

APRIL 2020 FEATURE RELEASE FOR WESHARE

WeShare Features Update

WeShare is excited to announce two new features that have been added to the WeShare Admin Panel. Admins now have the ability to register a user for an event and download their tickets right away. They can also go back and search for registrants within events and download tickets there.

Purchase Event & Print Ticket

1. Login to the new admin panel and click on Users, then Manage Users.
2. Search for a user then click to open their user account.
3. Under Events click on Purchase and search for the event.
4. Register the user and authorize the transaction.
5. Click on Print Tickets and Download the PDF.

The screenshot shows the user account page for Isabel Marsh (Status: Active). The 'Purchase' button is highlighted in the left sidebar. The main content area is divided into two steps: 1. Event & Tickets and 2. Ticket Information. In step 1, the 'Events' dropdown is set to 'Mother's Day Online Event'. Below it, 'Mother's Day Art Entry' is selected with a quantity of 1. The price is 'Free' and the remaining tickets are 'Unlimited'. A 'Next' button is visible at the bottom right.

Registration Access to Print Ticket

1. Login to the new admin panel and click on Giving.
2. Search for an event and then click Manage to the right of the event's name.
3. Under Event Reports click on Registration List.
4. Search for a user then click on Print.
5. Download the PDF and Print tickets.

The screenshot shows the 'Registration List' for the 'Mother's Day Online Event'. The table lists registrants with their names, registration details, amounts, dates, and status. Each row has 'Edit' and 'Print' buttons.

Name	Registrations	Amount	Date	Status	Edit	Print
Malissa Chartier	1 Mother's Day Art Entry	Free	4/9/2020		Edit	Print
Anne Bolyd	1 Mother's Day Art Entry	Free	4/9/2020		Edit	Print
Jim Braun	1 Mother's Day Art Entry	Free	4/9/2020		Edit	Print
Mark Moen	1 Mother's Day Art Entry	\$1.00	4/9/2020		Edit	Print