



SPONDOOLY
SEATS

Operations Manual

VENDORS

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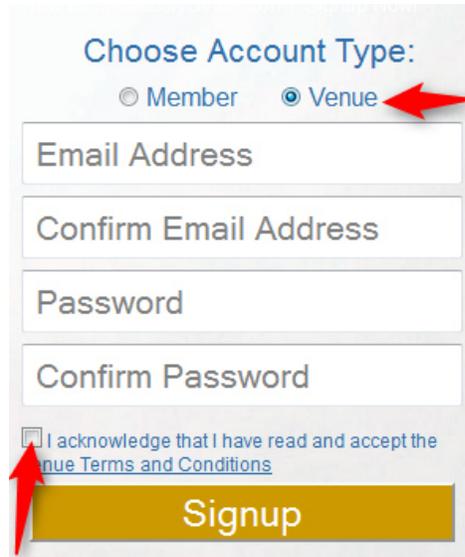
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How to Sign-up a Venue

VENUE SIGNUP

STEP 1

To sign-up as a Venue, *Click the radio button* next to “Venue” and *fill out form* below:



Choose Account Type:

Member Venue

Email Address

Confirm Email Address

Password

Confirm Password

I acknowledge that I have read and accept the [Venue Terms and Conditions](#)

Signup

STEP 2

Once you’ve finish filling out the “*Signup* form”, you will be forwarded to the “*Registration Form*”. Fill out the Registration form and *Click “Register Now”*.

REGISTRATION FORM

Finalize your account setup by filling out all the fields below. We require this information in order to verify your identity. Only Spondooly Seats authorized representatives will have access to this information, and it will not be visible by others.



FIRST NAME LAST NAME

COMPANY NAME
(If you are not working on behalf of a company please type "Individual")

CONTACT TITLE/POSITION

CONTACT NUMBER

CITY

STATE ZIP

REGISTER NOW

Venue Menu: Manage Venues

STEP 3

When you login to your venue, you will see four selections that allow you to manage your venue account.

See below. Note: See pages 7-8 for how to Manage Venues, Events, Notification, and Change the Password.

MANAGE VENUES

Click here to view and update your venue information.

MANAGE EVENTS

Click here to view current and past events as well as edit.

MANAGE NOTIFICATIONS

Click here to change how, when, and what you receive notifications for.

CHANGE PASSWORD

Click here to change your account password.

Venue Menu: Manage Venues (Cont.)



MANAGE VENUES

Click here to view and update your venue information.

After you **Click** "Manage Venues" you will be able to *view, edit or delete/remove* venues.

SPONDOOLY SEATS VENUES

Venue Name	Location	Current Events	Past Events	View	Edit	Delete
Tim's place	Las Vegas NV	1	0	View	Edit	X

Venues Menu: Manage Events



MANAGE EVENTS

Click here to view current and past events as well as edit.

After you **Click** "Manage Events" you will be able to *view, edit or delete/remove* events.

SPONDOOLY SEATS EVENTS

Event Name	City	State	Status	Tickets Reserved	Tickets Remaining	View	Edit	Cancel
The Little River band	Las Vegas	NV	Pending Approval	<u>0</u>	6	View	Edit	X

Venues Menu: Manage Event Notifications: Change Will Call Cutoff Time



MANAGE NOTIFICATIONS

Click here to change how, when, and what you receive notifications for.

Enter the email you wish to be notified with. Choose how often you would like to be notified by clicking on the radio button next to the suggested times.

EVENT NOTIFICATION SETTINGS AND ACCOUNT EMAIL

Account Email				
This is the email you use to login and where we will send seat lists for your events?				
Fred@fred.com				
Change Email to:	<input type="text"/>			
<input type="button" value="Update Email"/>				
Default cutoff time for event tickets				
What is the last time Spondooly Seats members can reserve tickets for your events?				
<input checked="" type="radio"/> 3 hrs before event	<input type="radio"/> 6 hrs before event	<input type="radio"/> 12 hrs before event	<input type="radio"/> 24 hrs before event	<input type="radio"/> 48 hrs before event
<input type="button" value="UPDATE EVENTS CUT-OFF TIME"/>				

Venues Menu: Change Password



CHANGE PASSWORD

Click here to change your account password.

To change your password, enter your "current password", "new password", the "confirm new password", and Click "Change Password".

CHANGE ACCOUNT PASSWORD	
Current Password	
<input type="password"/>	
New Password	
<input type="password"/>	
Confirm New Password	
<input type="password"/>	
<input type="button" value="Change Password"/>	

Add A Venue from your Venue Account

To add a venue from your venue account, *Click* “+Venue” in the top *right hand corner* of your screen.

STEP 1

 +Venues | +Events | MyAccount | Alerts | Logout

STEP 2

ADD A VENUE

Add a venue by completing the form below. The Venue Listing Information will appear next to the event listings for this venue.

VENUE LISTING INFORMATION

<input type="text" value="Venue Name"/>	<input type="text" value="Venue Phone (optional)"/>
<input type="text" value="Venue Address"/>	<input type="text" value="Venue Email (optional)"/>
<input type="text" value="City"/>	<input type="text" value="State"/>
<input type="text" value="Venue Hours (optional)"/>	
<input type="text" value="Zip"/>	
<p>Venue Short Description:</p> <input type="text"/>	<p>Will Call Information <small>(tell members where and when to pick-up tickets on day of event).</small></p> <input type="text"/>

CONTACT INFORMATION (optional)

Enter the Contact Information of the authorized representative for the Venue. The following contact information will only be used by Spondooly Seats Staff and will not be available to Spondooly Seats Members.

<input type="text" value="Contact Full Name"/>	<input type="text" value="Contact Title/Position"/>
<input type="text" value="Contact Phone Number"/>	<input type="text" value="Contact Email"/>

Add Venue

Accounts: Add An Event

To add a event from your venue account, **Click "+Event"** in the top *right hand corner* of your screen.

STEP 1

+Venues | **+Events** | MyAccount | Alerts | Logout



STEP 2

Fill out the form below. Make sure you select the name of the venue. If the venue do not exist, click on "**add the venue**". **Select the venue type** from the pull down menu. **Enter an event name**. **Upload the event image**. Give **a short description** of the event. Enter **the Event Date and Showtimes** with the amount of tickets for each showtime. If you need additional dates, **Click "+Add Event Date and Showtimes"** to add another date and showtimes.

ADD AN EVENT

Add an event by completing the form below. Be sure to choose the venue first. If you do not see the venue for your event you must first **add the venue**.

Choose Venue ▾

Event Type: Select ▾

[Edit Event Types](#)

Event Name

Upload Event Image:

No file selected.

(Load an image of the event. Make sure it is a .jpg or .jpeg, 80Kb or smaller, and maximum width and height of 500px)

Event Short Description:

1. Event Date

MM ▾ DD ▾ YYYY ▾

Event Showtimes

Enter up to 3 event showtimes. Use hour:minute format (ie. 12:30) and check am or pm.

1st Showtime

2nd Showtime

3rd Showtime

am pm

am pm

am pm

of Tickets ▾

of Tickets ▾

of Tickets ▾

+ Add Event Date and Showtimes

Total Tickets Available

0

No Venues Added. First add a venue and then add an event. If you are adding an event for a Vendor go to the Admin Panel, select Accounts, choose Vendors, find the Vendor you want, and then click Add Venue for this Vendor.

STEP 1

Click "Contact Us" located at bottom of your screen inbetween FAQs and the Copyright symbol.



Terms & Conditions | [FAQs](#) | [Contact Us](#) | © 2014 Spondooly Seats

STEP 2

CONTACT US

We welcome feedback from all visitors, members, and vendors. Use the form below to let us know how we can help you.

Your Message:

Contact Us

View/Edit Events: Will Call

To Check the Will Call List Click "*Manage Events*" if you're logged in as the vendor and "*View Edit Events*" if you are logged in as an Admin.

STEP 1



MANAGE EVENTS

Click here to view current and past events as well as edit.

OR

VIEW/EDIT EVENTS

STEP 2

Click on the *Underlined Number* in the "*Tickets Reserved*" column.

Event Name	City	State	Status	Tickets Reserved	Tickets Remaining	View	Edit	Cancel
Fun With the Doobie Brothers	Las Vegas	NV	Active	<u>0</u>	40	View	Edit	X
Hang out with the Cards	Phoenix	AZ	Active	<u>2</u>	6	View	Edit	X

Click on the "*List*" in the "*Actions*" column.

Hang out with the Cards	Phoenix	AZ	Active	<u>2</u>	6	View	Edit	X
Event Showtimes (Local Time) X								
Showtime	Tickets Reserved	Tickets Remaining	Status	Cutoff Time	Actions			
November 8, 2014 9:00 pm	2	4	Unlocked	November 8, 2014 6:00 pm	Lock List X			
October 17, 2014 9:30 pm	0	2	Unlocked	October 17, 2014 6:30 pm	Lock List X			

Review the Will Call List. Click "*Print*" in the upper right hand corner of the screen.

[Print | Spondooly Seats Will Call List on October 19, 2014 2:41 am](#)

HANG OUT WITH THE CARDS WILL CALL LIST FOR NOVEMBER 8, 2014 @ 9:00PM (LOCAL TIME)

No.	Reservations Total Attending	Authorized Pick-Up Name(s)
1	2	Timothy K Judd OR Lori Judd

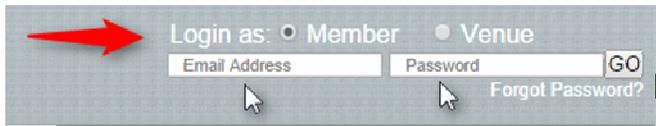
Spondooly Seats Reservations / Total Attending: 2

LOGIN AND LOGOUT

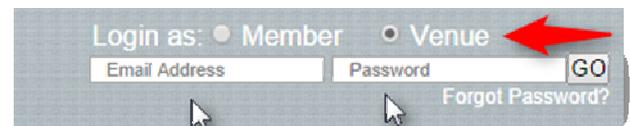
Login and Logout

STEP 1

Choose to login as a Member or a Vendor by clicking on the indicating radio buttons below.



Login as: Member Venue
Email Address Password GO
Forgot Password?



Login as: Member Venue
Email Address Password GO
Forgot Password?

STEP 2

Once logged in, to logout, click on Logout in the top right hand corner of the screen.

Tickets | Spondooly Specials | MyAccount | Alerts | Logout