

# USER GUIDE FOR EVENT TICKETS

## OUTLINE:

1. Introduction
2. Settings
3. Main Feature
4. Help & Support

Please follow the outline and the links on the left sidebar to navigate quickly this user guide

Version  
1.9

12/29/2016

# 1. INTRODUCTION

- 1.1. Features .....2
- 1.2. System Requirements .....2
- 1.3. Video Tutorial Playlist.....3

**Event Tickets** by Magenest is the ultimate extension for e-commerce websites that allows store admins to manage events and tickets. Store admin can also create custom ticket such as VIP, regular, adults only, ... each with custom template to best fit the event's context. The extension can also send reminder so that your customer won't miss out the event.

The extension page: [Event-Tickets](#)

### 1.1. Features

The extension is packed with the following features:

- Admin can create and edit the properties of events such as location, start time, end time, reminder, ...
- Admin can add a new ticket type such as VIP, regular, adult only, ... each with its own template and quantity.
- The module will automatically send a PDF-formatted ticket as an attachment via email after the customer is done purchasing the ticket.
- The module will send an email to remind customers of the upcoming event.
- Admin can have his own design for a template.
- Admin can toggle redemption status for each sent tickets.
- Users can also view and print tickets from their My account page
- The extension allows to display available event addresses in a nice map like Google Map

### 1.2. System Requirements

Your store should be running on Magento Community Edition version 1.8.x or 1.9.x.

### 1.3. Video Tutorial Playlist

Go to the playlist link to view more:

<https://www.youtube.com/playlist?list=PL0gckfH7zlZsQ8A5-rdWwVf0XksKdgtgd>

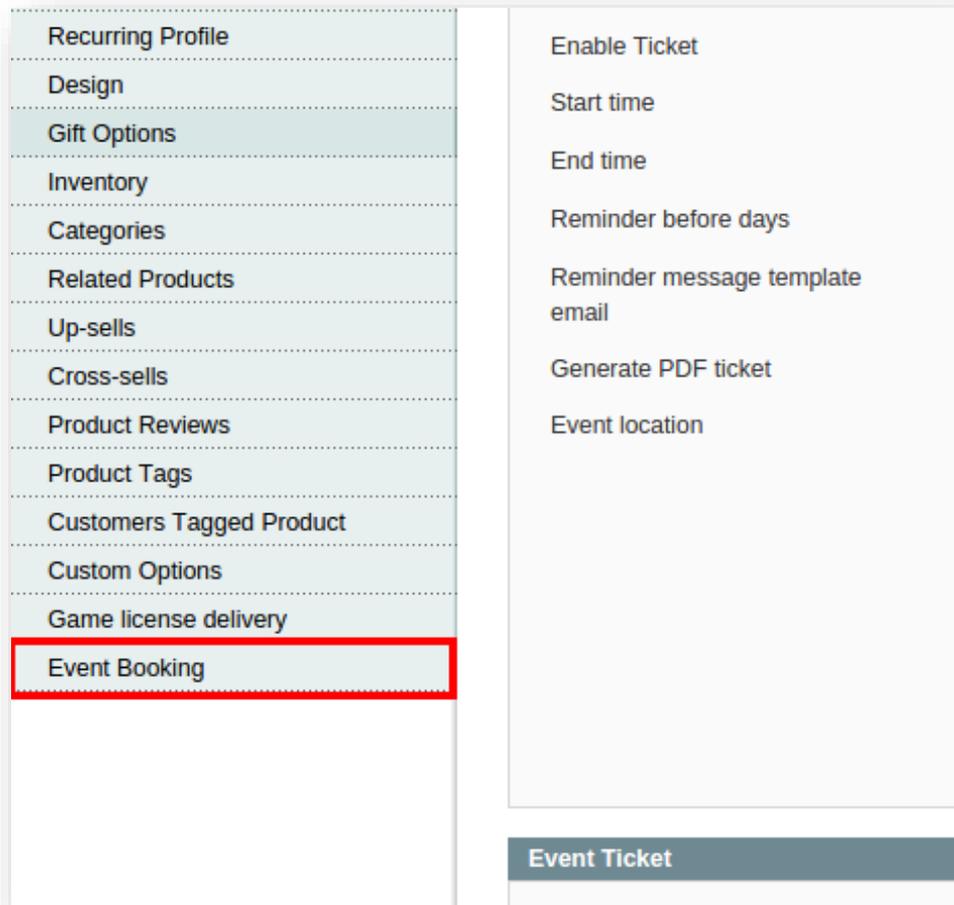


## 2. SETTINGS

2.1. Creating an event .....	5
2.2. Ticket type summary .....	7
2.3. Attendees .....	8

## 2.1. Creating an event

- To create an event, first create a product. After that, navigate to **Catalog** → **Manage Products**.
- Then add switch to **Event Booking** Tab



- You can see a handful of options here, but first, select **Enable Ticket** as Yes

Developer Meeting 2015 (Default) [Back] [Reset] [Delete] [Duplicate] [Save] [Save and Continue Edit]

Setting Summary Attendees

**Event Booking**

Enable Ticket: Yes

Start time: 10/31/2015 8:47 SA

End time: 10/31/2015 12:47 CH

Reminder before days: 10/29/2015 12:01 SA

Reminder message template email: Default Template from Locale

Generate PDF ticket: Yes

Event location: Dong Da, Ha Noi

Then you can specify the following options:

- Start time** and **End time**: starting and ending time for your event
- Reminder before days**: the exact time for the module to send a reminder email to customer
- Generate PDF Ticket**: Select Yes if you want your ticket to be a PDF document
- Event Location**: Location for the event

Next up, specify some ticket types for the event, in the following demo, we specified a **Child**, **Adult** and **Student** ticket type

Event Ticket

Title \* Ticket Type

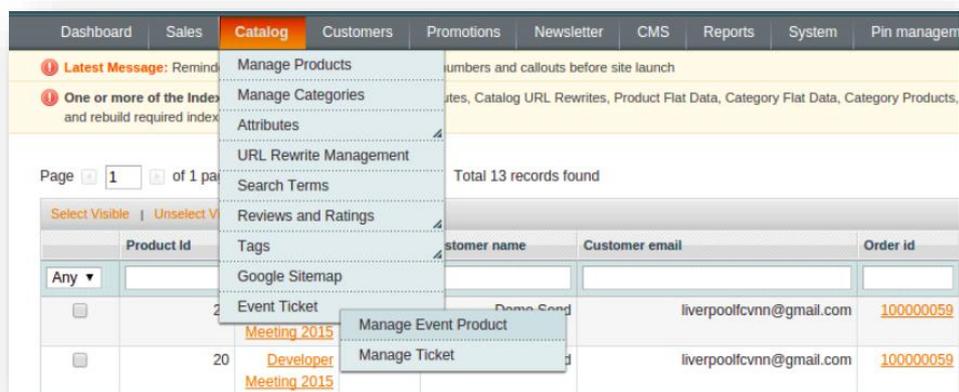
Input Type \* Radio Buttons

Title *	Price	Price Type	SKU	Qty	Code Prefix	Confirmation email	Sort Order
Child ( 6 to 12 yea	0	Fixed		100		Default Template from Locale	1
Adult	80	Fixed		150		Default Template from Locale	2
Student	100	Fixed		300		Default Template from Locale	3

[Add]

- **Title:** tick type's name
- **Qty:** the initial quantity for each ticket type
- **Code Prefix:** each ticket type comes with a specific code set, this is the code set's prefix
- **Confirmation email:** template for the ticket type
- Click on **Add** if you want to add a new type.

Hit **Save** when done, you can check to see if the event has been created by navigating to **Catalog → Event Ticket → Manage Event Products**



## 2.2. Ticket type summary

The screenshot shows the 'Developer Meeting 2015 (Default)' ticket type summary page. The page has tabs for 'Setting', 'Summary', and 'Attendees'. The 'Summary' tab is active, showing a table with columns for Ticket Type, Initial Qty, Available Qty, Purchased Qty, and Revenue. The table contains two rows: 'Zend' and 'VIP', and a 'Totals' row.

Ticket Type	Initial Qty	Available Qty	Purchased Qty	Revenue
Zend	200	193	7	2800
VIP	100		87	7800
<b>Totals</b>	<b>300</b>		<b>280</b>	<b>10600</b>

This is basically the Summary for ticket types, with Purchased quantity, Available quantity and revenue for each type, as shown.

### 2.3. Attendees

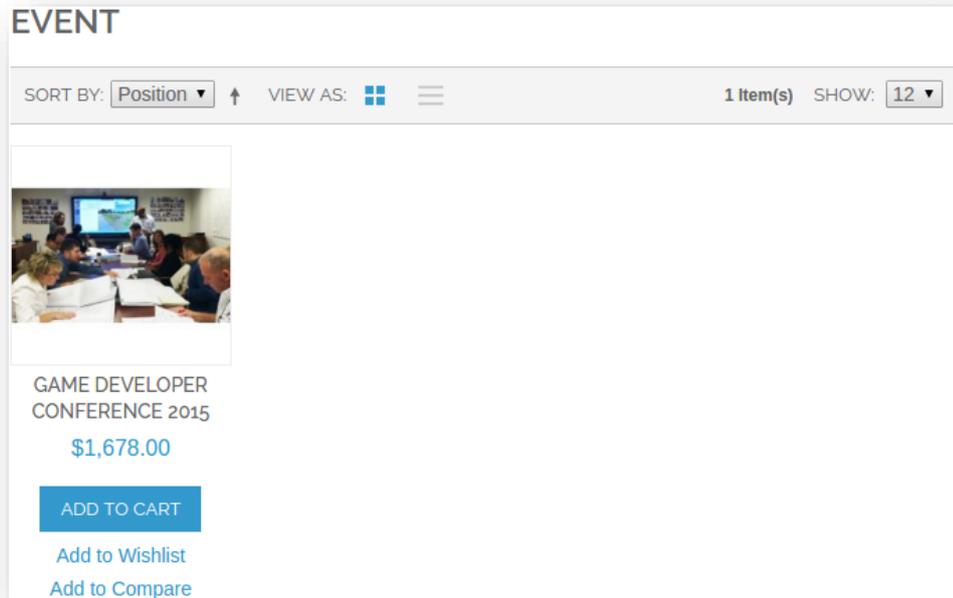
- In the **Attendees** tab, the admin can easily manage the attendees of the event. As we can see, this customer bought 3 tickets of type **Magento**, all have been invoiced and one redeemed.

The screenshot shows the 'Attendees' tab for the event 'Developer Meeting 2015 (Default)'. The interface includes navigation buttons (Back, Reset, Delete, Duplicate, Save, Save and Continue Edit) and tabs (Setting, Summary, Attendees). Below the tabs, there are pagination controls (Page 1 of 1 pages, View 20 per page, Total 3 records found) and an 'Export to: CSV' button. A table below shows the list of attendees with columns for ID, Type, Customer name, Customer email, Order id, Code, Redeem status, and Payment status. Three records are visible, all of type 'Magento' and 'Demo Send'.

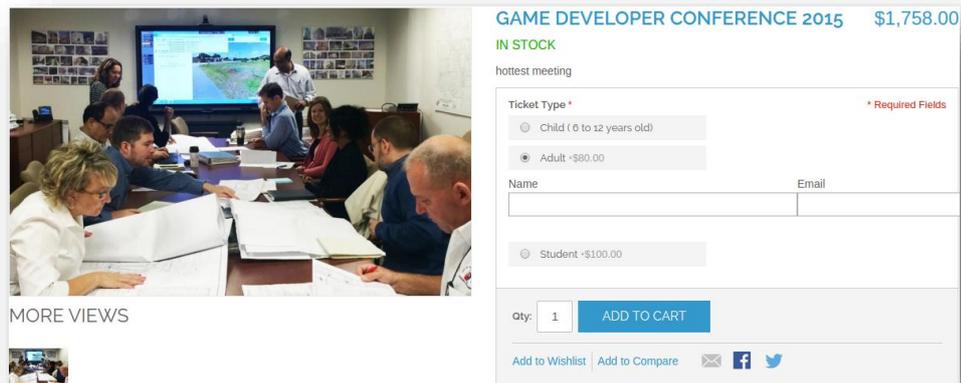
ID	Type	Customer name	Customer email	Order id	Code	Redeem status	Payment status
18	Magento	Demo Send	liverpoolcvnn@gmail.com	10000059	ZfJPMagenest30	Redeemed	Invoiced
19	Magento	Demo Send	liverpoolcvnn@gmail.com	10000059	xQKyMagenest87	Redeem	Invoiced
20	Magento	Demo Send	liverpoolcvnn@gmail.com	10000059	hzVrMagenest66	Redeem	Invoiced

### 3. MAIN FEATURE

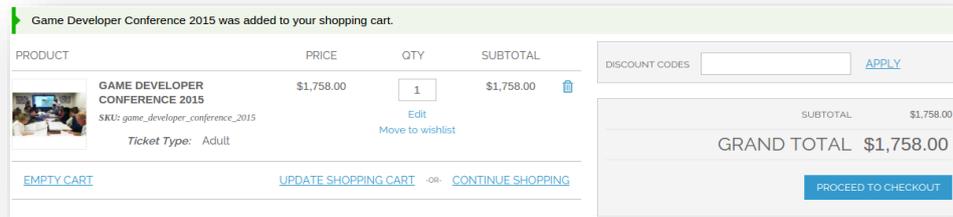
- In case the customer want to buy some tickets, here we have **Game Developer Conference 2015** event



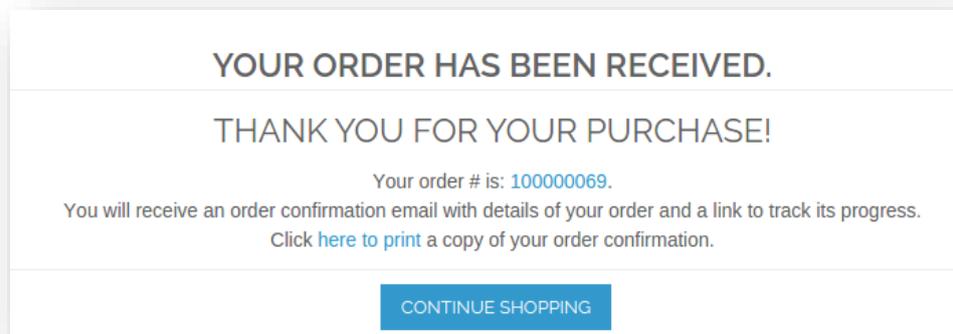
- Proceed to **Add to cart**, customer can choose ticket type as shown:



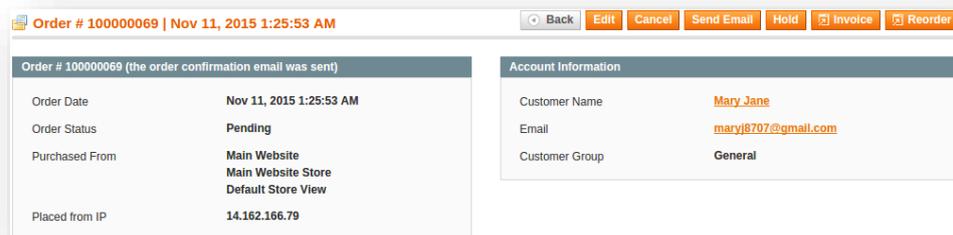
- Hit **Add to cart** to continue:



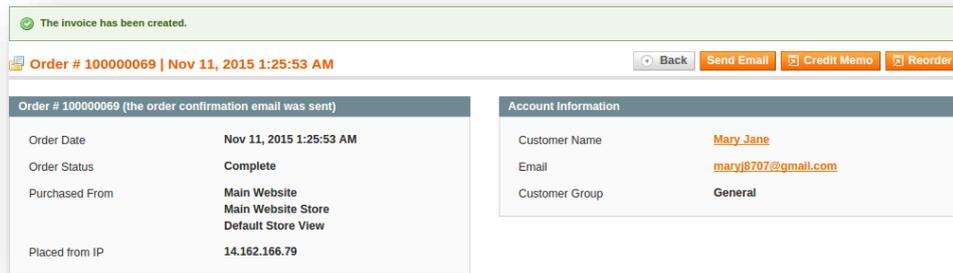
- Next, hit **Proceed to checkout**, fill in the checkout form, example outcome:



- When the purchase is completed, the admin can check the new order by navigating to **Sales → Orders**



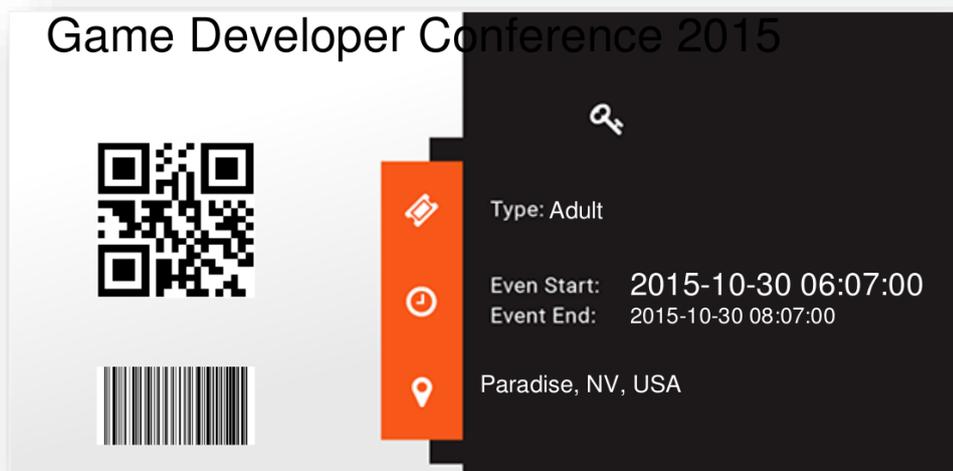
- Admin can complete the order by clicking **Invoice** and submit the invoice



- The admin can check the tickets by clicking on **Catalog** → **Event Ticket** → **Manage Ticket**, as we can see below, the ticket has been delivered.

<input type="checkbox"/>	21	Game Developer Conference 2015	Adult	Mary Jane	maryj8707@gmail.com	100000069	vaOhMagenest24	Not Redeem	<a href="#">Toggle redeem</a>	Invoiced
<input type="checkbox"/>	21	Game Developer Conference 2015	Adult	Mary Jane	maryj8707@gmail.com	100000069	sTHMagenest52	Not Redeem	<a href="#">Toggle redeem</a>	Invoiced

- On customer's side, he can check the mail for delivered ticket. By default, the template for delivered ticket is as follows:



- The code for the event is printed on the ticket. The customer also can use a barcode or QR scanning app on a smartphone to scan for the code.

## 4. HELP & SUPPORT

### 4.1. Support

- Email Support: [support@magenest.com](mailto:support@magenest.com)
- We will reply to support requests after **2 business days**.
- We will offer **lifetime free update and 6 months free support for all of our paid products**. Support includes answering questions related to our products, bug/error fixing to make sure our products fit well in your site exactly like our demo.
- Support **DOES NOT** include other series such as customizing our products, installation and uninstallation service.

### 4.2. Update

- When a bug fix or new feature is released, we will provide you with the module's new package. All you need to do is repeating the above installing steps and uploading the package onto your store. The code will automatically override.
- Flush the config cache. Your store and newly installed module should be working as expected.

### 4.3. Document Online

- <http://www.confluence.izysync.com/display/DOC>

### 4.4. Our Policies

- Privacy Policy: <http://store.magenest.com/privacy-policy>
- Terms and Conditions: <http://store.magenest.com/terms-and-conditions>

**-THE END-**

# Thank you!

Your feedback is absolutely welcome! For feedback on this book and all other inquiries, please send us the letter to [support@magenest.com](mailto:support@magenest.com)

We would love to hear from you!