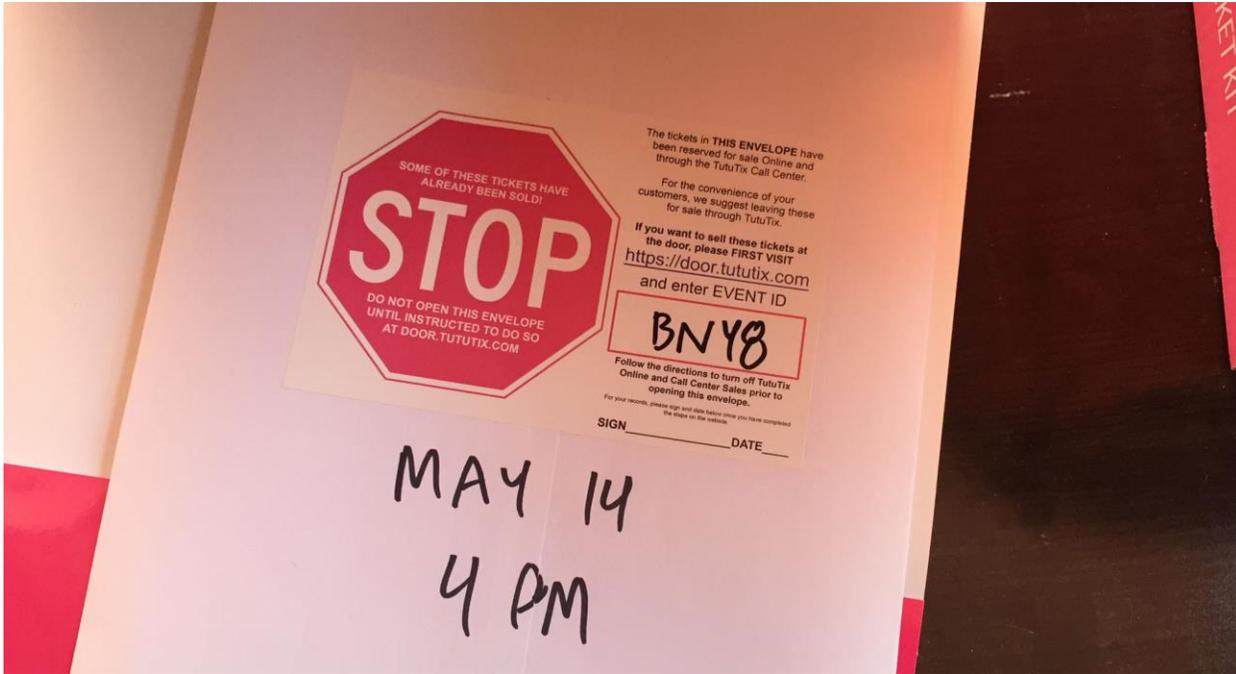


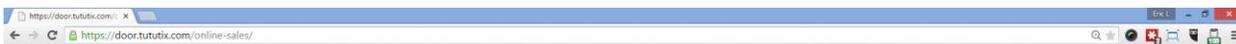
How to turn off TutuTix Online and Call Center Sales and Reconcile Ticket Inventory

One thing you need to decide once your door ticket kit arrives is whether or not to leave your online sales active. Here's what you do:

First, locate the four character event ID on the front of your STOP envelope.



Go to door.tututix.com and enter that event code, then press enter.



Lets Get Started



Hello, and welcome to TutuTix! To begin, locate the Event ID on the front of the pink folder and enter it below.

ENTER

On the next screen, you will see, near the bottom, a representation of how many of the tickets in that envelope have already sold online.

https://door.tututix.com/online-sales/

Selling Strong

Great! You entered the information for this event :

Event ID:	BNY8
Venue:	Ventura College PAC
Title:	Spring Performance 2015
Date:	Thursday, May 14, 2015
Time:	4:00 PM

TutuTix online and call center sales are **ACTIVE** for this event.

To keep the process of buying tickets convenient for your patrons, TutuTix reserves some ticket inventory for sale online and through our call center leading up to your event. Those tickets are in your event folder, in the **STOP** envelope.

9 out of 34 of the tickets in that envelope have been sold for this event.

Click the **EMAIL SEATING CHART** button to have your current sales remain online and your current seating chart mailed to you.

Click the **TURN OFF ONLINE SALES** button to turn off TutuTix call center and online sales. This should be done if you wish to sell the tickets in the **STOP** envelope at the door.

[EMAIL SEATING CHART](#) [TURN OFF ONLINE SALES](#) [ANOTHER EVENT](#)

If any of the held tickets have sold, we suggest leaving the tickets for sale online longer. This is a clear indication that there are patrons still wishing to purchase in advance.

If very few or none of the tickets have sold, it's probably ok to go ahead and turn off online sales.

So, to turn off TutuTix sales, we click "turn off online sales"

https://door.tututix.com/online-sales/

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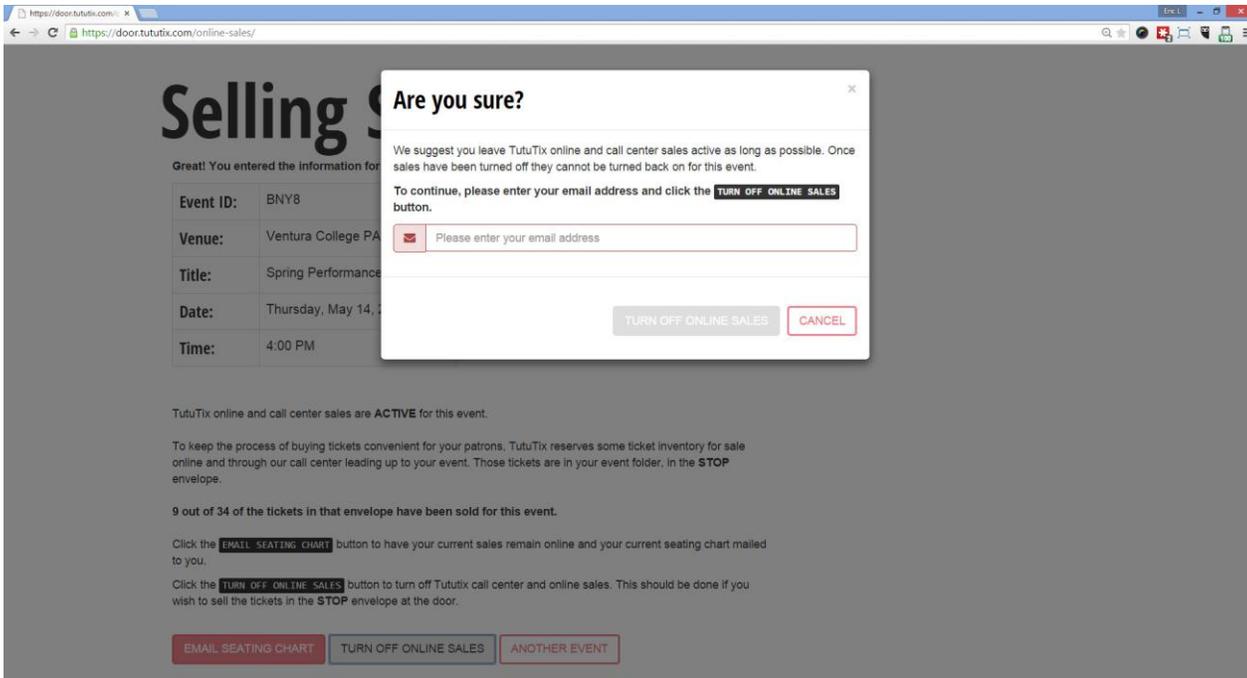
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[EMAIL SEATING CHART](#) [TURN OFF ONLINE SALES](#) [ANOTHER EVENT](#)

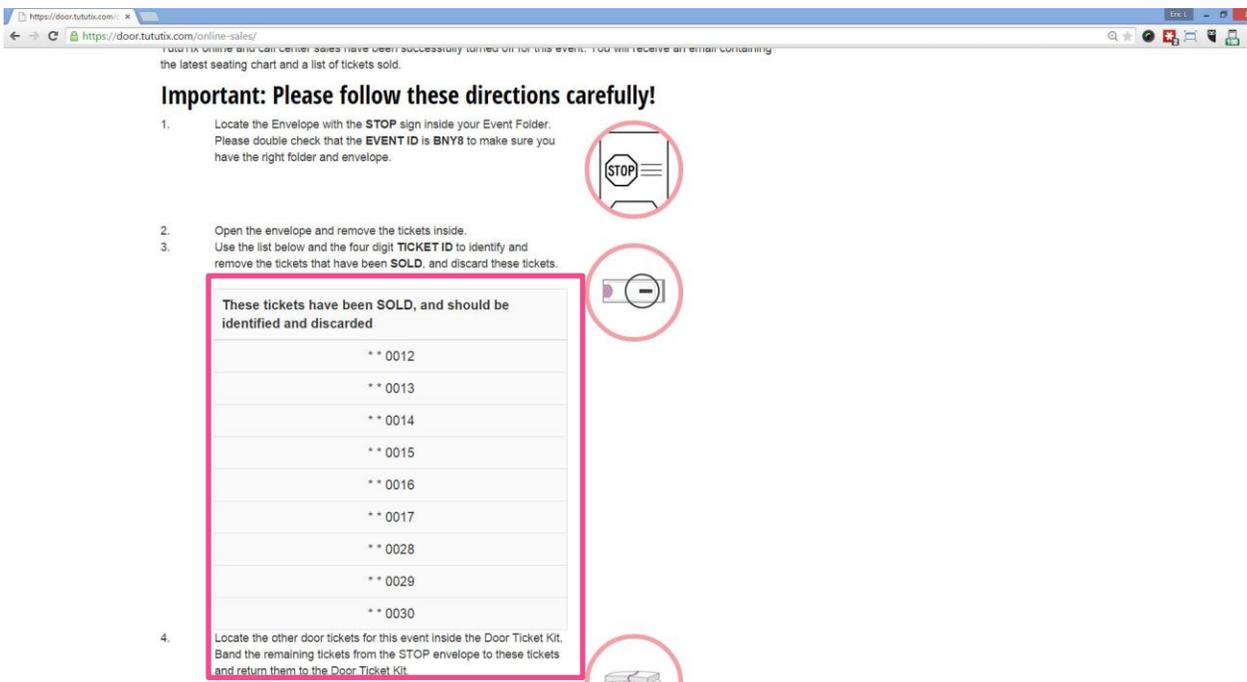
The pop up will then ask you to enter your email address and confirm. Once you click this button the process cannot be undone.



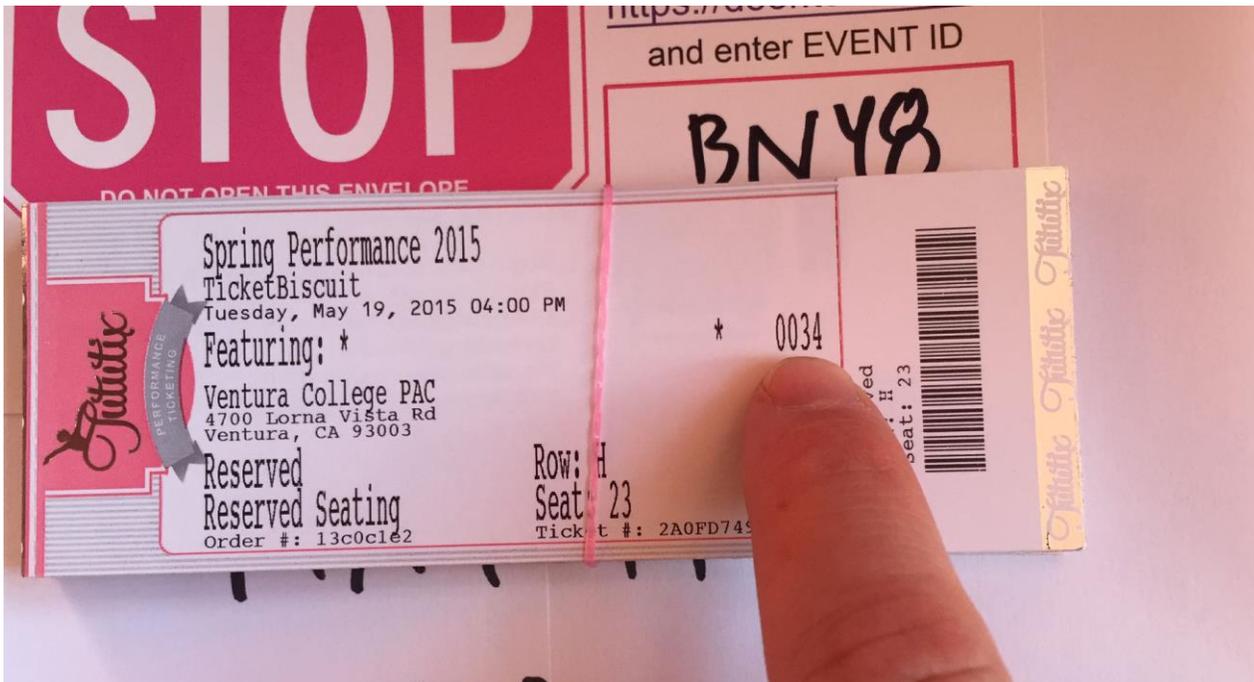
The process of turning off your sales takes a few moments, so be patient. Shortly, you'll receive a copy of your current seating chart and order list via email. **There is also one very important final step.**

Once you see the "Important Final Step" page, you're almost done. All we have to do is identify and discard the tickets that have already been sold online.

Scroll down that page until you see a list of four digit Ticket IDs. These represent tickets that have already been sold.



Next, open the stop envelope and pull the tickets out. You'll see a four digit number on the right hand side. Just find the ticket IDs that match the list presented online, and remove those tickets. Be sure to count them to make sure you have removed them all.



Finally, band the remaining tickets back together, label them with the event date and time and section, and group them with the other tickets from that event in the door ticket kit.

