



How to add an Event to TickeTracker?

Try the following steps in order before the event, one at a time:

1. In a browser on your computer: type www.totalgatesolutions.com in the address bar.
2. Log in to TickeTracker using your username and password.
3. On the **Events** tab, click **Add**.
3. Fill in all required field:
 - Event Name** (*Example V vs. Atlantic or JV vs. Atlantic*)
 - Event Date**
4. Select the type of **Sport** from the dropdown menu.
5. Ensure that these required fields are completed and click **Save**.

Try the following steps in order after the event data has been uploaded, one at a time:

1. In a browser on your computer: type www.totalgatesolutions.com in the address bar.
2. Log in to TickeTracker using your username and password.
3. On the **Events** tab, click **Search**.
4. Fill in **Event Name** or **Event Date**, or select the **Sport** from the dropdown menu.
5. Click **Search**.
6. Find the event in the list and click **Edit**.
7. In the **Gate Receipts** section of the page, you will see a list of gate operator from the event.
8. Click edit for gate operator 1.
9. Fill in any fields that apply for that gate:
 - Ticket Receipts** (*Total amount sold at this gate*)
 - Refunded**
 - Sports Pass Receipts** (*If you sell sports passes at your gates enter that here*)
 - Misc Receipts**
 - Notes**
10. Ensure that all fields that apply are completed and click **Save**.