to your events. Add fees if you want to include additional charges on top of what the Attendee is paying.

There are 3 ways to add Fees only Taxes are set up:

1. Add a fee before tax
2. Add a fee after tax
3. Add a fee based on a payment method

| Settings                          | Description   |
|-----------------------------------|---|
| Add fees before tax               | <p>This fee is before tax and therefore, will be subjected to tax</p> <ul style="list-style-type: none"> <li>● Exact amount to be added</li> <li>● Percentage <ul style="list-style-type: none"> <li>○ Subtotal is based on the Order items value <ul style="list-style-type: none"> <li>■ Ticket price and any merchandise available</li> </ul> </li> <li>○ Running subtotal is based on Order items value and other fees combined</li> </ul> </li> </ul>  |
| Add fees after tax                | <p>This fee is after tax and therefore, will be exempted from tax</p> <ul style="list-style-type: none"> <li>● Exact amount to be added</li> <li>● Percentage <ul style="list-style-type: none"> <li>○ Total amount is based on the Order cart value <ul style="list-style-type: none"> <li>■ Order item prices and tax</li> </ul> </li> <li>○ Running total is based on Order cart value and other fees combined <ul style="list-style-type: none"> <li>■ Order item prices, merchandise, and tax</li> </ul> </li> </ul> </li> </ul> |
| Add a fee based on Payment method | This fee applies to only the selected payment method  |

**REGISTRATION INFO**

You are signed in as **tess@globalsignin.com**. Not you? [Sign out](#)

**NORMAL REGISTRATION**

First Name \*

Last Name \*

Email \*

Are you attending the field trip?  Yes I want to attend the field trip – S\$75.00

Country \*

**PAYMENT METHOD**

Check

Credit Card  

[Cancel](#)

**TOTAL:**

**S\$938.66**  
Inclusive GST 7% : S\$61.41

|                                     |           |
|-------------------------------------|-----------|
| 1 x Normal Registration             | S\$650.00 |
| Yes I want to attend the field trip | S\$75.00  |
| Subtotal Fee (10%)                  | S\$72.50  |
| Running Subtotal Fee (10%)          | S\$79.75  |
| Tax (GST@7%)                        | S\$61.41  |

*\*\*Above image illustrates the calculation for Tax and Fees*

## Promo Codes

Create Promotional Codes for partners, specific groups of guests. There are three types of Promo Codes available in this module:

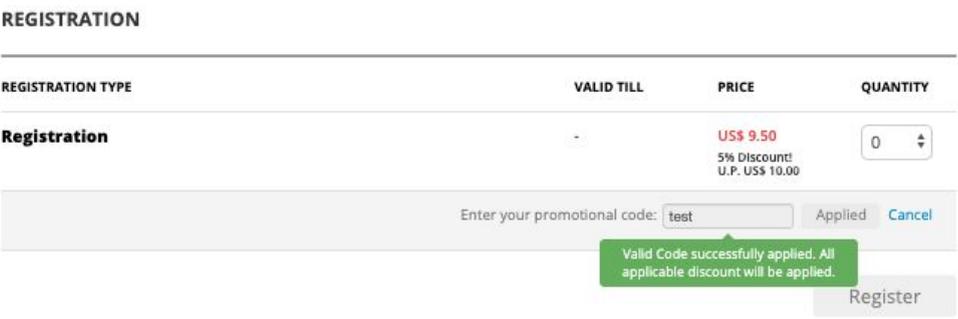
1. Registration Discount
  - a. Discount codes are used to apply discounts to specific tickets when activated
2. Registration Access
  - a. Registration access codes are used to reveal hidden tickets when activated

### Registration Discounts for Paid Events

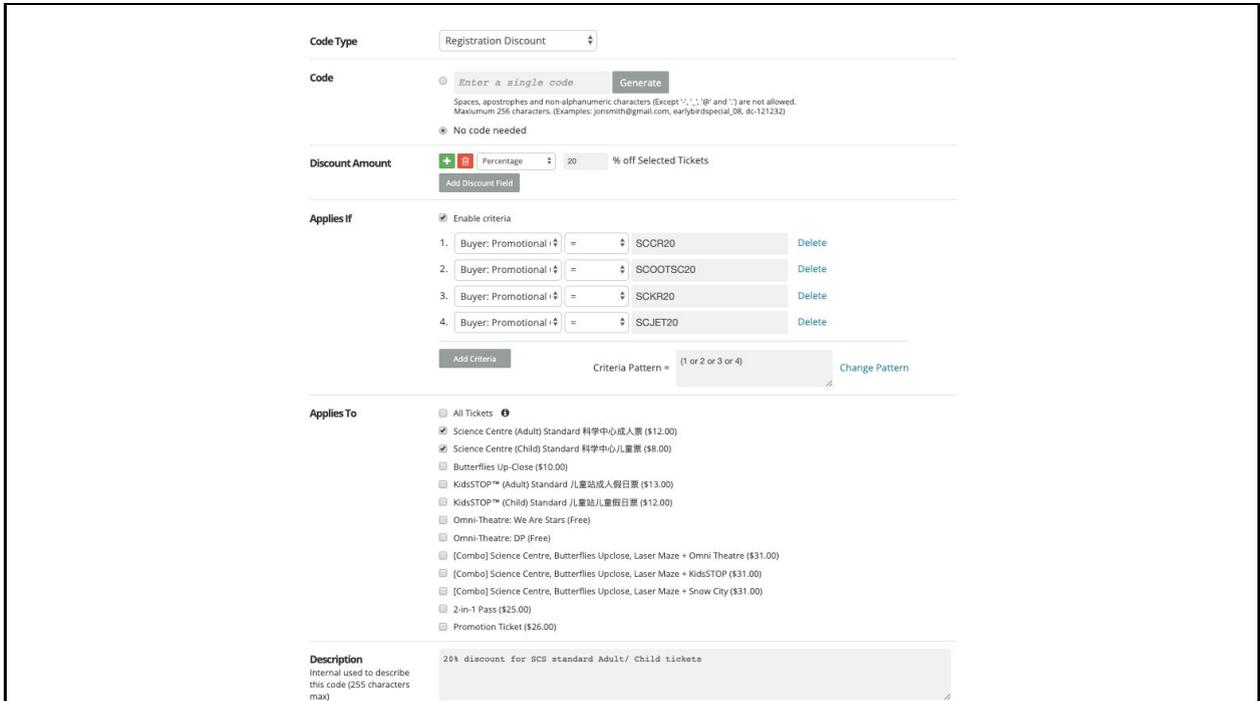
This is used when you'd like to offer discounts to specific groups/ types of people via a discount code.

By using the Discount Code, the discount will be applied to the specific ticket(s) assigned to the code.

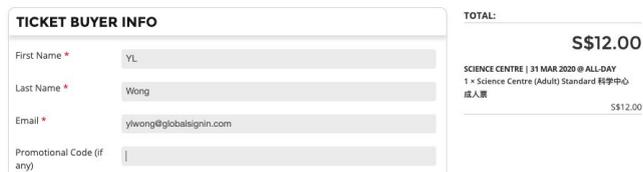
The below table will illustrate the settings for creating Discount Codes in the Promo Codes module in GEVME.

| Field Name  | Description   | Value  |                   |            |       |          |              |   |  |
|---|---|--|-------------------|------------|-------|----------|--------------|---|--|
| Code Type   | This is the type of codes to be created   | Registration Discount  |                   |            |       |          |              |   |  |
| Code  | This is the Discount Code to be input for the discount to be applied  |  |                   |            |       |          |              |   |  |
|   | Allows you to generate from the system  |  |                   |            |       |          |              |   |  |
|   | No Code needed <ul style="list-style-type: none"> <li>Based on "Applies If" criteria</li> </ul>   |  |                   |            |       |          |              |   |  |
| Discount Amount   | This is used when there are discounts for a priced ticket when the Discount Code is input   | Exact Amount / Percentage / Price overwrite<br><br><i>Off the Total Amount or Selected Tickets</i> |                   |            |       |          |              |   |  |
|   | For upfront discount on the selected ticket   | Off the Selected Tickets   |                   |            |       |          |              |   |  |
|   |  <p><b>REGISTRATION</b></p> <table border="1"> <thead> <tr> <th>REGISTRATION TYPE</th> <th>VALID TILL</th> <th>PRICE</th> <th>QUANTITY</th> </tr> </thead> <tbody> <tr> <td>Registration</td> <td>-</td> <td>US\$ 9.50<br/>5% Discount!<br/>U.P. US\$ 10.00</td> <td>0</td> </tr> </tbody> </table> <p>Enter your promotional code: <input type="text" value="test"/> <input type="button" value="Applied"/> <input type="button" value="Cancel"/></p> <p>Valid Code successfully applied. All applicable discount will be applied.</p> <p><input type="button" value="Register"/></p> <p><i>**Above image illustrates frontend promo code widget with upfront discount</i></p> |  | REGISTRATION TYPE | VALID TILL | PRICE | QUANTITY | Registration | - | US\$ 9.50<br>5% Discount!<br>U.P. US\$ 10.00 |
| REGISTRATION TYPE   | VALID TILL  | PRICE  | QUANTITY          |            |       |          |              |   |  |
| Registration  | -   | US\$ 9.50<br>5% Discount!<br>U.P. US\$ 10.00   | 0                 |            |       |          |              |   |  |
| For discount off total amount in the cart<br><i>*Applicable when registrants selects more than one ticket or when there is merchandise with price</i> | Off the Total Amount  |  |                   |            |       |          |              |   |  |

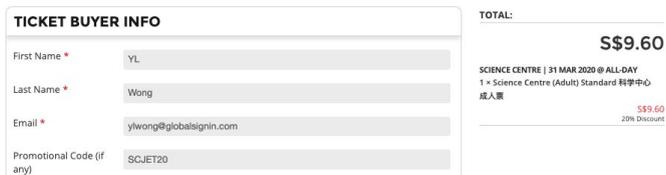
|                    | <p><b>REGISTRATION</b></p> <hr/> <table border="1"> <thead> <tr> <th>REGISTRATION TYPE</th> <th>VALID TILL</th> <th>PRICE</th> <th>QUANTITY</th> </tr> </thead> <tbody> <tr> <td>Registration</td> <td>-</td> <td>US\$ 10.00</td> <td>0</td> </tr> <tr> <td>Registration 2</td> <td>-</td> <td>US\$ 20.00</td> <td>0</td> </tr> </tbody> </table> <p>Enter your promotional code: <input type="text" value="test"/> <input type="button" value="Applied"/> <input type="button" value="Cancel"/></p> <p>Valid Code successfully applied. All applicable discount will be applied.</p> <p><input type="button" value="Register"/></p> <p><i>**Above image illustrates frontend promo code widget where discounts are not applied yet</i></p> <p><b>TOTAL:</b></p> <p style="text-align: right;"><b>US\$28.50</b><br/>US\$1.50 Discount</p> <table border="1"> <tbody> <tr> <td>1 × Registration</td> <td>US\$10.00</td> </tr> <tr> <td>1 × Registration 2</td> <td>US\$20.00</td> </tr> </tbody> </table> <p><i>**Above image illustrates frontend promo code widget where discounts are applied after tickets are selected</i></p> |   | REGISTRATION TYPE | VALID TILL | PRICE | QUANTITY | Registration | - | US\$ 10.00 | 0 | Registration 2 | - | US\$ 20.00 | 0 | 1 × Registration | US\$10.00 | 1 × Registration 2 | US\$20.00 |
|--------------------|--|---|-------------------|------------|-------|----------|--------------|---|------------|---|----------------|---|------------|---|------------------|-----------|--------------------|-----------|
| REGISTRATION TYPE  | VALID TILL   | PRICE   | QUANTITY          |            |       |          |              |   |            |   |                |   |            |   |                  |           |                    |           |
| Registration       | -  | US\$ 10.00  | 0                 |            |       |          |              |   |            |   |                |   |            |   |                  |           |                    |           |
| Registration 2     | -  | US\$ 20.00  | 0                 |            |       |          |              |   |            |   |                |   |            |   |                  |           |                    |           |
| 1 × Registration   | US\$10.00  |   |                   |            |       |          |              |   |            |   |                |   |            |   |                  |           |                    |           |
| 1 × Registration 2 | US\$20.00  |   |                   |            |       |          |              |   |            |   |                |   |            |   |                  |           |                    |           |
| Applies If         | Configure the criteria based on either of the following: <ul style="list-style-type: none"> <li>• Tickets</li> <li>• Buyer form fields (if set)</li> <li>• Attendee form fields (if set)</li> </ul>  | Buyer: Promotional Code (if any) <equals> “codes” |                   |            |       |          |              |   |            |   |                |   |            |   |                  |           |                    |           |
| Criteria Pattern   | This is applicable when you have more than 1 “Applies If” criteria   | Criteria Pattern = (1 or 2 or .....)              |                   |            |       |          |              |   |            |   |                |   |            |   |                  |           |                    |           |
| Applies To         | This is for you to select the tickets the discount will be applied to once the Discount Code is input  | Specific or All tickets                           |                   |            |       |          |              |   |            |   |                |   |            |   |                  |           |                    |           |



**\*\*Above image illustrates registration discounts for all partners who enjoys 20% on specific tickets when the code is input in the Buyer Form**

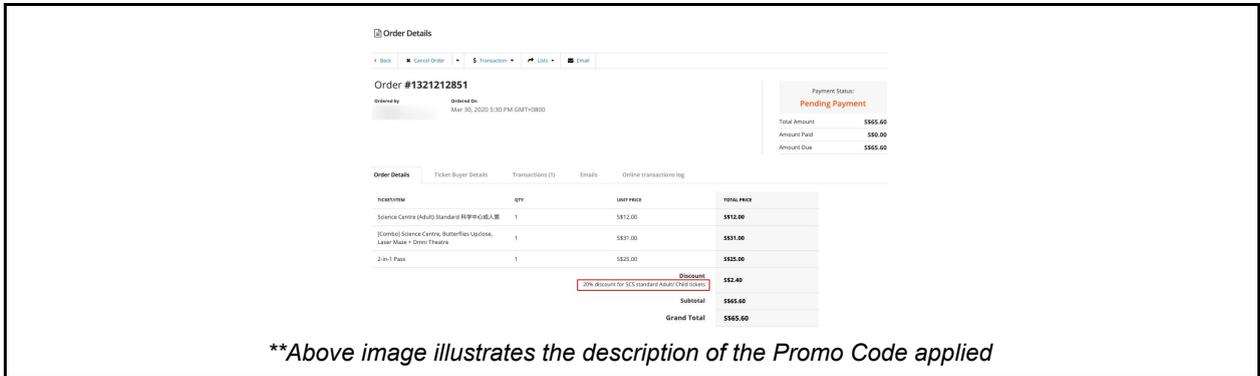


**\*\*Above image illustrates the registration form before / without inputting the 'Code'**



**\*\*Above image illustrates the registration form after inputting the 'Code'**

|             |   |  |
|-------------|---|--|
| Description | <p>Internal text used to identify each Promo Codes created</p> <p>This is also shown on each Order Details page</p> |  |
|-------------|---|--|



**Order #1321212851**

Order Date: Mar 30, 2020 5:30 PM GMT+0800

Payment Status: Pending Payment

| ITEM NAME   | QTY | UNIT PRICE                                       | TOTAL PRICE |
|---|-----|--|-------------|
| Science Centre (Adult) Standard 科学中心成人票                                 | 1   | \$512.00   | \$512.00    |
| (Combo) Science Centre, Butterflies Upclose, Laser Maze & Green Theatre | 1   | \$531.00   | \$531.00    |
| 2-in-1 Pass   | 1   | \$525.00   | \$525.00    |
|   |     | Discount   | \$52.00     |
|   |     | 20% discount for US standard Adult Child/Student | \$52.00     |
|   |     | Subtotal   | \$565.60    |
|   |     | Grand Total                                      | \$565.60    |

**\*\*Above image illustrates the description of the Promo Code applied**

|                                   |   |                                     |
|-----------------------------------|---|-------------------------------------|
| Number of Uses                    | This limits the number of uses the Access Code can be used<br><br>This is on a 'first come first serve basis'   | Unlimited or Limited number of uses |
| Starts                            | This is the start date / time for when the Access Code takes effect   |                                     |
| Ends                              | This is the end date / time for when the Access Code is not effective anymore   |                                     |
| Direct link with Promotional Code | This is the direct link to be shared to automatically apply the discount on the selected ticket(s) once it's clicked<br>This is only applicable for Promo Codes with "Codes" required |                                     |

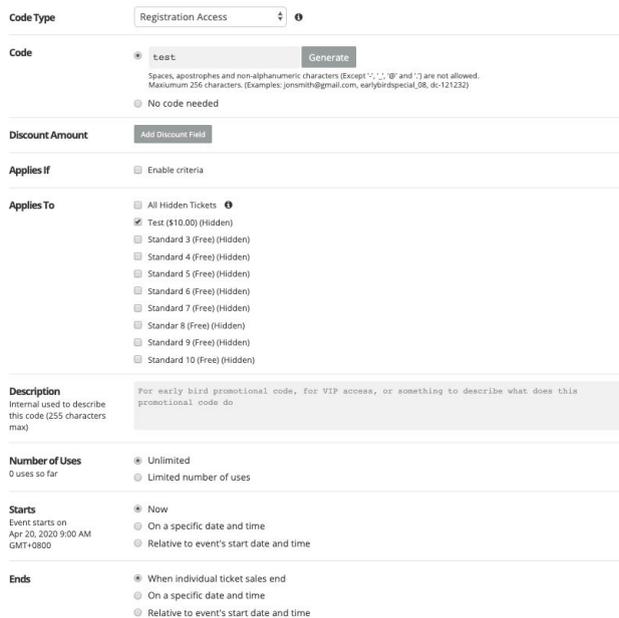
## Hidden Tickets for specific registrants via Access Code

This is used when there are specific groups/ types of people with specific ticket types that are not available/ visible to the public.

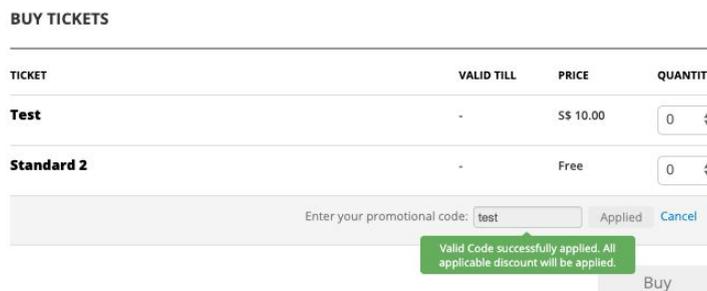
By using the Access Code, the hidden ticket will be displayed on the event landing page in addition to the regular tickets that were shown by default.

The below table will illustrate the settings for creating Access Codes in the Promo Codes module in GEVME.

| Field Name | Description  | Value                          |
|------------|--|--------------------------------|
| Code Type  | This is the type of codes to be created  | Registration Access            |
| Code       | This is the Access Code to be input for the hidden ticket to be displayed  |                                |
| Applies To | This is for you to select the tickets that will be displayed once the Access Code is input<br>Hidden tickets are displayed in addition to 'public tickets' | Specific or All hidden tickets |



**\*\*Above image illustrates registration access for partners who enjoys \$5 discounts when more than 2 tickets are purchased**



**\*\*Above image illustrates the event landing page with hidden tickets displayed in addition to 'public ticket' after inputting the 'Access Code'**

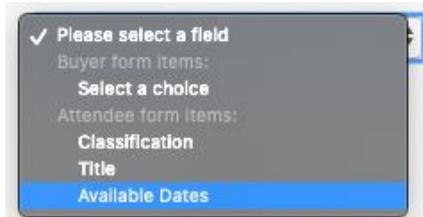
|                |  |                                     |
|----------------|--|-------------------------------------|
| Number of Uses | This limits the number of uses the Access Code can be used | Unlimited or Limited number of uses |
|----------------|--|-------------------------------------|

|                                   |   |  |
|-----------------------------------|---|--|
|                                   | This is on a 'first come first serve basis'   |  |
| Starts                            | This is the start date / time for when the Access Code takes effect                               |  |
| Ends                              | This is the end date / time for when the Access Code is not effective anymore                     |  |
| Direct link with Promotional Code | This is the direct link to be shared to show the hidden ticket(s) automatically once it's clicked |  |

## Merchandise & Inventory

This module allows you to have priced items and/or items with quantity tracking in your registration.

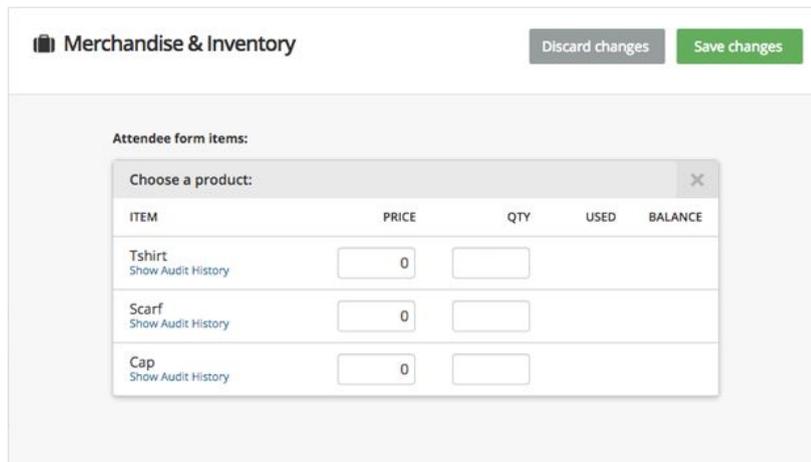
This can only be created if there is an existing field in the Buyer or Attendee form that requires the Attendee to select.



After you converted an existing field to be an item, the below table will explain the settings:

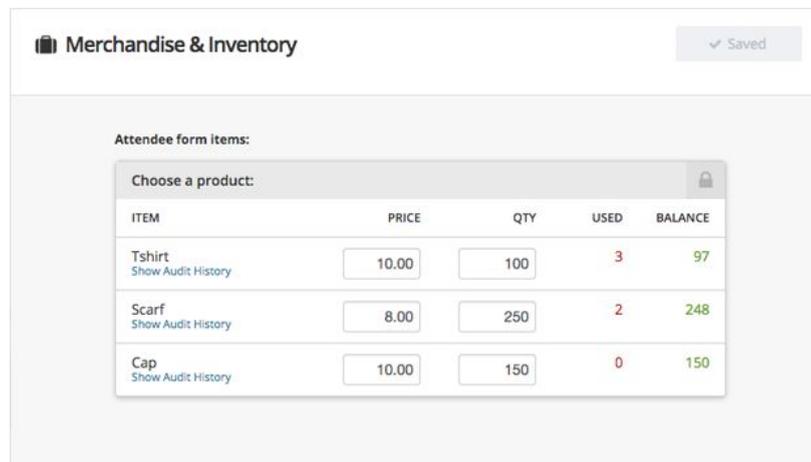
| Field Name     | Description   |
|----------------|---|
| Item           | This column reflects the options set for the selected merchandise field         |
| Item row value | This reflects the individual option for the selected merchandise field          |
| Price          | This is the price to charge an Attendee when they select the merchandise option |
| Quantity       | This is the maximum quantity allowed for selection for the merchandise option   |

|         |   |
|---------|---|
|         | <i>*0 in this module = unlimited</i>  |
| Used    | This reflects the number of Attendees who selected the merchandise option             |
| Balance | This reflects the remaining quantity allowed for selection for the merchandise option |



| ITEM  | PRICE | QTY | USED | BALANCE |
|---|-------|-----|------|---------|
| Tshirt<br><small>Show Audit History</small> | 0     |     |      |         |
| Scarf<br><small>Show Audit History</small>  | 0     |     |      |         |
| Cap<br><small>Show Audit History</small>    | 0     |     |      |         |

**\*\*Above image illustrates the merchandise item during set up**



| ITEM  | PRICE | QTY | USED | BALANCE |
|---|-------|-----|------|---------|
| Tshirt<br><small>Show Audit History</small> | 10.00 | 100 | 3    | 97      |
| Scarf<br><small>Show Audit History</small>  | 8.00  | 250 | 2    | 248     |
| Cap<br><small>Show Audit History</small>    | 10.00 | 150 | 0    | 150     |

**\*\*Above image illustrates the merchandise item after registration is used**

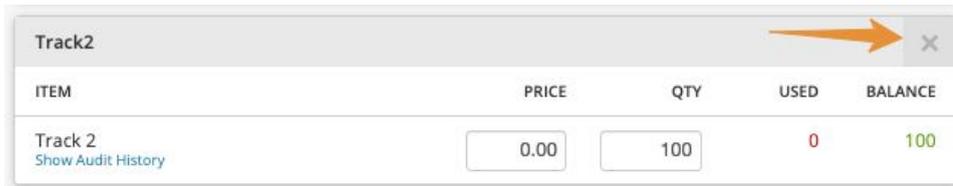
## Stop merchandise sale

To stop merchandise sale in an ongoing event, you have to reduce the number of Quantity for the affected items.

↳ You should reduce the Quantity of the affected items to the same number as the 'Used' quantity, so that the 'Balance' quantity is set to 0.

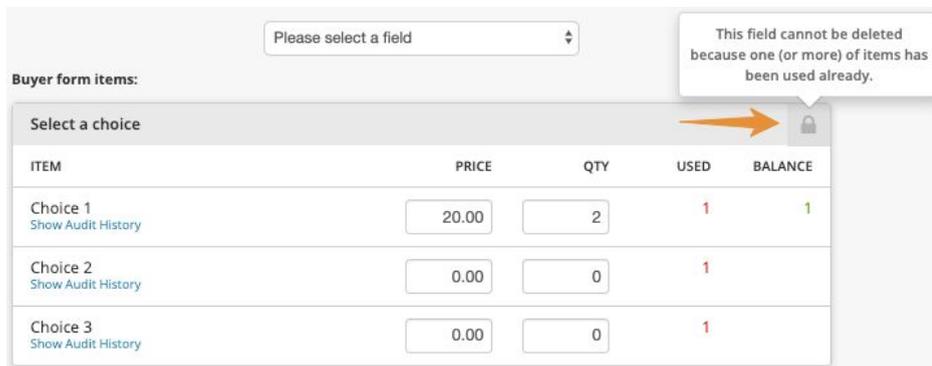
This will restrict future registration from selecting the item.

You're restricted from deleting any merchandise item that has been used.



| ITEM  | PRICE | QTY | USED | BALANCE |
|---|-------|-----|------|---------|
| Track 2<br><a href="#">Show Audit History</a> | 0.00  | 100 | 0    | 100     |

**\*\*Above image illustrates the unused merchandise item that allows deletion**



Please select a field

Buyer form items:

Select a choice

| ITEM   | PRICE | QTY | USED | BALANCE |
|--|-------|-----|------|---------|
| Choice 1<br><a href="#">Show Audit History</a> | 20.00 | 2   | 1    | 1       |
| Choice 2<br><a href="#">Show Audit History</a> | 0.00  | 0   | 1    | 1       |
| Choice 3<br><a href="#">Show Audit History</a> | 0.00  | 0   | 1    | 1       |

This field cannot be deleted because one (or more) of items has been used already.

**\*\*Above image illustrates the used merchandise item that locks the section**