






# 5- Minute Event Guide

betterworld


# Setting up an event on BetterWorld can be done in 5 minutes or less!


 South Camden Animal Shelter

[Dashboard](#) [Share campaign](#) 


  

## Spring Gala

 June 12

 Roosevelt Hall

[Tickets](#)



[Tickets](#) [Details](#)

WHEN

**June 12**

6:00pm - February 29, 2024 10:00pm EST

WHERE

**Roosevelt Hall**

**Spring Gala**

Join us for an amazing night! All proceeds will benefit South Camden Animal Shelter and support them in their mission to find each animal a forever home. If you would like to learn more about South Camden Animal Shelter and how you can help [click here](#).

General admission

**\$25.00**

QUANTITY

0

VIP

**\$100.00**

QUANTITY

0

Table Sponsor

**\$600.00**

• Admits 6 attendees

QUANTITY

0

[Proceed to checkout](#)

# Getting Set Up

If you are just setting up your account with BetterWorld, you can select Ticketed Events as your campaign type - and we will walk you through the process from there! If you already have access to your admin dashboard, select **Ticketed Events** in the options along the left side.

The screenshot shows the BetterWorld admin dashboard. The header includes the 'betterworld' logo, a search bar, and the user profile for 'South Camden Animal Shelter'. The left sidebar contains a list of navigation items: Dashboard, Auctions, Donation campaigns, Giveaways, Ticketed events (highlighted with a pink box), Donor management, and Item donations. The main content area displays two summary cards: 'TOTAL RAISED' at \$0.00 and 'CONTACTS' at 5. Below these is a table titled 'Raised from' showing zero amounts for Donations, Auctions, Giveaways, and Events. On the right, a 'Getting started' section lists four tasks, all of which are marked as complete with checkmarks.

Raised from	
Donations	\$0.00
Auctions	\$0.00
Giveaways	\$0.00
Events	\$0.00

Getting started	
<b>Finish your profile</b> Make your profile look nice!	✓
<b>Set your Tax ID number</b> This improves receipting for your donors	✓
<b>Connect your Stripe account</b> This allows you to receive payments	✓
<b>Receive your first donation</b> Share your <a href="#">donation page</a> with supporters	✓

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Next, we will walk you through entering all the necessary information for your ticket purchasers. Any information added in the set-up process can be changed later if needed.

betterworld

Run a campaign


Your Organization

bw

Run your BW

Follow

Share



Spring Gala

June 24

Roosevelt Hotel

Tickets

Tickets

Details

Event

June 24

Admission - \$150.00 (2000 tickets left)

Location

Roosevelt Hotel

1000 West 10th Street

Minneapolis, MN 55404

USA

Click map

General admission

\$25.00

Quantity

0

More information

Table Sponsorship

\$500.00

Quantity


0

More information

Proceed to checkout

Spring Gala

Join us for an amazing night underneath the stars. We'll kick off the night with cocktails and live music, followed by a locally-sourced dinner from our amazing chefs. You'll have the option to purchase tickets for seats at a table or sponsor the entire table yourself. Make sure to bring your ID. Admission is free, but we do have a suggested donation of \$25.00 per person. We'll have a cash bar for you to enjoy the night.



The first step is naming your event. Don't worry – you can always change this later!

## What should we call your event?

Spring Gala

Continue

betterworld



Don't worry if you don't have this information right now. You can always change it later!

[SHOW EXAMPLE](#)

## Where is your event taking place?

Location

Roosevelt Hall

Continue

betterworld

## Awesome – you're all set!

It's time to get the word out. Just share the link by email and social media, and people will be able to participate in real time on their phones, tablets, and laptops – no downloading required.

Facebook

Twitter

WhatsApp

Email

Campaign link

<https://bwm.betterworld.org/events/spring-gala>

Copy

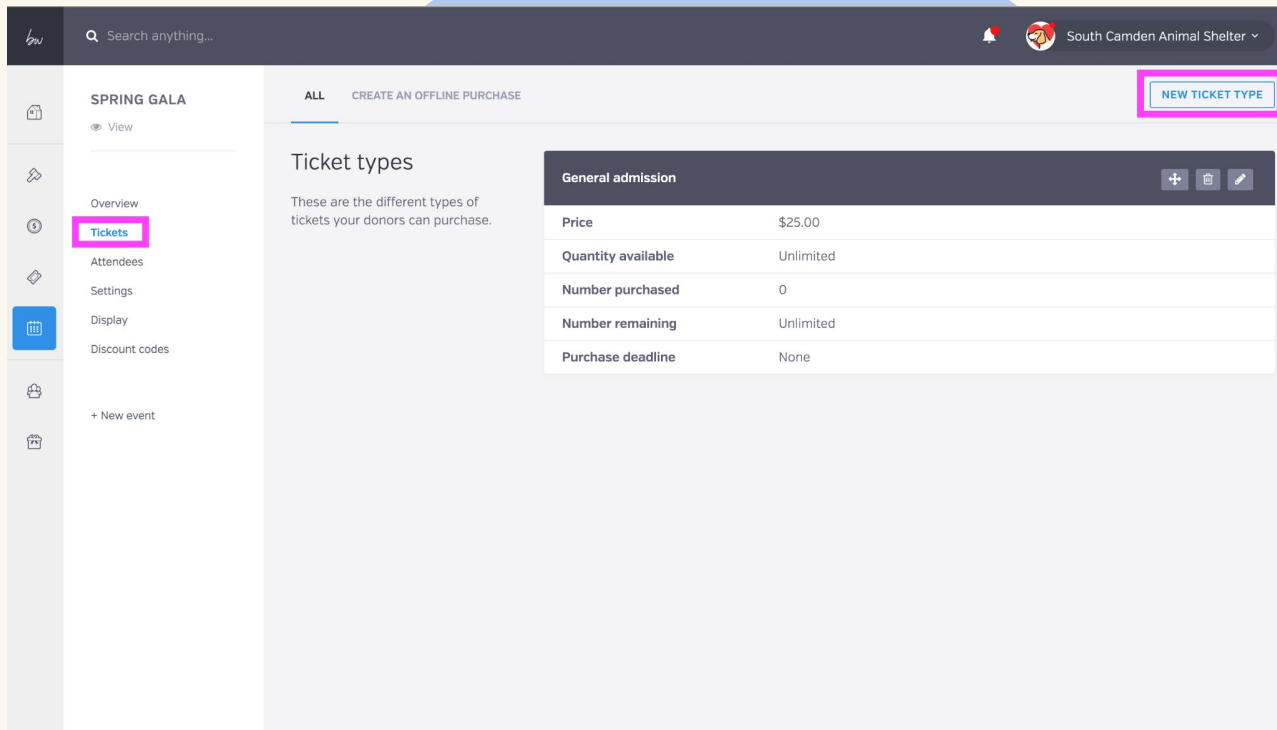
Preview

Complete setup

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# Adding Additional Ticket Types

Click on **Tickets** in your admin dashboard to make changes to existing ticket types or add new ticket types. You can name the tickets, determine the quantity of each ticket as well as indicate how many tickets per package.



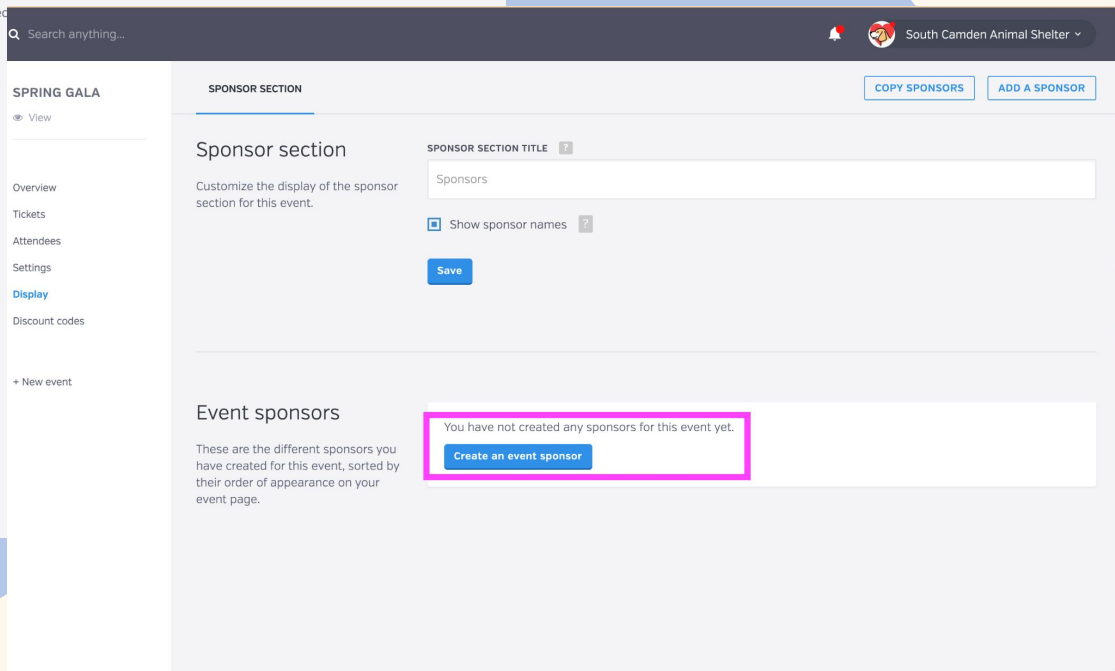
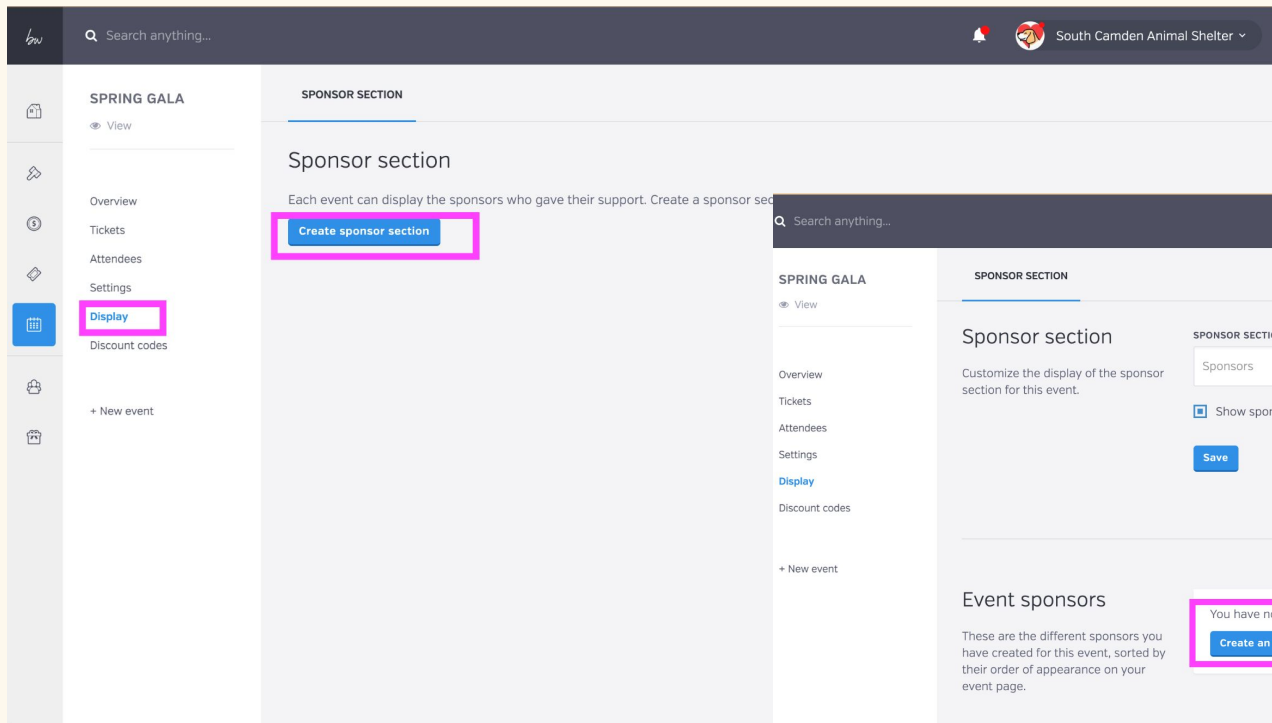
The screenshot displays the admin dashboard for the 'SPRING GALA' event. The sidebar on the left contains navigation links: Overview, Tickets (highlighted with a pink box), Attendees, Settings, Display, and Discount codes. The main content area is titled 'Ticket types' and includes a description: 'These are the different types of tickets your donors can purchase.' A table lists the details for the 'General admission' ticket type:

General admission	
Price	\$25.00
Quantity available	Unlimited
Number purchased	0
Number remaining	Unlimited
Purchase deadline	None

In the top right corner of the dashboard, a button labeled 'NEW TICKET TYPE' is highlighted with a pink box.

# Adding Sponsors

Click on **Display** to add sponsors to your event page. First, create your sponsor section. Then, create an event sponsor. You can include their name, contact information, logo and link to their website!



# Adding Discount Codes

You can add percent or fixed amount discount codes for your ticketed event. Click **Discount Codes** from the left side bar, followed by **Add a Discount Code**.

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Search anything...

South Camden Animal Shelter ▾

ACCOUNT

Settings

Team

Membership plan

Integrations

Discount codes

Profile settings >

DISCOUNT CODES

ADD A DISCOUNT CODE

Discount codes

CODE ▾	AMOUNT ▾	AMOUNT TYPE ▾	USAGE LIMIT ▾	USAGE COUNT ▾	ONCE PER CUSTOMER ▾	STARTS ON ▾	ENDS ON ▾	MANAGE ▾
Early Bird Sale	\$5.00	Fixed	50	0	On	August 16, 2023 12:00pm	August 31, 2023 8:00pm	

Show

10 ▾

discount codes

< Previous

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Next >

bw



# Adding a Cash/Check Ticket Purchase

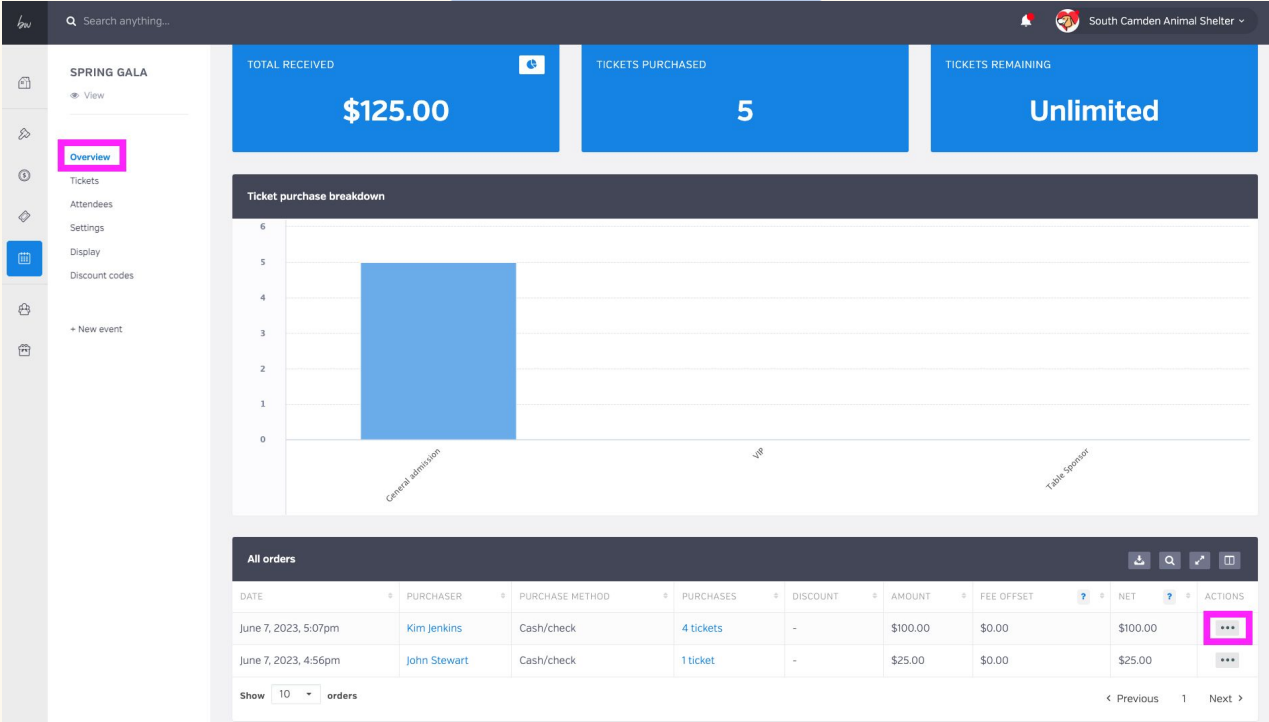
You can add offline ticket sales through your dashboard. Click on **Tickets**, then **Create an Offline Purchase** along the top. You can enter the purchasers name and email address if they are new or lookup an existing donor. You can also apply discount codes here- ideal for entering event volunteers!

The screenshot shows the dashboard for 'South Camden Animal Shelter'. The left sidebar contains navigation links: Overview, Tickets (highlighted with a pink box), Attendees, Settings, Display, Discount codes, and a '+ New event' button. The main content area is titled 'SPRING GALA' and has a sub-header 'CREATE AN OFFLINE PURCHASE' (also highlighted with a pink box). Below this, there is a section 'Save an offline ticket purchase' with a description: 'If somebody has purchased a ticket directly from you with cash or check, you can enter their purchase details here to get them in the system.' To the right of this text is a form with two fields: 'TICKET TYPE' (a dropdown menu showing 'General admission') and 'QUANTITY' (a text input field with the value '1'). Below these fields are two tabs: 'New donor' (active) and 'Existing donor'. The 'New donor' tab contains a text area with instructions: 'Select any organization donor or a donor from a specific event to whom this purchase will be attributed. You can search by donor name or by paddle number (if one has been assigned).' Below this is a dropdown menu labeled 'All donors' and a search bar labeled 'Search donors...'. A table lists donors with their names and a corresponding value (all are '-').

Donor Name	Value
Kerri Ali	-
Whit Hunter	-
Colin Hunter	-
Whit Hunter	-
Sam Jauch	-

# Registering Guests

Ticket purchasers will receive an e-mail with a unique registration link to share with their guests. You can find that link for each purchase on the **Overview** page under **Actions** within the **All Orders** report.



South Camden Animal Shelter

## Guest registration

Kim Jenkins has purchased 4 tickets to South Camden Animal Shelter's event, Spring Gala. To ensure the check-in process goes smoothly, we encourage guests to enter their personal information here before the event starts.

Registration is entirely optional, but it speeds up your check-in process and improves your experience at the event.

## Tickets

### General admission

Unregistered, but reserved for Kim Jenkins by Kim Jenkins

Register

### General admission

Unregistered

Register

bw

## Checking in Attendees

You are given a complete list of attendees (ticket purchasers and their guests) in your admin dashboard. You have the option checking in attendees and assigning a paddle numbers directly from this report. Just click the ellipsis under the **Action** column to see those options.

bw

Search anything...

South Camden Animal Shelter

SPRING GALA

View

Overview

Tickets

Attendees

Settings

Display

Discount codes

+ New event

CHECK-IN

TABLES

ADD A TABLE

EXPORT ATTENDEES

Attendees

TICKETHOLDER	PURCHASER	TICKET TYPE	TABLE	SEAT	CHECKED IN?	PADDLE/BIDDER #	ACTIONS
Guest	+1 Kim Jenkins	General admission	Unassigned	None	No	-	
Guest	+1 Kim Jenkins	General admission	Unassigned	None	No	-	
Guest	+1 Kim Jenkins	General admission	Unassigned	None	No	-	
Kim Jenkins	Kim Jenkins	General admission	Unassigned	None	No	-	
John Stewart	John Stewart	General admission	Unassigned	None	No	-	

Show

10

guests

< Previous

1

Next >

Actions

Check in

Assign paddle number

## Adding and Managing Table and Seat Assignments

From the Attendees dashboard of your campaign, you can create tables and manage seating assignments. You can drag and drop or check and click to assign each guest. These assignments will show up on our attendees report.

SPRING GALA

View

Overview

Tickets

Attendees

Settings

Display

Discount codes

CHECK-IN

TABLES

ADD A TABLE

EXPORT ATTENDEES

Attendees

Download

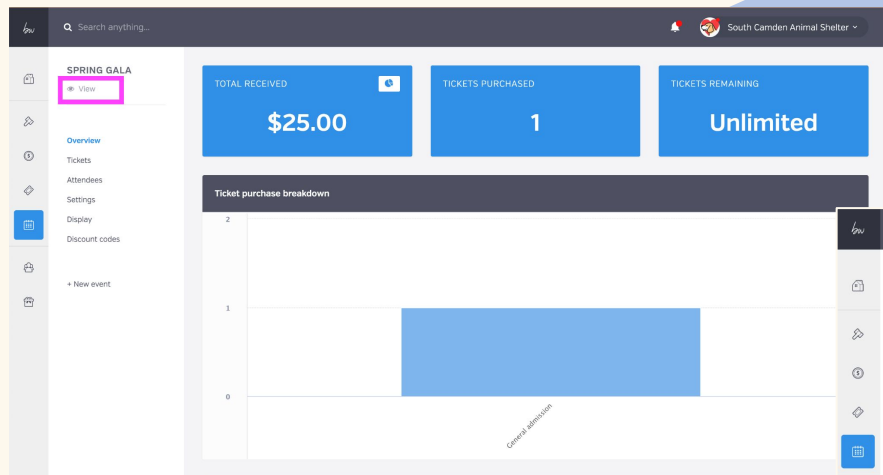
Search

Refresh

Grid

TICKETHOLDER	PURCHASER	TICKET TYPE	TABLE	SEAT	CHECKED IN?	PADDLE/BIDDER #	ACTIONS
Guest	+1 Kim Jenkins	General admission	Unassigned	None	No	-	...
Guest	+1 Kim Jenkins	General admission	Unassigned	None	No	-	...

**That's it- you can click View anytime to see what your ticket purchasers see. The link to share the campaign is in Settings. Have a great event!**



**SPRING GALA**

- View
- Overview
- Tickets
- Attendees
- Settings**
- Display
- Discount codes
- + New event

**GENERAL SETTINGS** | VENUE | CUSTOM QUESTIONS | ADVANCED

**Visibility**

Share your campaign

[f](#) [t](#) [e](#) [Copy link](#)

**Private**  
Only you and your team can access this campaign.

**Public**  
Anybody can access this campaign and it will be published on your profile page.

**Restricted**  
Anybody with the link can access and participate in this campaign.

**Event details**

**TITLE**  
Spring Gala

**SUMMARY**  
Join us for an amazing night!

**START DATE**  
June 12, 2023

**START TIME [EDT]**  
6:00 PM

**END DATE**

**END TIME [EDT]**

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