



• STEP-BY-STEP MANUAL

Set up your event and sell your **tickets**

From setup to sales: the 4-step wizard, your links and QR codes to share, what the buyer sees, and how to follow your tickets from the panel.

4-STEP WIZARD

SALES LINK AND QR

TYPES AND QUOTAS

QR BY EMAIL

EVENT PANEL

01 What GV Ticket is

GV Ticket is the module you use to **set up your event and sell tickets online**. You enter the date, the capacity, and the ticket types with their prices; GVenue gives you back a **sales link and a QR code** to share. The buyer gets their **ticket with a QR code by email**, and that QR is the one that gets validated at the door.

What this manual DOES cover
Setting up the event, creating ticket types with a price and a quota, publishing it, sharing the sales link, and managing tickets from the panel.

What it does NOT cover
Validating at the door (**GV Puerta**), selling cash at the box office (**Caja**), bar, tables, and reports. Each one has its own manual.

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Every screen in this manual is real
The screenshots come from the live system, not mockups. The data (*Noche de Verano*, the prices) is sample data; your panel looks the same with your own information.

02 Requirements: the checkbox that turns it on

GV Ticket lives in the «Eventos y entradas» (Events and tickets) module. You turn it on yourself, from Configuración → Módulos del club (Settings → Club modules), in the Venta y evento (Sales and events) family. If it is off, the Mis eventos (My events) section does not show up in your panel.



1 Turn on «Eventos y entradas» (Events and tickets) and save with «Guardar módulos» (at the bottom of the page)

Fig. 1 · Configuración → Módulos del club → Venta y evento. The first switch, Eventos y entradas, is the one that turns GV Ticket on.

Turning a module off is only visual

If you turn it off, it is hidden from your panel to declutter the screen — the data keeps being recorded as usual and it comes back as soon as you turn it on again.

Two conditions, not one

WHO	WHAT	WHERE
GVenue	Enables the ticketing feature (online ticket sales) on your account, according to your plan.	We do it for you
You	You turn on the Eventos y entradas module.	Configuración → Módulos

If the module does not appear in the list, **your plan does not include it yet**: write to us and we will activate it.

03 Set up your event in 4 steps

From the panel, in **Mis eventos**, tap « **Crear evento» (Create event)** (you can see it highlighted in Fig. 8). There are four steps and it only asks for the essentials: **1 · Evento** (Event), **2 · Entradas** (Tickets), **3 · Equipo** (Team) and **4 · Revisar** (Review). Whatever you enter once (tickets, team) **stays saved** for your next events.

1 Event: name, when, and for how many people

The **name**, the **start date and time**, and the **capacity** (the total headcount of your venue). You choose **where it takes place** (your venue, another one of your locations, or «Otra» (Other) for a hall or grounds). The flyer is optional and gets optimized automatically. In «**+ Tu local» (Your venue)** you check what you have (bar, coat check, VIP, parking, tables) — it is saved for all your events, so you do not repeat it every time. When everything is in, tap «**Siguiente: Entradas →» (Next: Tickets)**.

¿Repetís una fiesta? Empezá desde un evento anterior
 Se copia todo lo configurable (entradas, aforo, módulos, freepass de RRPP) y vos solo ponés nombre y fecha.

1 Evento

2 Entradas

3 Equipo

4 Revisar

PASO 1 DE 4 · EVENTO

NOMBRE DEL EVENTO *

1

Noche de Verano

¿CUÁNDO ARRANCA? *

2

20/06/2026 23:00

AFORO TOTAL *

3

500

⚠ Esa fecha ya pasó. ¿Es la correcta?

¿DÓNDE SE HACE?

✓ Elegida
Club 51
 Sin dirección cargada
 ESTE PANEL

GV Beach Mdq
 Sin dirección cargada
 SUCURSAL

GVenue Socios Demo
 Sin dirección cargada
 SUCURSAL

Productora Demo
 Sin dirección cargada
 SUCURSAL

Restaurante GV Resto
 Sin dirección cargada
 SUCURSAL

Otra
 Un salón, predio u otro lugar
 LUGAR LIBRE

4

Siguiente: Entradas →

- 1 Type the event name
- 2 Pick when it starts (date and time)
- 3 Enter the total capacity
- 4 Tap «Siguiente: Entradas →» (Next: Tickets)

Fig. 2 · Step 1. The yellow warning «Esa fecha ya pasó» (That date has already passed) appears because the sample event has a past date on purpose (so nobody buys a ticket for it); with your real date it does not appear.

2 Tickets: name, price, and how many

One row per ticket type. **Name, price, and how many** (the quota for that type). The **+ General**, **+ Early bird**, and **+ VIP** buttons build the row with one tap, and **«+ Agregar entrada» (Add ticket)** adds as many as you want. Each row comes with its **Guardar** (Save) checkbox: if you leave it checked, that ticket stays in **«Tus entradas guardadas» (Your saved tickets)** and next time you add it with one tap instead of typing it again. Then, **«Siguiente: Equipo →» (Next: Team)**.

① «+ Otra persona» (Another person) adds a team member (optional)

② Tap «Revisar →» (Review) — you can skip this step

Fig. 4 · Step 3. Door, bar, and cash register staff get into the app with their QR; security and cleaning stay in the team record.

4 Review and create

A summary of everything before you confirm: date, capacity, how many ticket types, team, and the mode it will be published in. Each line has its ✎ **Editar** (Edit) button to go back to that step. Below, you choose **¿Qué hacés con el evento? (What do you want to do with the event?)**: 💾 **Guardar como borrador** (Save as draft — you keep configuring, it is not on sale yet) or ● **Publicar y vender de verdad** (Publish and sell for real). Tap ✅ **Crear evento** (Create event) and you are done.

PASO 4 DE 4 · REVISAR

RESUMEN · REVISÁ ANTES DE CREAR

EVENTO	Noche de Verano	Editar
CUÁNDO	20/06/2026 · 23:00 hs	Editar
DÓNDE	Club 51	Editar
AFORO	500 personas	Editar
ENTRADAS	- General · \$ 12.000 · cupo 350 - VIP · \$ 25.000 · cupo 150 Cupo cargado 500 / aforo 500 · ✓ Justo el aforo.	Editar
EQUIPO	Sin equipo: lo cargás después.	Editar
PUBLICACIÓN	Publicado para vender	

¿QUÉ HACÉS CON EL EVENTO?

☐ GUARDAR COMO BORRADOR
SEGUÍS CONFIGURANDO. TODAVÍA NO SE VENDE.

☒ PUBLICAR Y VENDER DE VERDAD
VENDÉS ONLINE POR TRANSFERENCIA Y CRIPTO Y, SI ESTÁ HABILITADA, CON TARJETA POR TU MERCADO PAGO.

① Choose «Publicar y vender de verdad» (Publish and sell for real) or «Guardar como borrador» (Save as draft)

② Tap «☒ Crear evento» (Create event)

Fig. 5 · Step 4. Check ¿Qué hacés con el evento? before tapping Crear evento: it decides whether the event goes on sale or stays as a draft.

«Publicar y vender de verdad» needs an active payment method

It is the only option that charges money, and it requires your account to have at least one payment method: **bank transfer** (GVenue enables it on your account) or **your Mercado Pago connected** (to charge by card). Below the option, the wizard tells you what you will be charging with. If you do not have either yet, the option appears locked: save the event as a **draft** and publish it when payment is ready. A draft event **is not sold** and its link does not open yet.

04 Done: your links and your QR codes

As soon as you create the event, the wizard gives you everything you need to get started, on a single screen:

-  **QR de venta (Sales QR)** — the one you put on the flyer, in the story, and at the door: people scan it and buy.
-  **Entrá a tu panel (Get into your panel)** — a QR and a link that let you in **without a password**. Save it on your phone.
-  **Aforo en vivo (Live headcount)** — the door screen, with no money data. For whoever controls entry.
-  **Entradas FREE** and  **landings de tus RRPP (your promoters' landing pages)** — if you enabled them, their links are further down (each promoter has their own).
- **Mandátelo por mail (Send it to yourself by email)** — you get everything together, so you do not depend on this screen.

🎉 ¡Tu evento «Noche de Verano» está cargado!

Acá tenés todo para arrancar: compartí la venta, entrá a tu panel cuando quieras y usá el aforo en la puerta.

ESCANEÁ O MOSTRÁ



TUS LINKS · TOCÁ «COPIAR»

📄 **Link de venta** <https://gvenue.com.ar/e/gvenue-manuales/manual-ticket-unvic>
compartí para vender online · publicado unvic

COPIAR

🏠 **Mi panel**
entra sin clave · guardalo

OCULTO — ES TU LLAVE

COPIAR

👁️ **Aforo en vivo** <https://gvenue.com.ar/v/gvenue-manuales/manual-ticket-unvic>
pantalla de puerta (sin dinero)

COPIAR

🎁 ENTRADAS FREE · FORMULARIO PARA REPARTIR POR FUERA

- 1 The **sales QR**: for the flyer, stories and the door
- 2 Tap «copiar» (copy) on the **Link de venta** (sales link) and paste it anywhere

Fig. 6 · Everything can be copied with one tap. We covered the gray boxes ourselves for this manual: they are the passwordless key into the panel (see the warning below).

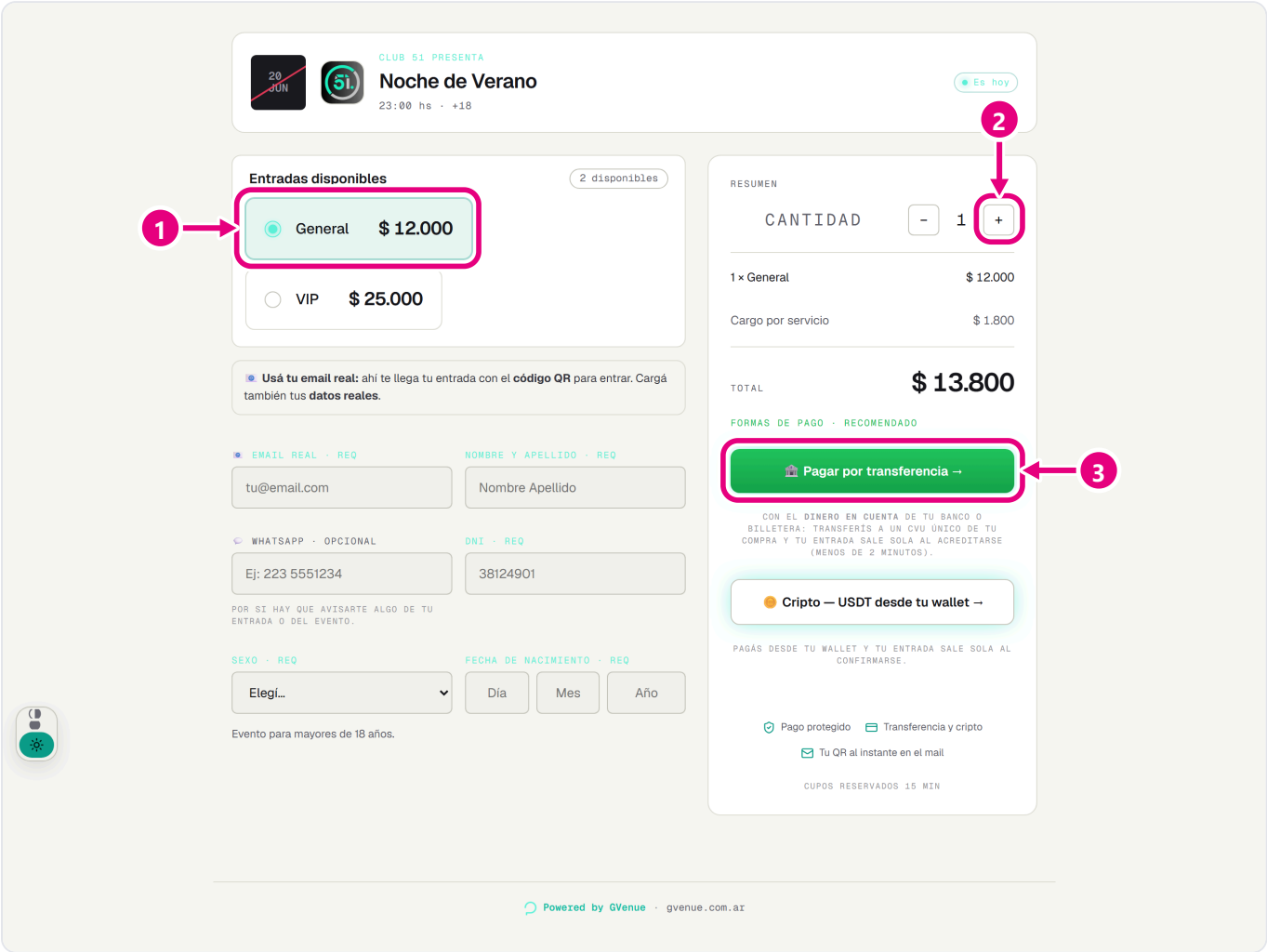
The «Mi panel» (My panel) link is a key — treat it like your password

That link (and the QR next to it) **open your panel without asking for a password**. It is meant so you can get in from your phone without remembering anything — but **anyone who has it gets in just like you**. Do not send it to the staff group or paste it on a flyer. For your team there are user accounts and a QR for each post, which only open their own area.

The **sales QR**, on the other hand, is public: that is exactly the one you share.

05 What the buyer sees

The **sales link** opens the event page: your club at the top, the date, the minimum age, and the approved capacity. The buyer chooses the ticket type, enters their details, and pays. Once the payment is confirmed, the ticket with its QR arrives in their email.



- 1 The buyer picks the ticket type
- 2 With + / - they choose how many
- 3 They fill in their details and tap the payment method

Fig. 7 · The event landing page. On the left, the tickets and the buyer's details; on the right, the quantity, the summary with the total, and the payment methods.

Why we ask for that information

FIELD	WHAT IT IS FOR
Real email	It is where the ticket with the QR is sent. If they get it wrong, they do not receive it.
Name and ID number (DNI)	At the door they may ask for the ID document to check it against the ticket.
Gender and date of birth	Control of the event's minimum age and statistics about your audience.

Screen details worth knowing

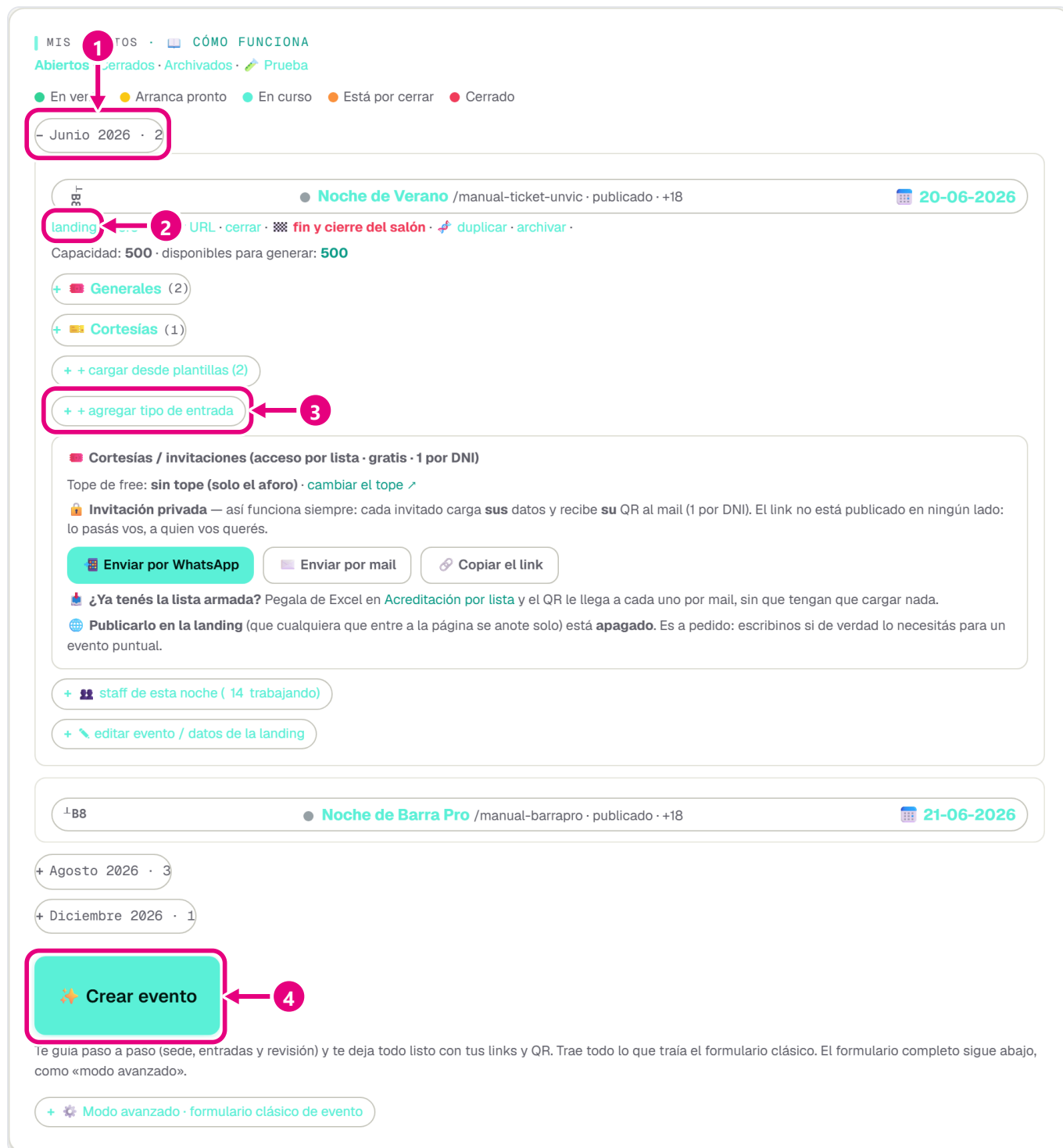
Tickets are chosen with one tap: under «*Entradas disponibles*» (*Available tickets*) the buyer taps the type they want and uses + / – to pick the quantity; the summary on the right updates by itself. **Quotas held for 15 min:** when the purchase starts we hold their spot for a while, so they do not lose it while paying.

Payment methods depend on your setup

This screenshot shows **transfer** and **crypto (USDT)**. Which ones your buyer sees depends on the channels you have active on your account (card payment through Mercado Pago appears only if you have it enabled). The **service fee** in the summary comes from what you agreed with GVenue — the one in this example is not yours; on your event it will show your own.

06 Your tickets from the panel

Once the event is created, everything is managed from **Mis eventos**, in your panel. Events are **grouped by month** and collapsed: tap the month and then the event to expand it. There you see the capacity, how many spots are left to generate, your ticket types, and the event's quick-access buttons.



- 1 Tap the **month** and then the **event** to expand it
- 2 **landing · aforo · copiar URL**: the event shortcuts (landing page, capacity, copy URL)
- 3 **+ agregar tipo de entrada** (add ticket type) once the event is live
- 4 **«🔥 Crear evento»** (Create event) opens the 4-step wizard

Fig. 8 · Mis eventos. The filters at the top (Abiertos · Cerrados · Archivados – Open · Closed · Archived) and the status light **En venta / Arranca pronto / En curso / Está por cerrar / Cerrado** (On sale / Starting soon / In progress / About to close / Closed) tell you where you stand at a glance.

What you can do here

ACTION	WHAT IT IS FOR
landing · aforo	Open the sales page or the door screen for that event.
copiar URL (copy URL)	The sales link to the clipboard, ready to paste.
+ agregar tipo de entrada (add ticket type)	Add a new type with the event already published.
+ cargar desde plantillas (load from templates)	Bring in the tickets you already saved on other events.
clonar · editar (clone · edit)	Duplicate a type to vary it, or fix its price and quota.
cerrar (close)	The event stops being sold (it is not deleted). It asks you to confirm.
⌘ fin y cierre del salón (end of night and venue close)	Closes the night: sales stop and operators are logged out. It asks you to confirm.
duplicar (duplicate)	Repeat the party: copies the whole event and leaves it as a draft for you to adjust.
archivar (archive)	Take it off the list without losing anything (reports and audit trail stay intact).

Venue capacity vs. quota per ticket

The event has a **capacity** (the total headcount) and each ticket type has its own **quota**. The panel shows you how many venue spots you have left **available to generate**, so you do not sell more than fits.

07 Frequently asked questions

I set up the event but the sales link does not open. What happened?

It stayed as a **draft**. A draft event is not on sale yet and its landing page does not open. Publish it from the panel (or from step 1 of the wizard, under *¿Qué hacés con el evento?*).

Do I need Mercado Pago?

To **set up** the event, you need nothing: leave it as a **draft**. To **publish and sell**, one active payment method is enough: the **bank transfer** that GVenue enables, or Mercado Pago if you also want to charge by card.

I made a mistake in a price and the event is already published.

It can be fixed. In **Mis eventos**, on the ticket type's row, tap **editar**. Tickets **already sold** keep the price they were sold at: the change applies from then on.

I want to add a new ticket type in the middle of the sale.

You can, with the event published: + **agregar tipo de entrada**. Watch the quota — the panel tells you how many venue spots you have left available to generate.

A buyer says the ticket did not arrive.

First, have them check **spam** and make sure the email they entered is correct (it is the most common mistake). If the email was misspelled, write to us with the name and ID number and we will resend it.

Can I run a test before selling for real?

Yes, and it is a good idea: leave the event as a **draft** and go through the whole panel. If you want to do a purchase from start to finish before your first night, we will coordinate with you.

I run the same party every Saturday. Do I have to set everything up again?

No. In **Mis eventos** you have **duplicar**, and at the top of the wizard there is «*¿Repetís una fiesta? Empezá desde un evento anterior*» (*Repeating a party? Start from a previous event*): it copies tickets, capacity, and modules, and you only enter the name and date.

Can the ticket's QR be used twice?

No. Each ticket carries its **unique QR** and it only gets in once at the door. Entry control is handled by **GV Puerta** — it has its own manual.

I cancelled the date. What do I do with the event?

Do not delete it: **archive it**. It leaves the list and is no longer sold, but reports and audit trail stay intact. If there were sales, write to us **before** touching anything so we can sort out the refunds.

08 Support

If something does not add up, write to us. The more specific you are, the faster we solve it.

✉ **somos@gvenue.com.ar**

Tell us **which club**, **which event**, and **which screen** you were looking at. If you can, send a screenshot.

💬 **From your panel**

The **¿Necesitás ayuda? (Need help?)** button (bottom left) opens the assistant without leaving the screen you are on.

If money is involved, write before you touch anything

For any doubt about **sales, refunds, or cancellations**, let us know **before** archiving or changing anything. It is much easier to help you beforehand than to reconstruct afterward.



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