

Entering Offline Ticket Sales

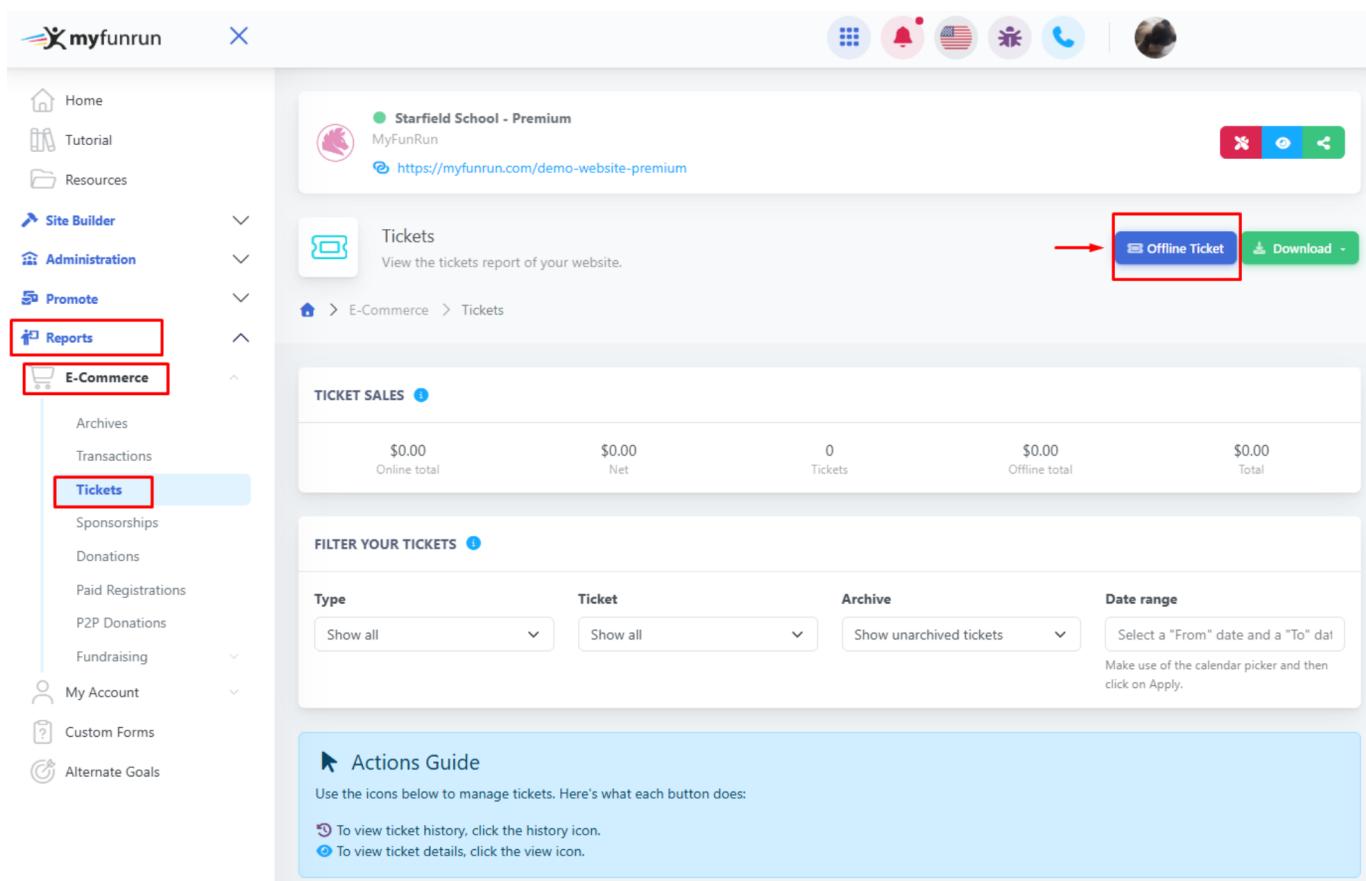
Category: Offline Raising
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Reading Time: 1 min

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 with a sidebar on the left containing links for Home, Tutorial, Resources, Site Builder, Administration, Promote, Reports (which is selected and highlighted with a red box), E-Commerce (which is also highlighted with a red box), Archives, Transactions, Tickets (which is selected and highlighted with a red box), Sponsorships, Donations, Paid Registrations, P2P Donations, Fundraising, My Account, Custom Forms, and Alternate Goals.

The main content area displays the "Tickets" report for "Starfield School - Premium MyFunRun" with the URL <https://myfunrun.com/demo-website-premium>. The report shows "TICKET SALES" with the following data:

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

Below the sales table is a "FILTER YOUR TICKETS" section with dropdowns for Type (Show all), Ticket (Show all), Archive (Show unarchived tickets), and Date range (Select a "From" date and a "To" date). A note says "Make use of the calendar picker and then click on Apply."

At the bottom of the report, there is an "Actions Guide" box with the following text and icons:

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](#)[Site Builder](#)[Administration](#)[Promote](#)[Reports](#)[E-Commerce](#)[Archives](#)[Transactions](#)[Tickets](#)[Sponsorships](#)[Donations](#)[Paid Registrations](#)[P2P Donations](#)[Fundraising](#)[My Account](#)[Custom Forms](#)[Alternate Goals](#)

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

Showing 1 to 4 of 4 entries

Previous 1 Next

Actions

Ticket

Price

Sold

Status

Actions

Ticket

Price</