

Using Universe in LGFA

universe



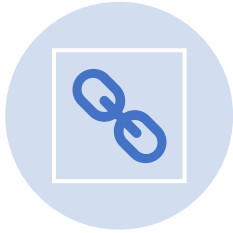
Benefits of Universe



EASY ACCESS TO CREATE GAMES & EVENTS.



CREATE QR CODE FOR INSTANT SITE ACCESS.



EASILY SHARED LINK TO SOCIALS & WEBSITE.(MARKETING)



MINOR WORKLOAD IN MANAGING EVENTS.



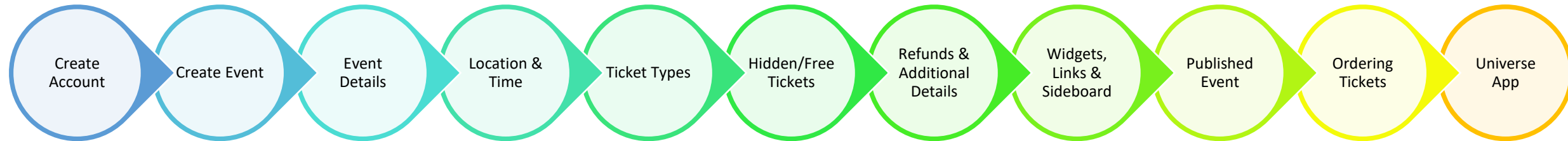
WITHDRAW & CONTROL YOUR FUNDS & FEES.



TRACK AND REVIEW TICKET SALES AND GROWTH.

universe

How to use **universe**



Create Account/Log In

[Google](#) [Gmail](#) [YouTube](#) [Maps](#) [Login | Foireann](#) [Sell Tickets, Create...](#) [Printer Pin Generator](#)

universe

[Find Events](#) [Host Events](#) [Help](#) [Log In](#) [Sign Up](#)

Connecting the world
through unforgettable experiences

Search events...

Dublin

Search

Cookie Preferences

Standon Calling · United Kingdom

Create New Event

universe

Find Events **Create Event** LGFA LGFA

Connecting the world through unforgettable experiences

Search events...

Dublin

Search

Cookie Preferences

Standon Calling · United Kingdom



Type here to search



9°C



ENG UK

11:58 13/11/2023



Event Type

Choose how you will set up your event

Regular

One-time events, in-person or virtual

Best for: concerts, festivals, shows

18	19	20	21 9:00 – 10:00
25	26	27	28

Timed-entry

Recurring events, spanning days or months

Best for: exhibits, seasonal attractions, tours

18 9:00 – 10:00	19 10:00 – 11:00	20 9:00 – 10:00 10:00 – 11:00 11:00 – 12:00	21 9:00 – 10:00
25 9:00 – 10:00	26 9:00 – 10:00	27 9:00 – 10:00 10:00 – 11:00	28 10:00 – 11:00

Event Information & Details

① BASICS

② TIME AND LOCATION

③ TICKETS

④ ADDITIONAL DETAILS

Tell the world about your event

What is your event name? *

68/75

2023 TG4 LGFA All-Ireland Senior Championship Final - Dublin v Kerry

Describe your event *

B *I*      

2023 TG4 LGFA All-Ireland Senior Championship Final - Dublin v Kerry

Date : 13th August 2023

Location : Croke Park, Dublin

Time : 16.00

Adult : €30.00

U18 : €15.00

OAP/Student : €15.00

Select a category for your event *

This will help others find your event.

Sports



Select who can see your event

Anyone can see and search for public events.

Public

Unlisted

Cookie Preferences

Continue to Time and Location >

Event Location & Time

Choose a time and place for your event

Start *

End *

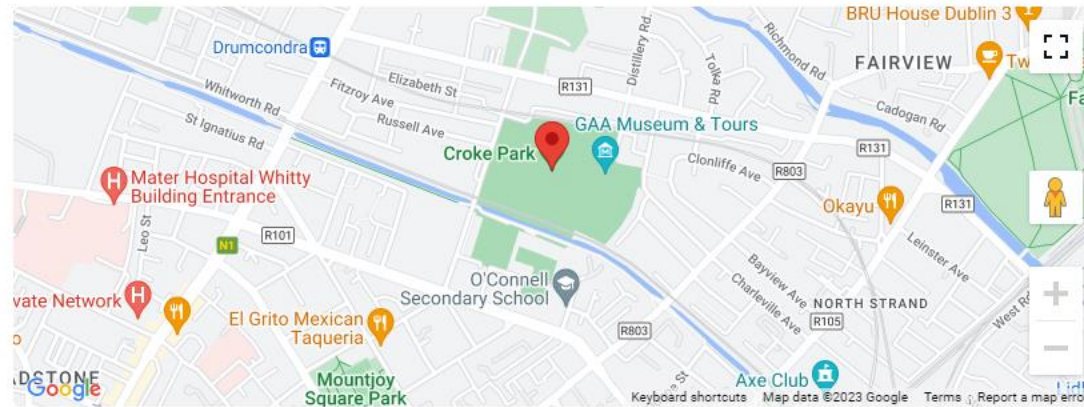
Hide the date and time from showing on tickets

[+ Add another time](#)

This is a virtual event

Address *

Venue name





















[Continue to Tickets >](#)

[Cookie Preferences](#)

Creating Ticket Types

Create your ticket types

*Please be sure to add taxes on top of ticket prices after this event has been created.

Ticket name	Quantity	Price	Actions
<input type="text" value="Adult"/>	<input type="text" value="Unlimited"/>	<input type="text" value="30.00"/> <small>Buyer pays €32.07 ⓘ</small>	  
<input type="text" value="U18"/>	<input type="text" value="Unlimited"/>	<input type="text" value="15.00"/> <small>Buyer pays €16.04 ⓘ</small>	  
<input type="text" value="OAP/Student"/>	<input type="text" value="Unlimited"/>	<input type="text" value="15.00"/> <small>Buyer pays €16.04 ⓘ</small>	  
<input type="text" value="Dublin Complimentary"/>	<input type="text" value="Unlimited"/>	<input type="text" value="Free"/>	  
<input type="text" value="Kerry Complimentary"/>	<input type="text" value="Unlimited"/>	<input type="text" value="Free"/>	  
<input type="text" value="General Complimentary"/>	<input type="text" value="Unlimited"/>	<input type="text" value="Free"/>	  
		Timeslot capacity	<input type="text" value="Unlimited"/>

-
-
-




Cookie Preferences

Hidden Tickets

Event information

- Basics
- Time and Location
- Tickets**
- Additional Details
- Checkout Questions
- Payments & Fees
- Embeddable Widgets
- Discount Codes
- Promote
- Integrations
- Access Keys
- Checkout Settings

Cookie Preferences

Dublin Complimentary Unlimited Free   

Description

Start End

Date	Time	GMT	Date	Time	GMT

Ticket status

Active **Hidden** Locked

Release tickets Tickets per order

Immediately after purchase Min Max

Max ticket redemptions Promotion label 0/15

How many times a ticket can be validly scanned at the door.

1 Choose or create a label to promote your ticket

Refunds & Additional Details

Set your currency and refund preferences

Buyer pays in

Receive funds in

EUR

EUR

Payment processor

By default, payment processing is powered by Universe Payments. Event funds are added to your Universe account balance and can be withdrawn 48 hours after the end of the event. For rolling payouts, we support Stripe Connect. You have the option to switch to Stripe in Event Manager before tickets are sold. [Learn more.](#)

universe **stripe**
Payments

Set a refund policy

Refunds available 1 day before the event

If your refund policy is changed after tickets have been sold, the new policy will apply to future orders only. [Learn more.](#)

Continue to Additional Details >

Add any additional details

Contact details

Your contact information is kept private and shown only to attendees who book a ticket.

tickets@lgfa.ie

Additional order message

This message will appear on the ticket confirmation email and on the ticket itself.

B I

Social media photo

(min 100x100px, max 2MB)



Change Photo

Event page cover photo

(min 1110x444px, max 5MB, avoid including any text on the photo)



Change Photo

Additional photos

Upload additional photos to help attendees imagine coming to your event like promotional photos, venue photos, etc.

Add Photo

Publish now

Schedule

Save as draft

Universe Widgets, Links & Sideboard

2023 TG4 LGFA All-Ireland... >

Preview

Saved

Publish My Event

Schedule

2023 TG4 LGFA All-Ireland... >

Preview

Saved

Publish My Event

Schedule

EVENT MANAGER

Overview

Orders & Attendees

Reports

EVENT MANAGER

Overview

Orders & Attendees

Reports

EVENT EDITOR

Event Information

Checkout Questions

Payments & Fees >

Embeddable Widgets

Discount Codes

Promote >

Integrations

Access Keys

Checkout Settings

Advanced Settings

Embeddable Widgets

Use our widgets to maximize your event's success by allowing your guests to book tickets directly from your website. Just copy the code provided, add it to your website and start selling tickets instantly!

Widget Options



Button

Button

Use our button widget to direct attendees straight to book their tickets from your website



Tickets

Text Link



Direct Link

Button Text

Get Tickets

Copy and Paste this code into your website.

```
<script src="https://www.universe.com/embed2.js" data-state=""></script>
```

Copy

Order Details & Adding Orders

2023 TG4 LGFA All-Ireland...

Orders & Attendees

View, edit, move, cancel, and refund previously placed orders, or book tickets on behalf of guests (add an order). You can also send messages to all attendees or groups of attendees, as well as message individual purchasers or attendees directly. [Learn more.](#)

[Orders](#) [Attendees](#)

<input type="checkbox"/>	Name	Date attending	Order	Date of order	Status	
<input type="checkbox"/>	Ciara Matthews ciara.matthews@lgfa.ie	Mon, Dec 25, 2023 4:00 PM - 7:00 PM	€0.00 EUR 30 Items	Wed, Nov 15, 2023	● Paid	...

- EVENT MANAGER
- Overview
 - Orders & Attendees**
 - Reports
- EVENT EDITOR
- Event Information >
 - Checkout Questions
 - Payments & Fees >
 - Cookie Preferences
 - Embeddable Widgets

Creating Orders

Unpublish

View

Saved

EVENT MANAGER

- Overview
- Orders & Attendees
- Reports

EVENT EDITOR

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Advanced Settings

Add an Order

Select rates and add tickets to your order to watch the cost break down instantly. Any charges to the guest's card will be made out in EUR.

Order information

Type of order

Complimentary

Paid

Add attendees to

Next timeslot - Dec 25, 4:00 PM - 7:00 PM

Select tickets

Adult

€30.00 EUR

Sold: 0 / Unlimited

0

U18

€15.00 EUR

Sold: 0 / Unlimited

0

OAP/Student

€15.00 EUR

Sold: 0 / Unlimited

0

Dublin Complimentary

€0.00 EUR

Sold: 10 / Unlimited

0

Kerry Complimentary

€0.00 EUR

0

Your order

Dec 25, 4:00 PM - 7:00 PM

5 x General Complimentary

Free

Subtotal

Free

Total

Free

Ticket Order Information

Advanced Settings

Duplicate Event

Delete Event

Kerry Complimentary
€0.00 EUR
Sold: 10 / Unlimited

0

General Complimentary
€0.00 EUR
Sold: 15 / Unlimited

5

Total tickets sold:35/Unlimited

Payment information

Reports note (optional) 0/140

COMP

Buyer information

First name * Last name *
First name Last name

Email *
Email

First	Last	Email
First	Last	Email
First	Last	Email
First	Last	Email

Bulk import from CSV doc

Follow the above layout. Limit of 200 attendees.

[Learn more about bulk upload](#)

Import from CSV

Attendee information

Cookie Preferences



Type here to search



7°C



ENG

UK

10:05



15/11/2023

Attendee Details (Complimentary Tickets)

1. General Complimentary

First Name *

First Name

Last Name *

Last Name

Email *

Email

2. General Complimentary

First Name *

First Name

Last Name *

Last Name

Email *

Email

3. General Complimentary

First Name *

First Name

Last Name *

Last Name

Email *

Email

4. General Complimentary

First Name *

First Name

Last Name *

Last Name

Email *

Email

5. General Complimentary

First Name *

First Name

Last Name *

Last Name

Email *

Email

Cancel & Refund Tickets

2023 TG4 LGFA All-Ireland...

Unpublish

View

Saved

Orders & Attendees

View, edit, move, cancel, and refund previously placed orders, or book tickets on behalf of guests (add an order). You can also send messages to all attendees or groups of attendees, as well as message individual purchasers or attendees directly. [Learn more.](#)

Next timeslot - Dec 25, 4:00 PM - 7:00 PM

Message attendees

Move timeslot

Add an order

Search

Any order status

Any payment method

Sort

Orders Attendees

<input type="checkbox"/>	Name	Date attending	Order	Date of order	Status	
<input type="checkbox"/>	Ciara Matthews ciara.matthews@lgfa.ie	Mon, Dec 25, 2023 4:00 PM - 7:00 PM	€0.00 EUR 30 Items	Wed, Nov 15, 2023	Paid	...

- Contact buyer
- Resend tickets
- View order
- Move order
- Edit buyer
- Upgrade order
- Refund and cancel

EVENT MANAGER

Overview

Orders & Attendees

Reports

EVENT EDITOR

Event Information

Checkout Questions

Payments & Fees

Embeddable Widgets

Discount Codes

Promote

Cookie Preferences

Integrations

Creating a QR Code

Jones' Rd, Drumcondra, Dublin 3, Co. Dublin, Ireland

Description Date and time Location About the host

Description

2023 TG4 LGFA All-Ireland Senior Championship Final - Dublin v Kerry

Date : 25th December 2023

Location : Croke Park, Dublin

Time : 16.00

Adult : €30.00

U18 : €15.00

OAP/Student : €15.00

Date and time

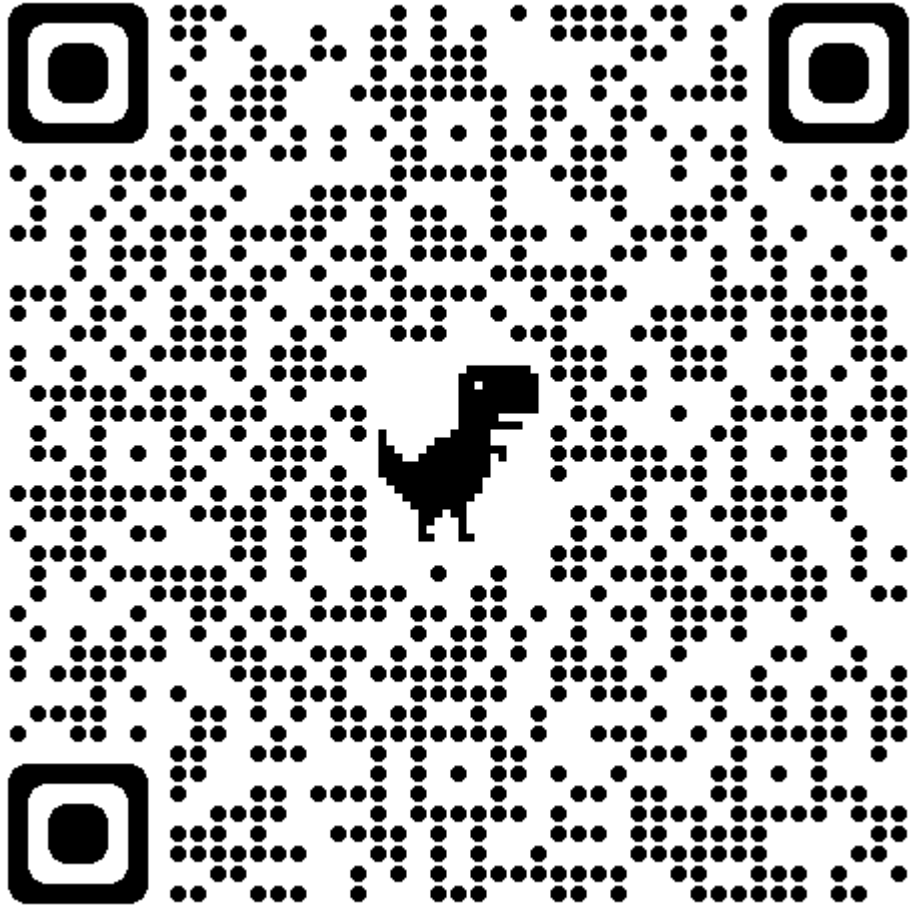
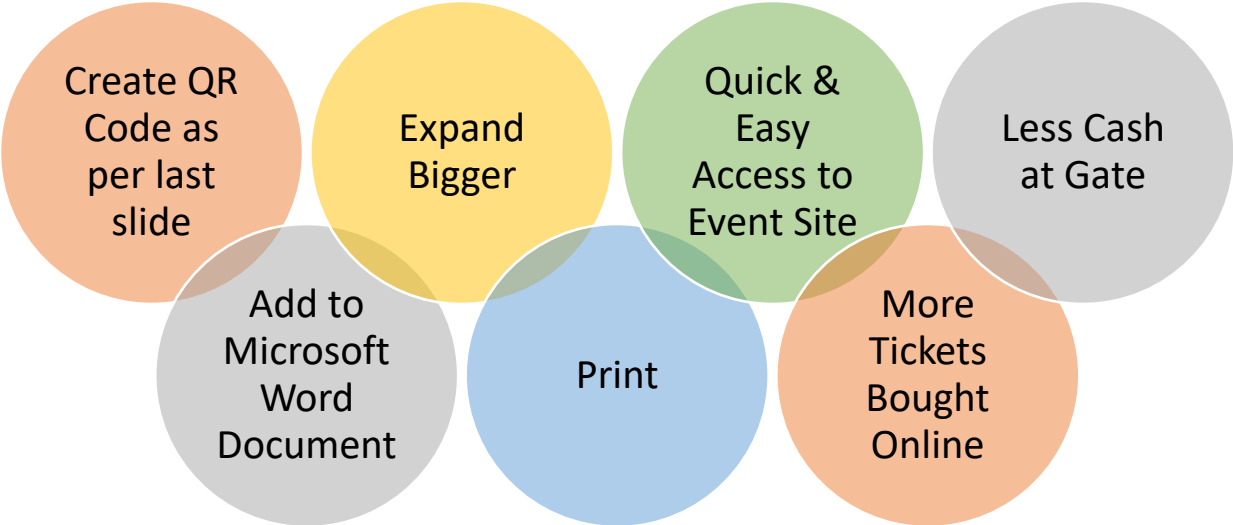
Mon, Dec 25
4:00-7:00 PM

Location

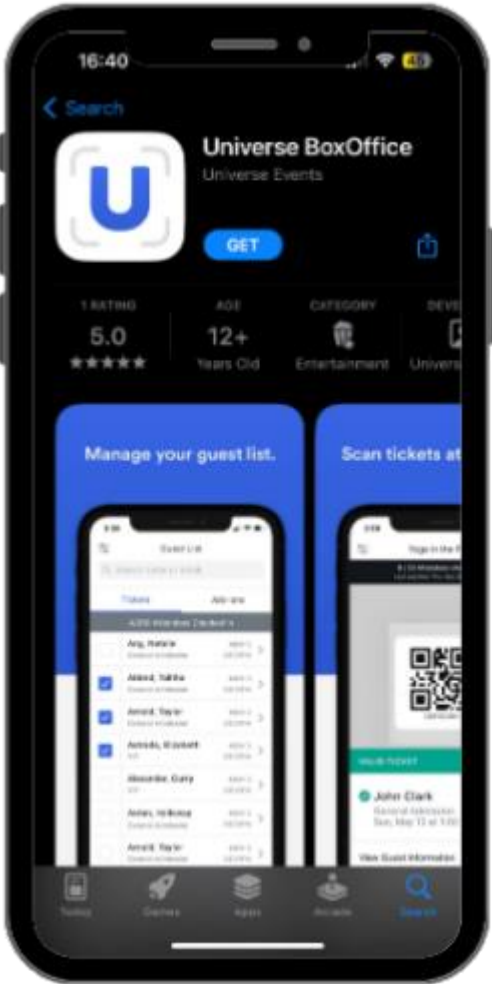
- Forward Alt+Right Arrow
- Reload Ctrl+R
- Save as... Ctrl+S
- Print... Ctrl+P
- Cast...
- Search images with Google
- Send to your devices
- Create QR Code for this page**
- Translate to English
- View page source Ctrl+U

Cookie Preferences

Using the QR Code



Universe Box Office App



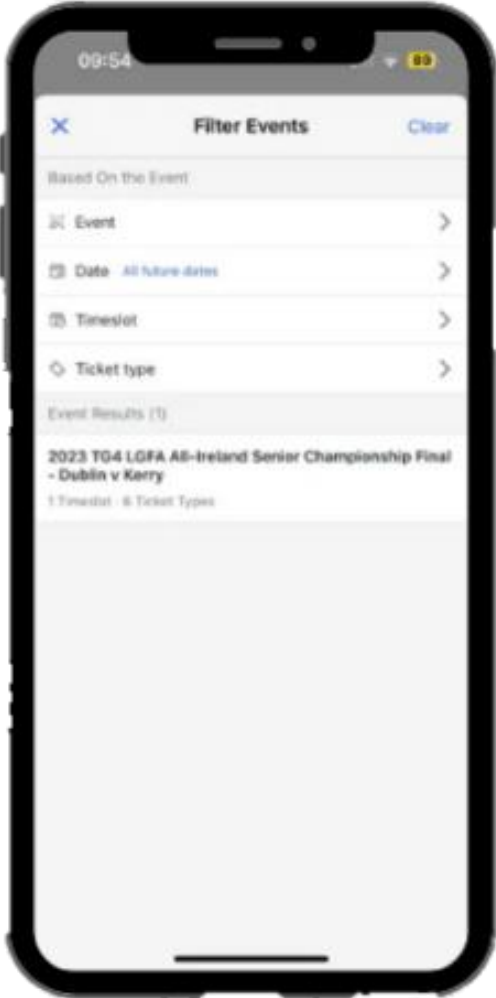
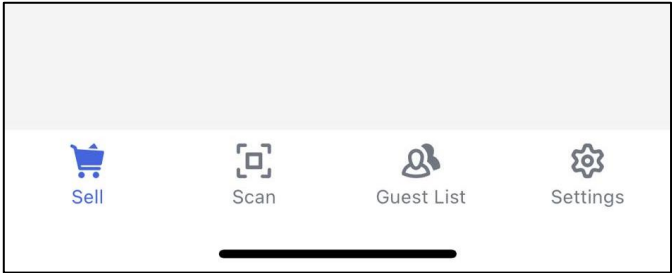
Download app from App Store (Apple & Android).

Log in or "Join Team".

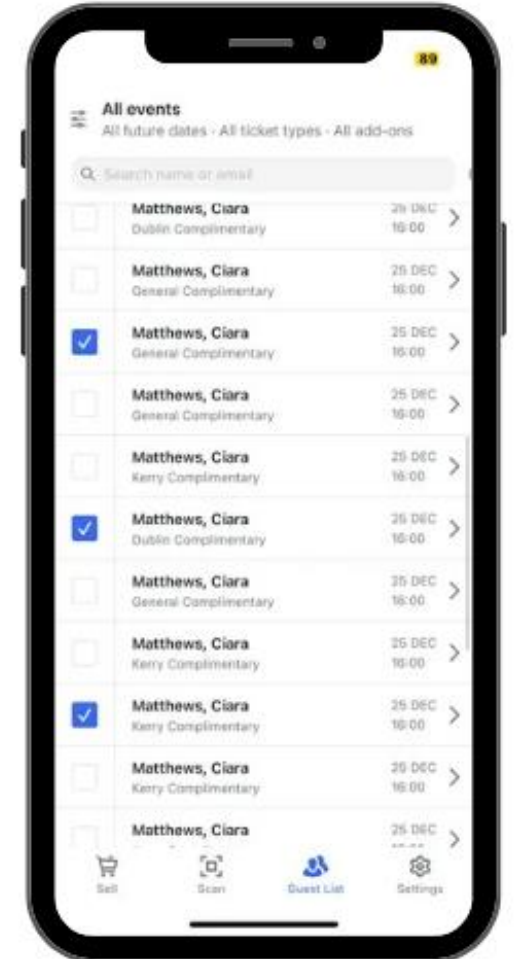
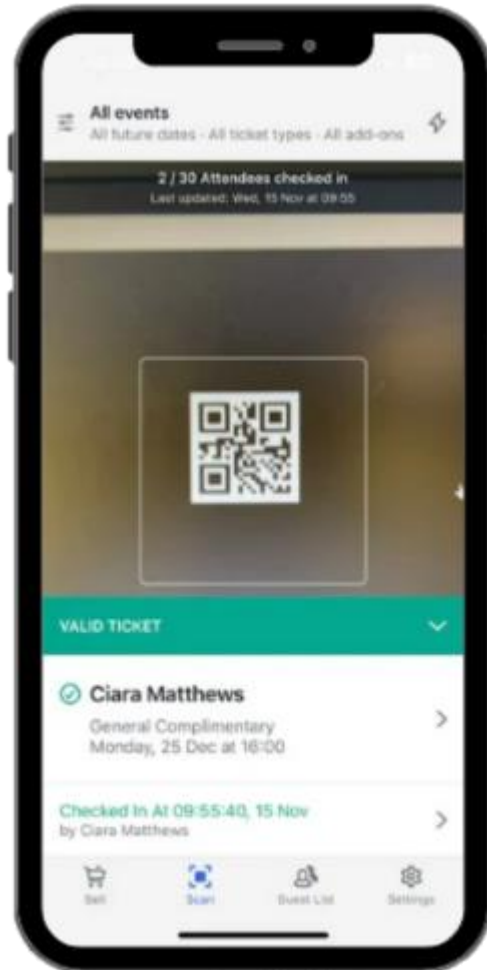
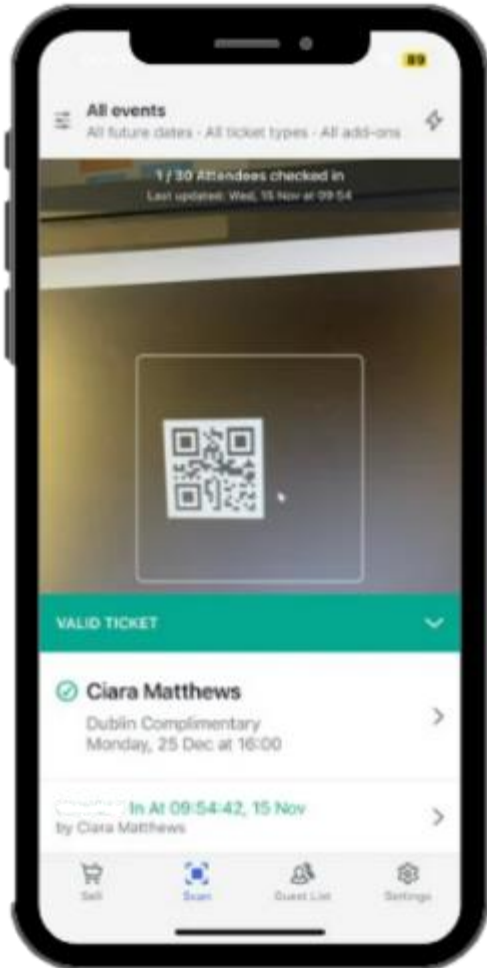
Immediate access to events related to team.

Dashboard across bottom relative to each event.

Follow Gate Personnel Protocol



Scanning Attendees Into Events



Fees involved in Universe



Universe service charge, included in price is 6.9% per transaction sales (We have checked here with Universe support and they have told us the following - 6.9% is correct for all GAA clients – its 4.9% Uni fees plus 2% Banking)



Taxes on Universe service charge, included in price is 1.5% , this is only on UK (and outside the 26 Counties sales).



There is no charge to transfer the money across from Universe payout to your bank account.

How to get the best out of Universe



BE OPEN TO LEARNING
& IMPROVING.



REVIEW REPORTS.



ADAPT GOING
FORWARD.

Helpful Links

- <https://business.ticketmaster.ie/getting-started-on-universe/>
- <https://support.universe.com/hc/en-us/categories/360000143111-Hosting-an-Event>
- <https://ladiesgaelic.ie/wp-content/uploads/2023/02/Universe-guide-to-creating-an-event.pdf>