

# How to add external codes

## What's in it for you

External codes are the ones that you can upload and visualize on the ticket. You can do this by importing a file with codes and adding the dynamic field on the ticket lay-out. This code could be a gift voucher as a present or discount for next purchases, a secret message for the 100th buyer of your event or the ride home after the event with public transport or with a partner/sponsor deal!

This article will help you understand how they work and how you can use them.

## See how it looks

### External codes

23 external codes successfully imported

Event

Ticket type

Code

Is used  All  Yes  No

Show all Search

+ Import external codes

<input type="checkbox"/>	Event	Ticket type	Code	Created	Ticket
<input type="checkbox"/>	Promotion & external codes-demo	Promo ticket	9230	11/29/17	-
<input type="checkbox"/>	Promotion & external codes-demo	Promo ticket	8594	11/29/17	-
<input type="checkbox"/>	Promotion & external codes-demo	Promo ticket	4943	11/29/17	-
<input type="checkbox"/>	Promotion & external codes-demo	Promo ticket	1393	11/29/17	-
<input type="checkbox"/>	Promotion & external codes-demo	Promo ticket	1540	11/29/17	-
<input type="checkbox"/>	Promotion & external codes-demo	Promo ticket	1580	11/29/17	-

91 - 96 of 96 10 records per page

< First < Previous 6 7 8 9 10 Next > Last >

Delete selected

## Key features

- Create or upload your own promotion codes
- Use codes for specific tickettypes
- Use codes in specific sales distribution channels
- Offer specific discounts or vouchers to your ticket buyers

## You need this to succeed

Feature 'External codes' need to be enabled. Please contact your Customer Success Coach or our Support team when it's not visible.

## The quick way to awesomeness

The short summary of all the steps (used by existing users more as a reminder)

- Go to 'Advanced' & 'External codes'
- Click on 'Import external codes'
- Fill in the event (, ticket type bundle) & ticket type
- Upload a csv file with the codes in the first column
- Click on Save
- Go to 'Look & Feel' & 'Ticket templates'
- Add the dynamic field 'External code' to your ticketlay-out.
- Click on Save.

## Do this step by step

- Go to the main menu & click on 'Advanced' & 'External codes'

 > My events

### My events

[Show advanced search fields](#)  
Show all Search



### Events

 Add event

Events	Date ▲	Venue	
Feature	24 March 2018		  More ▾
Seating Plan	-		  More ▾
Teambuilding	21 April 2018		  More ▾
Promotion & external codes-demo	01 December 2018		  More ▾

Link to ticket sales

Seating plans

Multiple usages ▾

Grouping ▾

Look & feel ▲

Ticket templates

Payment instruction layouts

Receipt layouts

Shop layout

Advanced ▾

- Click on 'import external codes' to upload a file of those codes

## External codes

Event

Ticket type

Code

Is used  All  Yes  No

 [+ Import external codes](#)

<input type="checkbox"/>	Event	Ticket type	Code	Created	Ticket
<input type="checkbox"/>	Promotion & external codes-demo	Promo ticket	9230	11/29/17	-
<input type="checkbox"/>	Promotion & external codes-demo	Promo ticket	8594	11/29/17	-
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<input type="checkbox"/>	Promotion & external codes-demo	Promo ticket	1540	11/29/17	-
<input type="checkbox"/>	Promotion & external codes-demo	Promo ticket	1580	11/29/17	-

- Fill in the event & ticket type, which are obligatory fields. Ticket type bundle is an option, as this is a collection of different ticket types where codes can be applied on.

## Import external codes

Fields marked with a \*(star) are required.

\* Event

Ticket type bundle

If ticket type bundle selected external codes will be applied for all ticket types in bundle

\* Ticket type

\* Upload external codes

Select csv file with external codes. Only codes from first column will be uploaded. Maximum file size 2MB.

- Upload the file with the codes in the first column. Watch out, this should be a csv!
- Click on Save

Awesome! You just uploaded your codes. Let's now finalize this configuration by adding the dynamic field on the lay-out, if you haven't done it already.

- Go to 'Look & Feel' & 'Ticket templates'
- Add the dynamic field 'External code' to your ticket lay-out.

## Template editor "VoucherTicketLay-out"

### Main area properties

Background

### New object

### Object properties



All position and size blocks should have measures (px or mm)

Position (top)  Position (left)

Sizes

### Main area



- Click on Save.

Congrats, you just successfully uploaded your external codes! Mind that you are able to set the external codes on every sales distribution, event, ticket type as you want. In this way, you can choose which ticket buyers are able to get this advantage or personal message/code.

*Want to implement gift vouchers with external & promotion codes? This is a combination of creating promotion codes and uploading them afterwards as external codes to the lay-out.  
Check the feature 'Promotion codes' and see how to easily configure it!*