

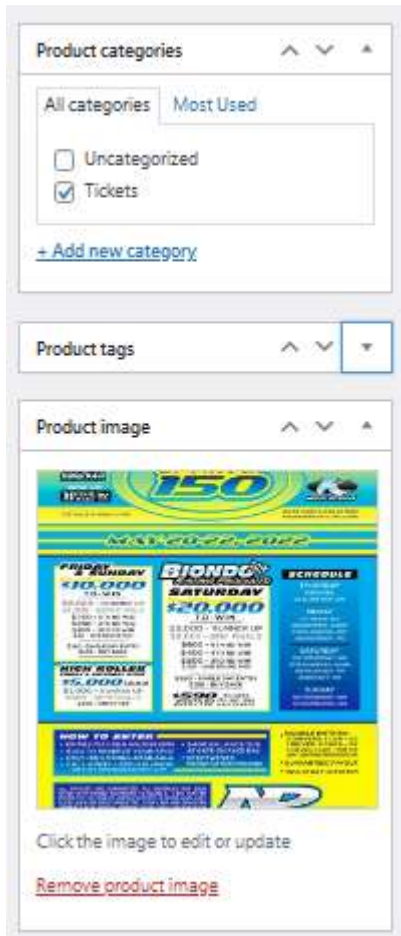


How To Load an Event to Sell Tickets Including Scheduling Start of Sale

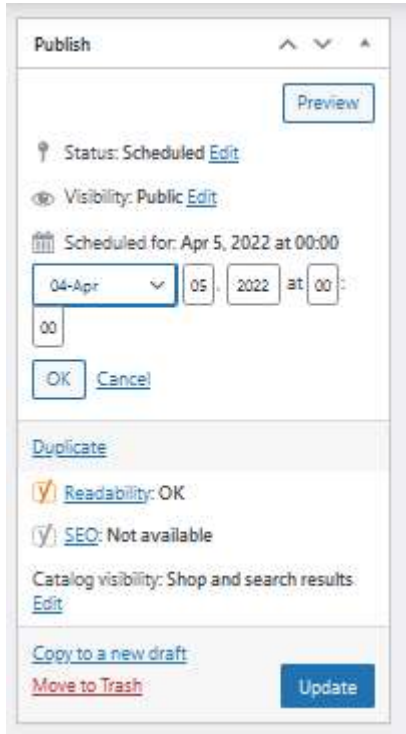
1. Login to your WordPress Dashboard
2. Click On Products Tab
3. Click on Add New Product
4. Enter Desired Name, Description, Regular Price

A screenshot of the WordPress product editor interface. At the top, the title "Spring 150 Pre-Entry" is entered in a text box. Below it, the permalink is shown as "https://www.numidiadragway.com/product/spring-150-pre-entry/" with a "save" button. The main content area is a rich text editor with a toolbar containing options for Paragraph, Bold, Italic, Bulleted List, Numbered List, Quote, Link, Unlink, Table, and Undo. The text area is currently empty. Below the editor, the "Product data" section is visible, showing "Simple product" selected in a dropdown menu, with "Virtual" checked and "Downloadable" unchecked. The "General" tab is active, and the "Regular price (\$)" field is set to "190". A word count of 0 is shown at the bottom left, and a timestamp "Last edited by support@1skymedia.com on April 1, 2022 at 2:46 am" is at the bottom right.

5. Select Category "Tickets" and Add "Product Image"



6. To Schedule Product for a Desired Date, select Date and Time under “Publish” option



Publish

Preview

Status: Scheduled [Edit](#)

Visibility: Public [Edit](#)

Scheduled for: Apr 5, 2022 at 00:00

04-Apr 05 2022 at 00:00

OK Cancel

[Duplicate](#)

[Readability](#): OK

[SEO](#): Not available

Catalog visibility: Shop and search results [Edit](#)

[Copy to a new draft](#)

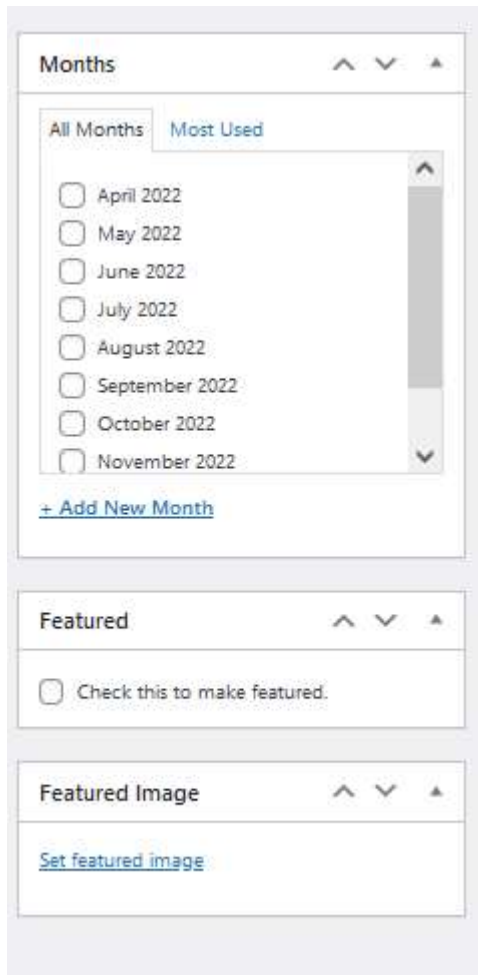
[Move to Trash](#) Update

7. Click Update

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Adding an Event and Setting it to Launch on a Specific Time & Date

1. Login to your WordPress Dashboard
2. Click on Events Tab.
3. Click on Add New Event button
4. Enter Desired Data, as per Field names
5. Select Month for Event and add featured Image

A screenshot of the WordPress event creation form. The "Months" section is expanded, showing a list of months from April 2022 to November 2022, each with an unchecked radio button. Below the list is a link "+ Add New Month". The "Featured" section has an unchecked radio button and the text "Check this to make featured.". The "Featured Image" section has a link "Set featured image".

Months

All Months Most Used

April 2022

May 2022

June 2022

July 2022

August 2022

September 2022

October 2022

November 2022

[+ Add New Month](#)

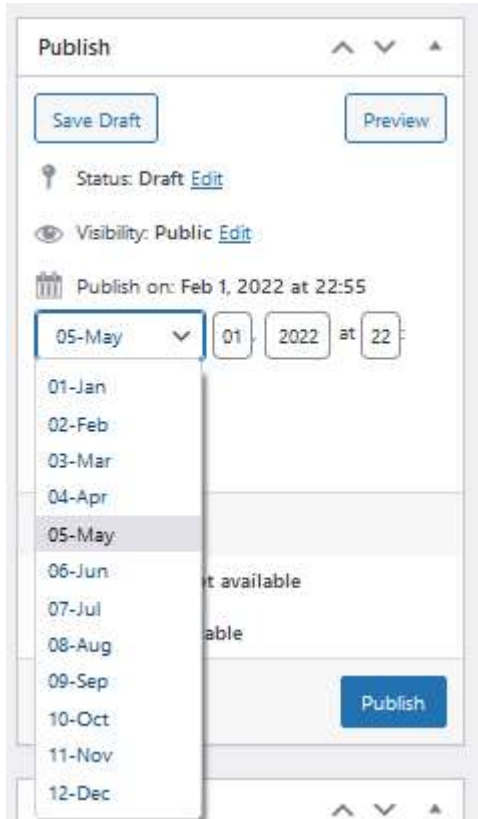
Featured

Check this to make featured.

Featured Image

[Set featured image](#)

6. To Schedule Event for a Desired Date, select Date and Time under “Publish” option



7. Click Update