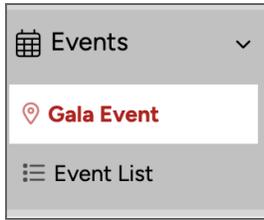


# Setting up your Gala Event and Tickets



The pinnacle of most Award Seasons is the Gala event. You may use a different name for your final event, but the purpose is the same: to celebrate your winners and highlight their accomplishments. All information added in these Gala Event settings will be auto-populated on your Event webpage. Let's walk through them together. Set up your events by going to 'Events- Gala Event'.

A screenshot of a form for configuring an event. It includes a 'Title' field with 'Business Excellence Awards Gala', a checked checkbox for 'This is the primary gala event', a description field with 'Join us for a night of celebration, as we recognize', a checked checkbox for 'Publish', and a 'Time and Date' section with fields for Start Date (11/20/2023), Start Time (5:00 PM), End Date (11/20/2023), and End Time (11:00 PM). There are also checkboxes for 'Show end time' and 'Show date', both of which are checked.

Step one is to give your main event a Title, and mark it as the primary event. If you are hosting other events during your season, then they will not be your primary event. Add a brief description to your event, and if you would like it to be visible to the public on your website, select 'Publish'. Next set your start and end times and dates.

If you are streaming your event add the link to your future livestream, or embed the video. The difference is that pasting in a link will take your visitors off of your Awardify site, to your video platform (for example youtube, vimeo or facebook). The embed link will keep visitors on your Awardify site and they will be able to watch the event from there.

If you would like your event video to be available to view after the big day, you can select a Publish date and Display video. This will allow visitors to watch back the event for as long as you leave it 'Displayed'. The Embed Code option can be used for any external widgets that you would like to add to this page, for example a calendar or form.

A screenshot of a 'Video Streaming' configuration form. It has a 'Video URL' field with a blue instruction box: 'Paste in the video URL from YouTube, Facebook or Vimeo.' Below is a 'Video Embed' field. An 'Alternatively, paste in your video's embed code.' section contains 'Publish Date' (04/11/2023) and 'Publish Time' (5:14 PM) fields. A blue note states: 'Your video will become available only after this date and time has passed. (And if "Display Video" is checked.)' At the bottom is a 'Display Video' checkbox, which is currently unchecked.

The photo gallery is a great way to show the theme of your event,

A screenshot of a 'Photo Gallery' configuration form. It features a dropdown menu with '2023 Awards Gala' selected and a blue link that says 'Create a new gallery' with a plus icon.

the venue, or the dress code. The link below the photo gallery will take you to a page where you can set up the photo gallery. If you don't want to create a full gallery, but just add a few images to your page, use the photo upload option in the Body content.

▼ Event Sponsorship Levels

Attach sponsorship levels dedicated to this event, and display all the sponsors assigned to those levels.  
[Create levels](#)

Sponsorship Levels

Start typing...

If your Event has Sponsors that you would like to display, you can add those here. For more information about setting up your Sponsors, see 'Sponsors'.

As with all Pages, there is an area here for Body content. Uploading images here will give you a URL that you can paste into your Body content and adjust however you want.

**Body**

Article ⊞

+  

Our annual event kicks off at {{GALA\_DATE}} with a three course dinner courtesy of our Gold Sponsor

Please look through our [Award Categories](#) and make your nominations before {{NOMINATION\_CLOSE}}. All entries must be completed by {{ENTRY\_DEADLINE}}.

words: 35 | chars: 250

▶ ⚡ Variables

▼  Attach Images

Upload images

Choose Files No file chosen

Upload

Once uploaded, just click an image's "copy" button and paste the image URL wherever you want the image to appear in the body of your post.

▼  Image Library



**Location**

This event is happening online

Venue name

Château Ste-Agnès

If the event is not happening in a physical location, enter the method you are using to run the event. E.g., "YouTube Live"

Include venue name in generated map

If the event is happening in a location that is not a named location on a map (e.g., "Bob's back yard"), leave this box unchecked so that Google doesn't include it in the map search.

Street Address

2559 Chem. Scenic Road

City

Sutton

Province

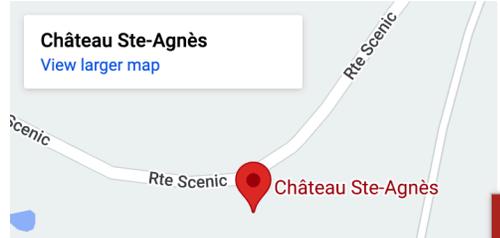
QC

Postal Code

JOE 2K0

Country

Canada



Back up at the top of The Gala Event page, there is a checkbox if you are having a strictly virtual event. If not, enter your event address and if you would like you can display a map on this page to give your visitors an easy way to get directions.

Next, let's move over to the Tickets tab.

**Events** Event Tickets

[+ Add a new event](#)

[← Back to Events](#)

Title

Business Excellence Awards Gala

Sell individual tickets online

▼ Configure Individual Tickets

Ticket Price

0.00

Ticket Limit

0

Number of individual tickets available. Set to zero to disable limit.

**Individual Tickets - Help Text**

Article

+ □ <>

words: 0 | chars: 0

Special note or instructions (optional)

► ⚡ Variables

There are two ways to sell tickets for your event; with Individual tickets and/or by Table. For individual tickets, set the price and the number of tickets available. If you have any special instructions for purchasing tickets (For example, a limit per company) place that information in the Help Text.

Table tickets are set up in the same way. Set a table price as well as table size, and then a limit for the number of tables available in your venue. Again there is a spot for Help Text here.

Sell table tickets online

▼ Configure Table Tickets

Table Price

800.00

Table Size

8

Table Limit

32

Number of tables available. Set to zero to disable limit.

**Table Tickets - Help Text**

Article

+ □ <>

words: 0 | chars: 0

Special note or instructions (optional)

► ⚡ Variables

▼ Tax Settings

Charge tax on ticket sales

Tax is applied to tickets separately from entries. If you activate tax for tickets, it will have no effect on entries.

Next, set tax on your tickets if applicable. To set tax rates, go to 'Active Season' - 'Edit Season' - 'Online Payment' - 'Tax Rate'.

▼  Payment Methods

Stripe  
Customer pays immediately.

Invoice  
Ticket order is saved, and the customer pays later.

Currently Awardify is only compatible with Stripe payments. To learn more about setting up Stripe, see the 'Edit Season' video and [documents](#). If you would prefer not to set up Stripe, there is also an option to send invoices to the purchaser. Then the entrant will be able to pay your organization directly at a later date.

Selecting 'Create Free Tickets' will open a new tab with your Gala page. If you scroll down you will see a message pop up, just for you! To create free tickets and send them to a recipient, simply fill out the order like normal and at the end of the process your total will be \$0.

**Hi Tianna!**

You are authorized to create free tickets on the public website. Don't worry, **no one but authorized admin users can create free tickets**. Everyone else will go through the payment process like normal.

When you submit the ticket order, the customer will receive the "[Free Tickets](#)" notification, and the order total will be saved to \$0.00.

**Select Tickets**

**Table Tickets: \$800.00**

8 seats/table

+ -

\$0

**Order total:**

[→ Next](#)

*Set up ticket holder preferences.*

Back on the Ticket setup page, you can also create discounts. This can be a fixed amount for the entire order, or a discount per item in the order. First, give your discount a name and an amount. Then set the code. This code can be emailed out to your members, or added to a notification for entrants or nominators/nominees. The discount can be restricted by date, for example an 'Early Bird' discount would have an end date several weeks before your final event to incentivize ordering tickets early.

**Discounts**

**Create discount**

Name \*

Amount (\$) \*

0.00

Active discount

**Discount type**

Code

Discount Code

e.g., SPONSORS2022

**Restrict use by date**

Start date m/d/Y End date m/d/Y

Start time End time

Event Tickets

Entries

**Maximum uses**

Total uses

Total per person

The 'Total Uses' setting gives the discount a limit. For example if you advertised that the first 10 tables purchased would be discounted, this is where that limit would be set. The 'Total per Person' limit does exactly that, it sets a limit of uses of the discount per person.

**▼ Ticket Purchase Dates**

Open Date 04/11/2023

Open Time 12:00 AM

End Date 12/31/2023

End Time 12:00 AM

**▼ Meal Options**

Meal option Steak X

Meal option Lobster X

Back up to the top of the page, you can set dates that your tickets will be available. Outside of the dates you set, the option to buy tickets will not appear on your site.

There is also the option to add in Meal Options, this is great data to collect for your event caterers.

**Customer Emails**

Customize the email people receive after ordering tickets.

Lastly there are a few buttons to let you preview the emails that will be sent to those purchasing tickets. For more information about Awardify's Messaging System, see the 'Messenger' video and [documents](#). Feel free to update these notifications to suit your needs.

The variables that are used in the templates, as well as those listed on the side, will populate with the data that matches the Customer information.

That is how you create events and sell tickets with Awardify!