

Filter Ticket Orders

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Ticket Orders Filters

Filter your orders by Ticket Type and Ticket Assignment.

1. Click View Admin > Tickets > Ticket Orders.
2. Locate the Filter By dropdown and Select.
3. A panel with the filters will form.
4. Filter the information by selecting the preferred filter.
5. Information will update.

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Ticket Orders 35 ATTENDEES 19 ASSIGNED 10 CONFIRMED

Filter By ▾ Search Orders Send Confirmation Reminder Send Assignment Reminder + New Order

Ticket Type x

VIP PLATINUM SPONSORSHIP PLATINUM SPONSORSHIP TABLE SPONSOR

GENERAL ADMISSION COUPLES TICKET GENERAL ADMISSIONS EARLY BIRD

DAY-OF-EVENT

Ticket Assignment

Unassigned Assigned

Ticket Type

All created ticket types will display in this section.

Ticket Assignment

Unassigned Ticket: Purchaser has not assigned a ticket in their order.

Assigned Ticket: Purchaser has assigned a ticket in their order to an attendee.

Deselect a Filter Once Selected

1. Click View Admin > Tickets > Ticket Orders.
2. Locate the Filter By dropdown and select it.
3. A panel with the filters will form.
4. Locate and deselect the filter(s) that you would like to remove.
5. Information will update.