

AUTOMATED EMAILED REPORTING

HomeTown VBO users can opt into receiving emailed reports by accessing their preferences within their user account.

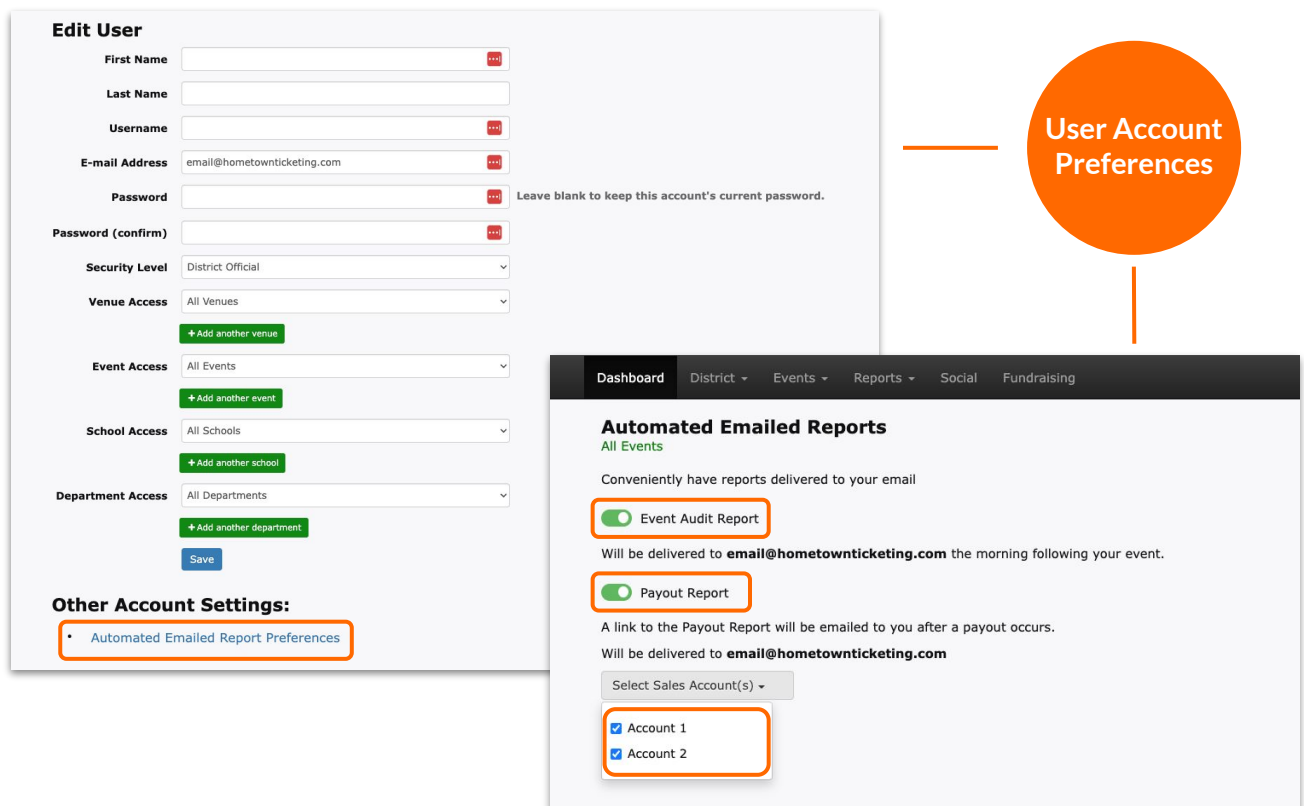
Box Office permission and higher can toggle to receive Event Audit Reports via email. These users will receive an email per event they have permission to with an attached Event Audit. These emails will be sent the morning after the event ends.

- **Note:** These reports are current as of the time they are run (displayed on the audit), refunds after the fact could change these original reports.

District Official permission can toggle to receive batch Payout Reports via email. These users will receive an email per payout. These emails will be sent the morning after the day of the payout in the payment processor.

- These users can select which sales accounts (one or more) they would like to receive emails for.

Preferences for other user accounts (in addition to their own) can be edited if a user has access to the user account based on their permission.



Edit User

First Name

Last Name

Username

E-mail Address

Password Leave blank to keep this account's current password.

Password (confirm)

Security Level

Venue Access

[+ Add another venue](#)

Event Access

[+ Add another event](#)

School Access

[+ Add another school](#)

Department Access

[+ Add another department](#)

[Save](#)

Other Account Settings:

- [Automated Emailed Report Preferences](#)

Automated Emailed Reports

All Events

Conveniently have reports delivered to your email

☒ Event Audit Report

Will be delivered to **email@hometownticketing.com** the morning following your event.

☒ Payout Report

A link to the Payout Report will be emailed to you after a payout occurs.

Will be delivered to **email@hometownticketing.com**

Select Sales Account(s)

- ☒ Account 1
- ☒ Account 2



EMAILED REPORTING EXAMPLES

You will receive an email that includes the Event ID in the subject line and a direct event link within the body of the email. Your Event Audit will be attached as a PDF and your Payout Report will be attached as a CSV file.

EVENT AUDIT



Kilbourne High School

Event Report

Varsity Football vs. Thomas Worthington High School
3/4/24

Total Revenue

\$2,749.00

Total Tickets

361

Note: These are preliminary stats. A detailed report can be viewed in the [HomeTown Admin](#).

Follow us!



You subscribed to this service with HomeTown Ticketing. If you no longer wish to receive emailed reports, [update your preferences here](#).

PAYOUT REPORT



Payout Report

You have received a payout on {{date}} to {{bank_account_name}}, ...{{last_four}}

Payout Amount

{{payout_amount}}

Note: You can view all Payout Reports in the [HomeTown Admin](#).

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