

Entering Offline Ticket Sales

Category: Offline Raising

Published: Nov 28, 2025

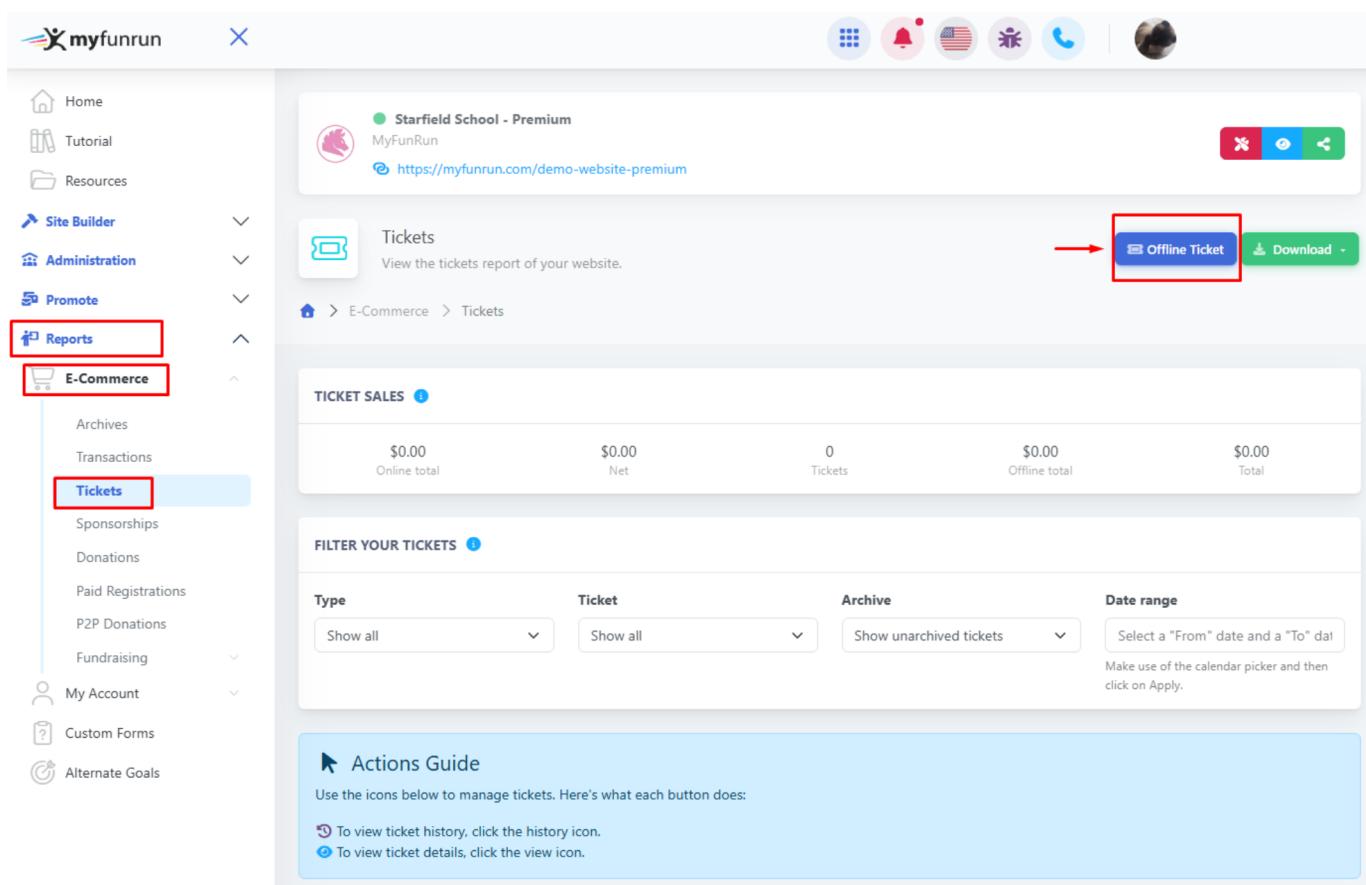
Reading Time: 1 min

There are no fees on Offline Ticket sales.

Any funds you collect by **check** or **cash** during or after your campaign are all yours; **you keep 100% of Offline Ticket Sales!**

Entering your Offline Ticket sales in the Dashboard allows you to track your Offline Ticket sales in reports along with your *Online* sales.

To enter or record an Offline Ticket that was sold, go to **Reports → E-Commerce → Tickets**, and click the "**Offline Ticket**" button.



The screenshot shows the myfunrun dashboard with the following interface elements:

- Header:** myfunrun, navigation icons (grid, bell, USA flag, person, phone), and a user profile picture.
- Left Sidebar:** Home, Tutorial, Resources, Site Builder, Administration, Promote, Reports (highlighted with a red box), E-Commerce (highlighted with a red box), Archives, Transactions, Tickets (highlighted with a red box), Sponsorships, Donations, Paid Registrations, P2P Donations, Fundraising, My Account, Custom Forms, Alternate Goals.
- Header Sub-Section:** Starfield School - Premium, MyFunRun, and a link to the demo website.
- Main Content:**
 - Tickets:** A section to view the tickets report of your website.
 - TICKET SALES:** Displays totals for Online total (\$0.00), Net (\$0.00), Tickets (0), Offline total (\$0.00), and Total (\$0.00).
 - FILTER YOUR TICKETS:** Options for Type (Show all), Ticket (Show all), Archive (Show unarchived tickets), and Date range (Select a "From" date and a "To" date). A note says: "Make use of the calendar picker and then click on Apply."
 - Actions Guide:** Instructions for managing tickets using icons: history (for ticket history) and view (for ticket details).
- Footer:** A red arrow points to the "Offline Ticket" button in the TICKET SALES section.

Select the ticket and complete the form.

[Home](#)[Tutorial](#)[Resources](#)[Site Builder](#)[Administration](#)[Promote](#)[Reports](#)[E-Commerce](#)[Archives](#)[Transactions](#)[Tickets](#)[Sponsorships](#)[Donations](#)[Paid Registrations](#)[P2P Donations](#)[Fundraising](#)[My Account](#)[Custom Forms](#)[Alternate Goals](#)

Starfield School - Premium
MyFunRun
<https://myfunrun.com/demo-website-premium>

[X](#) [O](#) [L](#)

Offline Ticket

Choose a ticket to proceed.

[Home](#) > [E-Commerce](#) > [Tickets](#) > Offline Ticket

Show 100 entries

Search:

Actions	Ticket	Price	Sold	Status
	Ticket Buyer	\$5.00	0	ENABLED
	Ticket Organizer	\$5.00	0	ENABLED
	Free Ticket	Free	0	ENABLED
	Ticket - Sold Out	Free	0	ENABLED

Showing 1 to 4 of 4 entries

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