


Crimson allows you to manage the Ticketing and Payment Processing for existing events in your database. You can open an existing event via the **Event Search** or **Event Dashboard**.

### Ticketing


- To enable ticketing your event, check the **Enable Ticketing** box on the **Edit** page of the Event.

The screenshot shows the 'Edit' page for an event titled 'Fall 5K Run-Fall 5K Run'. At the top, there are tabs for 'Edit', 'Invitees', 'Questions', 'Attachments', 'Map', and 'Briefing'. Below the tabs, there are source codes 'SKRUN' and 'EV002'. A summary bar shows: Goal \$5,000, Raised \$225, Net \$225, First Gift \$25 (0/25/21), Last Gift \$25 (11/23/22), and Outstanding Pledges \$0. The main form is divided into three columns. The left column contains fields for Code, Description, Start Date, Start Time, End Time, and a checkbox for 'Enable Ticketing' which is highlighted with a red box. The middle column is for 'Find an Address' with fields for Street, City, State, and Zip. The right column contains fields for Goal \$, Cost \$, Fund, Comment, Venue, Staff Lead, and Host. A 'Save' button is at the bottom right.

- When you check the **Enable Ticketing** checkbox in the **Edit** tab, you can then create different **Ticket Descriptions with Participation Levels** (amounts) by clicking the  button.

The screenshot shows a table with two columns: 'Ticket Description' and 'Participation Level'. There are two rows of data. The first row has 'General Admission' and '\$10'. The second row has 'VIP' and '\$20'. Each row has a red 'x' button to its right. At the bottom right, there is a blue '+' button.

Ticket Description	Participation Level
General Admission	\$10
VIP	\$20

- Once you have set Ticket Descriptions and Participation Levels, they can be used to track an Invitee's tickets. The number of tickets for an attendee can be viewed in the Invitee's **Edit Event Participation** page.
  - You can navigate to an Invitee's **Edit Event Participation** window by clicking the  icon next to the desired record under the **Invitees** tab of the Event.

Fall 5K Run-Fall 5K Run

Edit **Invitees** Questions Attachments Map Briefing

Mobile Version Import Invitees Add Invitee

Change Status Check In Search Invitees and Guests

Update Selected

Status Type Checked In CTD Greater Than/Equal To

Hide Filters

		PID	RSVP On	Updated On	Status	Type	Name	Address	Phone (H)	Phone (W)
<input type="checkbox"/>		76003000		11/16/22	Invited		Amaya, Sofia	9330 Oglethorpe Dr Groveland, FL 34736		(703) 776-0327 (70
<input type="checkbox"/>		76002676		9/23/22	Invited		Banks (Mr.), Joseph M., Sr.	1593 Spring Hill Rd Suite 401 Vienna,		
<input type="checkbox"/>		76002108		11/23/22	Invited		Carroll, Glenn E.	5200 Garrick Ave Fort Worth, TX 76133		

Print Call Sheets Mail Merge Export

Manage Event Edit Event Participation

← Back

Edit Event Participation

Miss Brooke N. Taylor (76003714) 10/30/22 - Fall 5K Run - Fall 5K Run

Edit Questions Payments Pledges Guests

2 General Admission tickets Process \$ Un Check In

Status Confirmed



RSVP 9/1/2022

Comment

Table #

Invoice Type

## Payment Processing

You can access **Payment Processing** from either the **Invitees'** list or from an Invitee's **Edit Event Participation** window. To access the window, simply click the  from the **Invitees'** list. From each location, click the  to open **Payment Processing**.

Fall 5K Run-Fall 5K Run

Edit **Invitees** Questions Attachments Map Briefing

Mobile Version Import Invitees Add Invitee

Change Status Check In Search Invitees and Guests

Update Selected

Status Type Checked In CTD Greater Than/Equal To

Hide Filters

	PID	RSVP On	Updated On	Status	Type	Name	Address	Phone (H)	Phone (W)
<input type="checkbox"/>	76003000		11/16/22	Invited		Amaya, Sofia	9330 Oglethorpe Dr Groveland, FL 34736		(703) 776-0327 (7X
<input type="checkbox"/>	76002676		9/23/22	Invited		Banks (Mr.), Joseph M., Sr.	1593 Spring Hill Rd Suite 401 Vienna,		
<input type="checkbox"/>	76002108		11/23/22	Invited		Carroll, Glenn E.	5200 Garrick Ave Fort Worth, TX 76133		

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Manage Event > Edit Event Participation Back

### Edit Event Participation

Mr. Joseph M. Banks, Sr. (76002676) 10/30/22 - Fall 5K Run - Fall 5K Run

Edit Questions Payments Pledges Guests

1 General Admission ticket Process \$ Check In

Status Invited

RSVP

Comment

Table #

Invitee Type

When you click the **Process \$** button, you can view summary details for the invitee, contact information, the **Ticketing** options, and the option for the invitee to **Pay Now (CC)** or **Pay Later (Pledge)**.

**Mr. Joseph M. Banks, Sr.**  
 PID: 76002676  
 Donated: \$125  
 Pledged: \$0  
 CTD: \$5,100  
1 General Admission ticket

1593 Spring Hill Rd Suite 401 Vienna, VA

**Ticketing**

<div style="background-color: #007bff; color: white; padding: 2px; text-align: center;">General Admission     \$10</div> <div style="display: flex; justify-content: space-between; align-items: center;"> <span>-</span> <input style="width: 40px; text-align: center;" type="text" value="0"/> <span>+</span> </div> <div style="text-align: right; font-weight: bold;">Total: \$0</div>	<div style="background-color: #007bff; color: white; padding: 2px; text-align: center;">VIP     \$20</div> <div style="display: flex; justify-content: space-between; align-items: center;"> <span>-</span> <input style="width: 40px; text-align: center;" type="text" value="0"/> <span>+</span> </div> <div style="text-align: right; font-weight: bold;">Total: \$0</div>
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Pay Now (CC)

Amount \$

Fund Code

Source Code

Track#

Comment

Pay Later (Pledge)

Disclaimer

- Contributions are not tax deductible as charitable contributions for federal income tax purposes.
- Contributions from corporations, labor unions, foreign nationals (without a green card) and government contractors are prohibited.
- Contributions must be made from personal funds and cannot be reimbursed by another.
- Federal law requires us to obtain and report the name, mailing address, occupation and name of employer for each individual whose contributions aggregate in excess of \$200 per election cycle.

Cancel   Enter Payment

**Mr. Joseph Banks**  
 PID: 74157837  
 Business Executive at Abcd Corporation  
 Donated: \$10,050  
 Pledged: \$2,200  
 CTD: \$39,614.64  
VIP  
2 VIP tickets ↕  
2 General tickets ↕

1233 Test St. Test, CA 12354  
 555.555.5555  
 567.234.1234 x1e011  
 yahoo@yahoo.com  
f t in

**Ticketing**

<div style="background-color: #007bff; color: white; padding: 2px; text-align: center;">VIP     \$1,000</div> <div style="display: flex; justify-content: space-between; align-items: center;"> <span>-</span> <input style="width: 40px; text-align: center;" type="text" value="0"/> <span>+</span> </div> <div style="text-align: right; font-weight: bold;">Total: \$0</div>	<div style="background-color: #007bff; color: white; padding: 2px; text-align: center;">General     \$100</div> <div style="display: flex; justify-content: space-between; align-items: center;"> <span>-</span> <input style="width: 40px; text-align: center;" type="text" value="0"/> <span>+</span> </div> <div style="text-align: right; font-weight: bold;">Total: \$0</div>
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- Under the summary details for the invitee, you will be able to see if the invitee already has tickets assigned to them for this event.

**Mr. Joseph M. Banks, Sr.**  
 PID: 76002676  
 Donated: \$125  
 Pledged: \$0  
 CTD: \$5,100  
1 General Admission ticket

1593 Spring Hill Rd Suite 401 Vienna, VA

- When you use the **Ticketing** feature, it will automatically calculate the **Amount** according to the number of tickets chosen for purchase, but you can manually change that amount if you wish to manually enter a specific amount, but still track ticket numbers for the invitee. Please note, that tickets can be assigned under **Payment Processing** whether the donor decides to **Pay Now (CC)** or **Pay Later (Pledge)**.

Ticketing

General Admission	\$10		VIP	\$20			
-	1	+	-	0	+	Total: \$10	Total: \$0

Pay Now (CC) | Pay Later (Pledge)

**Pledge Amount** (highlighted): \$ 10

**Pledge Date**: 12/8/2022

**Expected Date**: [ ]

**Fund Code**: [ ]

**Source Code**: [ ]

**Club**: [ ]

**Comment**: [ ]

**Received In-House**

**Date**: [ ]

**Amount**: \$ [ ]

**Tracking**

**Track#**: [ ]

**Amount**: \$ [ ]

**+ Add Fundraiser**

**Balance**: 0

- Once you've completed the fields under either **Pay Now (CC)** or **Pay Later (Pledge)** click **Enter Payment** or **Save** button to process the credit card or save the pledge.