

Choosing Which Type of Program and Event to Build

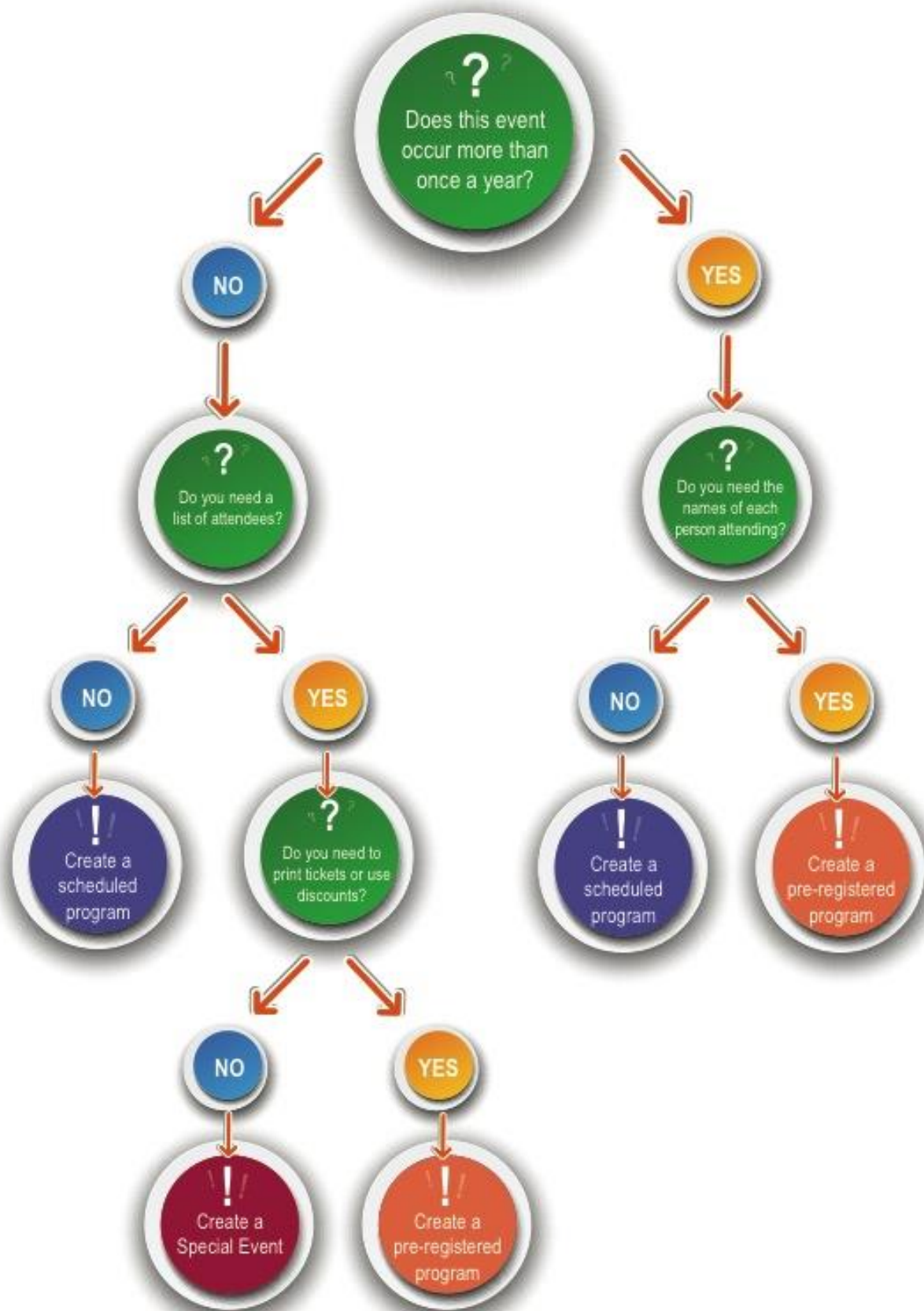
Altru

Altru offers three ways to sell tickets to patrons:

- 1) Scheduled programs
- 2) Pre-registered programs
- 3) Special events

Each method offers different features. This document includes a guide to help you choose the correct type of program or event, as well as information about each of those types.

Use the chart below to help you determine which type of program and event to build.



	Scheduled Programs	Pre-Registered Events	Special Events
Apply discounts	X	X	
Print tickets	X	X	
Reserve multiple locations	X	X	
Supply/equipment resources	X	X	X
Staffing resources	X	X	X
Sell in Advance, Daily, or Online Sales	X	X	X
Sell in Group Sales	X		
Attendee List		X	X
Revenue reporting for a specific event occurrence			X
Sell via Back Office			X
Use preferences (meals, shirt size, etc.)		X	X
Update attendee status (cancelled, attended, no show)		X	X
Mobile app check-in		X	
Send invitations			X
Seating charts			X
Multi-level events			X
Track tasks & event coordinators			X
Track event expenses			X
Track lodging options			X
Portion of event fee as donation			X

Scheduled Programs

- Scheduled Programs are typically events that recur daily, weekly, or monthly at a defined time, such as a tour or performance.
- These are events that you do NOT need a list of attendees or a roster for. You can still generate a list of patrons who bought tickets, but not identify which patron each ticket is for. The scheduled event ticket detail report is best for this.
- View Knowledgebase Article [BB723974](#) for an explanation of when scheduled programs should be used as opposed to daily admissions.

Pre-Registered Programs

- Pre-registered Programs are typically events that recur daily, weekly, or monthly at a defined time, such as a tour or performance.
- These types of programs require patrons to purchase tickets. Patrons are considered the Host and will need to enter the names of each person they are buying tickets for.
- These are scheduled programs that require registration, such as a seminar or workshop.
- An event attendee roster can be generated and participants can be marked as “attended.”

Special Events

- Typically these events occur once a year, such as a Gala or Auction.
- Patrons can purchase tickets and are considered the Host. They will need to enter the names of each person they are buying tickets for.
- These types of events have the ability to track very detailed information, like lodging options, expenses, and event speakers.
- Special Event tickets can be purchased through Advance, Daily, or Online Sales (group sales are not available). You can also register patrons via “Add a Payment” in the back office.