

## Online Registration and Ticket Management for Academic Events

Schools and universities organise a range of different events that vary greatly. From graduation dinners and end-of-year parties to excursions and school camps, event organisers can find a great deal of value in a system that makes it easy to set up events quickly and conveniently. **EventBookings** has been tailored for use within the education industry and was developed by graduation event organisers. The **necessary features and tools** have been built into the system to ensure you are able to customise your school or university event as required. **Creating an event online** allows students and other attendees to reserve their ticket with a few simple clicks.

The easy-to-use online registration and ticketing system of **EventBookings** can be used to successfully manage events like:

- Orientation program
- Athletic and sports day
- College concerts
- Graduation ceremony
- Valedictory dinners
- And many more...
- School fair
- Club meetings

The following sample step-by-step process will guide you to create your event page, link people to the URL via your website or social media profiles, and let your virtual ticket booth organise a successful educational event.

## Setting Up Online Registration and Page for Academic Events

The following use case shows the set-up process of the event **Wembley University Graduation - 2018** using EventBookings platform.

## Event Preferences

## 01. Set Event Preferences

After creating the event from the dashboard, the first step is to set the basic preferences because according to this setting the steps afterwards will be organised. However, keep in mind that you can always go back and adjust these settings. The organisers of this event decided to define different ticket types and a customised seat-plan. They did not allow a discount on early ticket purchases. Moreover, they put a limit on the total number of tickets. The number of tickets allocated for each attendee was also restricted.

[illegible]

## 02. Customise Tickets & Pricing

Quite often different ticket types with complex pricing arrangements are necessary. You may also want to have special seat plans and seating restrictions. Additionally, you may offer different levels to your tickets and colour them accordingly. The price and ticketing options were set up at the next step. There were two ticket types (Payable and Free), assigned among three ticket levels (Graduating Student, General University Staff). The base price was set to be \$100 for the graduating students, \$50 for general attendees, and no fee was required for the university staffs. The total number of attendees for each level and the number of tickets per customer were restricted as the event had a planned seating arrangement.

Event Details	
<b>Event Name</b>	<b>Event Venue</b>
Merrill University Convocation	Pleasant Hill
<a href="#">+ Click here to add location</a>	
<b>Event Start Date &amp; Time</b>	<b>Event End Date &amp; Time</b>
2010/09/10 00:00	2010/09/10 23:00
<a href="#">+ Click here to change scheduling time</a>	
<b>Event Scheduling Start Date &amp; Time</b>	<b>Event Scheduling End Date &amp; Time</b>
2010/09/10 00:00	2010/09/10 00:00
<a href="#">+ Click Here</a>	
<b>Event Banner</b>	<b>Event Thumbnail Image</b>
<a href="#">+ Click here to upload</a>	<a href="#">+ Click here to upload</a>

### 03. Enter Your Event Details

The Event Details page is where the event name, venue, date, banner and thumbnail image were added. Note that it's important to have a beautiful high-quality banner image for your event page. Adding the event venue will give you an option to specify the location of your event. This later appears as a location map on the event page. The event description is supposed to contain additional details regarding the event.

## WEMBLEY UNIVERSITY GRADUATION • 2018





10:00 AM - 12:00 PM



12:00 PM - 2:00 PM

**REGISTRATION**

Registration of new graduates for 2018  
 If you have not yet graduated you will also be required to register.

**LOCATION MAP**



## 04. Configure Your Seating Arrangement

In the seating arrangement section, the graduation program organisers had the option to create a virtual representation of their seating plan. There were a total 300 seats divided into 3 rectangular sections - A, B and C. In each section, 3 rows were for graduating students, 2 for staff and 5 rows were for general ticket owners. The seat-plan generator of event bookings represented this in a very convenient way.

**Seating Plan**

Seating Plan

Seating Plan  Min. Blocks Per Hour  Min. Seats Back Block  Min. Columns/Quadrants

Calculating student IDs... [Download CSV](#) [University Staff Only](#)

## 05. Additional Setting

The event settings page was used to ask specific questions to the attendees. While registering, every attendee will be asked for their full name, ID and field of study. The ID number will be used to verify the attendees as set in the Event Pre-Requisites section.

Event Status

☐ Event Status is On

☐ Event Status is Off

Event Pre-Registration

☐ Pre-Registration is Event Pre-Registration (i.e. not a "Wait")

☐ Pre-Registration is Event Pre-Registration (Wait List and applicants have submitted the application to the report (Member status).

☐ Event Status

☒ Event Status

☐ Event Status

☐ Event Status

Eventual Status (i.e. Eventual Status)

☐ Eventual Status is On

☐ Eventual Status is Off

☐ Eventual Status

☐ Eventual Status

☐ Eventual Status

☐ Eventual Status

Eventual Status

☐ Eventual Status

☐ Eventual Status

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Eventual Status

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☐ Eventual Status

So, these were the steps the event organiser followed to set up the event page for **Wembley University Graduation - 2018**. We hope you have found this use case as a helpful example for setting up educational/academic events. In any instance, don't hesitate to [contact us](#) if you have trouble setting up event pages using EventBookings.