

Ticketing Reports

Last Modified on 05/24/2022 12:10 pm EDT

There are several great reports to assist in reviewing ticketing revenue, ticket orders, attendee details, and answers to ticket questions.

Watch a video

Ticket revenue

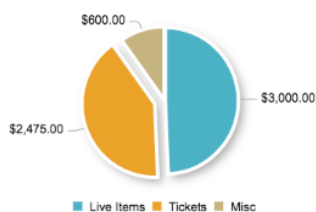
Allows the Admin to review the number of tickets sold, how many total tickets are available for purchase, and the revenue associated with ticket sales.

1. From the **Admin Navigation**, select **Reports > Revenue**.
2. Select **Tickets** in the **Report Navigation Panel** on the left-hand side.
3. Summary details total tickets sold, tickets available, discounts used, and revenue raised.
4. Purchaser information is listed in **Details** and can be exported as needed.

Note: Revenue total does not account for ticketing or credit card processing fees.

Summary

Revenue: \$6,075.00



Type	Quantity	Available	List	Discount	Amount
Auction Items	1	9	\$300.00	\$0.00	\$300.00
Donations	1	0	\$100.00	\$0.00	\$100.00
Instant Items	10	30	\$200.00	\$0.00	\$200.00
Live Items	1	1	\$3,000.00	\$0.00	\$3,000.00
Processing Fees	0	0	\$0.00	\$0.00	\$0.00
Tickets	9	25	\$2,700.00	\$-225.00	\$2,475.00
Vote Items	0	0	\$0.00	\$0.00	\$0.00
Total:	22	65	\$6,300.00	\$-225.00	\$6,075.00

Details

Show: entries Search:

Time	Item #	Type	Item Name	Quantity	FMV	Start	Price	Discount	Tax	Subtotal	Pay Status	First Name	Last Name	Bid #	Phone Number
Nov 16, 2016 8:11:06 PM		Tickets	Single Ticket	1	\$100.00	\$100.00	\$100.00	\$0.00	\$0.00	\$100.00	Paid	Vanessa	Constantina	0	+16304531017
Nov 16, 2016 4:00:06 PM		Tickets	Single Ticket	1	\$100.00	\$100.00	\$100.00	\$-100.00	\$0.00	\$0.00	Comped	Brianne	Vena	0	+12195085412
Nov 16, 2016 5:22:20 PM		Tickets	Table Ticket	1	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	Paid	Vanessa	Constantina	0	+16304531017
Nov 16, 2016 4:02:52 PM		Tickets	Table Ticket	1	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	Unpaid	Brianne	Vena	0	+12195085412
Nov 16, 2016 4:05:36 PM		Tickets	Ticket w Discount	5	\$375.00	\$100.00	\$500.00	\$-125.00	\$0.00	\$375.00	Paid	Brianne	Vena	0	+12195085412
Total:				9	\$2,575.00		\$2,700.00	\$-225.00	\$0.00	\$2,475.00					

Showing 1 to 5 of 5 entries (filtered from 9 total entries) Previous Next

Ticket reporting

1. From the Admin Navigation, select Reports > Overview.
2. Select either Ticket Orders or Attendees.

Ticket Orders

Summary of each ticket purchaser, the date purchased, party name, phone number and email of purchaser, quantity purchased, payment status and revenue associated with sales.

Ticket Orders
An Overview of Ticket Orders

Summary

Show: All entries Search: [] Copy CSV Excel PDF Print

Time	First Name	Last Name	Party Name	Phone Number	Email	Quantity	Tickets	Extras	Donations	Subtotal	Ticketing Fees	CC Fees	Total
Aug 06, 2019 10:21:17 AM	Mary	Alberts		+18066520987	maryj@email.com	1	\$125.00	\$0.00	\$0.00	\$125.00	\$0.00	\$0.00	\$125.00
Dec 02, 2019 10:54:33 AM	Jalyn	Baumgartner		+18009098765	Jalyn.baumgartner@email.com	1	\$125.00	\$0.00	\$0.00	\$125.00	\$0.00	\$0.00	\$125.00
Aug 05, 2019 2:02:26 PM	Michelle	Forsyth	ABC Corp. Party	+17733940220	michelle@email.com	1	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00
Apr 05, 2020 8:30:06 AM	Anne	McGuire	Anne McGuire Party	+17085546177	anne.mcguire@communitybrands.com	1	\$200.00	\$0.00	\$0.00	\$200.00	\$0.00	\$7.47	\$214.47
Apr 10, 2020 11:54 AM	Anne	McGuire	Anne McGuire Party	+17085546177	anne.mcguire@communitybrands.com	1	\$200.00	\$0.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00
Jul 30, 2019 9:37:48 AM	Beth	Smith	Beth Smith Party	+19087890000	bethsmith@email.com	1	\$125.00	\$0.00	\$0.00	\$125.00	\$0.00	\$0.00	\$125.00
Jul 17, 2019 1:46:20 AM	Bob	Jones	Bob Jones Party	+18001234567	jones@email.com	1	\$200.00	\$0.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00
Aug 05, 2019 2:20:39 PM	Bob	Lee	Bob Jones Party	+18001234567	boblee@email.com	1	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00
Nov 27, 2019 9:30:56 AM	David	Klassen	David Klassen Party	+19895873526	Klassen@gmail.com	1	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00
Feb 06, 2020 2:58:21 PM	Todd	Smith	Todd Smith Party			1	\$200.00	\$0.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00
Total:						10	\$4,675.00	\$0.00	\$0.00	\$4,675.00	\$6.00	\$7.47	\$4,688.47

Showing 1 to 10 of 10 records

Attendee

Summary of all purchasers and attendee information. Custom attendee answers are listed and can be copied, exported (Excel, CSV, or PDF), or printed.

Note: With GiveSmart Seating Management enabled and attendees assigned to a table or foursome group, a "Group" column appears in the summary report.

Attendees
An Overview of Invited and Confirmed Attendees

Summary

Show: All entries Search: [] Copy CSV Excel PDF Print

First Name	Last Name	Group	Ticket Type	Phone Number	Email	Address	City	State/Province	Postal Code	Country	Bid #	ID	Party Name	Purchaser	Status	Checked In	Answer 1
Jim	Alvarez	Table Fishboun	Blue Sponsor		jm@abc.com						101		Jim Alvarez Party	Jim Alvarez	Confirmed	Yes	
Jordan	Bailey	Table Washington	Blue Sponsor								106		Toby Cole Party	Toby Cole	Confirmed	Yes	
Mike	Chutberg	Table Berghoff	Blue Sponsor							United States	115		Toby Cole Party	Toby Cole	Invitee	No	
Patrick	Clone	Table Table Table	"General Admission"	+1708392121							119		Bryan Smoot Party	Bryan Smoot	Confirmed	Yes	
Toby	Cole	Table Washington	Blue Sponsor		toby@cole.com	1550 South Blue Island Ave	Chicago	IL	60608	United States	122		Toby Cole Party	Toby Cole	Confirmed	No	
Cara	Dickerson	Table The Smith's Family	"General Admission"		cara@dickerson@gesture.com						132		Party	Cara Dickerson	Confirmed	No	
Bret	Dickerson	Table Bruce Willis Family	"General Admission"		bret@dickerson@gesture.com						131		Bret Dickerson Party	Bret Dickerson	Confirmed	No	Yes
John	Doe	Table Bruce Willis Family	Platinum Sponsorship							United States	133		Alfred Hitchcock Party	Alfred Hitchcock	Invitee	No	
Gesture	Fee	Table The Jones Family	VIP Ticket								143		Gesture Fee Party	Gesture Fee	Confirmed	No	Yes
Steven	Gomez	Table Anderson	Blue Sponsor							United States	147		Toby Cole Party	Toby Cole	Invitee	No	
Unassigned	Guest	Table Miller Family	"General Admission"										Party	Cara Dickerson	Unassigned	No	
Unassigned	Guest	Table The Jeffersons	Platinum Sponsorship										Party	Cara Dickerson	Unassigned	No	
Unassigned	Guest	Table The Jeffersons	Platinum Sponsorship										Party	Cara Dickerson	Unassigned	No	
Unassigned	Guest	Table The Jeffersons	Platinum Sponsorship										Party	Cara Dickerson	Unassigned	No	
Unassigned	Guest	Table The Jeffersons	Platinum Sponsorship										Party	Cara Dickerson	Unassigned	No	
Unassigned	Guest	Table Table Table	Platinum Sponsorship										Alfred Hitchcock Party	Alfred Hitchcock	Unassigned	No	
Unassigned	Guest	Table Bruce Willis Family	"General Admission"										Alfred Hitchcock Party	Alfred Hitchcock	Unassigned	No	
Unassigned	Guest	Table Bruce Willis Family	VIP Ticket										Alfred Hitchcock Party	Alfred Hitchcock	Unassigned	No	
Unassigned	Guest	Table Bruce Willis Family	"General Admission"										Anne McGuire Party	Anne McGuire	Unassigned	No	