# Purchaser and Attendee Information

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Purchasers are required to provide their name, email address, phone, mailing address, and provide additional information requested from a User Custom Field (optional) at the time of purchase. You can choose to capture and require information from your attendees.

Note: If an attendee's mobile is provided, the name will become required as well.

# Purchaser and Attendees Information

- 1. From the Admin Navigation select Tickets and choose Settings from the dropdown.
- 2. Scroll to the Purchaser and Attendees section.
- 3. Click +Add a Purchase Question to add a custom question for purchasers only. (Optional)
- 4. Select attendee information to capture.
- 5. Click +Add an Attendee Question to add custom questions for attendees. (Optional)

### Purchaser and Attendees

### **Purchaser Information**

Name, email address, phone and mailing address are required at time of purchase.

Within the Purchaser information section of all order forms, ask the purchasers for more information regarding their purchase.

+ ADD A PURCHASE QUESTION

# Attendee Information

You can choose to capture and require information of your attendees.

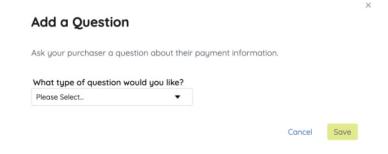
Please note: If an attendee's mobile is provided, the name will become required as well.



### + ADD AN ATTENDEE QUESTION

# Purchaser Question

This optional question can be asked to purchasers for completed orders on the Homepage Order Form or Custom Order Form only. This question is not specific to tickets, and will be asked to all purchasers regardless of the items being purchased on the order form.



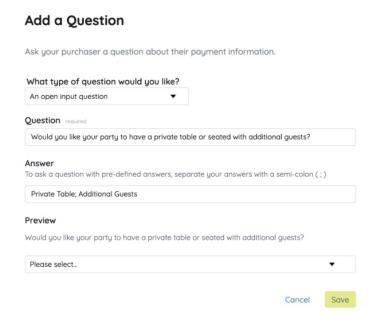
# Purchaser question options:

Open Input Question

<sup>\*</sup> Required upon purchase when the purchaser does not provide an attendee's email address OR when the attendee confirms their attendance.

This option allows for a direct question to be asked, with either an open entry or dropdown response field. The dropdown can be populated by adding pre-defined options to the Answer field, and separating with a semi-colon (;).

- 1. Select Open Input Question.
- 2. Enter question in Question field.
- 3. Leave Answer field blank for open entry responses or populate with pre-defined options to create a dropdown.
- 4. View Preview section to review the created question.
- 5. Click Save.



### Checkbox then Input Question

This option allows for a 2-part question. The initial question provides a checkbox option. If the box is checked, then an open-entry response field will appear.

- 1. Select Checkbox then Input Question.
- 2. Enter question in Question field.
  - This question will appear next to the checkbox.
- 3. Enter the text you want to appear above the open entry response in the Label field.
- 4. View Preview section to review the created question.
- 5. Click Save.

# Ask your purchaser a question about their payment information. What type of question would you like? A checkbox then input question Question required Is this a company card? Label The label will appear next to the input field below the check box if the user clicks the checkbox. This will also be the column header within reports. Company card name Preview Preview Statis a company card? Company card name Cancel Save

**Note:** Responses to Purchaser Questions will appear in the Purchaser Detail Report and are limited to 300 characters.

# Attendee Information

# Full Name, Mobile, and Email

Automatically shown and required to confirm and complete registration.

## Address

Optional to request and or required for attendees.

**Note:** If required, purchasers must provide a valid address or enter an email address for the added attendee.