



THE COMPLETE WALKTHROUGH · TICKETING & PAID EVENTS

From zero to a checked-in guest — **every** **screen.**

A real, end-to-end run-through of a paid ticketed event on GateOne — the setup wizard, the form, the look, auto-delivered documents, discounts, going live, a real purchase, the ticket, the money, and scanning people in at the door. Built from live screens of **TECH SUMMIT 2026**.

PREPARED FOR

Event organizers & agents

GateOne Ticketing · Walkthrough · July 2026

Paid · 7-day hold · Ghana (GHS) · QR check-in

THE ROUTE

Create it, sell it, run the door.

01 New event → wizard

02 The event form

03 Overview & the look

04 Documents on arrival

05 Messaging & discounts

06 Approval & go live

07 Buying a ticket

08 The ticket & the money

09 Scanning people in

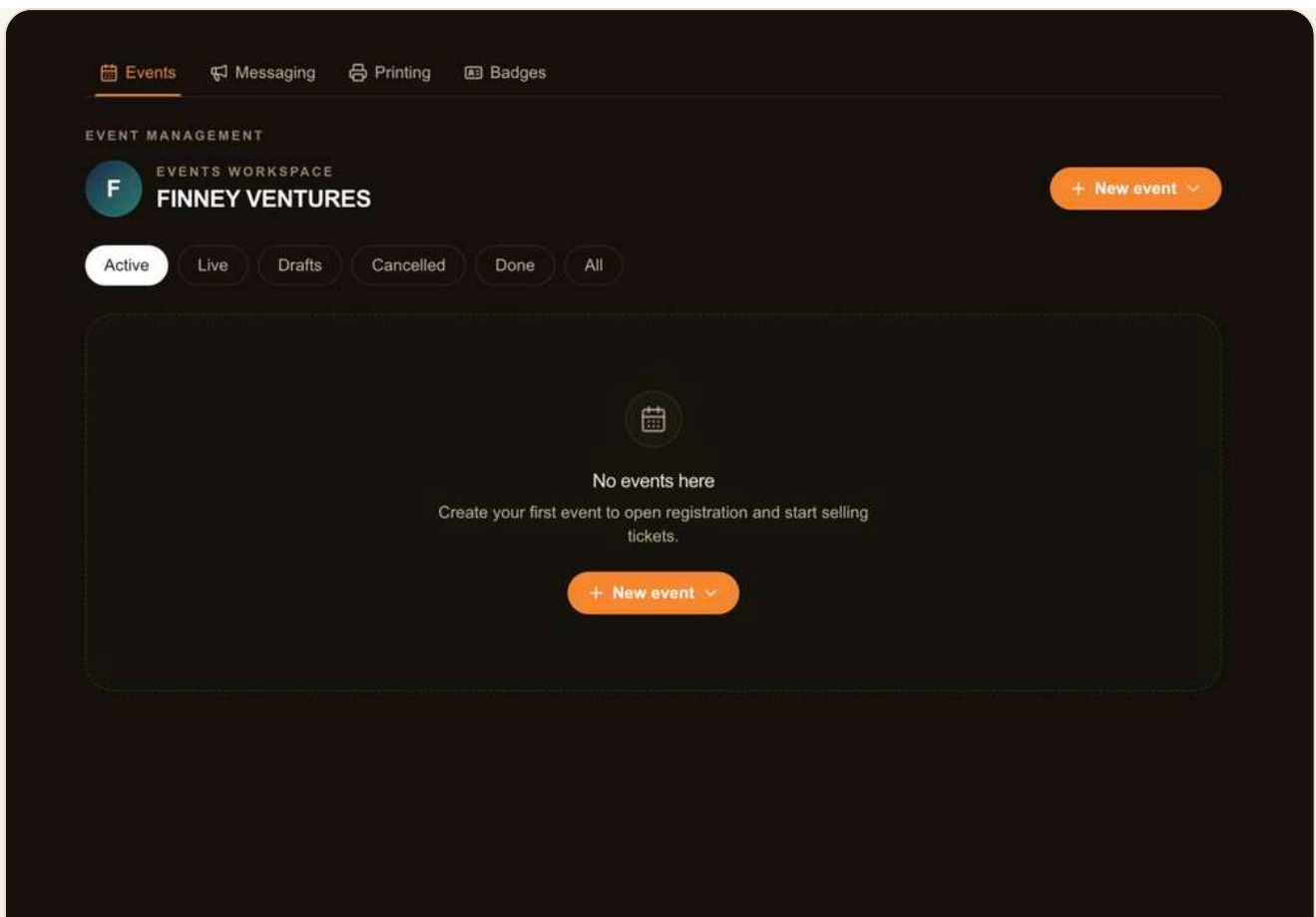
First time on GateOne?

Account, organization and payouts are the same one-time setup as voting (see the Voting walkthrough's first three steps). This guide picks up with payouts active for Ghana and jumps into the event. Volunteer & vendor paths are a separate guide.

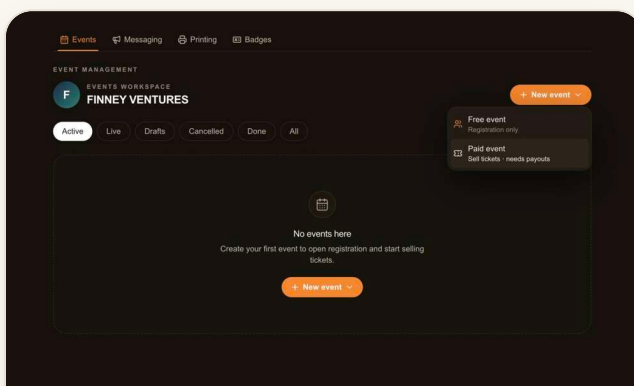
1 NEW EVENT → THE WIZARD

Free or paid, then the money side.

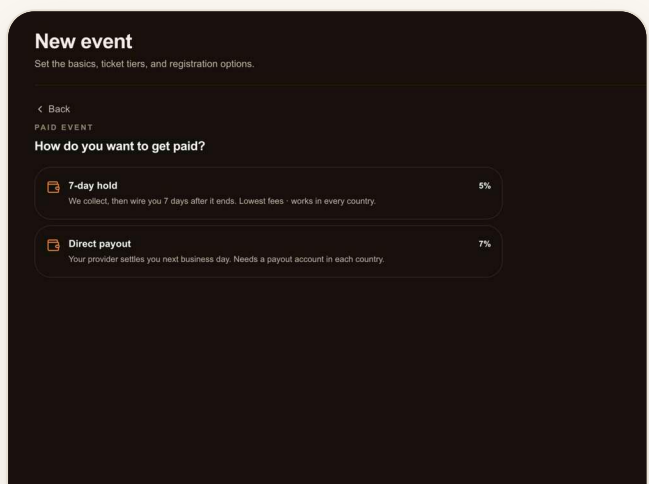
Open **Ticketing** and hit **New event**. Free is registration-only; Paid sells tickets. We're doing paid, so a two-question wizard settles payouts before the form.



The Ticketing workspace. Empty to start — the **New event** button kicks things off.



Free or Paid. We choose **Paid event** — sell tickets, needs payouts.



How do you want to get paid? 7-day hold (5%, lowest fees, works everywhere) or **Direct payout** (7%). We take the 7-day hold.

New event

Set the basics, ticket tiers, and registration options.

< Back

PAID EVENT

Where is it?

Ghana

LAST USED

>

Ready — paid in GHS, 7-day hold

Kenya

+ Add bank

No Kenya bank account yet — a 7-day hold wires your takings to a bank account in Kenya. Add one here.

South Africa

+ Add bank

No South Africa bank account yet — a 7-day hold wires your takings to a bank account in South Africa. Add one here.

United States

+ Add bank

No United States bank account yet — a 7-day hold wires your takings to a bank account in United States. Add one here.

United Kingdom

+ Add bank

No United Kingdom bank account yet — a 7-day hold wires your takings to a bank account in United Kingdom. Add one here.

Canada

+ Add bank

No Canada bank account yet — a 7-day hold wires your takings to a bank account in Canada. Add one here.

Germany

+ Add bank

No Germany bank account yet — a 7-day hold wires your takings to a bank account in Germany. Add one here.

Where is it? Pick the country — **Ghana** is ready. Others offer “Set up” inline. A summary chip (Paid event · 7-day hold · Ghana) then sits atop the form.

2

THE EVENT FORM

Details, dates, tiers.

Five cards top to bottom. Fill the essentials, set your ticket line-up, and choose who pays the card fee.

New event

Set the basics, ticket tiers, and registration options.

Paid event · 7-day hold · Ghana

Cha

Details

The essentials attendees will see first.

Event name *

TECH SUMMIT 2026

Description

TECH SUMMIT 2026

Venue

ACCRA INTERNATIONAL GHUD PARK

Details. Name (**TECH SUMMIT 2026**), description, and venue (**Accra International Ghud Park**) — the essentials attendees see first.

When & where

Country and timezone drive payments and scheduling.

Starts *

31/07/2026, 07:05 PM



Ends *

01/08/2026, 07:05 PM



Timezone *

Africa/Accra



Times above are entered in this timezone.

Total capacity

1000

Leave blank for unlimited registrations.

When & where. Start/end, timezone (Africa/Accra — the clock your times are read in), and total capacity (**1000**; blank = unlimited).

Tickets

Choose free or paid, then define your tiers.

Payouts active for Ghana (GHS) — you're good to sell tickets.

Card processing fee

Org default

You absorb

Customer pays

Fee added on top

You absorb

From your revenue

When the customer pays, we add the payment-gateway fee at checkout so you net ~the full price. It's an estimate — actual fees vary by card.

Where we wire your takings *

Platform-hold payouts settle to this bank account after the event ends.

GHANA WIRE

AGRICULTURAL DEVELOPMENT BANK · GH · ****9847

Verified

+ Add a new bank destination

Tiers

Tier name	Price (GHS)	Capacity	
VVIP	1000	200	

Tier name	Price (GHS)	Capacity	
VIP	800	300	

Tier name	Price (GHS)	Capacity	
REGULAR	500	500	

+ Add tier

Tickets. The **Card processing fee** choice (we pick **Customer pays** — added on top so you net ~the full price), where the 7-day hold wires (**GHANA WIRE**), and the tiers: **VVIP GHS 1,000 · VIP GHS 800 · REGULAR GHS 500**, each with a capacity.

Registration & notifications

Control visibility, confirmations and badge printing.

Status

Draft (hidden) ▾

New events start as drafts. Our team reviews them (usually within 24 hours), then you can publish.

Badge printing

No printing ▾

Confirmation channels

☒ Email

☒ Sms

☒ Whatsapp

Volunteers & vendors

Optionally open public sign-up pages for helpers and stalls.

Accept volunteers

Let people sign up to help run the event.



Accept vendors

Sell stalls / booths to vendors (paid off-platform).



Create event

Registration & volunteers. Status starts at **Draft (hidden)**; badge printing options; confirmation channels (Email + SMS + WhatsApp); and optional volunteer/vendor sign-up pages. Then **Create event**.

Prices lock at create

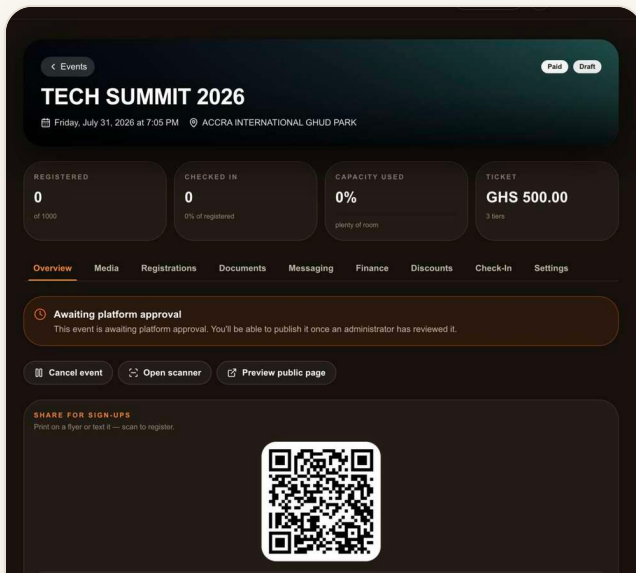
You can rename tiers and adjust capacity later, but prices and adding/removing tiers are fixed once the event exists.

3

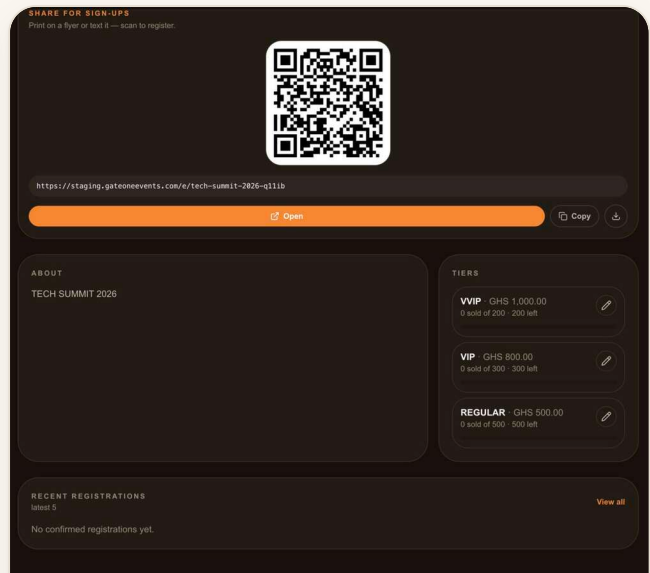
OVERVIEW & THE LOOK

It's created — now dress it up.

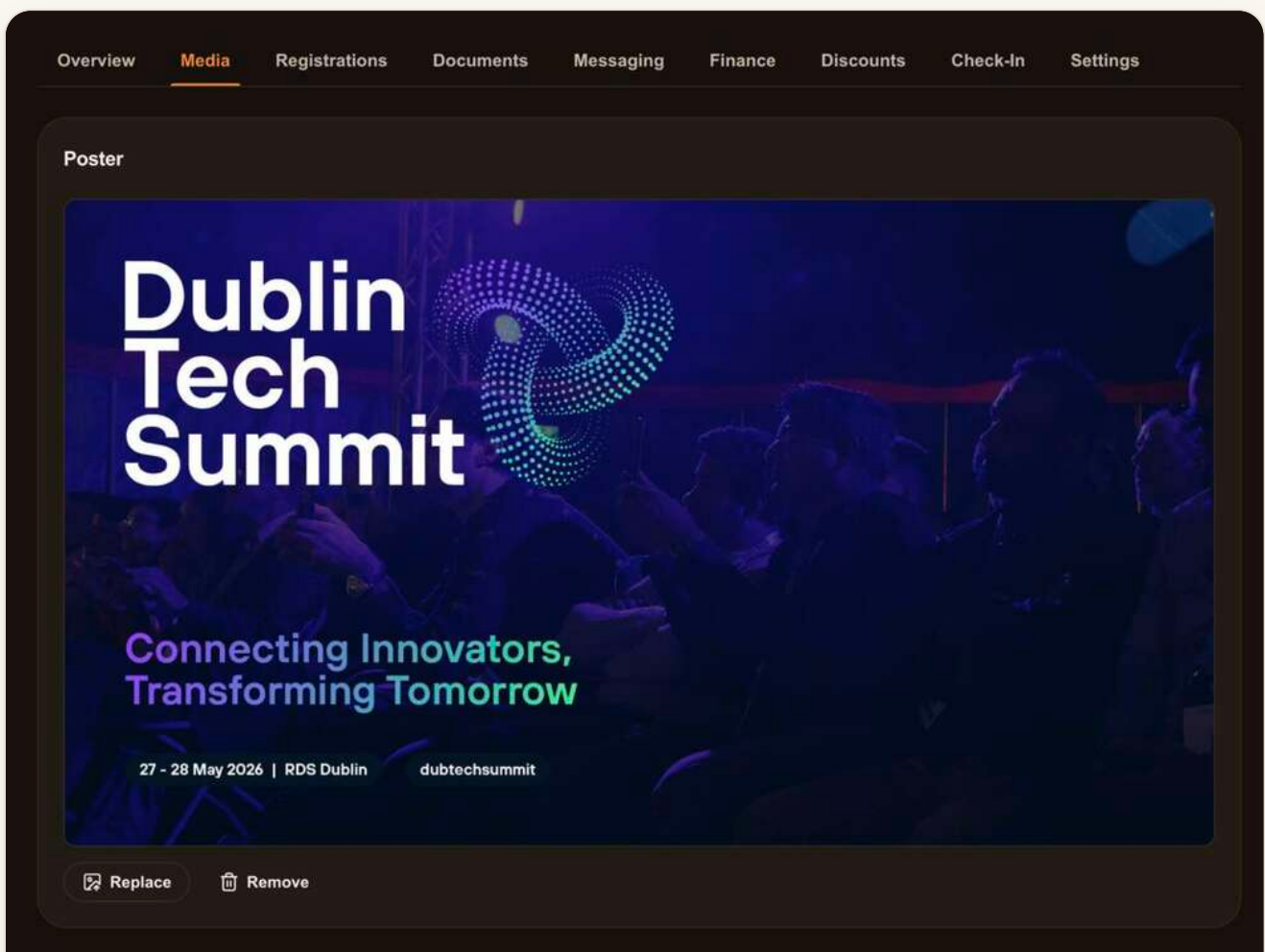
Creating lands you on the event's Overview as a **Draft**. Then the **Media** tab lets you add the visuals that sell it — a poster, a gallery, and a featured video.



Overview (draft). Cover, stat tiles (Registered 0 of 1000, Ticket from GHS 500 · 3 tiers), tabs, and an **Awaiting platform approval** banner.



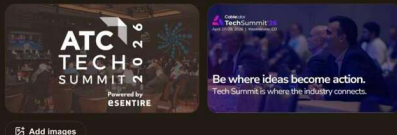
Share & tiers. A scan-to-register QR, your About text, and the three tiers with seats remaining.



Media · Poster. Upload the hero image for your public page (Replace / Remove any time).

Gallery

Extra images shown as a carousel after the poster on the public page. Drag to reorder.



Media • Gallery. Extra images shown as a carousel after the poster — drag to reorder.

Featured video

A YouTube, Vimeo or .mp4 link, featured under the hero on the public page. Leave blank to remove.

<https://www.youtube.com/watch?v=3aK-iD81b4>



Media • Featured video. Paste a YouTube/Vimeo/MP4 link and it plays under the hero. **Save video.**

4 DOCUMENTS ON ARRIVAL

Files that deliver themselves.

The **Documents** tab attaches files to the event — and each one has its own *delivery moment*: sent with the ticket **before**, handed out **at check-in**, or **both**. You'll see this land in the guest's inbox at the very end.

PROGRAMME DOCUMENTS

Files registrants get with their ticket — or hand-outs delivered when they check in at the door. Each doc has its own delivery moment.

ADD DOCUMENT

DOCUMENT NAME

PROGRAMME LINE UP

Shown in the email and on the public page. Up to 120 characters.

WHEN TO DELIVER IT

SEND BEFORE THE EVENT
Programme lineup, prep instructions, dress code, parking map.

☒ **HAND OUT AT CHECK-IN ONLY**
Sermon notes, parking validation, post-event survey, raffle.

SEND AT BOTH MOMENTS
Church map, emergency procedures, contact info.

FILE

PLU TYRPE 2.jpeg

PDF · Word · PNG/JPEG/Video · 25 MB max

Cancel Upload

Add a document. Name it (**PROGRAMME LINE UP**), pick **When to deliver** — we choose **Hand out at check-in only** — and upload (PDF / Word / image, 25 MB max).

Overview Media Registrations **Documents** Messaging Finance Discounts Check-in Settings

PROGRAMME DOCUMENTS

Files registrants get with their ticket — or hand-outs delivered when they check in at the door. Each doc has its own delivery moment.

+ Add document

PDF · Word · PNG/JPEG/Video · 25 MB max

PROGRAMME LINE UP
JPG · 98 KB

AT CHECK-IN

BEFORE
Programme lineup, prep instructions, dress code, parking map.

☒ **AT CHECK-IN**
Sermon notes, parking validation, post-event survey, raffle.

BOTH
Church map, emergency procedures, contact info.

Added. The doc shows its delivery moment (**AT CHECK-IN**) and can be reordered. Add as many as you like — each with its own timing.

Why this is neat

A programme, map, or parking pass tagged **at check-in** is emailed automatically the moment a guest is scanned in — no chasing, no printing. We'll see exactly that in step 9.

Reach people, and reward early buyers.

Messaging broadcasts to your audience; **Discounts** creates codes buyers enter at checkout.

OverviewMediaRegistrationsDocumentsMessagingFinanceDiscountsCheck-InSettings

Audience

☒ Before — everyone registered
Confirmed + checked-in

☐ During — checked in
People who've arrived

☐ After — not arrived
Confirmed but no-show

Recipient types

☒ Attendees ☐ Volunteers ☐ Vendors

Message

Channels

☒ Email

☐ Sms

☐ Whatsapp

Subject (email)

See you tomorrow!

Body *

Hi {{first_name}}, doors open 8am...

{{first_name}}

{{name}}

{{organization_name}}

Please fill out this field.

Schedule

Send later

☐

Messaging. Pick an audience (Before / During / After, and Attendees / Volunteers / Vendors), a channel (Email / SMS / WhatsApp), write with merge tags like `{{first_name}}`, and send now or **schedule for later**.

New discount ×

A code buyers enter at checkout. Applies to any ticket tier.

Code

EARLYBIRD20

Type

Percentage off Fixed amount off

Percent %

20

Max off (GHS, optional)

cap

Min order (GHS, optional)

none

Max uses (optional)

unlimited

Starts (optional)

18/07/2026, 07:17 PM

Expires (optional)

25/07/2026, 07:17 PM

Times are in the event's timezone.

One use per person ☒

Limits to one redemption per email — buyers must enter an email to use it.

Cancel Create

New discount. A code, Percentage or Fixed off, caps, a validity window, and an optional one-per-person limit. We make **EARLYBIRD20 · 20% off**, one per person, ending 25 Jul.

Summit

TECH SUMMIT 2026

Friday, July 31, 2026 at 7:05 PM ACCRA INTERNATIONAL GHUD PARK

REGISTERED 0 of 1000

CHECKED IN 0 1% of registered

CAPACITY USED 0% plenty of room

TICKET GHS 500.00 2 tiers

Overview Media Registrations Documents Messaging Finance Discounts Check-In Settings

DISCOUNT CODES

Percentage or fixed amount off any tier, with usage caps and a validity window. [+ New code](#)

EARLYBIRD20 · 20% off · 1/PERSON

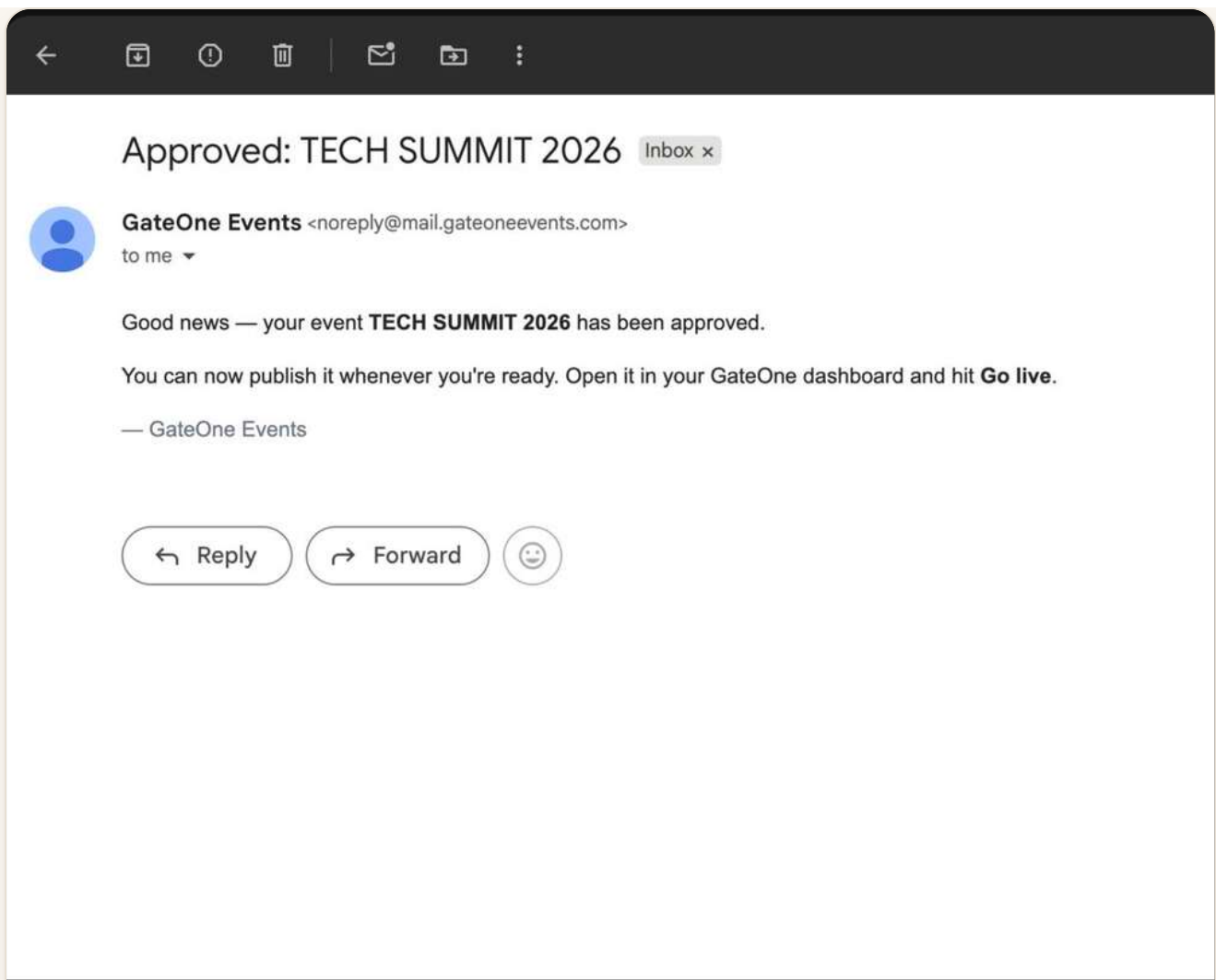
0 used · unlimited · ends 2026-07-25

Live. EARLYBIRD20 · 20% off · 1/PERSON appears in the list, with enable/disable and edit.

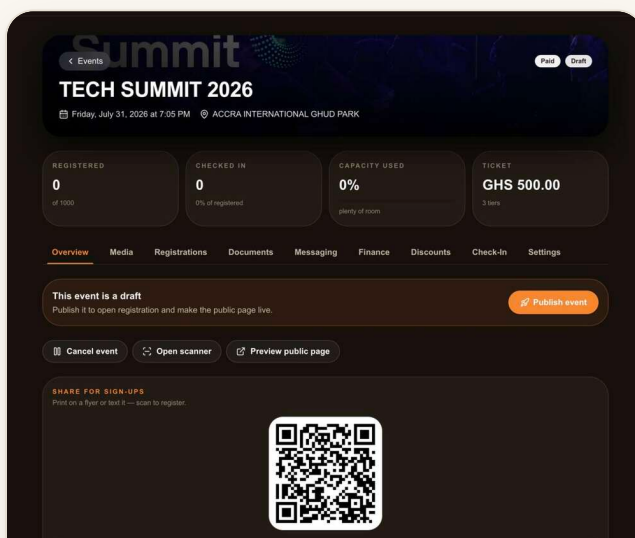
6 APPROVAL & GO LIVE

Reviewed, then one button.

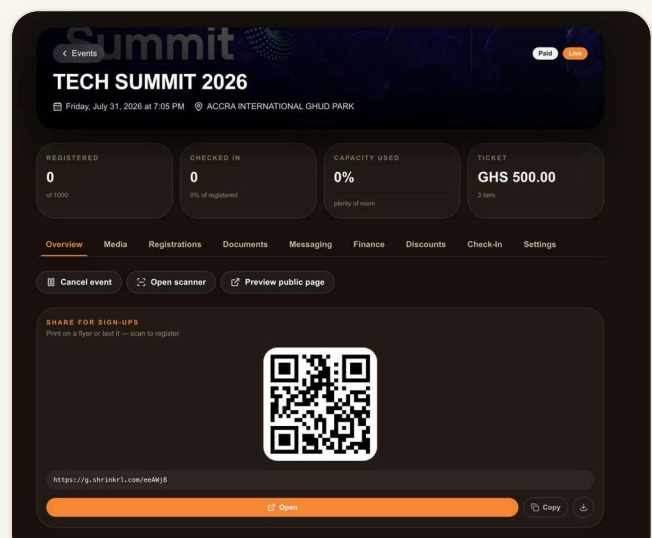
New events are reviewed by the platform (usually within 24 hours). When it clears, an email lands and the Overview hands you **Publish event**.



The approval email. "Approved: TECH SUMMIT 2026 ... Open it in your GateOne dashboard and hit Go live."



Ready to publish. "This event is a draft — Publish it to open registration and make the public page live," with a **Publish event** button.

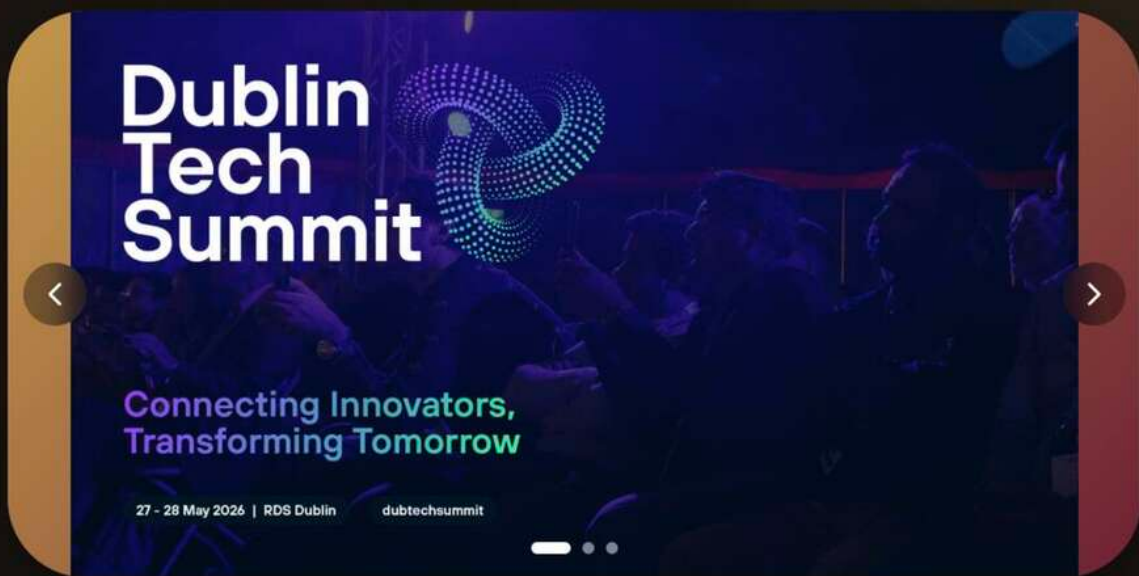


Live. One click — the badge flips to **Live** and the share card carries a short link to hand out.



What buyers see — and a real purchase.

Share the link and anyone lands on the public page — no account. They pick tiers and quantities, optionally enter a code, and pay. The math updates live, including the card fee you passed on.



📅 FRIDAY, JULY 31, 2026 · 7:05 PM – 7:05 PM

FROM GHS 500.00

TECH SUMMIT 2026

📍 ACCRA INTERNATIONAL GHUD PARK

TECH SUMMIT 2026

RESERVE YOUR SPOT

Get your ticket

You'll get a QR ticket by email or SMS — show it at the door.

TICKETS

VVIP

GHS 1,000.00 · 200 left

– 1 +

VIP

GHS 800.00 · 300 left

– 0 +

REGULAR

GHS 500.00 · 500 left

– 0 +

DISCOUNT CODE

Apply

The public page. Your poster, gallery and video up top, then "from GHS 500" and **Get your ticket** with the three tiers and seats left.

RESERVE YOUR SPOT

Get your ticket

You'll get a QR ticket by email or SMS — show it at the door.

TICKETS

VVIP

GHS 1,000.00 · 200 left

- 1 +

VIP

GHS 800.00 · 300 left

- 0 +

REGULAR

GHS 500.00 · 500 left

- 0 +

EARLYBIRD20

Apply

1 ticket

GHS 1,000.00

Card processing fee

+GHS 19.89

Total

GHS 1,019.89

FULL NAME *

Charles Opoku-Agyemang

EMAIL *

opokuagyemangcharles@gmail.com

PHONE (OPTIONAL)

+233 54 134 8180

We'll email your ticket.

Pay GHS 1,019.89

Pick & fill. 1× VVIP → subtotal GHS 1,000,
**Card processing fee +GHS 19.89, Total
GHS 1,019.89** (because we chose Customer
pays). Name + email collect the buyer.

RESERVE YOUR SPOT

Get your ticket

You'll get a QR ticket by email or SMS — show it at the door.

TICKETS

VVIP

GHS 1,000.00 · 200 left

- 1 +

VIP

GHS 800.00 · 300 left

- 0 +

REGULAR

GHS 500.00 · 500 left

- 0 +

EARLYBIRD20

Apply

Code EARLYBIRD20 applied.

1 ticket

GHS 1,000.00

Discount (EARLYBIRD20)

-GHS 200.00

Card processing fee

+GHS 15.92

Total

GHS 815.92

FULL NAME *

Charles Opoku-Agyemang

EMAIL *

opokuagyemangcharles@gmail.com

PHONE (OPTIONAL)

+233 54 134 8180

We'll email your ticket.

Pay GHS 815.92

Code applied. Enter EARLYBIRD20 → "Code
applied." **Discount -GHS 200**, fee
recalculates, **Total GHS 815.92.**

PAY WITH

 Mobile Money

 Card

 Bank Transfer

 opokuagyemangcharles@g...
Pay **GHS 815.92**

TEST



Use the test mobile money number and provider below to start the payment

0551234987



MTN

▼

Confirm

 Secured by **paystack**

Pay. Checkout opens (Paystack) — Mobile Money / Card / Bank Transfer. **Pay GHS 815.92.** No account needed.

8

THE TICKET & THE MONEY

Their QR ticket, your earnings.

The buyer immediately gets a QR ticket (on-screen and by email/SMS), and it all lands in your Registrations and Finance tabs.

Dublin Tech Summit

Connecting Innovators,
Transforming Tomorrow

27 - 28 May 2026 | RDS Dublin | dubtechsummit

🎫 YOUR TICKET

TECH SUMMIT 2026

📅 Friday, July 31, 2026 at 7:05 PM

📍 ACCRA INTERNATIONAL GHUD PARK



Show this at the door

TICKET HOLDER

Charles Opoku-Agyem...

VVIP

🟢 CONFIRMED

Your ticket. A QR to show at the door, the holder's name, tier, and a **Confirmed** badge.

🎫 YOUR TICKET

TECH SUMMIT 2026

📅 Friday, July 31, 2026 at 7:05 PM

📍 ACCRA INTERNATIONAL GHUD PARK



Show this at the door

TICKET HOLDER

Charles Opoku-Agyem...

VVIP

🟢 CONFIRMED

📄 Download ticket

Save the image, then add it to **Apple Wallet** or **Google Wallet** for quick access at the door.

📅 Calendar

📄 QR only

Bookmark this page — your ticket lives here. We've also sent it by email / SMS.

Powered by GateOne

Save it. Download ticket (Apple/Google Wallet), **Calendar**, or **QR only** — it's also emailed automatically.

27 - 28 May 2026 | RDS Dublin

dubtechsummit

YOU'RE REGISTERED

TECH SUMMIT 2026

Hi Charles Opoku-Agyemang, you're all set. Save this email — your QR below gets you in at the door.

WHEN

Friday, Jul 31, 2026 · 7:05 PM

WHERE

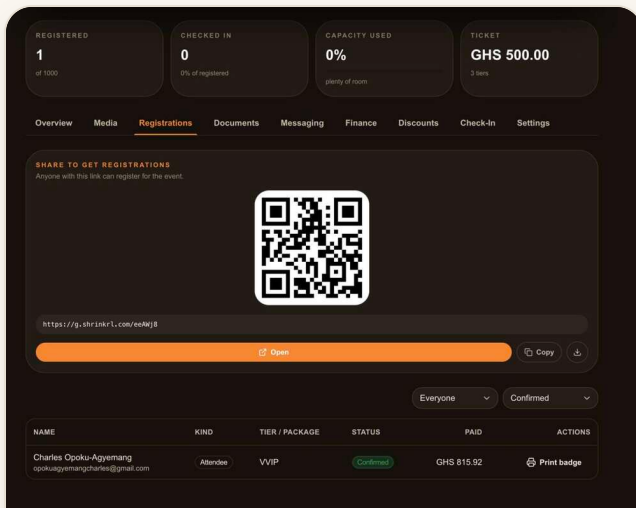
ACCRA INTERNATIONAL GHUD PARK



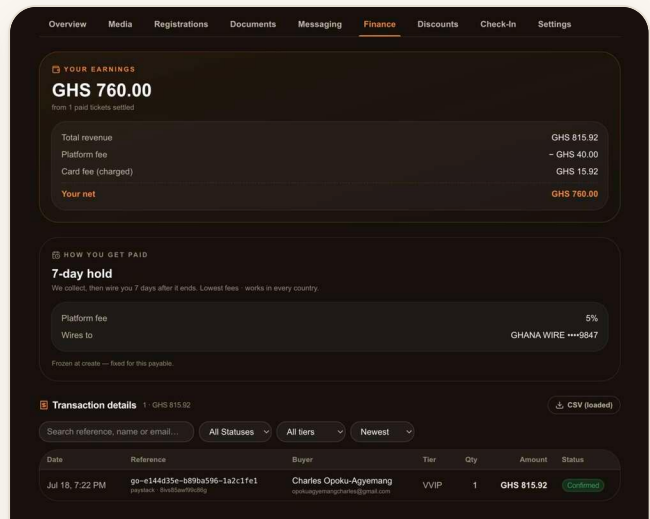
Show this at the door

[View your ticket →](#)

The email. "Your ticket: TECH SUMMIT 2026", from your own sender — with the QR and a **View your ticket** button.



Registrations. The buyer appears — **Charles Opoku-Agyemang · VVIP · Confirmed · GHS 815.92** — with a **Print badge** action.

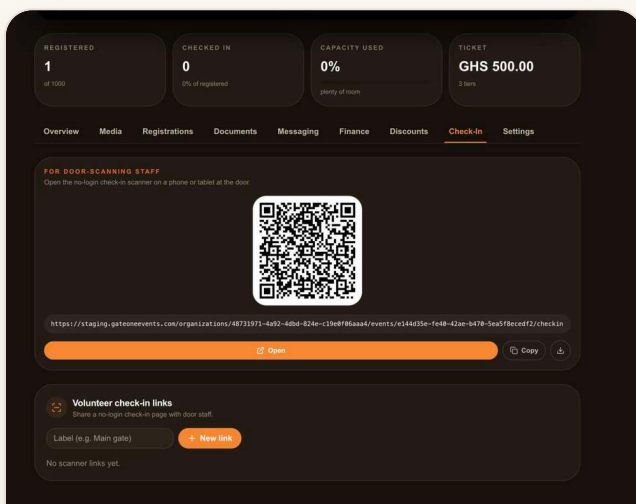


Finance. Earnings **GHS 760** (revenue 815.92 – 5% platform fee 40; card fee 15.92 was charged to the buyer), your frozen **7-day hold** wiring to GHANA WIRE, and the transaction ledger.

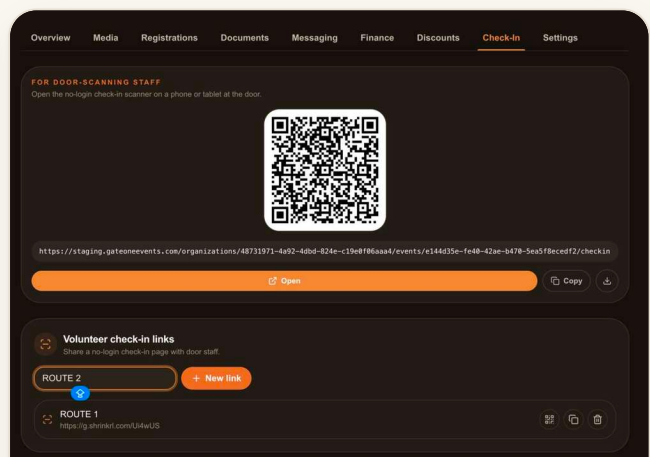
9 SCANNING PEOPLE IN

The door — and documents that arrive on arrival.

The **Check-In** tab gives you a **no-login** scanner for any phone, plus separate **gate links** for different entrances. Scan a ticket and the guest is in — and any “at check-in” document is emailed to them instantly.



For door-scanning staff. A QR/link that opens the scanner with no sign-in — hand it to volunteers, no accounts to create.



Multiple gates. Create named check-in links (**ROUTE 1, ROUTE 2**) so each entrance has its own scanner page.

CHECK-IN SCANNER

TECH SUMMIT 2026

0 checked in · 1 registered



Point the camera at each person's ticket QR.

Point & lock. "Point the camera at each person's ticket QR." The frame turns green the instant it locks onto a guest's ticket QR — theirs on-screen, printed, or in Wallet.



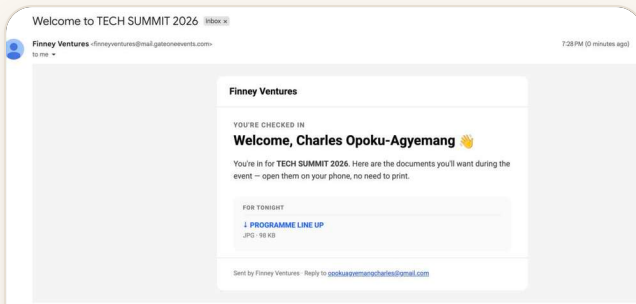
CHECKED IN

Charles Opoku-Agyemang

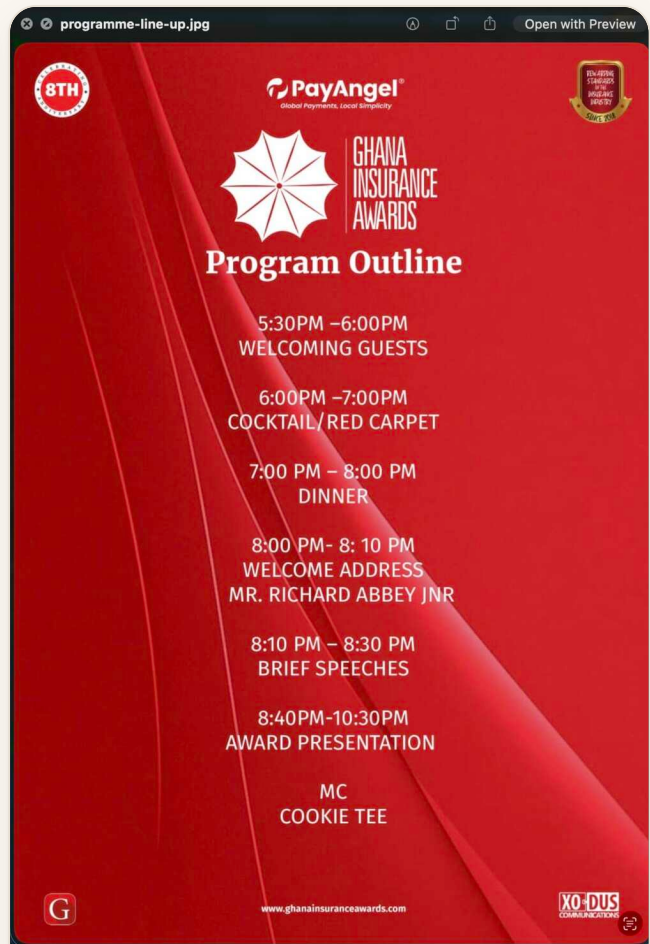
VVIP

Tap to scan next

In. A full-screen green **CHECKED IN — Charles Opoku-Agyemang · VVIP**, then **Tap to scan next**. Instant, unmistakable, and it works one-handed at a busy door.



The auto-sent document. The instant they're scanned, they get "You're checked in — Welcome" with the **PROGRAMME LINE UP** you tagged "at check-in". No printing, no chasing.



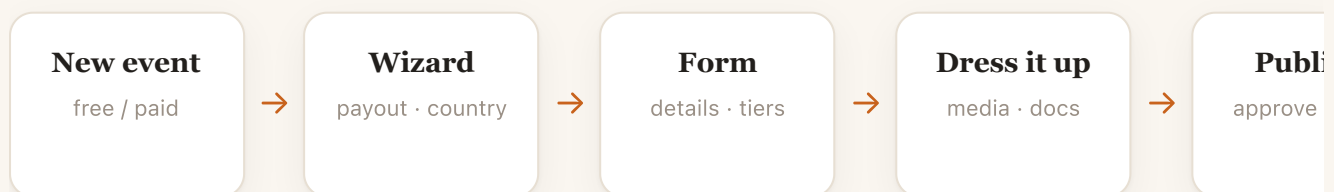
What they open. The programme itself — on their phone, right when they walk in.

That's the whole loop

Create → wizard settles payouts → fill the form → dress it up → get approved → publish → share. Sales land in Finance, the scanner checks people in, documents deliver themselves, and your payout settles on your terms.

END TO END

The whole thing, in one line.



Set up once, run every event.

The wizard remembers your country and payout choice, so your next event skips straight to the form. Create, publish, sell, scan, get paid — that's it. Volunteer & vendor paths come next.

GUIDE

GateOne · Ticketing

COMPANION

Voting & competitions

SUPPORT

info@gateoneevents.com

GateOne Ticketing — organizer walkthrough. Screens are real captures of a test event (TECH SUMMIT 2026) on staging; figures are illustrative. The card fee is passed to the buyer or absorbed by the organizer — your choice per event. Prepared July 2026.