

How to accommodate non-student guests and your school's approval process

You have a few options on how to accommodate non-student guests and your school's approval process. Unfortunately, this process will take a little more work than the typical ticket sale, since it requires you (the adviser) to approve specific students.

Here are 2 suggestions on how to make this work for your school:

OPTION 1 - Non-student guests CANNOT buy tickets until you have approved them.

Summary: You will have have students complete your approval process as they always have (ie. get a permission form from your office, fill it out, turn it in for approval). Then, you will manually enter approved students into School Collector's software.

1. Set your ticket sales up to only allow student guests:

School Collector My Events Buy Tickets Give Us Feedback

- School Information ✓
- Event Location ✓
- Basic Event Information ✓
- Ticketing Options ✓
- Ticket Sales ✓
- Student IDs ✓
- Sale Dates ✓
- Guest Tickets ✓**
- Ticket Pricing ✓
- Social Media
- File Upload ✓

Can individuals bring guests to this event?

Maximum number of tickets each individual can purchase
2 Tickets (can buy for a guest)

Can individuals bring a non-student guest to the event?

No, only students who attend our school, and have a valid ID, can attend.
 Yes, anyone can attend.

Don't worry. This still works if you are using Student ID cards as tickets. Your non-student guests will get a printable ticket emailed to them!

Cancel Save and Quit Next Step: Ticket Pricing

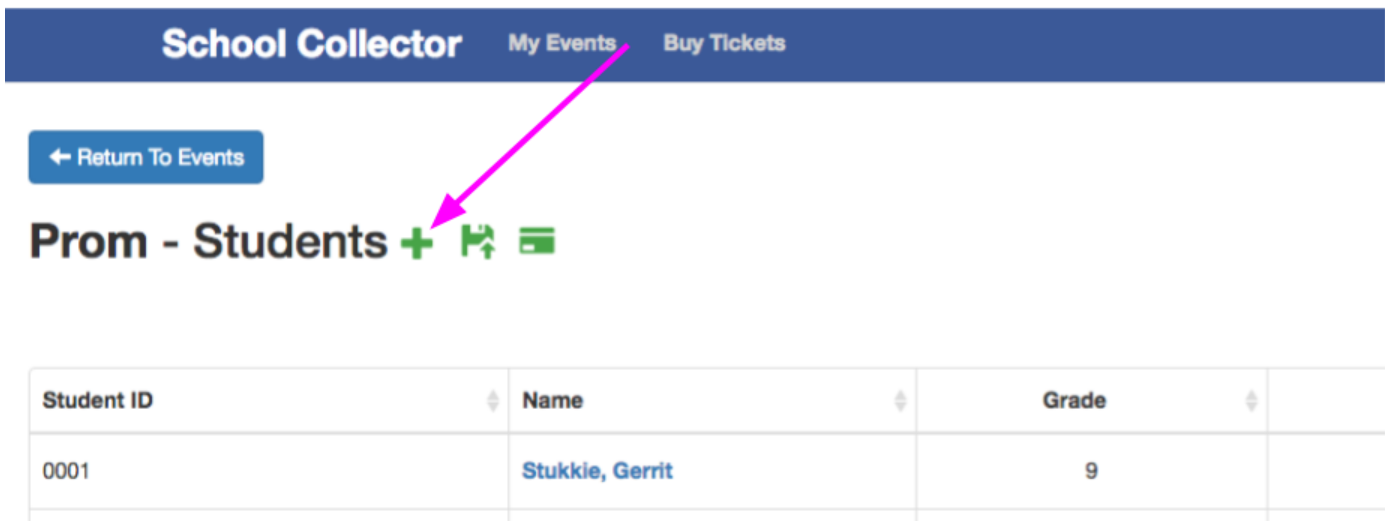
2. When you approve a non-student guest, add them to your student list:

a. On your adviser screen, choose "view/add students"

Events +

Title	Start Date	Start Time	End Date	End Time	Address	Additional Info	Actions
Prom (Non-public Event)	11/16/2016	2:06 PM	11/24/2016	2:06 PM	Test, Test Test, MI, 48103		

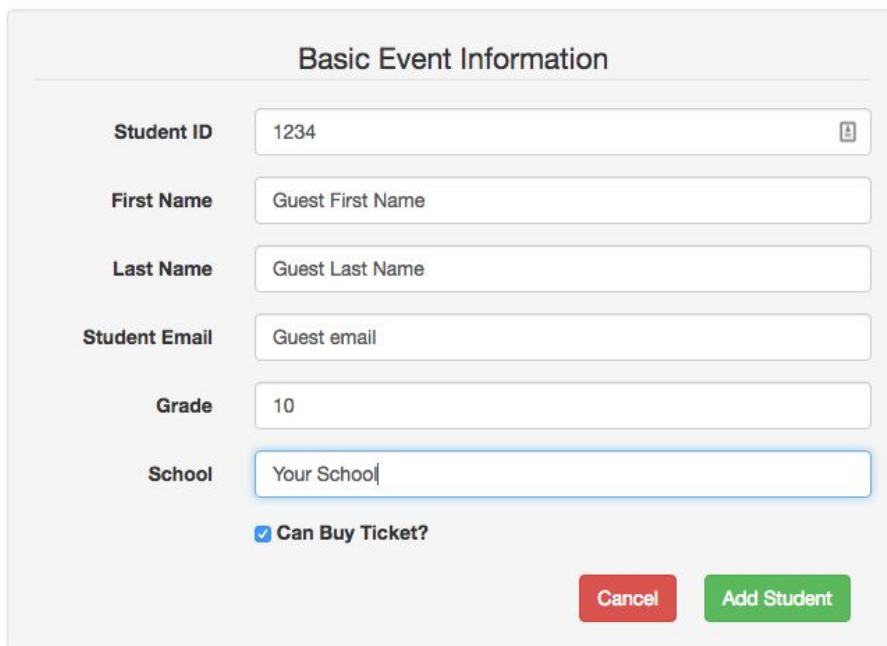
b. Then, choose the “+” to add a student.



The screenshot shows the 'School Collector' interface. At the top, there is a dark blue header with 'School Collector' in white, and 'My Events' and 'Buy Tickets' in smaller white text. Below the header is a blue button with a left arrow and the text 'Return To Events'. The main content area has the title 'Prom - Students' followed by three green icons: a plus sign, a person with a plus sign, and a list icon. A pink arrow points to the plus sign icon. Below this is a table with three columns: 'Student ID', 'Name', and 'Grade'. The table contains one row with the following data:

Student ID	Name	Grade
0001	Stukkie, Gerrit	9

c. Finally, enter student information. *****You will be assigning a student ID. In this example, I randomly made the ID 1234 for this guest.**



The screenshot shows a 'Basic Event Information' form. The fields are as follows:

- Student ID: 1234
- First Name: Guest First Name
- Last Name: Guest Last Name
- Student Email: Guest email
- Grade: 10
- School: Your School

At the bottom of the form, there is a checkbox labeled 'Can Buy Ticket?' which is checked. Below the checkbox are two buttons: 'Cancel' (red) and 'Add Student' (green).

d. Inform that student of the ID they need to use to buy a ticket. They will now be able to purchase online, or during cash sales because School Collector will recognize them as a student.

OPTION 2 - Students can buy for their non-student guest first, and get approved after. (not recommended if you anticipate a large number of non-student guests)

Summary: students can buy a ticket for any non-student guest. You can have the guest form emailed to them once they purchase. Students turn in the form before the dance. This would require you (as the adviser) to manually check that all your non-student guests have turned in their form.

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- Sale Dates ✓
- Guest Tickets** ✓
- Ticket Pricing ✓
- Social Media
- File Upload ✓

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 Yes, anyone can attend.

Don't worry. This still works if you are using Student ID cards as tickets. Your non-student guests will get a printable ticket emailed to them!

Cancel Save and Quit Next Step: Ticket Pricing

2. If you'd like, include your guest permission form in the file upload section. This will be emailed to your students so they can print it out and turn it in:

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- Social Media
- File Upload** ✓

You're almost there! Time to upload some files!

File Type	Purpose	Status	Options
.csv file	This allows you to require Student ID numbers for using IDs as tickets, record specific student attendance, and having more control over purchasing.	Complete	Edit Learn everything you need to know about a .csv file here (don't forget, once uploaded, you can return to edit sales availabilities!)
Event Permission Form	Have your permission form emailed to your students for them to print and turn in to you!	Incomplete/Optional	Upload
Other	Is there anything else you want your ticket purchasers to receive in their confirmation email? Upload it here and they will get it!	Incomplete/Optional	Upload

3. On the “view/add tickets” screen, you can easily see who are guests. However, you will need to track who has turned in their form. If they have not turned in their form by the date you set, you can refund their ticket. This will prevent them from being able to check-in to the event.