

**Setting up an Event on WarwickSU.com**

After your event has been approved by the event planning committee, you can create your event on our website and request your tickets. Before you request tickets, you must be able to provide a URL for your online event.

**To set up and edit your event on the Students’ Union website, please follow these steps…**

1) Log into the SU website ([www.warwicksu.com](http://www.warwicksu.com)) and click the ‘Admin’ (cogs) tab.

2) Select your society/club under ‘Organisations’ (you must be an exec member to do this).

3) Click on ‘Events’ and select ‘Add New Event’.

4) Upload all relevant content (images, event description etc.) and save.

5) Please tick the relevant tags, e.g. ball, trip/tour, sports, societies (You can choose more than one!) in order for your event to be visible on the SU Events Calendar.

6) Once you have created and saved your event(s), use the exact URL within your **ticketing request form**.

**eg:** [**www.warwicksu.com/events/0000/00000/**](http://www.warwicksu.com/events/0000/00000/)

**Once tickets are on sale, to check how many you have sold, follow these steps…**

1) Select your society from the ‘Organisations’ list on the Admin drop-down menu.

2) Click on the ‘Sales Report’ icon.

3) Make sure the dates are entered correctly (you may have to back-date the initial entry and future-date the second).

4) Click on ‘Sales Report’ to get a total of the number of tickets sold.

5) Click on ‘Purchasers Report’ to get a list of people who have bought tickets.

**Please note that this will only work for tickets that are currently on sale – if you require a final purchasers list, you’ll need to print one out after your tickets go off-sale.**

**If you have any queries or issues, please contact** **ticketing@warwicksu.com****, or pop into the SU Resources Room.**