

Event Schedule Checklist

Importing and setting up events is fast and easy with HomeTown Ticketing. To get started, you will need to know the following information. If you have any questions or need support, please contact your Client Success Manager; they can assist you with set up and navigating your Box Office.

Are your schedules in Rank One or VNN? If so, please let us know to pull schedules from there and provide venue, capacity, price, and ticket levels to add to your Rank One schedules.

The HomeTown Support Team is available Monday–Saturday, 8 a.m.–1 a.m. ET to assist with your event questions. In emergency situations, please contact 1 (866) 488-4849.

Topic	Tips	Check
Schedule by Sport	<ul style="list-style-type: none"> • Provide a list of event for each sport • Include date, visiting team, and team (Varsity, JV, Middle School, etc.) 	
Ticket Information	<ul style="list-style-type: none"> • Ticket Level (General Admission, Senior, Student, etc.) • Price for each Ticket Level • Maximum number of tickets a fan can purchase per transaction 	
Venue Information	<ul style="list-style-type: none"> • Name of Venue • Venue Capacity • Do you sell Home and Visitor Tickets? What is the capacity of each side? • If multiple teams play on the same night at the same venue do you sell one ticket for all or do you ticket each game individually? 	
On Sale Information	<ul style="list-style-type: none"> • Sale start date/time for each event (1 week before event, 1 month before event, etc.) 	
Season Tickets and Passes	<ul style="list-style-type: none"> • Are these events included in a season ticket package or season pass? • Are these events included in a multi-game pass (10 game pass, 5 game pass, etc.) 	
Additional Information	<ul style="list-style-type: none"> • Please note any important information that should be included in the event description. 	