

VARIETY KIDS XMAS PARTY

Ticketing System FAQ



How to add tickets:

- Log in
- Select “Add Tickets” at the top

Home **Add Tickets** FAQ Get Help

Welcome Pauline Humphrey Logout

Notify Admin when you have updated all the information by clicking on this button. Once you have notified you don't need to notify again.

Notify Admin For Approval

Variety Victoria Edit
H71, 63-85 Turner Street, PORT MELBOURNE, VIC 3207
Reference Code : 00059396

Max Kids 100
Kids Added 85
Total Carers 68

- Select “Add New Group”

Home **Add Tickets** FAQ Get Help

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Group List

Add New Group

- Think of groups as families. Each group must arrive together, unless you are coming as a group via chartered bus and parking in the loading dock.
- Give the group a name. This could be the child's whole name or the family name. Each group name must be unique, so if you have multiple families with the same surname you may need to use a child's parent or full name. Make sure the name makes sense as if you have to edit later you will need to be able to find them.

Manage Group

Add New Group

Name *

Smith Test

Cancel Submit

- Click Submit once you create the group



- Now find the group you have just created

			Smith Test	Active	0	0	0	0	0	0	0
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The cog allows you to add carers and children to the group



The pencil edits the group name



The cross deletes the group

Group	Total Kids	Total Carers	Download PDF
Smith Test	0	0	

Smith Test Carer List [Add Carer](#) [Add Bulk Carers](#)

Smith Test Kids List [Add Kid](#) [Add Bulk Kids](#)

You can choose to add carers/children one by one or bulk carers or bulk children. If adding bulk make sure you finish adding all the details required and hit "submit" before closing or moving away from your desk. If the system times out, your entry is only saved once you complete each action.

Add Carer

Group: How many Carer do you want to add?: [Add](#)

Smith Test Carer Info (Only checked record will be updated.)

<input checked="" type="checkbox"/>	First Name	Last Name	Gender
<input checked="" type="checkbox"/>	<input type="text" value="Sarah"/>	<input type="text" value="Smith"/>	<input type="text" value="Female"/>
<input checked="" type="checkbox"/>	<input type="text" value="John"/>	<input type="text" value="Smith"/>	<input type="text" value="Male"/>

[Cancel](#) [Submit](#)

Add kids

Group: How many kids do you want to add?: [Add](#)

Child has mobility and/or noise sensory issues (these children will be allowed to enter at 10am with reduced crowds and noise)

Kids Info (Only checked record will be Added.)

<input checked="" type="checkbox"/>	First Name	Last Name	Intellectual Age	Gender	Child has a wheelchair	No photos of this child	Child has mobility and/or noise sensory issues
<input checked="" type="checkbox"/>	<input type="text" value="Timmy"/>	<input type="text" value="Smith"/>	<input type="text" value="8"/>	<input type="text" value="Male"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="text" value="Ella"/>	<input type="text" value="Smith"/>	<input type="text" value="10"/>	<input type="text" value="Female"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="text" value="David"/>	<input type="text" value="Smith"/>	<input type="text" value="13"/>	<input type="text" value="Male"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

[Cancel](#) [Submit](#)



- Once you have finished entering all your children and carers, from the home screen- Select "Notify Admin for Approval"

variety Home Add Tickets FAQ Get Help Welcome Pauline Humphrey Logout

Notify Admin when you have updated all the information by clicking on this button. Once you have notified you don't need to notify again.

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This will send a message to Variety to advise your tickets need to be issued. Once your tickets are issued you will be sent an email with 2 pdf documents. One has all the tickets for each group. The other is the generic information and needs to be provided to the groups/families with their tickets as it will tell them everything they need to know about the party.

Reply Reply All Forward
Thu 25/10/2018 7:26 AM

VA Variety At Work Support Team <support@tailoredticketing.com>

Variety | Organisation Approval Email

To Variety At Work

org484.pdf 343 KB
CCP_2018_Confirmation.pdf 401 KB

variety Variety KIDS xmas PARTY

Hello Pauline Humphrey

We are glad to inform you that your organization has been approved for the "Variety Kids Xmas Party 2018". The details of your organisation are given below:

Organisation Details

Name Variety Victoria
Reference Code 00059396
Email varietyatwork@varietyvic.org.au
Phone 03 8698 3900
Contact Person Pauline Humphrey
Contact Phone 0386983920 STX_CustomField1_ETX

We have attached a PDF document for your organisation. Please download and print the document which will be use at the event.

If you face any problem to download the attachment, then you can also download the PDF document from our website. Go to our website and login to get download the document. Please click on the link given below to visit our website:

<http://variety.tailoredticketing.com>

If you have any queries please contact varietyatwork@varietyvic.org.au.

We look forward to seeing you at the event!
Support Team
<http://variety.tailoredticketing.com>

Powered by tailored ticketing.com



The tickets are personalised for you this year, so there is no need to add the children's names, number of carers or highlight the registration and party start times.



Variety Kids Xmas Party

06 December 2018

Melbourne Convention & Exhibition Centre (Jeff's Shed)
1 Convention Centre Pl, South Wharf, VIC 3006



Organisation		Group	
Variety Victoria H71, 63-85 Turner Street PORT MELBOURNE, PORT MELBOURNE, VIC 3207		Code #	oeg226
		Group	Smith Test
		Kid	3
		Carer	2
Wheel Chair #	No Photo ID #	Registration Opens	9 AM
1	0	Party Doors Open	10 AM

Smith Test : Carer List

Surname	First Name	Gender
Smith	John	Male
Smith	Sarah	Female

Smith Test : Kid List

Group : Smith Test Code : oeg226				
Surname	First Name	Gender	Wheelchair	No Photo ID
Smith	David	Male	0	0
Smith	Ella	Female	1	0
Smith	Timmy	Male	0	0
Child : 3			1	0



Once the tickets are generated you can go back to you list and download the tickets individually or as a group.

To download all tickets as a group as you will receive a link in the email go to your home screen

Variety Victoria Download Ticket Un-App ve

H71, 63-85 Turner Street, PORT MELBOURNE, VIC 3207
Reference Code : 00059396

Max Kids 100
Kids Added 88
Total Carers 70

This will only download the tickets, not the general information pdf. Should you need the general information pdf to go with the tickets you will need to email varietyatwork@varietyvic.org.au to request it.



You can also download the pdf individual for each group if you plan to email them and do not have Adobe editor. To do this from the home screen click “Add Tickets” then next to the groups you will now see a pdf icon, select this to download the individual pdf for this group.

	Smith Test	Active	3	2	1	0	2	0	0
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Should you need to amend or add extra tickets once you have received tickets you will need to email varietyatwork@varietyvic.org.au to ask that we “unapprove” your tickets.

Any tickets you have issued that aren't being changed will still be valid and you won't have to resend these out. Only new groups or groups that you have amended will have new tickets. If you delete a group because they can no longer attend their barcode will be invalid.

Reminder – tickets are only required for those that are attending the party and entering via the public entrance on the concourse. As these guests need to collect their wristbands and lunch vouchers as they arrive. If your group is arriving via bus and parking on the loading dock your wristbands and lunch vouchers will be sent out the week prior to the party.

The new tickets are to make the administration easier for everyone. From reducing the administration from organisations having to generate tickets to registering families on the day.

Should you require further assistance or have any feedback on the new ticketing system please do not hesitate to contact us on varietyatwork@varietyvic.org.au or 03 8698 3920