



What can cardiffstudents.com do for you?

Part 2 – Events and Sales



Main Menu

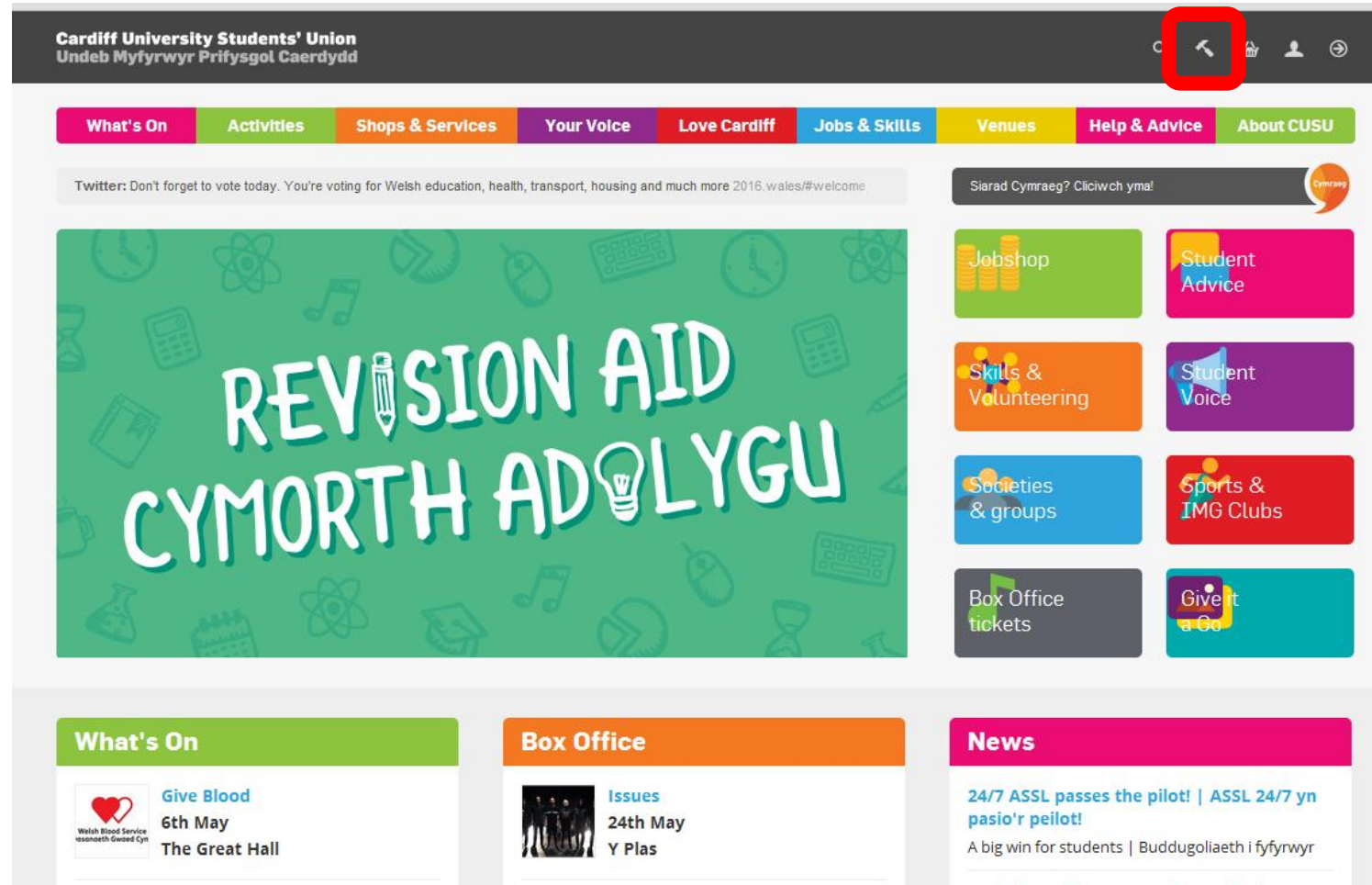
1. Accessing admin tools
2. Creating Events
3. Adding Tickets to Events
4. Selling Products
5. Sales Reports



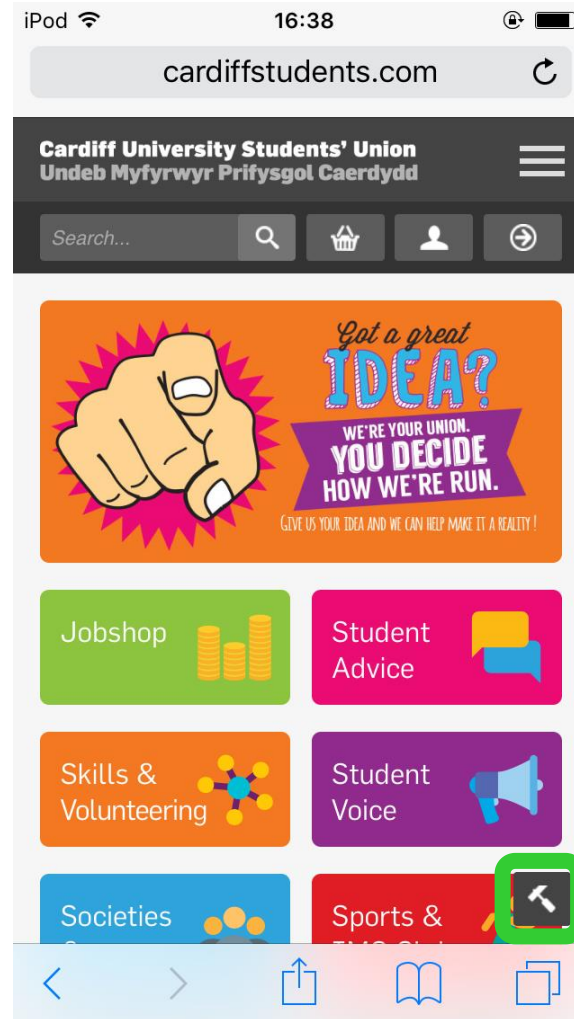
Accessing your Admin Tools

- There are lots of behind-the-scenes functions on the SU website that may be useful to you as a committee member

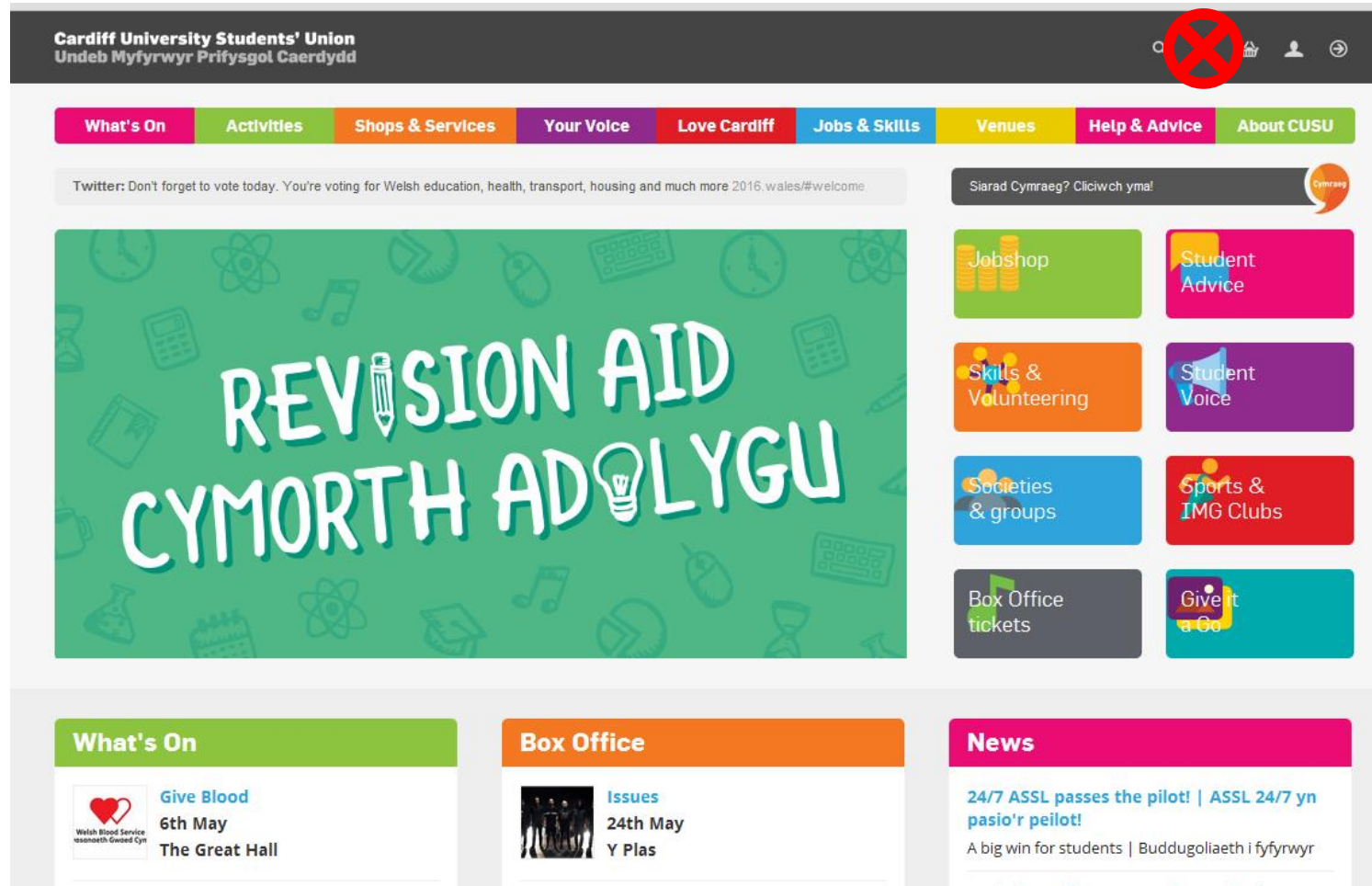




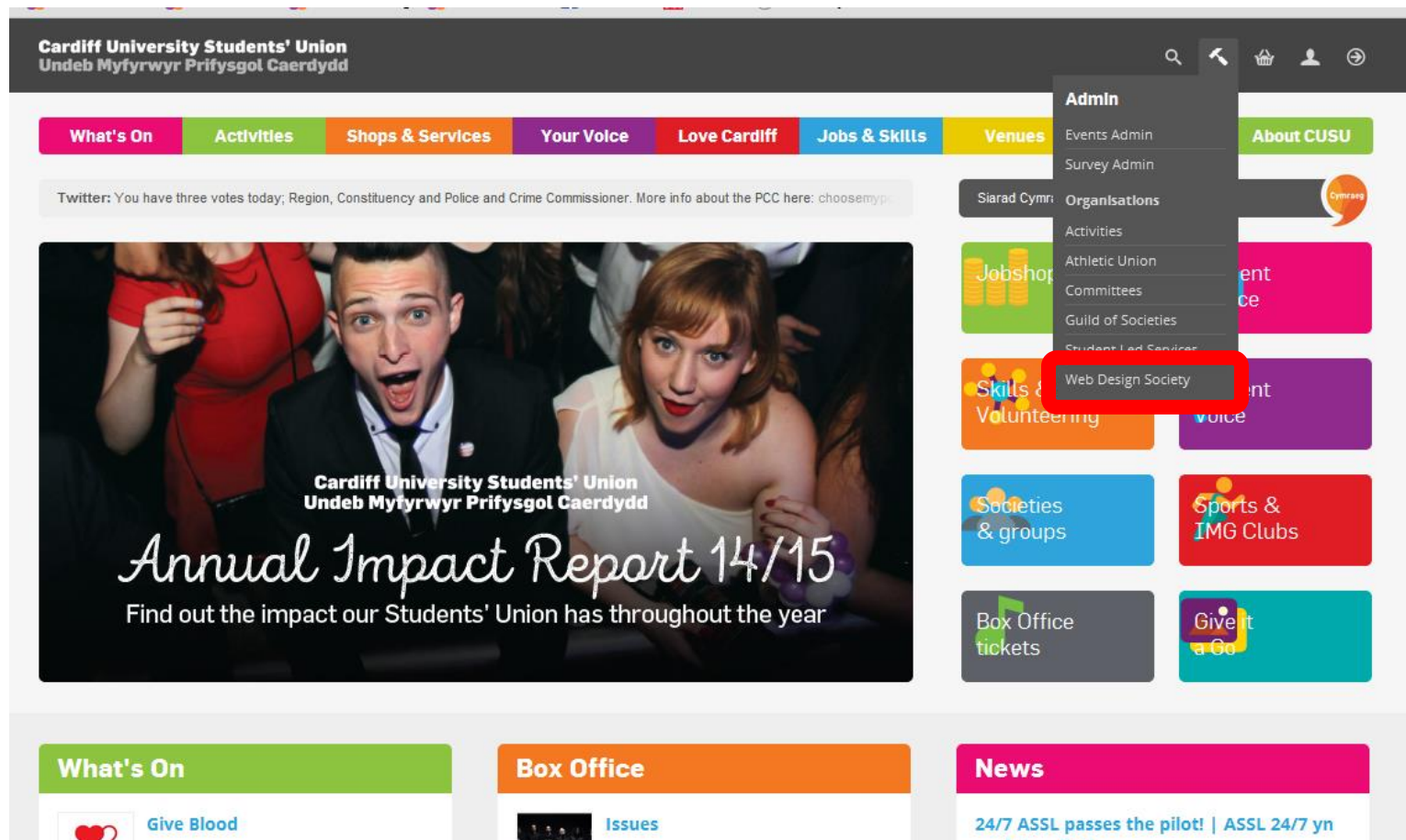
When you log in to cardiffstudents.com, you should be able to see a little hammer in the top-right corner.



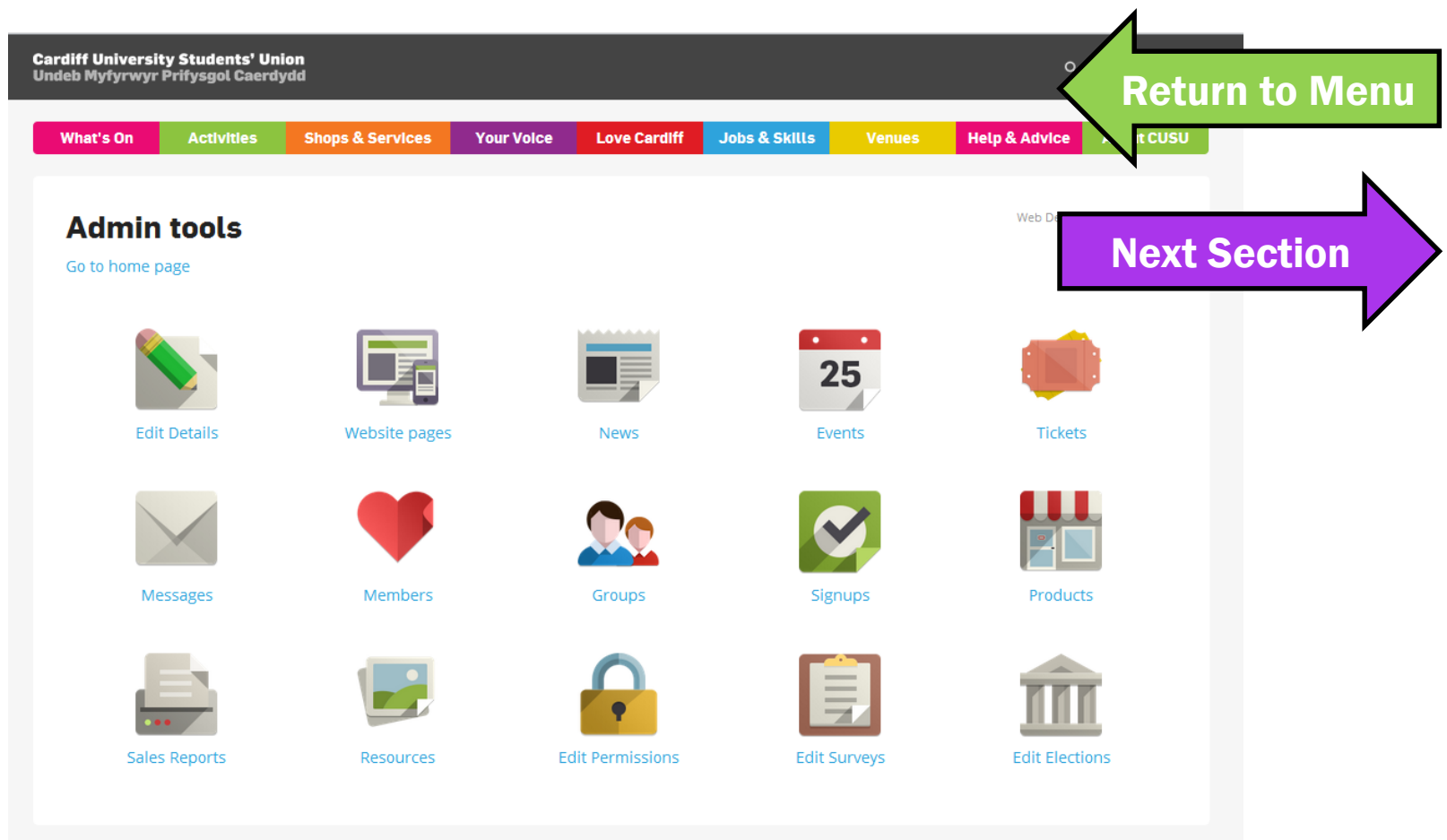
On mobile, the hammer should appear in the bottom-right of the screen.



Only committee members can access admin tools. Contact Societies or the AU if you can't see the hammer or get an error message.



Clicking on the hammer will reveal all the organisations you can access. Click on the one you want to look at.

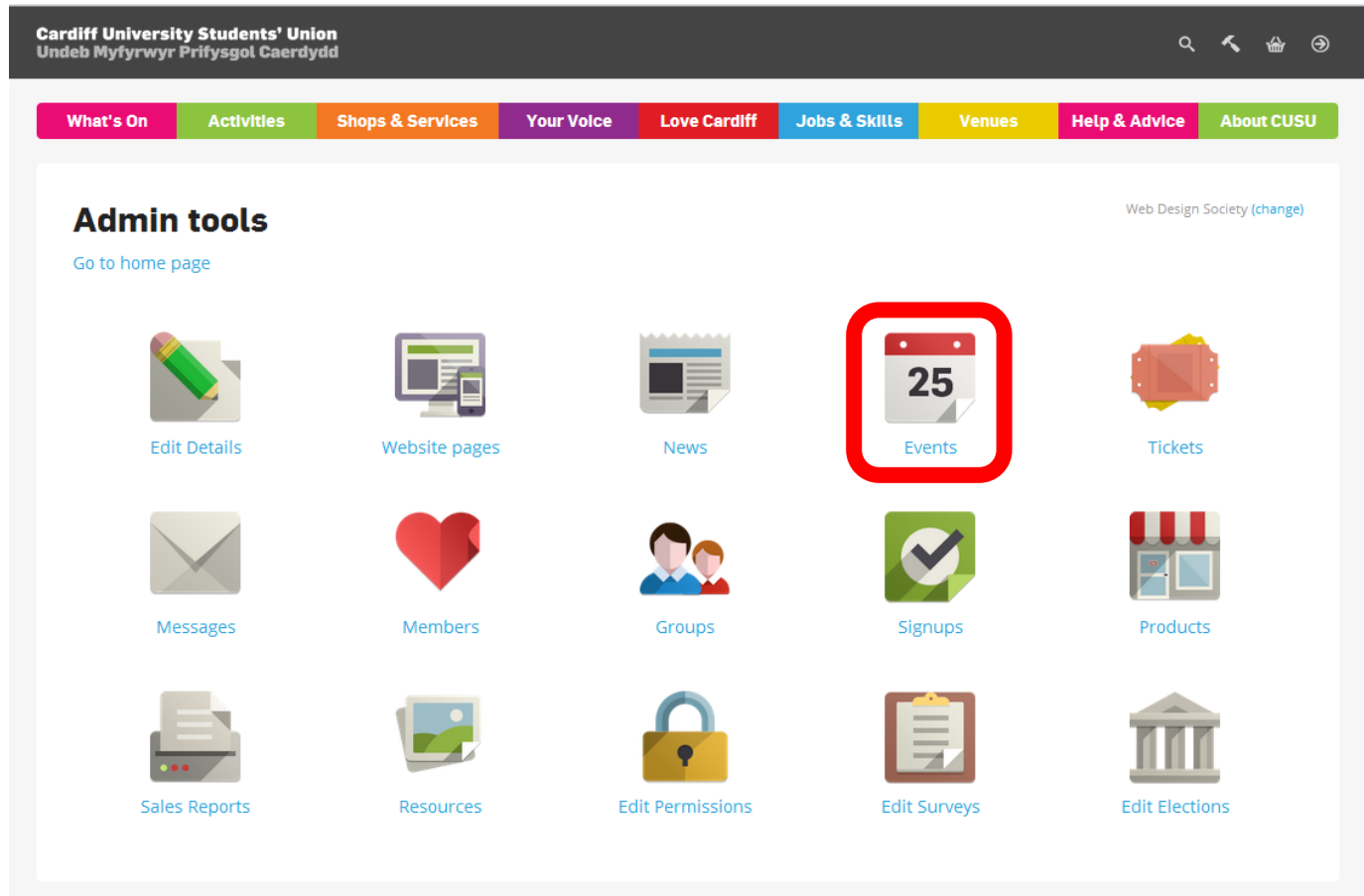


You will now reach the admin tools page for your organisation.

Creating Events

- Use cardiffstudents.com to advertise your events
- Events sticking to style guidelines may be advertised on the home page!





You can add events for your Group using the Events Admin.

What's On

Activities

Shops & Services

Your Voice

Love Cardiff

Jobs & Skills

Venues

Help & Advice

About CUSU

Events

Web Design Society ([change](#))

[Back to admin tools](#)

[Add new event](#)

view	edit	delete	Event	Date
			New Committee Welcome Talk 1	17 May 2016

Search and Filter List

Name

Dates * →

Find Events

Click here to add a new event.

What's On

Activities

Shops & Services

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Love Cardiff

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Events

Web Design Society ([change](#))

[Back to admin tools](#)

[Add new event](#)

view	edit	delete	Event	Date
			New Committee Welcome Talk 1	17 May 2016

Search and Filter List

Name

Dates * →

Find Events

Click here to add a new event.

Add Event

Web Design Society

[Back to event list](#)

Message to all committee members

Do not make events for one individual member to pay for any products, trips or any other items or fees, especially if the title includes the member's name. If you need a member to pay for something specific that isn't open to all members you need to create a product and, ideally, place it on a hidden page using a widget. You can then send the individual member a link to that page. If you are unsure of how to do this, please [get in touch](#).

Also, if you are creating an event that isn't open to the general public or the entire student population, please ensure you check the "only members can view this event" box so that other students' event feeds are not cluttered with irrelevant events. This includes Facebook events that are closed invitation.

Event name *

HTML Training Session

Date and time *

24/05/201 18:0 → 24/05/201 19:3

Show on all days

☐ If checked, the event will be included on lists and calendars for each day it's running.

Applies to multi-day events only. By default the event will only be included once, on the first day of the event.

Make sure your Event Name is short and to the point. You can add more information in different sections.

Add Event

Web Design Society

[Back to event list](#)

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Event name *

Date and time *

 →

Show on all days

☐ If checked, the event will be included on lists and calendars for each day it's running.

Applies to multi-day events only. By default the event will only be included once, on the first day of the event.

Use the calendar function to select the date of the event. Make sure you use 24 hour clock for the time.

Add Event

Web Design Society

[Back to event list](#)

Message to all committee members

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Event name *

Date and time *

 →

Show on all days

☐ If checked, the event will be included on lists and calendars for each day it's running.

Applies to multi-day events only. By default the event will only be included once, on the first day of the event.

Use this box if you want your event displayed in lists on all the days it is running. Only do this if different students can attend each day.

Show on all days

☐ If checked, the event will be included on lists and calendars for each day it's running.

Applies to multi-day events only. By default the event will only be included once, on the first day of the event.

Tagline / short description

Improve your HTML skills with our interactive training session

62/250

Location

Michael Griffith LT

External URL

If specified, event list entries will link to this URL.

Taglines are added to the top of events and in feeds. We recommend approx. 100 characters, adding a little more detail about your event.

Show on all days

☐ If checked, the event will be included on lists and calendars for each day it's running.

Applies to multi-day events only. By default the event will only be included once, on the first day of the event.

Tagline / short description

Improve your HTML skills with our interactive training session

62/250

Location

Michael Griffith LT

External URL

If specified, event list entries will link to this URL.

Add the event location here. Keep the location simple – use the main text to give more details, such as directions.

Show on all days

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Applies to multi-day events only. By default the event will only be included once, on the first day of the event.

Tagline / short description

Improve your HTML skills with our interactive training session

62/250

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





If you add an external URL, the event will redirect straight here. We recommend you don't do this, especially if you want to sell tickets.

Select Image

 Remove Image

☐ Only members may view this event

☐ Only admins may view this event

Source           Normal    **B**    

Do you want to improve your HTML skills to develop bigger and better websites? Come to our interactive HTML Training Session where a local Web Developer will help you to think about the development process and introduce lots of useful hacks.

This session will be held in the Michael Griffiths Lecture Theatre on the Heath Park Campus.

body p

Save

All events should include a photo – this will grab people’s attention in a list of events. Use your Group’s logo if you can’t find a suitable photo.

sam-cook.png




















Select Image



Remove Image

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


































Use this box if this is a members-only event.

sam-cook.png **Select Image**


 **Remove Image**

☐ Only members may view this event

☐ Only admins may view this event



















Source                                             

Select Image

 Remove Image

☐ Only members may view this event

☐ Only admins may view this event

Source                  

Normal

Do you want to improve your HTML skills to develop bigger and better websites? Come to our interactive HTML Training Session where a local Web Developer will help you to think about the development process and introduce lots of useful hacks.

This session will be held in the Michael Griffiths Lecture Theatre on the Heath Park Campus.

body p

Save

This is the main text of your event. Use this space to describe the event, any requirements, directions, etc.

sam-cook.png




















Select Image



Remove Image

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Source             Normal    **B**    

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body p

Save

Don't forget to save your event.

What's On

Activities

Shops & Services

Your Voice

Love Cardiff

Jobs & Skills

Venues

Help & Advice

About CUSU

Edit Event

Web Design Society

[Back to event list](#)

Message to all committee members

Do not make events for one individual member to pay for any products, trips or any other items or fees, especially if the title includes the member's name. If you need a member to pay for something specific that isn't open to all members you need to create a product and, ideally, place it on a hidden page using a widget. You can then send the individual member a link to that page. If you are unsure of how to do this, please [get in touch](#).

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URL

<http://www.cardiffstudents.com/events/7036/7803/>

Event name *

New Committee Welcome Talk 1

Share this URL online to drive traffic to your event page.

What's On

Activities

Shops & Services

Your Voice

Love Cardiff

Jobs & Skills

Venues

Help & Advice

About CUSU

Events

Web Design Society ([change](#))

[Back to admin tools](#) | [Add new event](#)

view	edit	delete	Event	Date
			New Committee Welcome Talk 1	17 May 2016
			HTML Training Session	24 May 2016

Search and Filter List

Name

Dates * 13/05/2016 → 13/06/2016

Find Events

Initially, the website will display events taking place in the next month. Use the dates filter to find events taking place outside this range.

Add Event

Web Design Society

[Back to event list](#)



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Event name *

Date and time *

  → 

Show on all days

☐ If checked, the event will be included on lists and calendars for each day it's running.

Applies to multi-day events only. By default the event will only be included once, on the first day of the event.

Edit the dates so that an event takes place in the past if you want to “delete” an event.



What's On

Activities

Shops & Services

Your Voice

Love Cardiff

Jobs & Skills

Venues










Help & Advice

About CUSU

Events

Web Design Society ([change](#))

[Back to admin tools](#) | [Add new event](#)

view	edit	delete	Event	Date
			New Committee Welcome Talk 1	17 May 2016
			HTML Training Session	24 May 2016
			Summer Training Week	19 Jul 2016

Search and Filter List

Name

Dates * →

Find Events

Use the Magnifying Glass to view the event. Use the notepad to edit the event.

No spam, only the really important stuff.

message 'JOIN' to that number in WhatsApp.

Return to Menu

Next Section

What's On



Cardiff's Legendary Student Night
14th May
Y Plas



New Committee Welcome Talk 1
16th May
Large Shandon LT, Main Building



Cardiff's Legendary Student Night
21st May
Y Plas



Cardiff's Legendary Student Night

Box Office



Issue
24th
Y Plas



Alien
9th J
Y Plas



The I
13th
Y Plas



Airbo
27th
Y Plas

What's On > All Events

Events Calendar

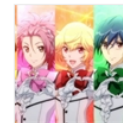
May 2016						
M	T	W	T	F	S	S
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

More Event Types

All Events
Annual Events
Bars & Clubnights
Box Office
Freshers' 2015
Give It A Go
Heath Park Campus
Jobs & Skills

All Events

Fri 13th May



Anime Society
Screening: Binan Koukou Chikyuu Bouei-bu Love!
13th May 6:45pm - 9pm
Large Shandon Lecture Theatre, Main Building



SAWSA - Architecture Society
SAWSA Summer Ball: 'AROUND THE WORLD EXTRAVAGANZA'
13th May 7pm - 11pm
National Museum Cardiff, Cathays Park, Cardiff CF10 3NP

Sat 14th May



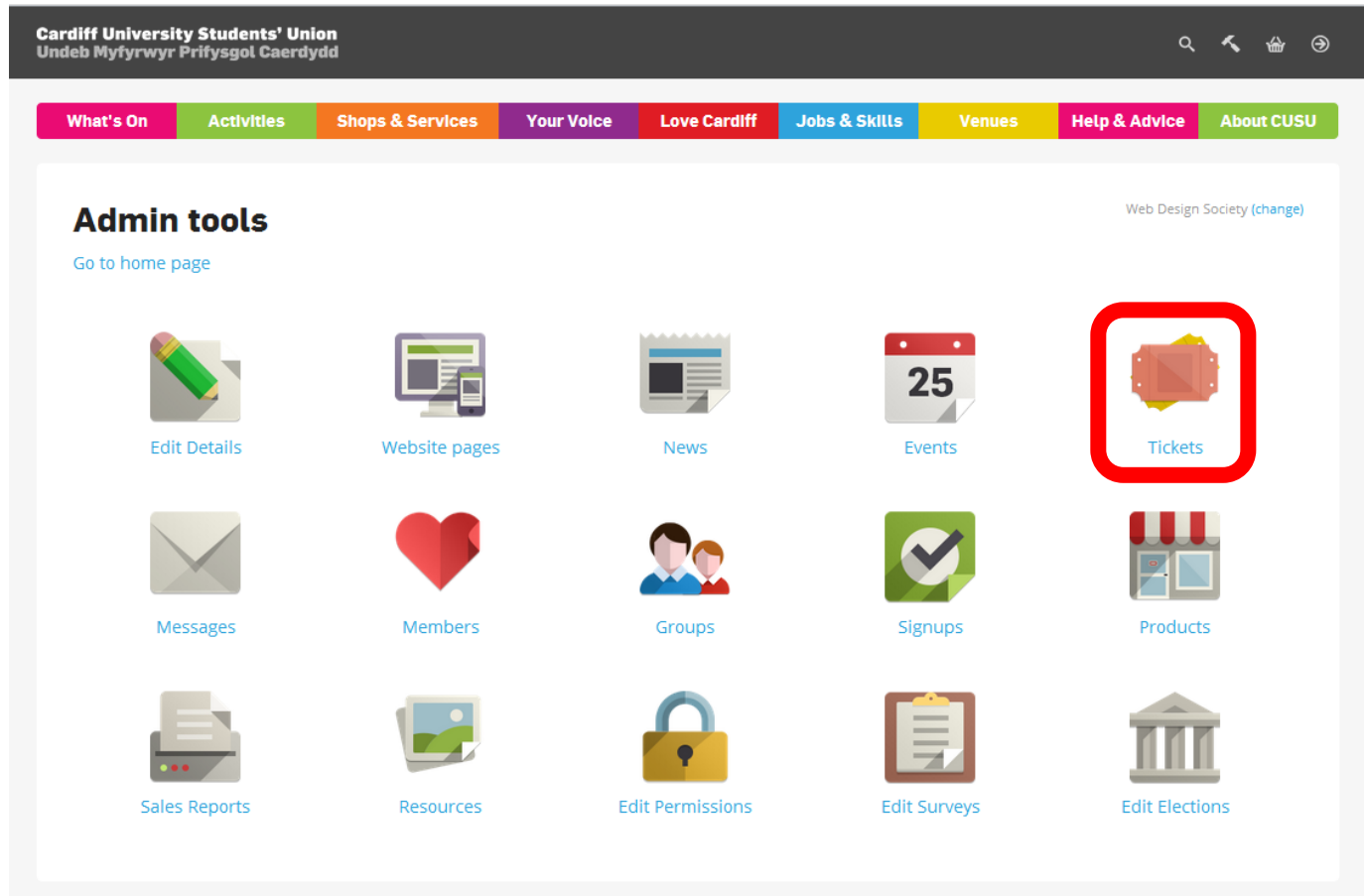
Y Plas
Cardiff's Legendary Student Night
14th May 10pm - 3am
Y Plas

Events will be displayed on the main homepage, What's On, Activities Pages and more.

Adding Tickets to Events

- You can sell tickets for your events through the website
- All ticket sales are paid straight into your Main Account





You can add tickets to existing events using the Tickets Admin.

Cardiff University Students' Union
Undeb Myfyrwyr Prifysgol Caerdydd

What's On Activities Shops & Services Your Voice Love Cardiff Jobs & Skills Venues Help & Advice About CUSU

Organisation Details > Tickets

Tickets

Web Design Society ([change](#))

[Back to admin tools](#)

Show events starting between *

13/05/2016 → 13/06/2016

Apply

New Committee Welcome Talk 1 (17 May 2016)

[Add ticket](#)

There are no tickets for this event.

HTML Training Session (24 May 2016)

[Add ticket](#)

There are no tickets for this event.

Initially, the website will display events taking place in the next month. Use the dates filter to find events taking place outside this range.

Tickets

Web Design Society ([change](#))

[Back to admin tools](#)

Show events starting between *

13/05/2016



→

19/08/2016



Apply

New Committee Welcome Talk 1 (17 May 2016)

[Add ticket](#)

There are no tickets for this event.

HTML Training Session (24 May 2016)

[Add ticket](#)

There are no tickets for this event.

Summer Training Week (19 Jul 2016)

[Add ticket](#)

There are no tickets for this event.

Click here to add a ticket to this event.



Cardiff University Students' Union
Undeb Myfyrwyr Prifysgol Caerdydd

What's On Activities Shops & Services Your Voice Love Cardiff Jobs & Vacancies

Organisation Details > Tickets

Tickets

[Back to admin tools](#)

Ticket details

Ticket type *

Price *

On sale from / until

Sales limit

Per person limit

(Select)

(Select)

Members

General

Students

13/05/2016 00:00

→

Specifies who can purchase this ticket.

Save

Cancel

Ticket type specifies who can buy a ticket.

Cardiff University Students' Union
Undeb Myfyrwyr Prifysgol Caerdydd


What's On Activities Shops & Services Your Voice Love Cardiff Jobs & Vacancies

Organisation Details > Tickets

Tickets

[Back to admin tools](#)

Ticket details

Ticket type * (Select) 

(Select)

Members

General

Students

Price *

On sale from / until 13/05/2016 00:00 →

Sales limit

Per person limit

[Save](#) [Cancel](#)

Specifies who can purchase this ticket.

Only members can buy members tickets. Any student can buy student tickets. Anyone with an SU account can buy general tickets.

Tickets

[Back to admin tools](#)

Ticket details

Ticket type *

Members



Specifies who can purchase this ticket.

Price *

2.00

On sale from / until 13/05/2016 00:00 → 24/05/2016 17:00

Sales limit 50

Per person limit 1

Save

Cancel

Use this box to specify the ticket price.

Tickets

[Back to admin tools](#)

Ticket details

Ticket type *

Members



Specifies who can purchase this ticket.

Price * 2.00

On sale from / until 13/05/2016 00:00 → 24/05/2016 17:00

Sales limit 50

Per person limit 1

Save

Cancel

Use these boxes to specify the sales period.

Tickets

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Ticket details

Ticket type *

Members



Specifies who can purchase this ticket.

Price * 2.00

On sale from / until 13/05/2016 00:00 → 24/05/2016 17:00

Sales limit 50

Per person limit 1

Save

Cancel

Set the sales period in the past to “delete” a ticket.

Tickets

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Ticket details

Ticket type *

Members



Specifies who can purchase this ticket.

Price *

2.00

On sale from / until

13/05/2016 00:00



→ 24/05/2016 17:00



Sales limit

50

Per person limit

1

Save

Cancel

Use this box to specify the sales limit. Leave it blank if you have no limit.

Tickets

[Back to admin tools](#)

Ticket details

Ticket type *

Members



Specifies who can purchase this ticket.

Price *

2.00

On sale from / until

13/05/2016 00:00



24/05/2016 17:00



Sales limit

50

Per person limit

1

Save

Cancel

Use this box to specify how many tickets each person can buy. Leave it blank if you have no per person limit.

Tickets

[Back to admin tools](#)

Ticket details

Ticket type *

Members



Specifies who can purchase this ticket.

Price *

2.00

On sale from / until 13/05/2016 00:00 → 24/05/2016 17:00

Sales limit

50

Per person limit

1

Save

Cancel

Don't forget to save your ticket.

New Committee Welcome Talk 1 (17 May 2016)

[Add ticket](#)

 There are no tickets for this event.

HTML Training Session (24 May 2016)

Sales 0, overall sales limit n/a, per person limit n/a

[Add ticket](#) [Edit limits](#)

Product #	Name	Type	Price	PPL	Sales limit	On sale	Sales
10103560	HTML Training Session Tue 24 May 2016 - General	General	10.00	1	50	Yes	0
10103540	HTML Training Session Tue 24 May 2016 - Members	Members	2.00	1	50	Yes	0
10103550	HTML Training Session Tue 24 May 2016 - Students	Students	5.00	1	50	Yes	0

Tickets are listed for each event. You can check sales here.

New Committee Welcome Talk 1 (17 May 2016)

[Add ticket](#)

i There are no tickets for this event.

HTML Training Session (24 May 2016)

Sales 0, overall sales limit n/a, per person limit n/a

[Add ticket](#) [Edit limits](#)

Product #	Name	Type	Price	PPL	Sales limit	On sale	Sales	
10103560	HTML Training Session Tue 24 May 2016 - General	General	10.00	1	50	Yes	0	
10103540	HTML Training Session Tue 24 May 2016 - Members	Members	2.00	1	50	Yes	0	
10103550	HTML Training Session Tue 24 May 2016 - Students	Students	5.00	1	50	Yes	0	

You can only create one ticket of each type on the website. Contact Societies or the AU if you need to create different tickets.




Cardiff University Students' Union
Undeb Myfyrwyr Prifysgol Caerdydd

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Box Office > HTML Training Session



Web Design Society

1 £10.00 (General) Buy

1 £2.00 (Members) Buy

1 £5.00 (Students) Buy

HTML Training Session

Michael Griffith LT - Tue 24 May 2016 18:00-19:30

Improve your HTML skills with our interactive training session

Do you want to improve your HTML skills to develop bigger and better websites? Come to our interactive HTML Training Session where a local Web Developer will help you to think about the development process and introduce lots of useful hacks.

This session will be held in the Michael Griffiths Lecture Theatre on the Heath Park Campus.

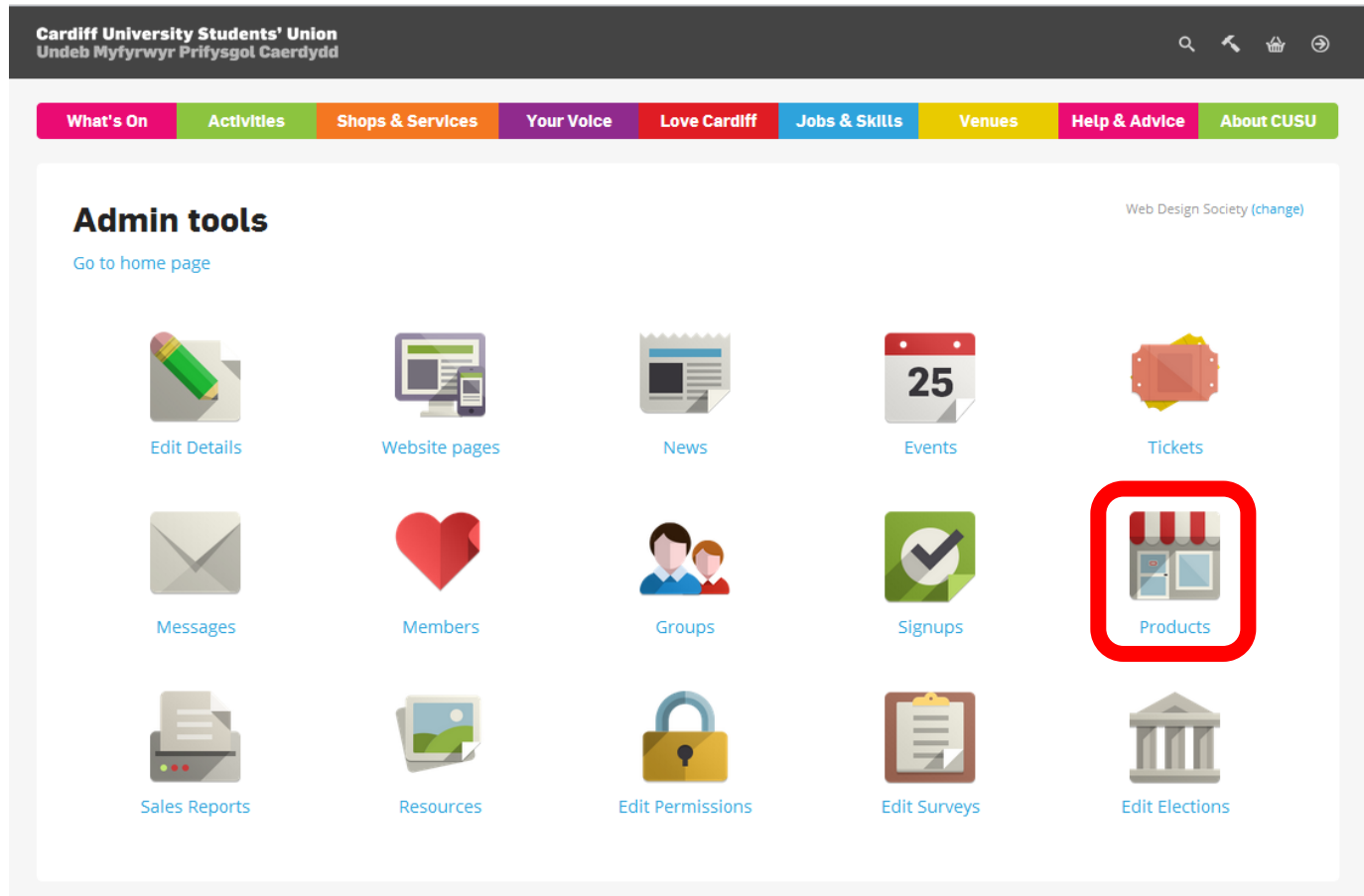
Next Section

Tickets can be bought from the event page. If you're selling general tickets, purchasers must create an account on the website.

Selling Products

- You can sell any product straight off your webpage
- You can allow people to customise their orders eg Hoodie sizes and text
- All product sales are paid straight into your Main Account





You can create products using the Products Admin.

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Organisation Details > Products

Products

Web Design Society ([change](#))

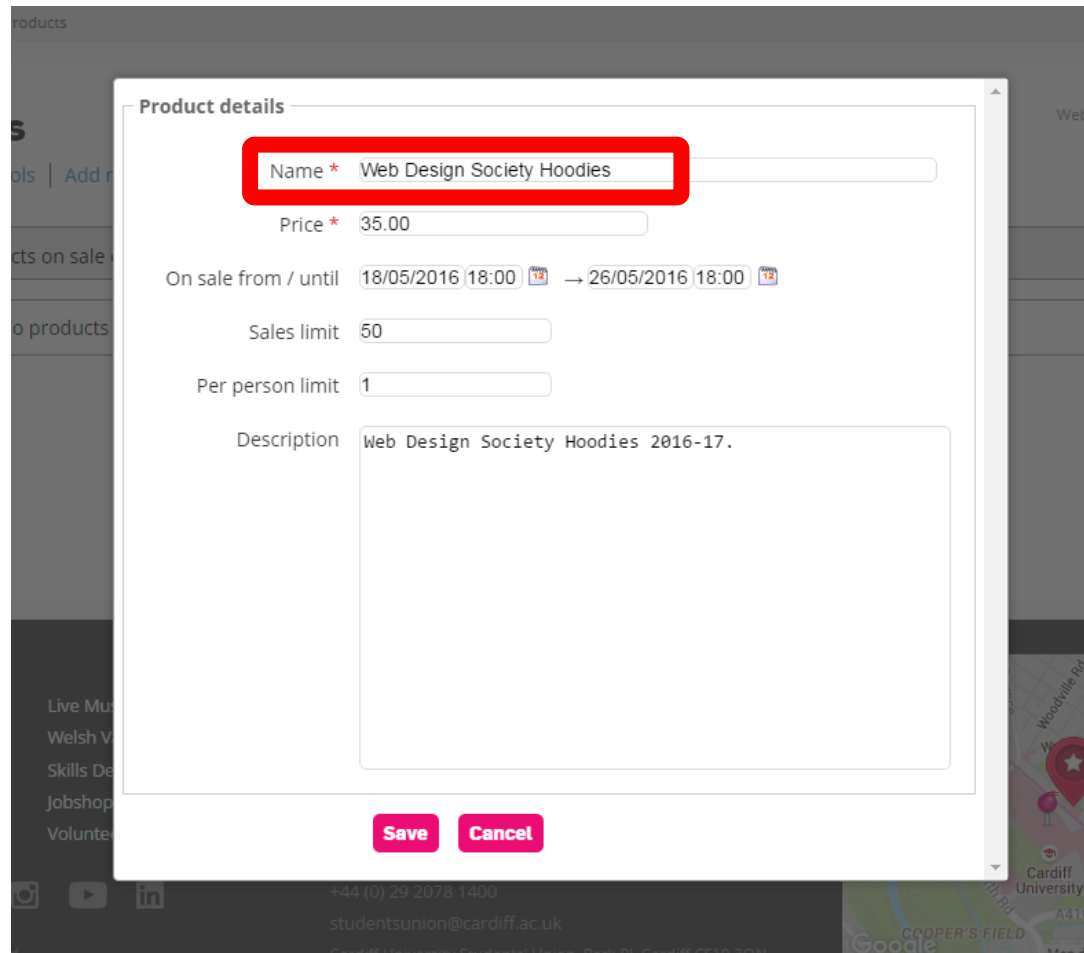
[Back to admin tools](#)

[Add new product](#)

☒ Show products on sale only

i There are no products that match your filter settings.

Add a new product here. Don't create a different product for each size, colour, etc. You can add customisations to each product later.



The image shows a 'Product details' form with the following fields:

- Name ***: Web Design Society Hoodies (highlighted with a red box)
- Price ***: 35.00
- On sale from / until**: 18/05/2016 18:00 → 26/05/2016 18:00
- Sales limit**: 50
- Per person limit**: 1
- Description**: Web Design Society Hoodies 2016-17.

At the bottom of the form are two buttons: **Save** and **Cancel**.

Name your product here. Keep the name simple and clear.

Product details

Name * Web Design Society Hoodies

Price * 35.00

On sale from / until 18/05/2016 18:00 → 26/05/2016 18:00

Sales limit 50

Per person limit 1

Description Web Design Society Hoodies 2016-17.

Save Cancel

Add the price here.

The image shows a 'Product details' form with the following fields:

- Name *: Web Design Society Hoodies
- Price *: 35.00
- On sale from / until: 18/05/2016 18:00 → 26/05/2016 18:00 (This area is highlighted with a red box)
- Sales limit: 50
- Per person limit: 1
- Description: Web Design Society Hoodies 2016-17.

At the bottom of the form are 'Save' and 'Cancel' buttons.

Use these options to create a sales period.
Select the dates using the calendar pop-out and
make sure you use a 24 hour time.

Product details

Name * Web Design Society Hoodies

Price * 35.00

On sale from / until 18/05/2016 18:00 → 26/05/2016 18:00

Sales limit 50

Per person limit 1

Description Web Design Society Hoodies 2016-17.

Save Cancel

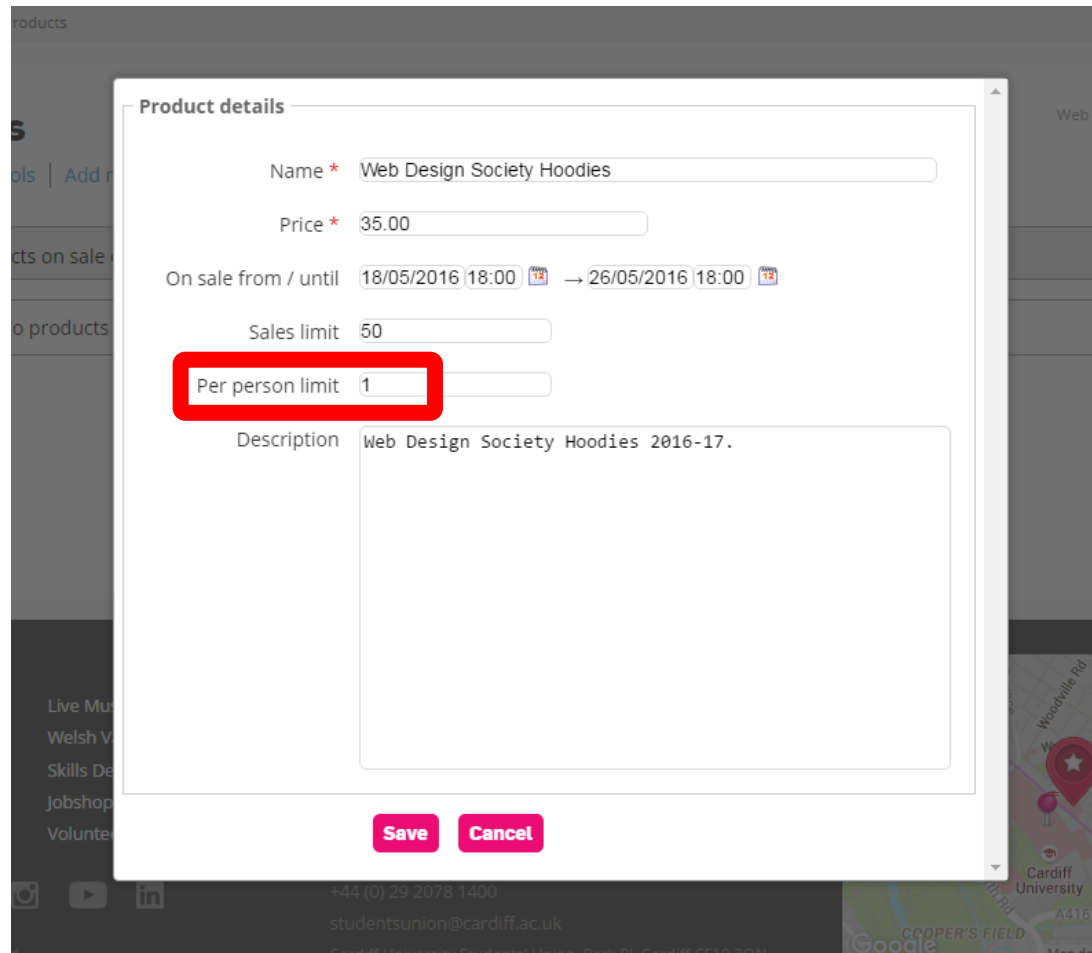
Set the sales period in the past to “delete” a product.

The image shows a 'Product details' form overlaid on a blurred background. The form contains the following fields:

- Name ***: Web Design Society Hoodies
- Price ***: 35.00
- On sale from / until**: 18/05/2016 18:00 → 26/05/2016 18:00
- Sales limit**: 50 (This field is highlighted with a red rectangular box)
- Per person limit**: 1
- Description**: Web Design Society Hoodies 2016-17.

At the bottom of the form are two buttons: **Save** and **Cancel**.

Add a sales limit if you only have a limited number of products to sell.



The image shows a 'Product details' form with the following fields:

- Name *: Web Design Society Hoodies
- Price *: 35.00
- On sale from / until: 18/05/2016 18:00 → 26/05/2016 18:00
- Sales limit: 50
- Per person limit: 1** (This field is highlighted with a red rectangle)
- Description: Web Design Society Hoodies 2016-17.

At the bottom of the form are 'Save' and 'Cancel' buttons.

Add a per person limit if you want to limit the number of products people can buy.

Product details

Name * Web Design Society Hoodies

Price * 35.00

On sale from / until 18/05/2016 18:00 → 26/05/2016 18:00

Sales limit 50

Per person limit 1

Description Web Design Society Hoodies 2016-17.

Save Cancel

Add a description to give people more information about your product.

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Organisation Details > Products

Products

Web Design Society ([change](#))

[Back to admin tools](#) | [Add new product](#)

☒ Show products on sale only

 There are no products that match your filter settings.

Products Admin only displays on-sale products by default. Uncheck this box to view products that are not on sale.

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Products

Web Design Society ([change](#))

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☐ Show products on sale only

Product #	Name	Type	Unit price	PPL	Sales limit	On sale	
10103820	Web Design Society Hoodies	Product	35.00	1	50	No	
10034460	WebDesignSoc Socks	Product	10.00	1	5	No	
10033560	WebDesignSoc Hats	Product	10.00	1	100	No	
10032510	Hoodies yay!	Product	15.00	5	5	No	
10032500	Hoodies yay	Product	15.00	5	5	No	
10032490	Hoodies!	Product	15.00	5	5	No	
10032340	WebDesignSoc Joggers	Product	5.00		5	No	

Use the edit button on the right-hand side of the table to view and add customisations to a product.

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Organisation Details > Products > Customisations

Customisations

Web Design Society

Web Design Society Hoodies

[Back to products](#)

i There are no customisations for this product.

+ [Add new customisation](#)

Use this button to add a new customisation.

les Shops & Services Your Voice Love Cardiff Jobs & Skills Venues Help

Edit customisation

Details

Label * Hoodie Size ?

☒ Required ?

☒ Per-item ?

Max length * 100 ?

Values

Each customisation needs to be labelled. Add a short and descriptive label here.

les Shops & Services Your Voice Love Cardiff Jobs & Skills Venues Help

Edit customisation

Details

Label * Hoodie Size ?

☒ Required ?

☒ Per-item ?

Max length * 100 ?

Values

Check this box if your customisation is required. People won't be able to buy a product without completing required customisations.

les Shops & Services Your Voice Love Cardiff Jobs & Skills Venues Help

Edit customisation

Details

Label * Hoodie Size ?

☒ Required ?

☒ Per-item ?

Max length * 100 ?

Values

Check this box if your customisation is required for each item bought. This is only relevant if people can purchase the product multiple times.

Shops & Services Your Voice Love Cardiff Jobs & Skills Venues Help

Edit customisation

Details

Label * Hoodie Size ?

☒ Required ?

☒ Per-item ?

Max length * 100 ?

Values

Customisations can be typed in by the purchaser, selected from a drop-down list or a mixture of both.

les Shops & Services Your Voice Love Cardiff Jobs & Skills Venues Help

Edit customisation

Details

Label * Hoodie Size ?

☒ Required ?

☒ Per-item ?

Max length * 100 ?

Values

Use this box to limit the character length of typed customisations.

on

Max length * 100

Values

Predefined values

- Extra Small
- Small
- Medium
- Large
- Extra Large
- XXL
- 3XL

☒ Limit to this list

Save Cancel

If you want purchasers to pick options from a list, type the options in here and check the box.

Details

Label * Hoodie Text

☐ Required

☒ Per-item

Max length * 100

Values

Predefined values

☐ Limit to this list

Save Cancel

If you want purchasers to type in their own customisations, leave the predefined values and check box blank.

Edit customisation

Details

Label * Main Course Option

☒ Required

☒ Per-item

Max length * 100

Values

Predefined values

- Vegetarian
- Vegan

☐ Limit to this list

Save **Cancel**

If you want purchasers to be able to select some options or add their own, type in a list but leave the check box blank.

Shops & Services Your Voice Love Cardiff Jobs & Skills Venues Help & Support

Edit customisation

Details

Label * Main Course Option

☒ Required

☒ Per-item

Max length * 100

Values


Predefined values


Vegetarian
Vegan


☐ Limit to this list


Save **Cancel**

Don't forget to save each customisation.







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Join Facebook group 

Visit our website 

Committee Members

<p>President</p>  <p>Joe Birkin</p>	<p>President</p>  <p>Samuel Cook</p>	<p>President</p>  <p>Paul Jones</p>
<p>President</p>  <p>Test Person</p>	<p>President</p>  <p>Stuart Read</p>	<p>President</p>  <p>John Robinson</p>

Membership

 Sorry, there are no memberships available to purchase.


Products

Web Design Society Hoodies £35.00

Add to Basket

Products are put on sale on your webpage.





Committees

1 ▼ £0.00 (Members)

Buy

Guild of Societies Committee Certificates

Societies Desk - Tue 17 May 2016 15:00 - Tue 31 May 2016 12:00

Order your Committee Certificates here.

Do you want a certificate to recognise the hard work you have put into your Society and the skills you've developed?

Purchase a free ticket from this event to order a certificate. We can print off certificates but we can also produce PDF versions which we can email to you as well. Certificates can be collected from the Societies Desk or the Students' Union at the Heath.

We will be ordering printed certificates on 31st May. Please only request a printed certificate if you are able to collect it after this date, as hundreds of certificates are not collected from the SU each year.

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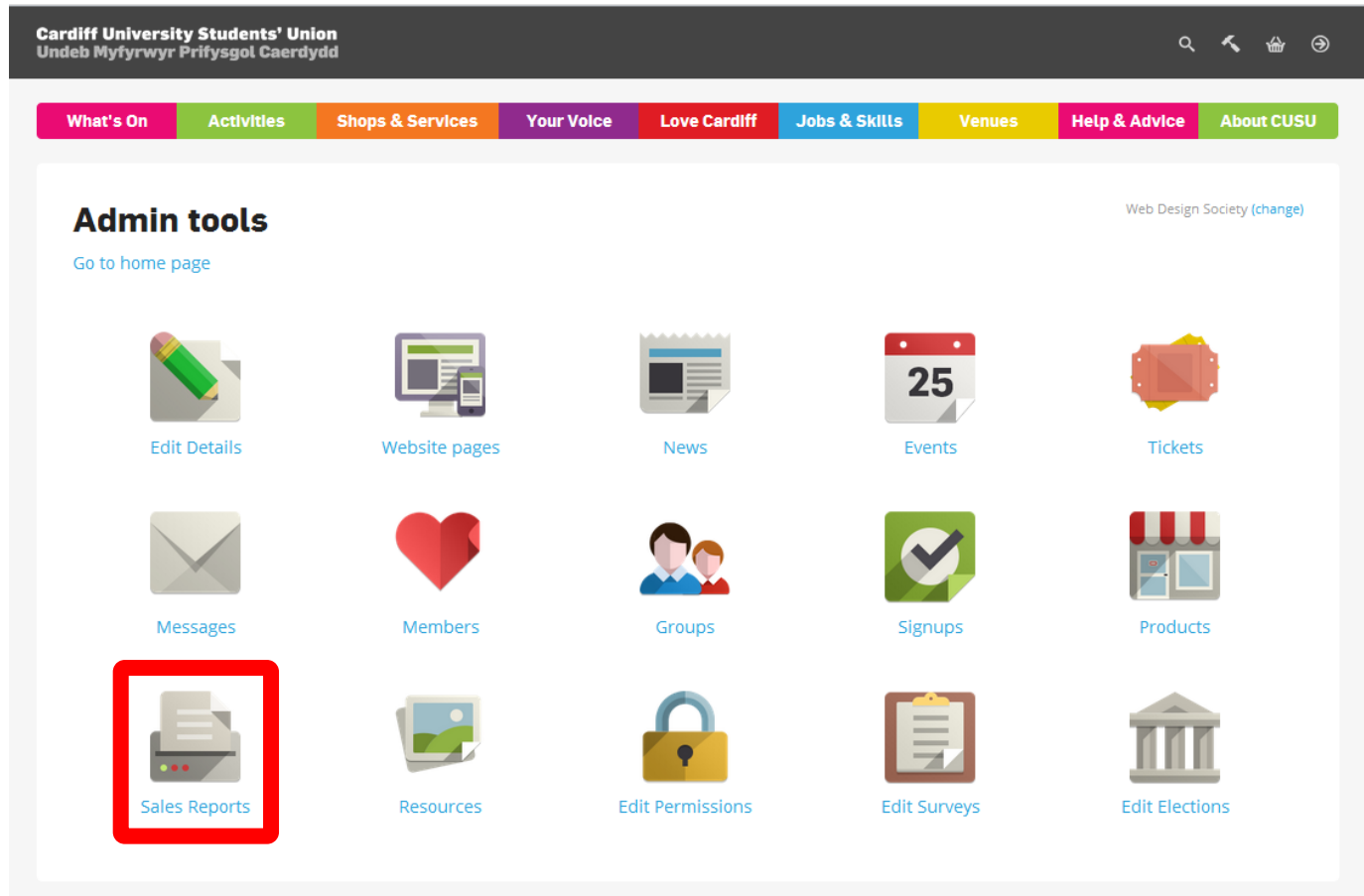
Next Section

We can add customisable products to an event as a ticket. Contact Societies or the AU if you need this.

Sales Reports

- Check how many memberships, tickets and products you have sold
- Find out who has bought memberships, tickets and products
- Get lists of customisations from your products





Check your sales using the sales reports tool.

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Organisation Details > Sales Reports

Sales Reports

Web Design Society ([change](#))

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View sales and purchase information for your organisation's memberships and products.

Date range * 08/07/2016 00:00 → 16/07/2016 00:00

Choose report [Sales Report](#) [Purchasers Report](#) [Customisations](#)

Sales reports are calculated by the sales between two dates. The default is to calculate sales in the last week.

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Sales Reports

Web Design Society ([change](#))

[Back to admin tools](#)

View sales and purchase information for your organisation's memberships and products.

Date range * 01/08/2015 00:00 → 16/07/2016 00:00

Choose report [Sales Report](#) [Purchasers Report](#) [Customisations](#)

To check total sales, push the date back to before an item went on sale. Use 1st August if you want to check total sales for the year so far.

Sales Report

[Back to admin tools](#)

View sales and purchase information for your organisation's memberships and products.

Date range * 01/08/2015 00:00 → 16/07/2016 00:00

Choose report **Sales Report** Purchasers Report Customisations

1 of 1 Find | Next

Product Sales Report

Report generated Fri 15 Jul 2016 15:25

Report Details

Product #	Name	Organisation	From Date	To Date
ALL	ALL	Brass Band Society	Sat 01 Aug 2015 00:00	Sat 16 Jul 2016 00:00

Summary

Transaction type	Qty	Total
Sale	44	264.00
Net total	44	264.00

Shop	Product	Qty	Unit Price	Total
[10001030]	Brass Band Society Standard Membership	26	Sale	130.00
[10068360]	Give it a Blow (Brass Band) Fri 2 Oct 2015 - General	4	Sale	4.00
[10088230]	Give It A Blow Fri 29 Jan 2016 - General	1	Sale	0.00
[10000000]	UnlBrass Payment Sat 20 Feb 2016 - Members	13	Sale	130.00

Use the Sales Report to find out how many individual items you have sold and how much income this has generated.

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View sales and purchase information for your organisation's memberships and products.

Date range * 01/08/2015 00:00 → 16/07/2016 00:00

Choose report [Sales Report](#) **[Purchasers Report](#)** [Customisations](#)

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Product Purchasers Report

Report generated Fri 15 Jul 2016 15:26

Report Details						
Product #	Name	Organisation	From Date	To Date	Product Type	Txn Type
ALL	ALL	Brass Band Society	Sat 01 Aug 2015 00:00	Sat 16 Jul 2016 00:00	* ALL *	* ALL *
Trans #	Name	Under 18	Card #	Shop	Qty	Purchase Date
[10001030] Brass Band Society Standard Membership						
30344210				Website	1	Mon 02 Nov 2015 14:02
30389453				Finance	1	Fri 05 Feb 2016 13:24
30353492				Website	1	Mon 16 Nov 2015 13:10
30351518				Website	1	Fri 13 Nov 2015 18:23
30291983				Website	1	Sun 20 Sep 2015 18:05
30389470				Finance	1	Fri 05 Feb 2016 13:59
30326992				Website	1	Mon 12 Oct 2015 14:19
30327260				Website	1	Mon 12 Oct 2015 18:14
30394338				Website	1	Wed 17 Feb 2016 19:07

Use the Purchasers Report to find out who purchased each item.

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View sales and purchase information for your organisation's memberships and products.

Date range * 01/08/2015 00:00 → 16/07/2016 00:00

Choose report [Sales Report](#) **[Purchasers Report](#)** [Customisations](#)

1 of 1 Find | Next

Product Purchasers Report

Report generated Fri 15 Jul 2016 15:26

Report Details						
Product #	Name	Organisation	From Date	To Date	Product Type	Txn Type
ALL	ALL	Brass Band Society	Sat 01 Aug 2015 00:00	Sat 16 Jul 2016 00:00	* ALL *	* ALL *
Trans #	Name	Under 18	Card #	Shop	Qty	Purchase Date
[10001030] Brass Band Society Standard Membership						
30344210				Website	1	Mon 02 Nov 2015 14:02
30389453				Finance	1	Fri 05 Feb 2016 13:24
30353492				Website	1	Mon 16 Nov 2015 13:10
30351518				Website	1	Fri 13 Nov 2015 18:23
30291983				Website	1	Sun 20 Sep 2015 18:05
30389470				Finance	1	Fri 05 Feb 2016 13:59
30326992				Website	1	Mon 12 Oct 2015 14:19
30327260				Website	1	Mon 12 Oct 2015 18:14
30394338				Website	1	Wed 17 Feb 2016 19:07

You can use Purchasers Reports to identify committee members who haven't purchased membership. Push the date back to August 1st.

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View sales and purchase information for your organisation's memberships and products.

Date range * 01/08/2015 00:00 → 16/07/2016 00:00

Choose report [Sales Report](#) [Purchasers Report](#) [Customisations](#)

1 of 1 Find | Next

Product Customisations Report

Report generated Fri 15 Jul 2016 15:32

Report details

Product #	Product	Organisation	From date	To date
ALL	ALL	Guild of Societies	01 Aug 2015	16 Jul 2016
Txn #	Purchase date	Customer name	Card number	
[10099070] Societies Ball 2016 Standard Ticket				
30418723	24 Mar 2016 13:58			
Meal option		Non-Vegetarian		
Which society would you like to sit with?		Student Scout and Guide Society		
Drink option		Soft Drink		
30418720	24 Mar 2016 13:58			
Meal option		Non-Vegetarian		
Which society would you like to sit with?		Law Society		
Drink option		Soft Drink		
30418728	24 Mar 2016 14:02			
Which society would you like to sit with?		Music Society		

Use the Customisations Report to get a list of product customisations.

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View sales and purchase information for your organisation's memberships and products.

Date range * 01/08/2015 00:00 → 16/07/2016 00:00

Choose report [Sales Report](#) [Purchasers Report](#) [Customisations](#)

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Product Customisations Report

Report generated Fri 15 Jul 2016 15:32



Report details

Product #	Product	Organisation	From date	To date
ALL	ALL	Guild of Societies	01 Aug 2015	16 Jul 2016
Txn #	Purchase date	Customer name	Card number	
[10099070] Societies Ball 2016 Standard Ticket				
30418723	24 Mar 2016 13:58			
Meal option		Non-Vegetarian		
Which society would you like to sit with?		Student Scout and Guide Society		
Drink option		Soft Drink		
30418720	24 Mar 2016 13:58			
Meal option		Non-Vegetarian		
Which society would you like to sit with?		Law Society		
Drink option		Soft Drink		
30418728	24 Mar 2016 14:02			
Which society would you like to sit with?		Music Society		

Contact Societies or the AU if you want customisations in table format.

[Back to admin tools](#)

View sales and purchase information for your organisation's memberships and products.

Date range * 01/08/2015 00:00  → 16/07/2016 00:00 

Choose report [Sales Report](#) [Purchasers Report](#) [Customisations](#)

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Product Customisations Report

Report generated Fri 15 Jul 2016 15:32

Report details

Product #	Product	Organisation	From date	To date
ALL	ALL	Guild of Societies	01 Aug 2015	16 Jul 2016
Txn #	Purchase date	Customer name	Card number	
[10099070] Societies Ball 2016 Standard Ticket				
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30418720	24 Mar 2016 13:58			
Meal option		Non-Vegetarian		
Which society would you like to sit with?		Law Society		
Drink option		Soft Drink		
30418728	24 Mar 2016 14:02			
Which society would you like to sit with?		Music Society		

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Export Reports to Excel, CSV, PDF, Word or other file formats.