

Getting Access to your Will Call / Ticket Sales

You can access your event at Links Hall through your [ticketfly.com](https://www.ticketfly.com) profile, under the Links Hall link where you will see your events. After that follow these instructions:

Finding current ticket sales:

1. In the left hand column you will find a category titled Reports
2. Click on Reports and it will lead you to a list of report choices
3. Select Ticket Counts
4. Scroll down to check each individual day of your performance. It will offer you information on how many are sold, open and allotted. This page also provides you with information on gross sales for each performance

Getting Access Will Call Lists

Hover over your event click on Will Call.

This is the list of who is attending your shows and will be at the box office

To find ticket buyers and their contact information:

1. Hover over your event
2. Click Summary
2. Hover over Event Reports
3. Click Transaction Detail in the dropdown menu
4. In the left hand corner below title on the Transaction Detail page you will find the option of exporting the information via PDF or Excel. In the file you will find email and address information.

If they don't have TicketFly account and you have added them as member you can send them the following information:

Please register to Ticketfly with your email (cite the one you added to Ticketfly members)
Here's how:

Go to: <https://www.ticketfly.com/account/login/auth>

Click: Register

Enter your qwert@yui.io email and create a password.

Click: Register

TicketFly will send you a confirmation email. Click Verify.

Then TicketFly will send you a "Welcome to TicketFly!" email saying:

"Our records reflect the following status of your account:

* ROLE = Box Office Supervisor (Secondary)

Please go to <https://www.ticketfly.com/backstage/> to sign in and see your Backstage Dashboard."

Click on the link.

You'll arrive back at the Sign In screen

Sign in and voila you'll see all your shows with the sales to date.

To see who's bought tix and to access their contact info:

Hover over any of the shows and options will appear including Will Call which will bring you to the list of whose bought for that show.

On the Will Call page for each show, there's an "Event Reports" tab - hover over that and you'll see Transaction Detail.

Click on "Transaction Detail" and from that screen, "Export to Excel" and voila, in the excel sheet will be all their names and contact info.