

Purchaser and Attendee Information

Last Modified on 07/03/2024 1:06 pm EDT

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.

	Show	Require *
Full Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Mobile	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Email	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Address	<input type="checkbox"/>	<input type="checkbox"/>
What is your meal choice? Edit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Do you have any dietary restrictions? Edit	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Who would you like to sit with? Edit	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Would you prefer a bottle of Red Wine or White Wine at the table? Edit	<input checked="" type="checkbox"/>	<input type="checkbox"/>

[+ ADD AN ATTENDEE QUESTION](#)

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

NOTE: Attendee questions can be edited. Purchasers can edit the attendee question responses for all attendees until the ticket is confirmed, these responses can be edited by going to the Pay tab, and selecting View Order. Once confirmed, only the attendee that has been assigned the ticket will be able to edit by going to the My Info tab and selecting Edit. Admin can also modify attendee responses by going to View Admin > Ticket > Ticket Orders > Select the order > Click Edit under the attendee name.

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.

Add a Question

Ask your purchaser a question about their payment information.

What type of question would you like?

Please Select...

Cancel

Save

NOTE: Purchaser question responses can NOT be edited by either the Purchaser nor an Admin.

Purchaser question options:

Open Input Question

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.

Add a Question

Ask your purchaser a question about their payment information.

What type of question would you like?

An open input question

Question required

Would you like your party to have a private table or seated with additional guests?

Answer

To ask a question with pre-defined answers, separate your answers with a semi-colon (;)

Private Table; Additional Guests

Preview

Would you like your party to have a private table or seated with additional guests?

Please select...

Cancel

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.

Add a Question

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

Is this 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.
