

TICKET CRAFT

1390 Jerusalem Avenue. Merrick, New York 11566

Requirements for Sending Seating, Charts, and Game Schedules

Preferred File Type: Microsoft Excel

Other Acceptable Formats: Access, Comma Delimited, Tab Delimited, Fixed Field, Word, etc.
NOTE: These formats may require additional processing to import into our system and could result in additional charges.

Disk Type: CD, zip or zip 250 or email

Email: sales@ticketcraft.com

Note: *You must alert your account representative before emailing files so we can confirm receipt.*

Our system has been designed to retrieve information from a spreadsheet or file when each line in the chart contains all the data necessary to produce a single seat (ie. Seat 1) or a range of seats (ie. Seats 1 – 10).

The spreadsheet should be setup with one single column for each individual piece of data for a seat or seat range (ie. section, row, seat, account #, address, city, state, zip, barcode, etc.)

SAMPLE SEATING CHART AND GAME SCHEDULE



Microsoft Excel
Worksheet

EXAMPLE:

The section should be in a single column on the chart, the row should be in a single column, the account number should be in a single column, etc.

If there are multiple seats (seat range) you may use either the notation “1-10” or “1,2,3,4,5,6,7,8,9,10” or place a separate column for the seat range start number and a separate column for the seat range end number. You may use whichever system best fits your requirements.

If there are specific sections such as “Loge” or “Bleacher,” they should be listed in a separate column.

Columns should not be repeated.

EXAMPLE:

If you are using columns A, B & C for the Section, Row and Seat (respectively), you can not have additional columns D, E & F for another Section, Row and Seat. Each line in the chart must refer to one seat or one seat range.

TO SEND US A CHART:

Simply attach the file to an email and send it to your Ticket Craft sales representative at sales@ticketcraft.com.

Don't forget to call your representative to inform them that you are sending your file so we can confirm receipt.

If you have any further questions, please don't hesitate to call your representative, who will be happy to assist you.

Phone: 1-800-645-4944

NYS: 516-538-6200

Fax: 516-538-4860

Email: sales@ticketcraft.com