



# How to use Ticket-Pro

Powered by DanceStudio-Pro.com

# What is Ticket-Pro?

- A tool created by DanceStudio-Pro for our clients to be able to sell tickets online and get paid by credit cards immediately.
- A total ticket management system for preventing over sold events
- A ticket reporting system to review sales statistics for shows and events
- Ideal for dance recitals, weekend workshops, guest workshops, holiday events, summer camps and programs

# Prerequisites

- You must be a DanceStudio-Pro client with an active monthly subscription
- You must have a Stripe merchant account setup with DanceStudio-Pro. (It's really easy)
  - [Learn More](#) about Stripe

# Step 1

- Create an Event

The screenshot shows the Dance Studio Pro web application. The top navigation bar includes 'Students', 'Classes', 'Events' (highlighted), 'Staff', and 'More'. A search bar is also present. On the left, a sidebar menu lists various actions and internal links. The main content area is titled 'Special Events Management (2)' and contains a 'Recital Wizard Kick-Start' button and a table of events.

**QUICK LINKS**

- [Add a New Student](#)
- [Add a New Event](#)
- [Add a New Class](#)
- [Add a New Staff Member](#)

**ACTIONS**

- [Send a Message](#)
- [Robo-Dialer™](#)
- [Send Statements](#)

**INTERNAL**

- [Admin](#)
- [Payments](#)
- [Deposits](#)
- [Account Trends](#)
- [Account Selection](#)
- [Mailchimp List](#)

**Special Events Management (2)**

Keep organized and in control with all of your special events. This area is specifically designed to manager your recitals, s workshops and special programs. You can also setup online ticket sales with events.

[Recital Wizard Kick-Start](#)

Location	Name	Dates
Buckhead Center	<a href="#">Circus Recital 2014</a>	May 11,2013 to May 12,2013 6:00 PM to 7:00 PM
Buckhead Center	<a href="#">Rock of Ages Recital 2014</a>	Nov 30,-0001 to Nov 30,-0001 12:00 AM to 12:00 AM

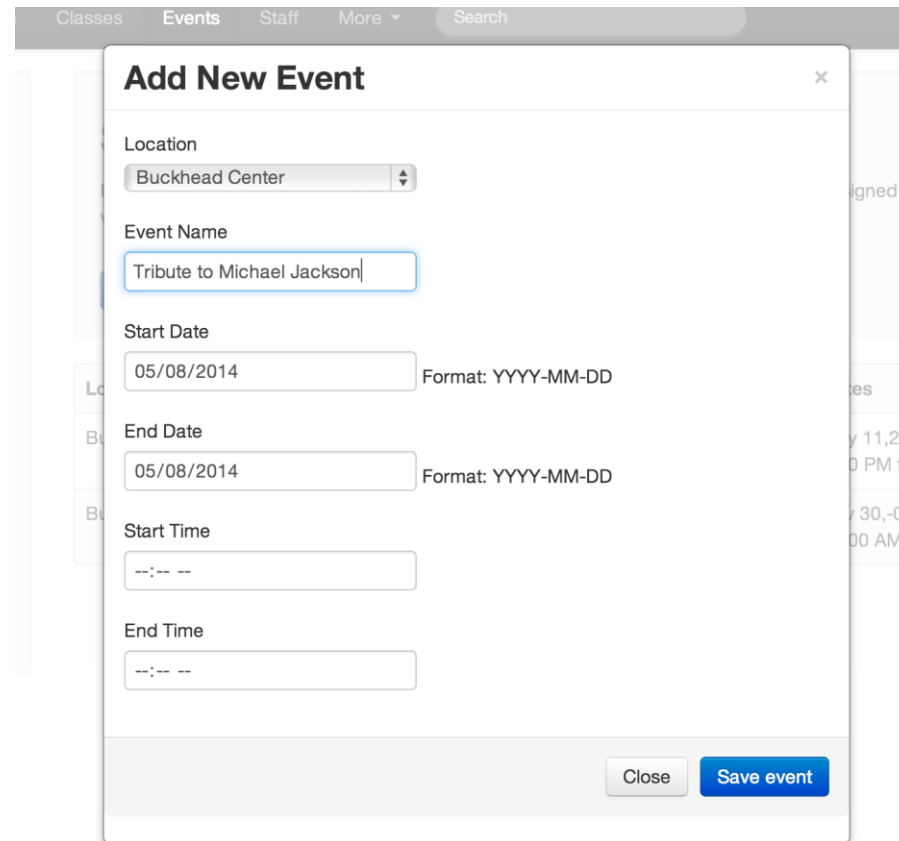
Like us now to stay up to date!

[Like](#) 1.1k

[Follow @DanceStudio\\_Pro](#)

# Step 2

- Enter the event details
- Just the Event Name is fine
- Click the Save button



The screenshot shows a web application interface with a navigation bar at the top containing 'Classes', 'Events', 'Staff', 'More', and a search bar. A modal window titled 'Add New Event' is open, containing the following fields:

- Location:** A dropdown menu with 'Buckhead Center' selected.
- Event Name:** A text input field containing 'Tribute to Michael Jackson'.
- Start Date:** A date input field with '05/08/2014' and a format hint 'Format: YYYY-MM-DD'.
- End Date:** A date input field with '05/08/2014' and a format hint 'Format: YYYY-MM-DD'.
- Start Time:** A time input field with a placeholder '--:-- --'.
- End Time:** A time input field with a placeholder '--:-- --'.

At the bottom right of the modal, there are two buttons: 'Close' and 'Save event'.

# Step 3

- Click the Ticket-Pro Link

The screenshot displays the Dance Studio Pro web application interface. At the top, a navigation bar includes the logo, 'Dance Studio Pro', and menu items for 'Students', 'Classes', 'Events', 'Staff', and 'More'. A search bar is located on the right. The main content area is divided into two sections. On the left, a sidebar menu under 'EVENT FUNCTIONS' lists 'Summary', 'Classes', 'Files', 'Recital Wizard', and 'Ticket-Pro® Online Ticket Sales', with a red dashed arrow pointing to the last item. Below this, 'QUICK LINKS' and 'ACTIONS' sections are visible. On the right, the event details for 'Tribute to Michael Jackson' are shown, including 'Save Changes' and 'Delete Event' buttons, and form fields for 'Location' (Buckhead Center), 'Event Name' (Tribute to Michael Jackson), 'Active' (checked), 'Start Date' (May 08, 2014), 'End Date' (May 08, 2014), 'Start Time', and 'End Time'.

# Step 4

- Create a Ticket Event

The screenshot displays the 'Dance Studio Pro' web interface. The top navigation bar includes 'Students', 'Classes', 'Events', 'Staff', and 'More', along with a search bar. The left sidebar contains several sections: 'EVENT FUNCTIONS' with links for 'Summary', 'Classes', 'Files', 'Recital Wizard', and 'Ticket-Pro® Online Ticket Sales' (highlighted); 'QUICK LINKS' with options like 'Add a New Student', 'Add a New Event', 'Add a New Class', and 'Add a New Staff Member'; 'ACTIONS' including 'Send a Message', 'Robo-Dialer™', and 'Send Statements'; and 'INTERNAL' links for 'Admin', 'Payments', 'Deposits', 'Account Trends', 'Account Selection', and 'Mailchimp List'. Below the sidebar are social media links for Facebook (1,111 likes) and Twitter (@DanceStudio), and a language selection dropdown.

The main content area is titled 'Sell Tickets for Tribute to Michael Jackson' and includes a sub-header: 'Easily sell tickets to your events. Simplify ticket management for Recitals, Workshops, Competition Events... You can even have multiple shows per event.' Below this is a navigation bar with 'Manage Ticketed Event', 'List all Events', 'Tickets Sold', and 'Ticket-Pro® Access'. The 'Details' section contains the following form fields:

- Price Per Ticket (\$):
- Total # of tickets available:
- Max # of Tickets per individual:  Leave blank for unlimited
- Ticket Sales Start: May 02 2014. This is the date that tickets will be available to purchase online
- Ticket Sales End: May 02 2014. Tickets will no longer be available for purchase online after this date.
- Venue Location:  Venue Name, Address, Simple Directions...
- Ticket Comments:  This will be printed on every ticket.  
Examples: Rain or Shine, No Refunds, Arrive 30 minutes before event time...
- Event Date/Time: May 02 2014 at 6:00 PM
- Sponsor Image Block:  No file chosen  
Size: 400px by 400 px. Will be printed on each ticket

A blue 'Save' button is located at the bottom of the form.

- Complete the creation form
- Click Save to add the event
- If you don't have the sponsor image yet, don't worry. You can add it later.

Manage Ticketed Event [List all Events](#) [Tickets Sold](#) [Ticket-Pro<sup>®</sup> Access](#)

### Details

Price Per Ticket (\$)

Total # of tickets available

Max # of Tickets per individual  Leave blank for unlimited

Ticket Sales Start    This is the date that tickets will be available to purchase online

Ticket Sales End    Tickets will no longer be available for purchase online after this date.

Venue Location  Venue Name, Address, Simple Directions...

Ticket Comments  This will be printed on every ticket.  
Examples: Rain or Shine, No Refunds, Arrive 30 minutes before event time...

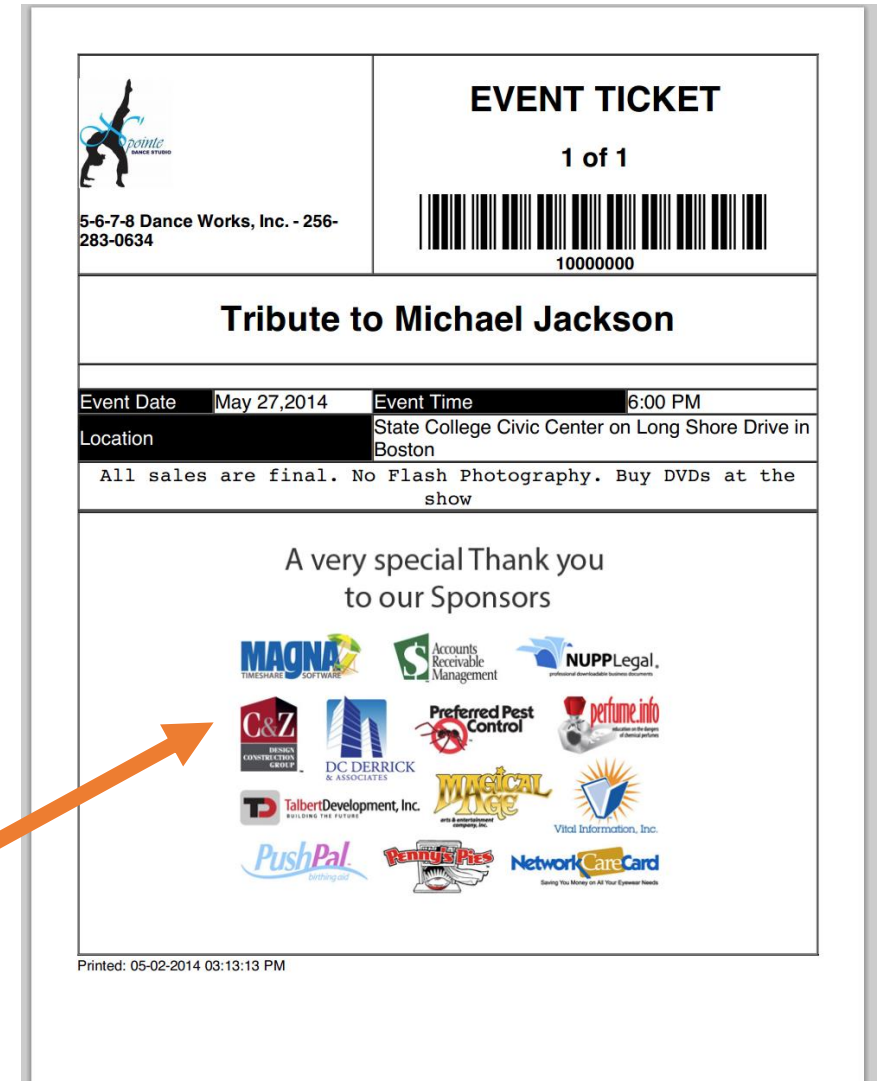
Event Date/Time    at

Sponsor Image Block  sponsor1.png  
Size: 400px by 400 px. Will be printed on each ticket



# The Sponsor Image Block

- This is just an image that you can upload that will print on every ticket
- We recommend that it be a single 400 X 400 png or jpg with the logos of event sponsors.
- This can be very profitable for a studio to sale additional ads



# Step 5

- After you click save, the Event will be added to the Events List
- You can review Sales statistics
- Copy this event will allow you to duplicate this ticket event for another day or time.

## Sell Tickets for Tribute to Michael Jackson

Easily sell tickets to your events. Simplify ticket management for Recitals, Workshops, Competition Events... You can even have multiple shows per event.

[Manage Ticketed Event](#)

[List all Events](#)

[Tickets Sold](#)

[Ticket-Pro<sup>®</sup> Access](#)

	Event Date	Max / Individual	Sales	Price	Revenue	Actions
1	<a href="#">May 27, 2014 @ 6:00 PM</a> State College Civic Center on Long Shore Drive in Boston	8	Sold 0 of 750 0%	\$ 10.00	\$ 0.00	<a href="#">Copy This Event</a>   <a href="#">Delete</a> <a href="#">Preview Event Ticket</a>
<b>Total Ticket Revenue</b>					<b>0.00</b>	

# Preview the Ticket


## Sell Tickets for Tribute to Michael Jackson

Easily sell tickets to your events. Simplify ticket management for Recitals, Workshops, Competition Events... You can even have multiple shows per event.

[Manage Ticketed Event](#)
[List all Events](#)
[Tickets Sold](#)
[Ticket-Pro<sup>®</sup> Access](#)

	Event Date	Max / Individual	Sales	Price	Revenue	Actions
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<b>Total Ticket Revenue</b>					<b>0.00</b>	






5-6-7-8 Dance Works, Inc. - 256-283-0634

## EVENT TICKET

1 of 1



10000000

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Tribute to Michael Jackson














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<b>Event Date</b>	May 27, 2014	<b>Event Time</b>	6:00 PM
<b>Location</b>	State College Civic Center on Long Shore Drive in Boston		

All sales are final. No Flash Photography. Buy DVDs at the show

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A very special Thank you  
to our Sponsors

Printed: 05-02-2014 03:13:13 PM

# Communicate

- Tell everyone about it
- Add a link to your website
- Post the link on Facebook
- Email the link to Students
- Add to your newsletter

## Sell Tickets for Tribute to Michael Jackson

Easily sell tickets to your events. Simplify ticket management for Recitals, Workshops, Competition Events... You can even have multiple shows per event.

[Manage Ticketed Event](#) [List all Events](#) [Tickets Sold](#) [Ticket-Pro® Access](#)

## Ticket-Pro® Access

Giving access to your online ticket system

### Links

The easiest way to start selling tickets to your events online with the Ticket-Pro® system is simply by adding a link to your existing website. You can also add this link to your facebook and Twitter profiles.

This is your unique web link for your studio. Make sure you copy the entire link.

[http://dancestudio-pro.com/apps/buy\\_tickets.php?id=zaqlxajd29jd253628867a60d809jasdklj21dx53628867a6156](http://dancestudio-pro.com/apps/buy_tickets.php?id=zaqlxajd29jd253628867a60d809jasdklj21dx53628867a6156)

[Preview Ticket-Pro®](#)

# Consumers

- Consumers can now access your online ticket portal.
- The portal is branded with your name and logo
- Only the shows that should be shown with available tickets are listed on the site.
- Consumers can select the tickets they want and pay with a credit card
- They will receive an email and will be given the opportunity to print their tickets now or in the future.
- This system will not allow an event to be over sold

# TicketPro<sup>®</sup>

By DanceStudio-Pro.com



## 5-6-7-8 Dance Works, Inc. Online Ticket System

Buy tickets for all the latest events

### Current Events with Tickets on Sale

Event Name	Event Date and Time	Location	Price	Limits	--
Circus Recital 2014	May 04,2014 6:00 PM	Southern Union at Wadley Campus	10.00	8 per	<a href="#">Buy Tickets</a>
Circus Recital 2014	May 27,2014 5:00 PM	Chelsea Theater	11.00	8 per	<a href="#">Buy Tickets</a>
Tribute to Michael Jackson	May 27,2014 6:00 PM	State College Civic Center on Long Shore Drive in Boston	10.00	8 per	<a href="#">Buy Tickets</a>

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# Review

- You can use the tickets sold tab to review the status of your event sales

### Sell Tickets for Circus Recital 2014

Easily sell tickets to your events. Simplify ticket management for Recitals, Workshops, Competition Events... You can even have multiple shows per event.

[Manage Ticketed Event](#) [List all Events](#) **Tickets Sold** [Ticket-Pro<sup>®</sup> Access](#)

#### May 01,2014 at 7:00 PM

Name	Email	Phone	# of Tickets	Paid	Ref ID
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#### May 01,2014 at 7:00 PM

Name	Email	Phone	# of Tickets	Paid	Ref ID
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#### May 04,2014 at 6:00 PM

Name	Email	Phone	# of Tickets	Paid	Ref ID
1 Stanley Ezzell	stanley@dancestudio-pro.com	222-222-2222	5	50.00	12
2 Stanley Ezzell	stanley@dancestudio-pro.com	123	5	50.00	5000000
3 Stanley Ezzell	stanley@dancestudio-pro.com	555-555-5555	8	80.00	5000001
4 Stanley Ezzell	stanley@dancestudio-pro.com	asdsd	4	40.00	5000002
5 Stanley Ezzell	stanley@dancestudio-pro.com	555-555-5555	3	30.00	5000003
6 Stanley Ezzell	stanley@dancestudio-pro.com	111	5	50.00	5000004
7 Stanley Ezzell	stanley@dancestudio-pro.com	sss	2	30.00	5000005
8 Stanley Ezzell	stanley@dancestudio-pro.com	123	5	50.00	5000006
9 Stanley Ezzell	stanley@dancestudio-pro.com	222	2	30.00	5000007

#### May 27,2014 at 5:00 PM

Name	Email	Phone	# of Tickets	Paid	Ref ID
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