

Entering Offline Ticket Sales

Category: Offline Raising

Published: Oct 20, 2025

Reading Time: 1 min

There are no fees on Offline Ticket sales.

Any funds you collect by **check** or **cash** during or after your campaign are all yours; **you keep 100% of Offline Ticket Sales!**

Entering your Offline Ticket sales in the Dashboard allows you to track your Offline Ticket sales in reports along with your *Online* sales.

To enter or record an Offline Ticket that was sold, go to **Reports → E-Commerce → Tickets**, and click the "**Offline Ticket**" button.

The screenshot shows the MyFunRun dashboard interface. On the left sidebar, the navigation menu includes Home, Tutorial, Resources, Site Builder, Administration, Promote, Reports, and E-Commerce. The 'Reports' and 'E-Commerce' items are highlighted with red boxes. Under 'E-Commerce', the 'Tickets' option is also highlighted with a red box. The main content area shows the 'Tickets' section for 'Starfield School - Premium'. A red arrow points to the 'Offline Ticket' button, which is also highlighted with a red box. Below this, there is a 'TICKET SALES' summary table and a 'FILTER YOUR TICKETS' section with dropdown menus for Type, Ticket, Archive, and Date range. At the bottom, there is an 'Actions Guide' section with instructions on how to use the history and view icons.

TICKET SALES				
\$0.00 Online total	\$0.00 Net	0 Tickets	\$0.00 Offline total	\$0.00 Total

Type	Ticket	Archive	Date range
Show all	Show all	Show unarchived tickets	Select a "From" date and a "To" date Make use of the calendar picker and then click on Apply.

Actions Guide
Use the icons below to manage tickets. Here's what each button does:

- To view ticket history, click the history icon.
- To view ticket details, click the view icon.

Select the ticket and complete the form.

- Home
- Tutorial
- Resources

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Starfield School - Premium

MyFunRun

<https://myfunrun.com/demo-website-premium>




Offline Ticket

Choose a ticket to proceed.

[Home](#) > [E-Commerce](#) > [Tickets](#) > Offline Ticket

Show 100 entries

Search:

Actions	Ticket	Price	Sold	Status
	Ticket Buyer	\$5.00	0	ENABLED
	Ticket Organizer	\$5.00	0	ENABLED
	Free Ticket	Free	0	ENABLED
	Ticket - Sold Out	Free	0	ENABLED

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