

Event Import Checklist

In order to upload your events into our system, you will need to fill out and save the form below. The information you provide will apply to all events in your season unless otherwise noted. Then, send the completed form to your Client Success Manager as an attachment along with a copy of your athletic schedule for the sport associated with the information.

**Indicates a required field*

School Name*	
Sport*	
Venue*	
Event Information	
School Club/Fund*	
Event Policy*	
Event Description	
Event Start Time*	
Event End Time*	
Contact Information	
Ticket Information	
Ticket Level Type*	
Ticket Level Name*	
Description*	
Seating Type*	<p>General Admission Reserved Seating</p> <p>(If using reserved seating, please verify there is a map for your venue by contacting your Client Success Manager.)</p>
Price*	\$
Quantity*	
Order Max*	
Sale Start*	

Ticket Information	
Ticket Level Type	
Ticket Level Name	
Description	
Seating Type	General Admission Reserved Seating
Price	\$
Quantity	
Order Max	
Sale Start*	
Ticket Information	
Ticket Level Type	
Ticket Level Name	
Description	
Seating Type	General Admission Reserved Seating
Price	\$
Quantity	
Order Max	
Sale Start	
	Space for additional ticket levels can be found on the following pages
Other Information for your Client Success Manager	

To use any of the following Advanced Event Features for your events please contact your Client Success Manager.

Event Code
Custom Fee Structure

Capacity Manager
Custom Event Terms

Print Ready Tickets
Order Confirmation

Manage Custom Fields



Additional Ticket Levels

Ticket Information	
Ticket Level Type	
Ticket Level Name	
Description	
Seating Type	General Admission Reserved Seating
Price	\$
Quantity	
Order Max	
Sale Start	
Ticket Information	
Ticket Level Type	
Ticket Level Name	
Description	
Seating Type	General Admission Reserved Seating
Price	\$
Quantity	
Order Max	
Sale Start	



Additional Ticket Levels

Ticket Information	
Ticket Level Type	
Ticket Level Name	
Description	
Seating Type	General Admission Reserved Seating
Price	\$
Quantity	
Order Max	
Sale Start	
Ticket Information	
Ticket Level Type	
Ticket Level Name	
Description	
Seating Type	General Admission Reserved Seating
Price	\$
Quantity	
Order Max	
Sale Start	