



Creating New Templates for Events

1. On the left hand side of the screen, double click on the 'Admissions' icon.



Admissions

2. Double click on 'Diary'.



Diary

3. At the top click on 'New Event'.

The screenshot shows the Merlinsoft interface with three buttons at the top: 'Refresh', 'New Group Booking', and 'New Event'. Below these is a calendar for December 2016. The calendar has a grid with days of the week (Mon to Sun) and dates. The date '05' is highlighted in blue. To the right of the calendar is a table with columns for dates '05 Mon', '06 Tue', and '07'. The table has rows for different times, with '8 00' and '30' visible in the first column.

4. A window will appear asking to select a template; click 'New' below the drop down menu.

The screenshot shows a dialog box titled 'Select Template'. It has a text input field with 'No template' and a dropdown arrow. Below the input field are four buttons: 'New', 'Edit', 'Cancel', and 'Select'.



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5. An **'Edit Template'** window will appear. Fill in the details.

- The **'Description'** is the name you would give the template.
- Check the **'Publish Online'** box if you want this event/ticket available online.
- The **'Event'**, **'Ticket'** and **'Redemption'** Prefixes are used for the codes. They cannot be the same as other templates as this will create confusion. (Any prefix created will be followed by a number of 0's and a number. E.g. if the Event prefix is EV then when a new event is created from the template, the product code would be EV000001...)
- Select stock categories from the drop down menus available.
- Click **'New'**.

6. A **'Template Ticket Edit'** menu will appear. This creates the type of tickets you want to sell for events. Fill in the details.

- The **'Description'** is the name you want to give the ticket, i.e. Adult.
- Select a stock category from the drop down menus.
- Enter your prices and VAT code. If you wish to use gift aid then fill these out also, or otherwise leave blank. Click **'OK'**.



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Template Ticket Edit

Description: Adult

Stock Cat. 1: Pens

VAT Code: 1) 20.00 - Standard

Price: 25.00

Online Price: 25.00

Stock Cat. 2:

GiftAid: ☐ Members Only: ☐

Gift Aid Price: 0.00

Online Gift Aid: 0.00

Cancel OK

7. You will see the new ticket created in the '**Description**'. Repeat this process until you have all the tickets required. Click '**Save**'. Your new template should now be created and will now be accessible from the drop down menu.

Edit Template

Description: Halloween Event

Event Prefix: EV

Ticket Prefix: TK

Redemption Prefix: RD

Stock Cat. 1: Pens

Stock Cat. 2:

Publish Online: ☒

New Edit Delete

Description	Price
Adult	£25.00
Child	£10.00
Seniors	£15.00

Cancel Save

You do NOT need to create a new template every time you have an event. You only need a handful of templates. When you are creating the event, you can edit the details if necessary.



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