

## How to enable the General Form ticketing option

There may be scenarios that require a limited number of tickets to be made available for parents, available on a first-come-first-served basis. The General Form ticketing option allow you set a maximum number of tickets available, and a maximum number of tickets that can be selected per submission. Once all tickets have been requested, the form will stop all submissions.

1. Ensure you are logged into the Staff Message Centre.
2. Click 'General' in the Form Zone on the Dashboard.
3. Locate the appropriate form, and click the 'Edit' icon. (To setup form ticketing options, the General Form's basic details need to have been created. Click [here](#) to view a help guide on how to create a General Form).
4. Locate the 'Ticketed' section and click 'Yes'. Type a 'Label' to describe the ticketing options, enter a maximum number of tickets available for the form, and enter a maximum number of tickets available per submission.
  - a. The maximum number of tickets per submission does not prevent multiple submissions. We recommend setting ticketed forms to 'Single' submission.

**Ticketed**  Yes  No  
 Choose to operate a ticketed form which allows submissions until all tickets have been requested.

**\* Label**   
 Choose the label for these tickets (Number of Tickets, Number of Seats, etc).

**\* Maximum**   
 Choose the maximum number of tickets available for this form.

**\* Limit**   
 Choose the maximum number of tickets that can be selected per submissions (this does not prevent multiple submissions).

5. After entering these details, click 'Save' to update the form. The number of tickets available will display on the 'Library' page, and countdown with each submission.

<input checked="" type="checkbox"/>	Published	Prep+ Matilda the Musical at the Cambridge Theatre	Event Ticket Forms	Vernon, George	1	0	1	46	  
<input checked="" type="checkbox"/>	Published	Individual Music Lessons Form	Event Ticket Forms	Vernon, George	1	0	1	Available	  

Once the maximum number of tickets has been requested, the form will close for submissions, and further ticket requests will not be able to be made. The form's title will display in the Form Zone, but a message informing members that all available tickets have been requested will display instead of the submission option.