

## Event Details (Advanced)

After you have completed the basics of Step 1 of the event setup process you can progress to the advanced settings. In the advanced section you have several different event settings. Some of these don't need to be changed/configured and others will need to be changed from one event to the next.

Event Timezone	(GMT 0:00) Eire
Event City	Limerick
Currency/duration	
Tickets Currency	Euro
Booking Time Limit	40

### Event Timezone:

Event time zones are for 99% of our events set to Ireland (GMT:00) Eire. If you need to change this to a different time zone you can simply select it from the dropdown item.

### Event City:

Event city is a free text box where you can enter any value. Town, City, Village, region, district etc.

### Tickets Currency:

We have in the past supported over 10 different currencies and we can if we had a requirement for it. Generally, events are set to take fund in euro and the system will default to this value. From a system point of view, you can select; GBP, Euro & USD

**Booking Time Limit:**

The booking time limit is controlled in minutes in the system. This variable refers to the time in minutes that the person purchasing a ticket or registration has to complete their booking. This is often referred to in technical terms as a "session time". The session time can be a very important parameter that is set in an event especially for events that will sell out quite quickly. For example:



- **Entertainment** – an entertainment event would never usually have a session time of more than 7-8 minutes. Entertainment events usually have high demand and most people are buying more than one ticket and only entering one set of personal data (per order)
- **Sporting** – a sporting event would usually have a session time of 40 minutes or more. Sporting events usually lower demand than entertainment events and most people are entering large sets of personal data (per ticket)

**Online Ticket Sales:**

This is an event level setting and is very important as it denotes when the event will open for sale. When the event open and close times are set in the event it will open for online sales and close at the specified times and dates.

This is a calendar view and works as follows:

In my example below I have set the online open and close times and dates. The event will open for online sales according to the above at 17.08.2020 @ 9am and close on 31.08.2020 @ 23.45. If these open and close dates and times are not set, then the event will be open for sale freely.

Open	17.08.2020		09:00
Close	31.08.2020		23:45

Hide dates on event page

The **Event Contacts** section works in two ways, it gives the Eventmaster support team a name, number and email to contact you. The email used also enables participants to get in touch with you via the event page through the 'Contact Organiser' button.

**Event Contacts**

If this section is left empty, organizer profile contacts will be used.

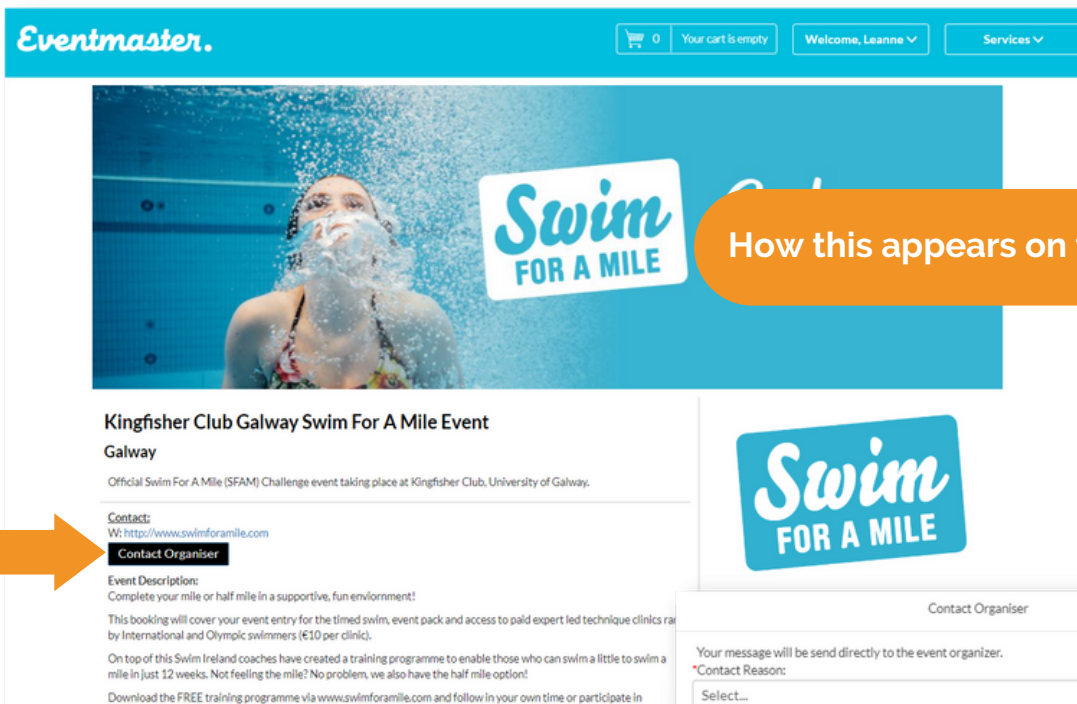
Contact Name

Contact Phone

Contact Email

Event website

Event Details Section



How this appears on the Event Page.

Please note that your name, number and email is not publicly available. If a person clicks on the contact organiser button, they are prompted to fill in an enquiry form that will automatically be sent to the email address entered in the 'Event Contact' section above.

**Contact Organiser**

Your message will be send directly to the event organizer.

\*Contact Reason:

Order ID:

This can be found in your confirmation email and on your ticket.

\*Your Full Name:  \*Your Email Address:

Your Message (no more than 2000 characters)  
Enter your message for the event organizer here

Characters: 0/2000

Enquiry Form

## Hide dates on event page

The checkbox for "Hide dates on event page" works as follows:

By checking this box, it hides a displayed message on the event page for when event sales open and close. See example below of how the online sale dates are displayed.

**Walk the Line 2023 - Saturday, March 25, 2023 - Glencullen Adventure Park**

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1. TICKETS
2. DETAILS
3. SUMMARY
4. COMPLETE

Ticket Type	Quantity	Price	Fee	Subtotal
Unguided Walk	0 <input type="text"/>	€ 60.00	€ 4.20	€ 64.20
Early Bird: Guided	0 <input type="text"/>	€ 70.00	€ 4.90	€ 74.90
			<b>Total</b>	<b>€ 0.00</b>

Online ticket sales available between November 09, 2021 at 10:00 and March 21, 2023 at 09:00

Do you have an access key - [click here](#)

Proceed

Please note with new Strong Customer Authentication regulation you may be required to complete a 2 part payment validation at the checkout.

## Event Search Visibility

If Event search visibility is ticked, your event will appear on <https://eventmaster.ie/events>

Event Search Visibility

Show this Event in Whats On Category

Show this Event in Event Catalog

The remaining options in the advanced section do not need to be edited. However, if you would like to discuss any of this functionality please contact our support team at [support@eventmaster.ie](mailto:support@eventmaster.ie)