

# Create Ticket to Purchase

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Create tickets or sponsor packages to purchase from the [Home page order form](#) or a [custom page with an order form](#). Assign seats from [Seating Management](#) with GiveSmart ticketing.

## Watch a video

## Create a ticket

1. From the **Tickets** container within the **Dashboard**, click the **More** button ("...").
2. Select **Create New Ticket**.
3. Click **New Ticket**.
4. Complete the new ticket form.
5. When you've finished, click **Save**.

**Note:** Tickets appear in the order created. Visit [Customizing the Order Form](#) to set the order they appear within an order form.

## Ticket order fields

### Name

Maximum 30 characters, including spaces.

### Description

Include benefits associated with the ticket. Maximum 1000 characters, including spaces.

### Price

Price of each ticket.

### Total Quantity

Can be adjusted at any time and once reached, Sold Out appears.

### Attendees Per Ticket

Maximum of 50 attendees per type. Enter 0 (zero) for ticket types with no attendees. An error will occur when left blank.

### FMV

Appears on receipts for tax purposes.

**Note:** The system does not multiply the FMV enter by the number of attendees. The FMV entered should be the number of attendees times the price per attendee.

## Visibility

- Ticket Types set to Show are visible in the Order Form.
- Ticket Types set to Hide are not visible from the Home page order form. These ticket types are only visible from Tickets > Ticket Orders >+New Order for Admin entry.

**Note:** Setting the Visibility to Hide will override the Sales Start and End Date and or time.

## Sales Start Date/Time

Date and time available for purchase.

## Sales End Date/Time

The end of the sale date and time.

## Discount Code (or Coupon Code)

Enter the code a purchaser enters for the discounted price. Maximum of 20 alpha or numeric characters. Click +Additional Discounts when multiple codes are needed. Leave it blank when no discounts are offered. To delete a discount code, delete and save the updated ticket.

**Note:** Once a discount code is entered on a ticket purchase it can't be edited or deleted from the ticket type.

## Discount Price

Reduced price purchasers pay when the discount code is entered. Leave blank if no discount is applied.

**Note:** Once a ticket is purchased, the price, number of attendees, and entered discount codes can't be edited.

**Note:** Both purchaser and/or attendee questions can be created to gather additional information from guests.