

# How to Create a Ticket

Category: Website Building

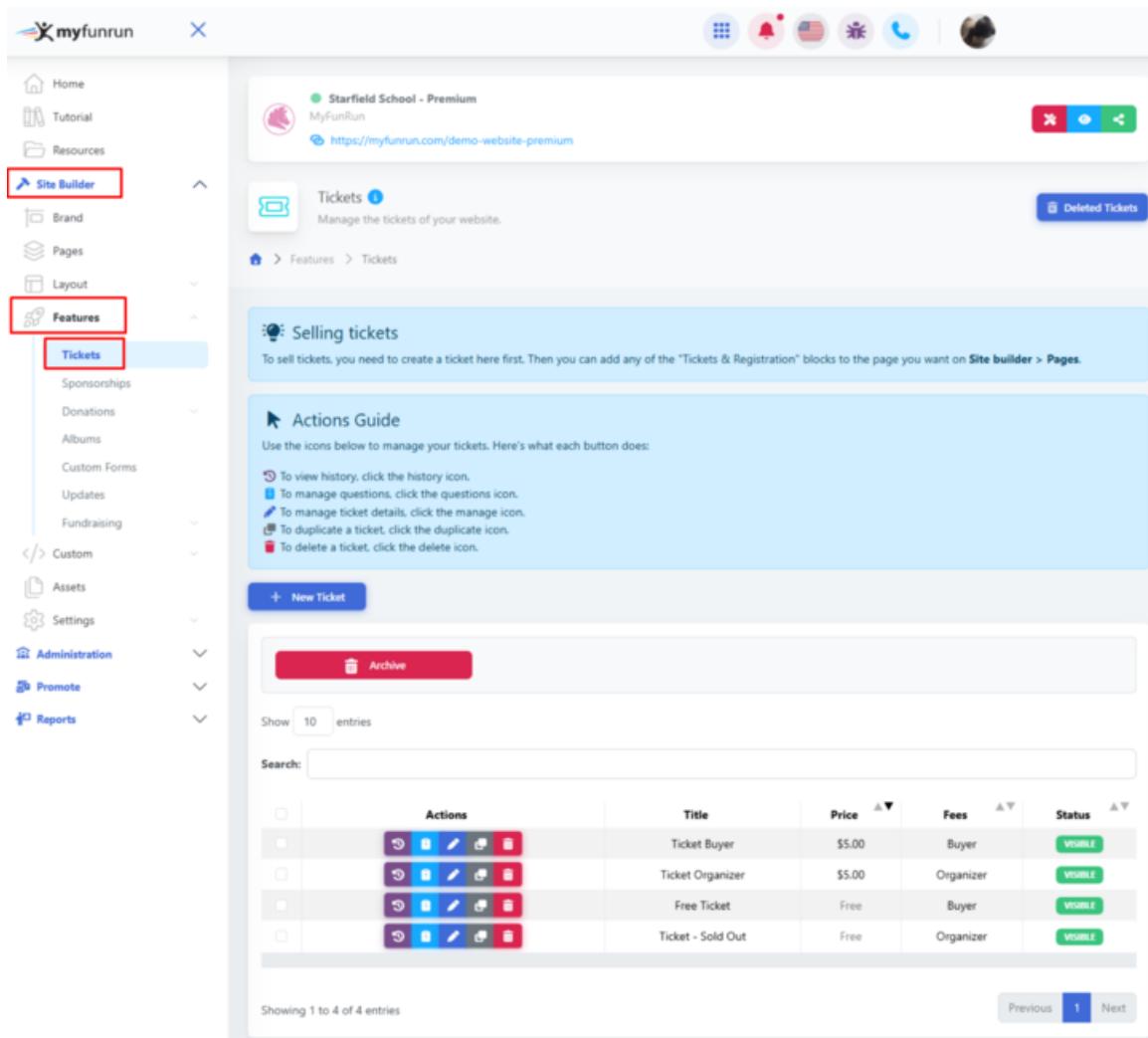
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Reading Time: 2 min

Tickets are the foundation of your event registration. Follow these steps to create a ticket for your event.

## Step 1: Navigate to Your Tickets

From your dashboard, go to the **Site Builder → Features → Tickets**.



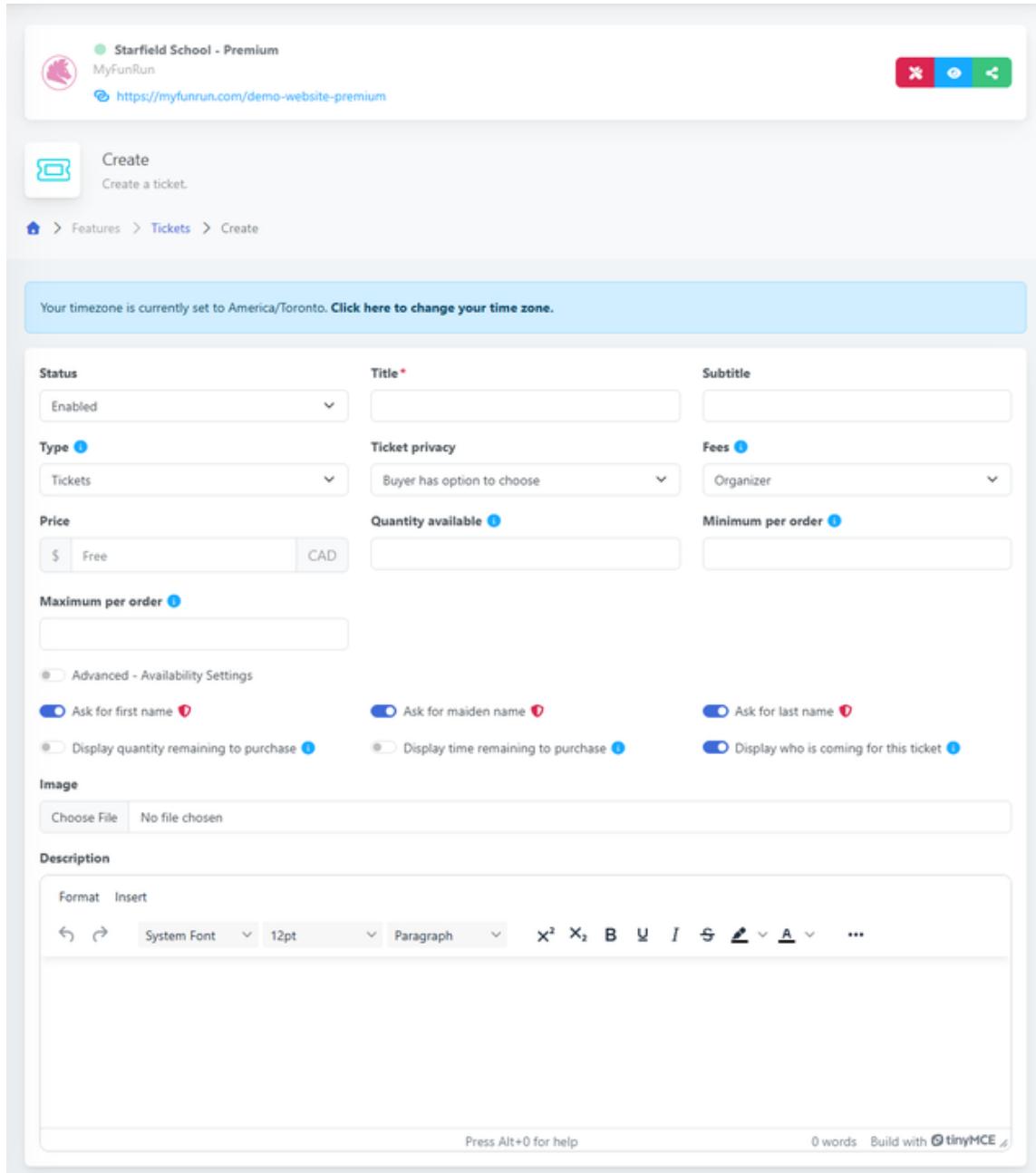
The screenshot shows the MyFunRun dashboard with the following interface elements:

- Header:** myfunrun, navigation icons (grid, notifications, user), and a search bar.
- Left Sidebar:** Home, Tutorial, Resources, Site Builder (highlighted with a red box), Brand, Pages, Layout, Features (highlighted with a red box), Tickets (highlighted with a red box), Sponsorships, Donations, Albums, Custom Forms, Updates, Fundraising, Assets, Settings, Administration, Promote, Reports.
- Top Bar:** Project details: Starfield School - Premium, MyFunRun, URL: https://myfunrun.com/demo-website-premium, and a close button.
- Main Content:**
  - Tickets:** Manage the tickets of your website. Sub-menu: Features > Tickets.
  - Selling tickets:** To sell tickets, you need to create a ticket here first. Then you can add any of the "Tickets & Registration" blocks to the page you want on Site builder > Pages.
  - Actions Guide:** Use the icons below to manage your tickets. Here's what each button does:
    - History icon: To view history, click the history icon.
    - Questions icon: To manage questions, click the questions icon.
    - Manage icon: To manage ticket details, click the manage icon.
    - Duplicate icon: To duplicate a ticket, click the duplicate icon.
    - Delete icon: To delete a ticket, click the delete icon.
  - New Ticket:** A button to create a new ticket.
  - Table:** A list of existing tickets with columns: Actions, Title, Price, Fees, and Status. The table shows 4 entries:

Actions	Title	Price	Fees	Status
	Ticket Buyer	\$5.00	Buyer	VISIBLE
	Ticket Organizer	\$5.00	Organizer	VISIBLE
	Free Ticket	Free	Buyer	VISIBLE
	Ticket - Sold Out	Free	Organizer	VISIBLE
  - Footer:** Showing 1 to 4 of 4 entries, Previous, Next.

# Step 2: Click 'Create New Ticket'

Click the '+ New Ticket' button to open the ticket creation form.



The screenshot shows the 'Create' ticket creation form. At the top, there is a header with the organization name 'Starfield School - Premium' and a URL 'https://myfunrun.com/demo-website-premium'. Below the header are three buttons: a red 'X', a blue circle with a plus sign, and a green triangle pointing right. The main form area has the following fields:

- Status:** Enabled (dropdown menu)
- Title:** (Text input field)
- Subtitle:** (Text input field)
- Type:** Tickets (dropdown menu)
- Ticket privacy:** Buyer has option to choose (dropdown menu)
- Fees:** Organizer (dropdown menu)
- Price:** \$ Free (dropdown menu)
- Quantity available:** (Text input field)
- Minimum per order:** (Text input field)
- Maximum per order:** (Text input field)
- Advanced - Availability Settings:** (checkbox)
- Ask for first name:** (checkbox)
- Ask for maiden name:** (checkbox)
- Ask for last name:** (checkbox)
- Display quantity remaining to purchase:** (checkbox)
- Display time remaining to purchase:** (checkbox)
- Display who is coming for this ticket:** (checkbox)
- Image:** (File upload input field) - Choose File: No file chosen
- Description:** (Rich text editor toolbar) - Format, Insert, System Font, 12pt, Paragraph,  $\times^2$ ,  $\times_2$ , **B**, U, *I*, ~~S~~,  $\circ$ ,  $\Delta$ , ...  
Below the toolbar is a large text area with a placeholder 'Press Alt+0 for help'.
- Statistics:** 0 words, Build with tinyMCE

# Step 3: Enter Ticket Details

Fill in the following information:

- **Ticket Name:** Give your ticket a clear, descriptive name (e.g., 'Early Bird Registration', 'VIP Access', 'General Admission')
- **Description:** Add details about what's included with this ticket
- **Type:** Select whether you are selling tickets, items, T-shirts, or others.
- **Price:** Set the ticket price (or \$0 for free tickets)
- **Quantity Available:** Set the number of tickets available for purchase. (leave blank for unlimited).
- **Advanced Settings** include a date range for when you want a ticket to be available and when to hide the ticket from the public. Enter the date range starting from when the ticket should become available for purchase to when it should no longer be available.

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## Step 4: Configure Advanced Options

Customize additional settings:

- **Minimum/Maximum Per Order:** Control how many tickets each person can buy
- **Display Options:** Choose whether to show remaining tickets, time remaining, or who's coming
- **Fee Settings:** Configure who pays transaction fees (buyer or organizer)
- **Privacy:** Set ticket visibility to display the names of ticket buyers or keep them hidden (public, private, or hidden)

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## Step 5: Add Custom Questions (Optional)

If you need to collect specific information from ticket buyers, you can add custom questions to this ticket. See our guide on '[How to Add Custom Questions to Tickets](#)' for more details.

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# Step 6: Save and Publish

Review all settings and click '**Save**' to create your ticket.

Your event must be "published" for tickets to be visible to attendees.

## Tips for Success

- Create early bird tickets with lower prices to encourage early registration
- Use clear, descriptive names that explain the ticket's benefits
- Set appropriate quantity limits to manage capacity
- Consider creating multiple ticket tiers (Regular, VIP, etc.) to offer options
- Test your ticket purchase flow before launching your event