Confirm Guest List

TICKETOS

To confirm your guest list, navigate to...

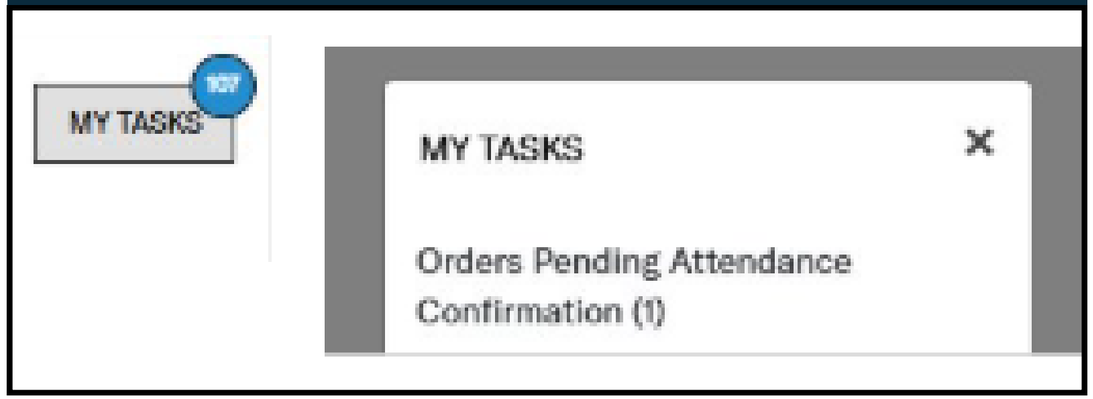
1

Orders > My Orders.



2

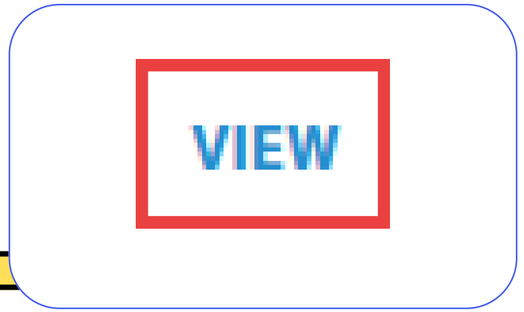
Alternatively, you can use My Tasks and select Orders Pending Attendance Confirmation to be taken directly to the My Orders queue.



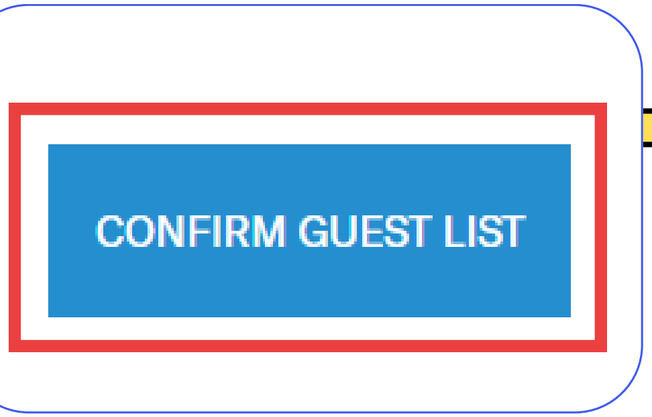
TICKETOS

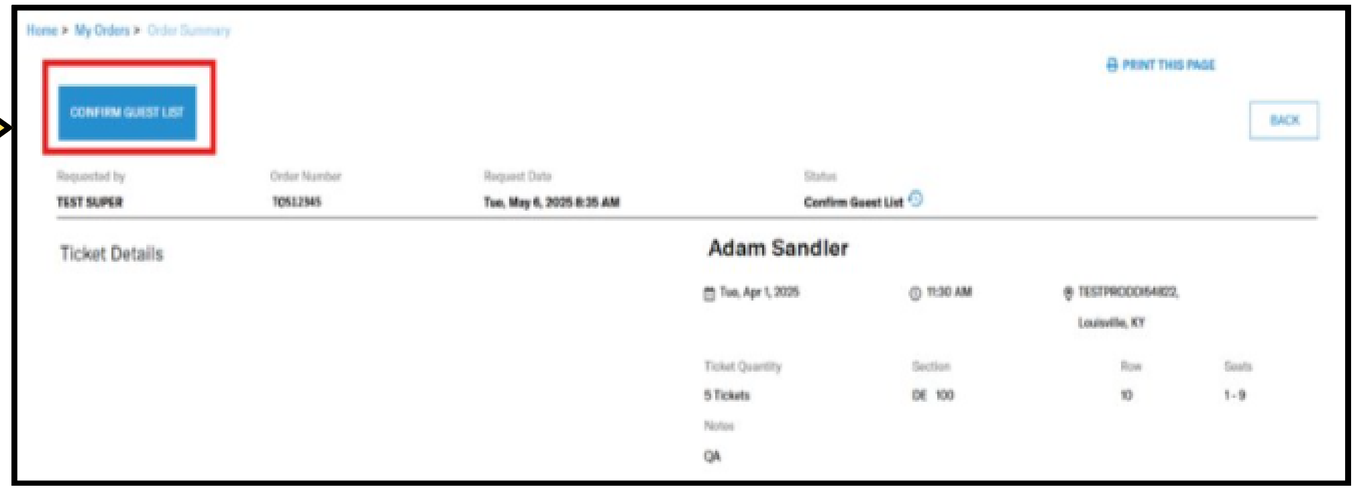
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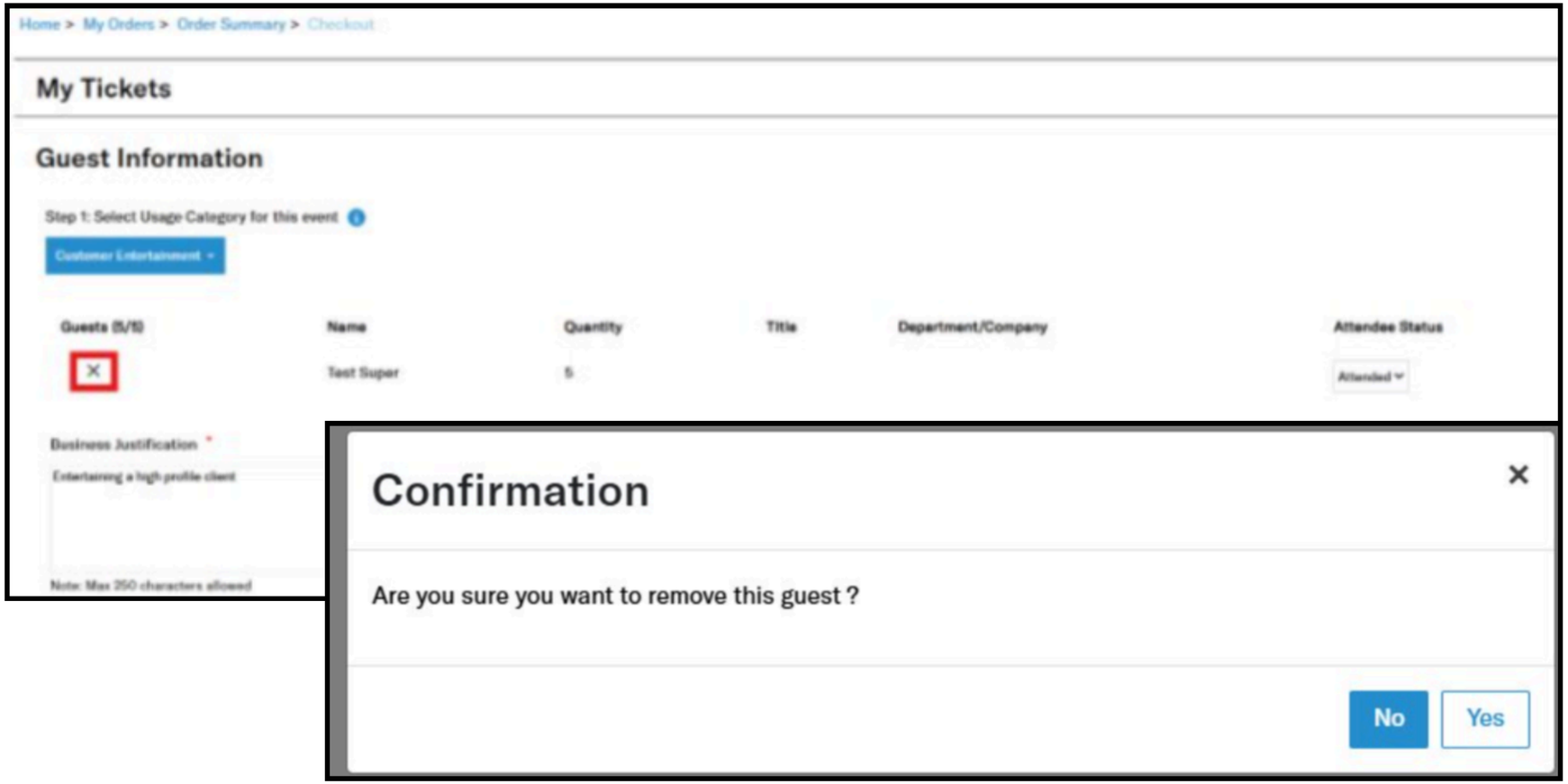


Click View on the order you would like to confirm the guest list for. On the Order Summary page, select Confirm Guest List to proceed.





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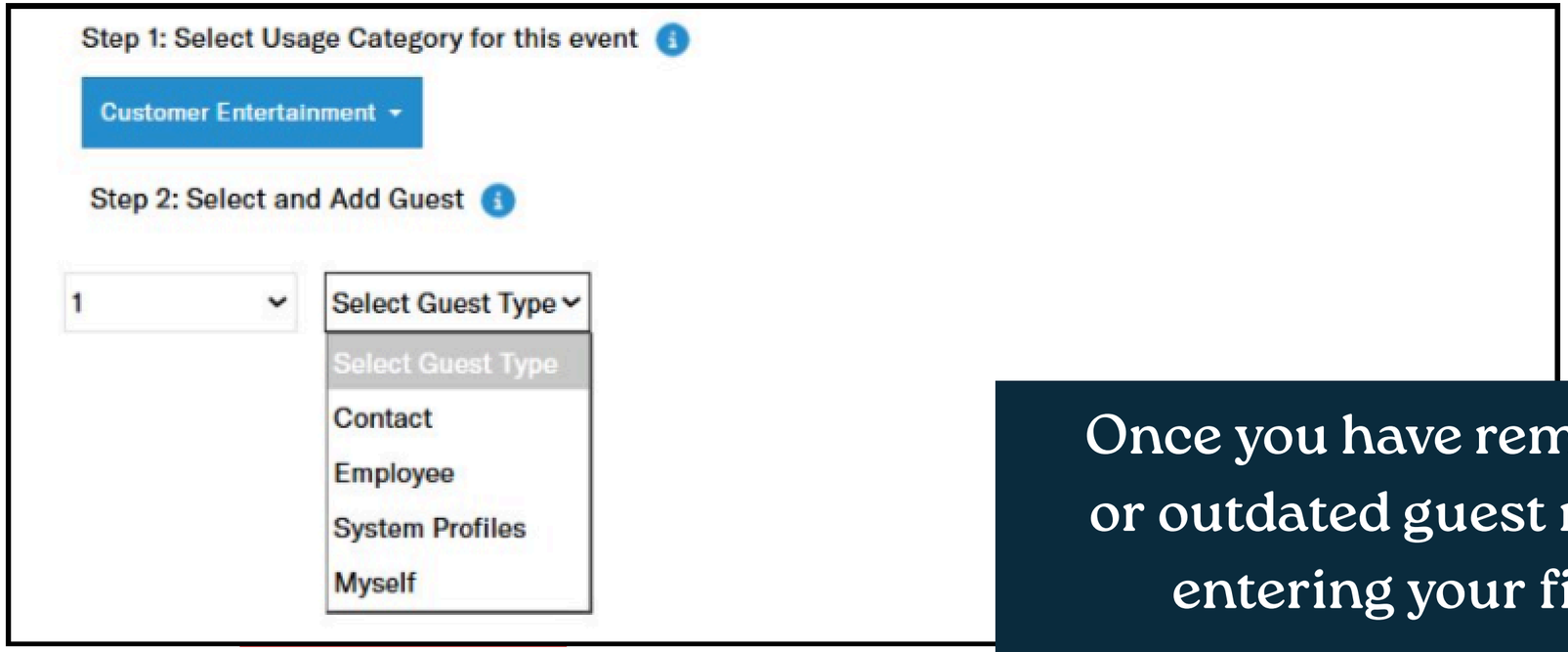


Add or remove guests as needed to ensure the guest list contains the correct names.

All tickets must be assigned to a guest before proceeding.

TICKETOS

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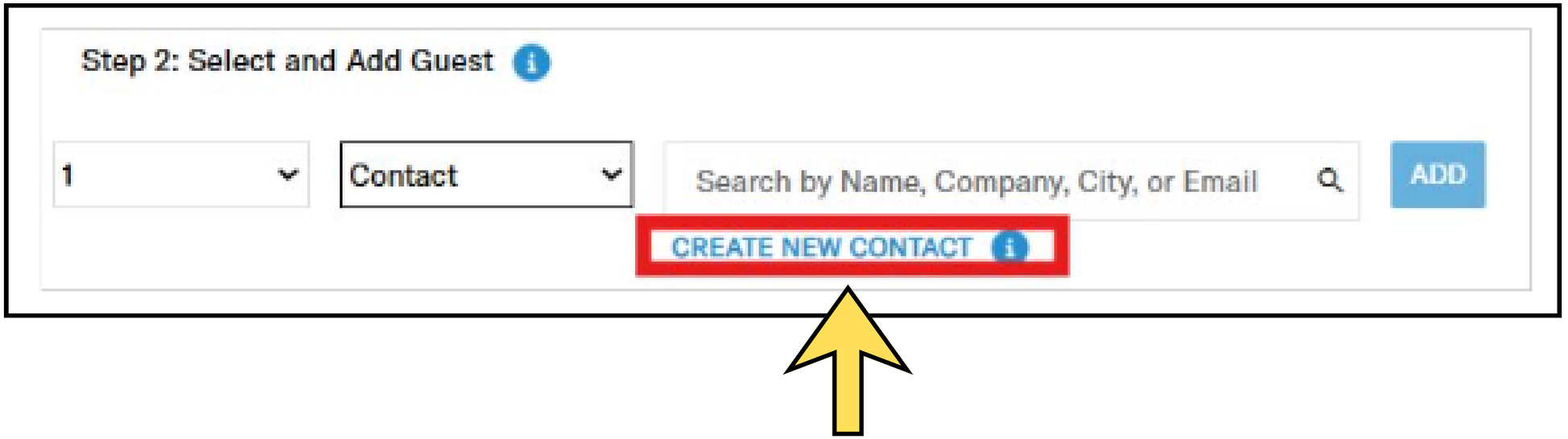


Once you have removed any placeholder or outdated guest names, you can begin entering your finalized guest list.

As you update each ticket, be sure to select the appropriate guest type.

TICKETOS

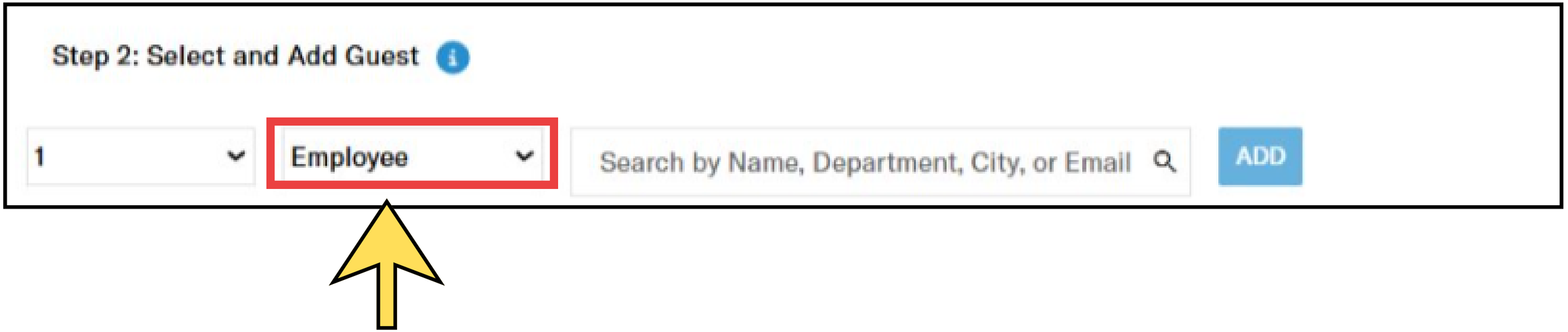
Confirm Guest List



A Contact refers to a client. You can search for an existing contact if you have entertained them before. If not, select Create New Contact to add their required information.

TICKETOS

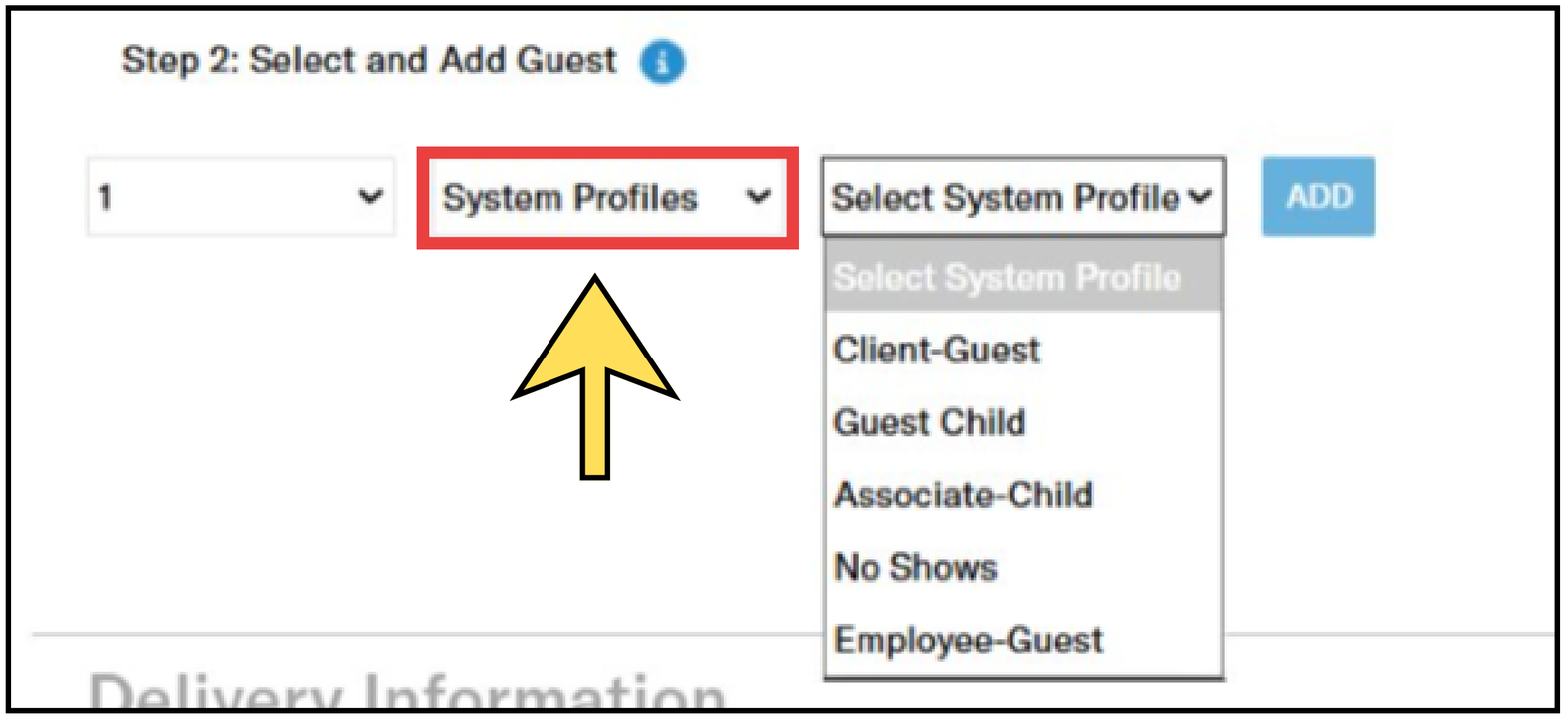
Confirm Guest List



Selecting Employee allows you to search for any employee in the TicketOS database and will automatically prepopulate all required information.

TICKETOS

Confirm Guest List



If you do not recall the name of a guest (for example, a client's spouse), select the System Profile guest type and choose the most appropriate option.

TICKETOS

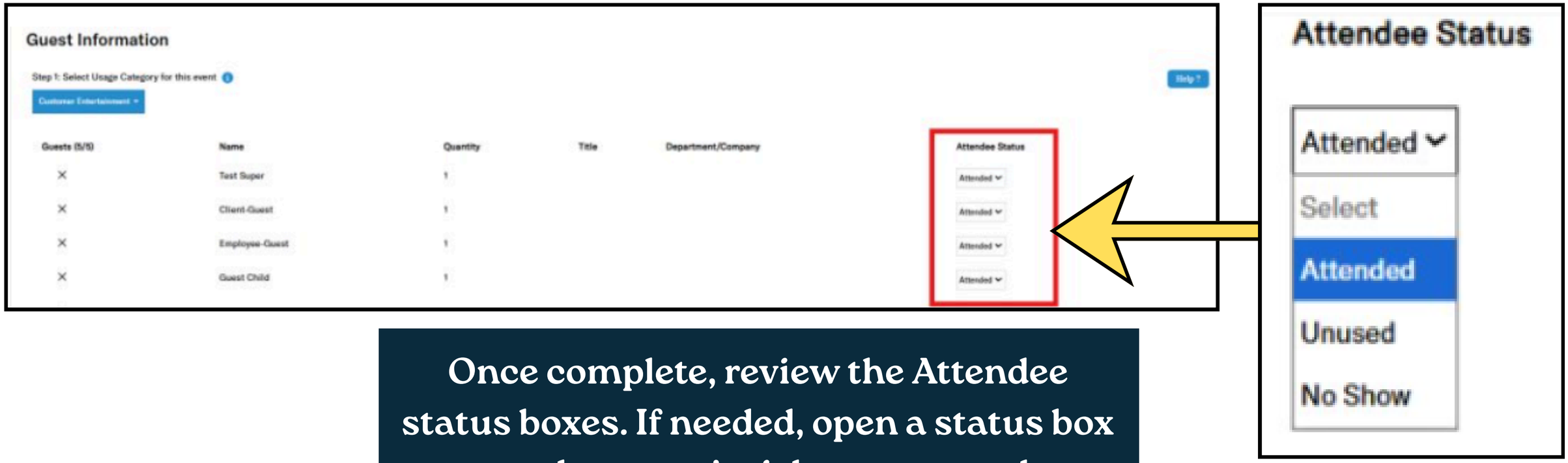
Confirm Guest List



If one of the tickets was for you, Select Myself to automatically prepopulate all of your information.

TICKETOS

Confirm Guest List



Once complete, review the Attendee status boxes. If needed, open a status box to mark a guest's ticket as unused or indicate that they were a no-show.

TICKETOS

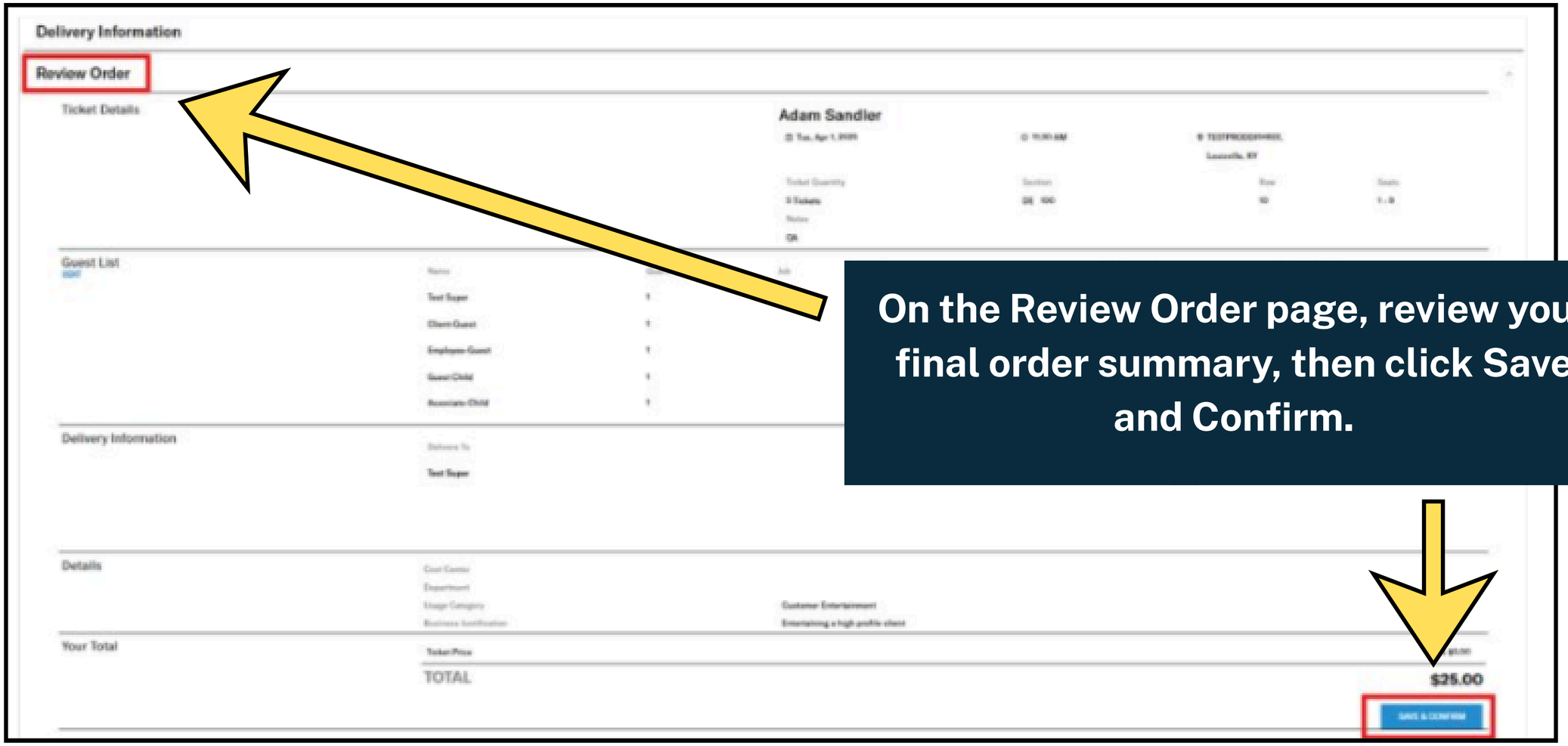
Confirm Guest List



When finished, click Save and Review.

TICKETOS

Confirm Guest List



TICKETOS