

How to add Purchasing Rules to your event tickets on JustGo

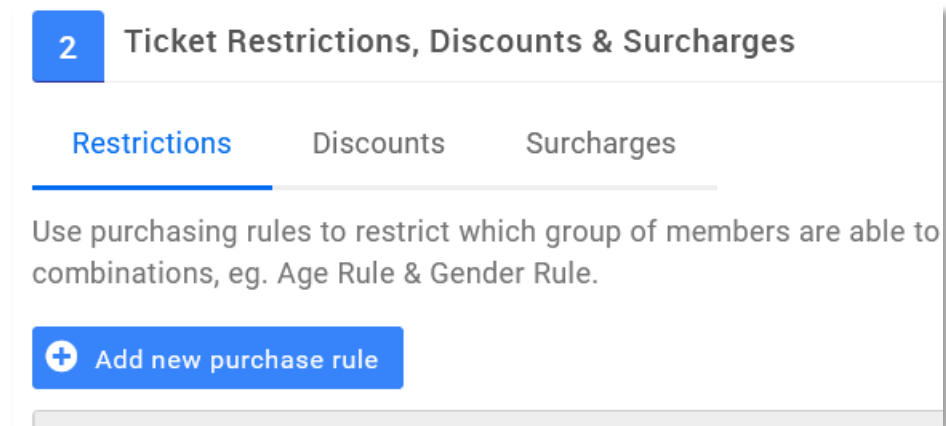
Adding Purchasing Rules to an event's ticket is optional, but you may want to use this option if you wish to restrict bookings to your courses.

As an example, we are showing what to do if you want to restrict bookings for a particular course to female candidates only.

1. Purchasing Rules are found in the advanced settings of the ticket by clicking the cog on the ticket when editing the event

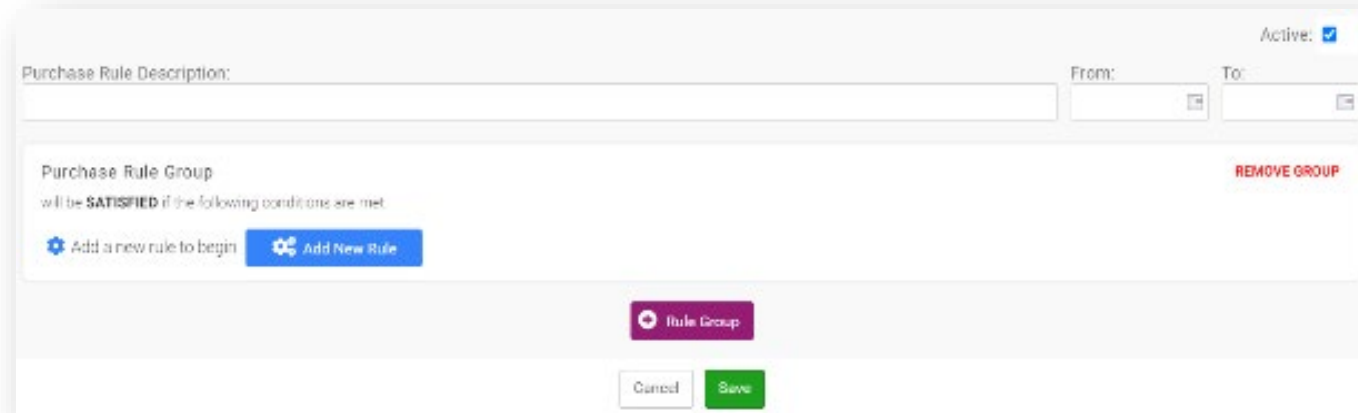


2. On the next screen scroll down a little you will see



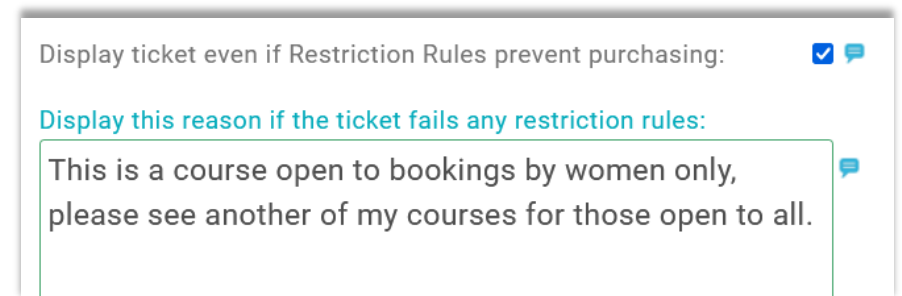
3. Click on **Add new purchase rule**

4. **Purchase Rule Description:** Give your rule a name. This is a reference just for you for that rule.
5. **From** and **To:** Set when the rule is operational.
6. Ensure the **Active** button is ticked.
7. Click on the **Add New Rule** button to view the rules available to you and to select one.



The screenshot shows a web interface for configuring a purchase rule. At the top right, there is an 'Active:' checkbox which is checked. Below this, there are three input fields: 'Purchase Rule Description:', 'From:', and 'To:'. The 'Purchase Rule Description:' field is empty. Below these fields, there is a section titled 'Purchase Rule Group' with a 'REMOVE GROUP' button in red. Underneath, it says 'will be SATISFIED if the following conditions are met.' There are two blue buttons: 'Add a new rule to begin' and 'Add New Rule'. At the bottom of the main content area, there is a purple button labeled '1 Rule Group'. At the very bottom, there are 'Cancel' and 'Save' buttons.

8. Once a rule is added, you can add further rules if you wish by clicking **Add New Rule** again and selecting another.
9. Once you are happy with the rule you have chosen click **Save**.
10. There are a couple of options for you to decide how the tickets for the course should be displayed to the public, please select what you wish.
11. When you are finished, click **Done**



The screenshot shows a configuration interface for ticket display options. At the top, there is a checkbox labeled 'Display ticket even if Restriction Rules prevent purchasing:' which is checked. Below this, there is a blue link that says 'Display this reason if the ticket fails any restriction rules:'. Underneath this link, there is a text area containing the text: 'This is a course open to bookings by women only, please see another of my courses for those open to all.' There is a small speech bubble icon to the right of the text area.

Discount and Surcharge Rules are added in the same way, should you wish to use them.

2 Ticket Restrictions, Discounts & Surcharges

Restrictions **Discounts** Surcharges

Use discount rules to reduce the base price of this ticket for specific group rule types which can be grouped together to form different combinations, e

[+ Add new discount rule](#)

Description
