

# Ticketing and Seating Management

Last Modified on 04/26/2022 4:36 pm EDT

## Watch a Video

### Review

- Setting Venue Capacity
- Creating Ticket Types
- Creating custom questions and answers for your Purchasers and Attendees
- Reviewing Purchaser Orders
- How to reach out to purchasers to assign attendees post purchase
- How to reach out to attendees to confirm post purchase
- Purchasing a Ticket/Sponsorship administratively
- Creating tables or foursomes within the Seating Management Tool
- Customizing Ticket settings
- Creating Instant Buy items available for purchase in the Ticket Order Form
- Reports and Dashboard review
- Support resources