FEE-FREE DONATION TUTORIAL

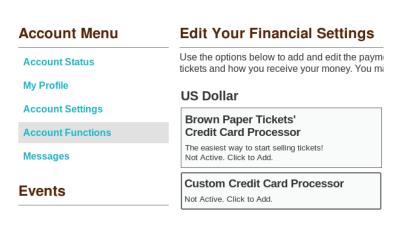
Ready, Set, Raise Money for Good Causes

As a Not-Just-For-Profit ticketing company, we're on a serious mission to make the world a better place. With our fee-free donation tool, donations will be directly deposited in your account with no service fee taken from Brown Paper Tickets. *Zero. Zilch. Nada.*

Using our fee-free donation tool and your own credit card processor, you can accept donations right through your event page or set up an event and allow attendees to make a donation when they purchase their tickets.

Before You Begin

You must set up your own processor (through your bank, PayPal, etc.) to connect to your Brown Paper Tickets account. If you prefer to use our processor, sliding scale or pay-what-you-can price levels may be a better option for you.



Change Your Credit Card Processor

Log in to your Brown Paper Tickets account. Click **Financial Settings** to adjust your payment options and choose a processor other than Brown Paper Tickets.

100% Fee Free

Some processors we integrate with: PayPal Basic, Amazon Payments. Custom merchant accounts, such as Authorize.net™, PayPal Payments Pro and PayFlow.

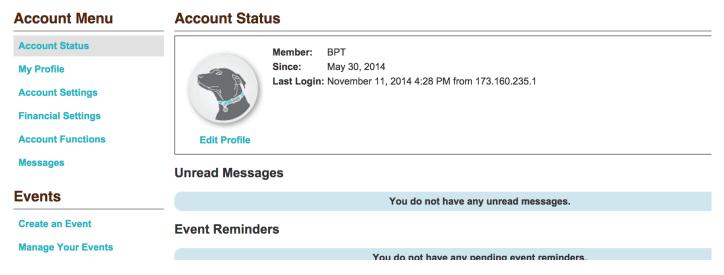
Once you have changed it in the Financial Settings, you will also need to change it under the **Payments** tab. Under the **Payments** tab, uncheck Brown Paper Tickets' processor and check the desired processor.

PAYMENT OPTIONS
CURRENCY
US Dollars
PAYMENT COLLECTION METHODS
Brown Paper Tickets' Credit Card Processing Brown Paper Tickets' Credit Card Processing is the easiest and safest option for selling tickets to your event. With Brown Paper Tickets' Credit Card Processing, your customers can order online, through our mobile site, and from any of our walk-up locations.
Your Credit Card Processor Brown Paper Tickets offers integrations with Authorize.net, USAePay, OmniPay, PayPal Web Payments Pro, and Payment Processing Inc. When using your own processor, your customers can order online, through our mobile site, and from any of our walk-up locations.
✓ PayPal Basic By enabling this payment method, you can use your own PayPal account to collect payment from your ticket buyers. PayPal is not available for mobile or walk-up sales.
Amazon Payments By enabling this payment method, you can use your own Amazon Payments account to collect payment from your ticket buyers. Amazon Payments is not available for mobile or walk-up sales.

Donations Only

Use the following 8 steps to create a page to accept donations for your cause. **NOTE:** You should have already created an event page for your charity. To do so, follow the prompts under **Create An Event.**

1 Log in to your Brown Paper Tickets account. Select Manage Your Events from the left nav area.

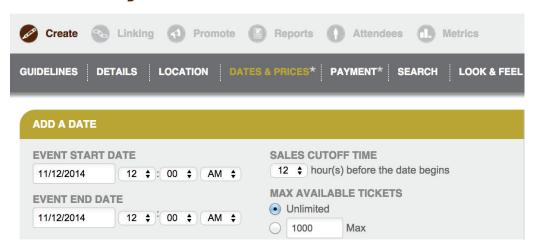


2 Find the event name. Click the blue **Go** button to the left of the **Event Name**.

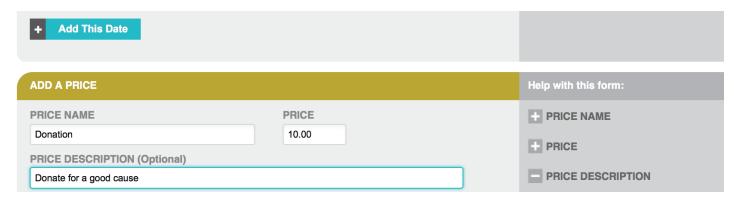


Click the Dates & Prices tab at the top.

Create your event

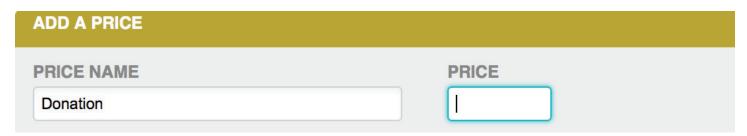


4 Scroll to **Add A Price** (below Add A Date). Create **Price Name** according to your preference. Be clear, as this will appear on your event listing. Examples: "add a donation," "donation only," etc. You can also input the optional **Price Description**.

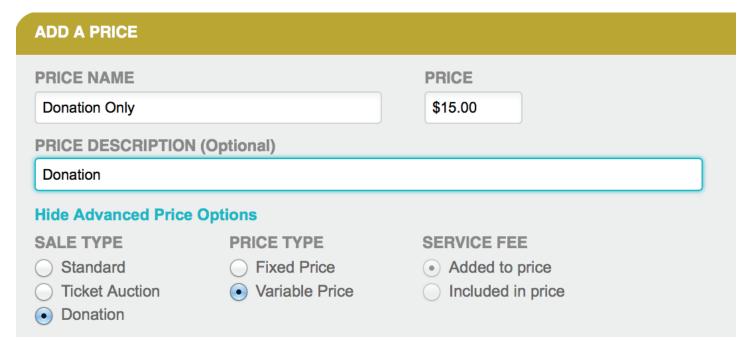


NOTE: The donation price may only be used for a direct financial contribution to the event organizer or an organization, not admission for events. No tickets will be created for donations.

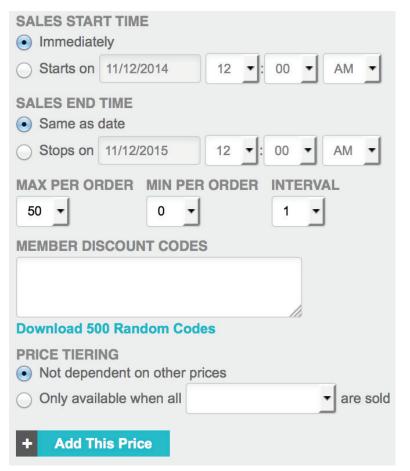
5 Add in a value for the donation. Enter a Price.



6 Click **Show Advanced Price Options** above the blue **Add A Price** button. Under **Sale Type**, select **Donation**. Under **Price Type**, select **Fixed** if you want to pre-set a donation value. Select **Variable** if you want to set a minimum donation value, but allow people to increase their contribution.

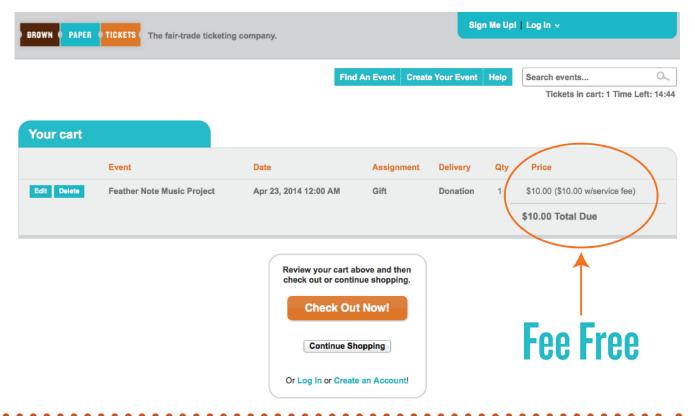


Customize other price specifications as preferred. Scroll down to click the blue Add This Price button.



8 You will now see the donation price added to your current **Dates & Prices.** Move on to next steps to finish setting up your event.

Here's an example of a donation event page checkout without tickets for sale.



Collect Donations and Sell Tickets to Your Event

To accept donations in addition to your event ticket sales on Brown Paper Tickets, you simply need to create a separate price level. You will not be able to use Brown Paper Tickets' credit card processor with the fee-free donation feature. Here is what an event looks like using the fee-free donation tool and selling event tickets.

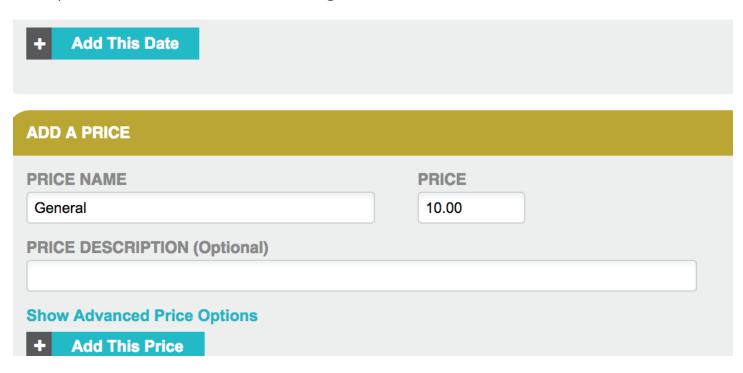


BONUS: When you use your own processor, Brown Paper Tickets shares part of the ticket service fee with you to help offset processing costs. Ticket buyers will still be charged \$0.99 plus 3.5% of the face value, but Brown Paper Tickets will only take \$0.99 + 1%, leaving you with 2.5% to help

Date	Admission Level	Price	Quantity
Nov 03, 2014 7:00 PM	Tickets to the show	\$125.00	0 •
	Make donation by buying tickets to the show		
	Even better	\$250.00 donation	0 •
	Supplemental donation to Cancer Commons in Jackie's memory		
	Stellar supporter	\$500.00 donation	0 +

offset your processing fee. No fee is added to donation levels, only to tickets.

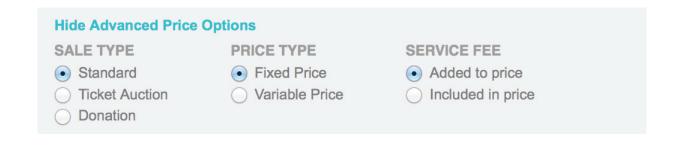
- 1 Change your credit card processor under both **Financial Settings** and **Payment Options**. Then follow steps 1-3 of the above donations-only tutorial.
- 2 Scroll to Add A Price below Add A Date. Enter a Price Name for this ticket type and be descriptive, such as "tickets to the show," "general admission," etc.



3 Click Show Advanced Price Options above the blue Add A Price button.

Show Advanced Price Options + Add This Price

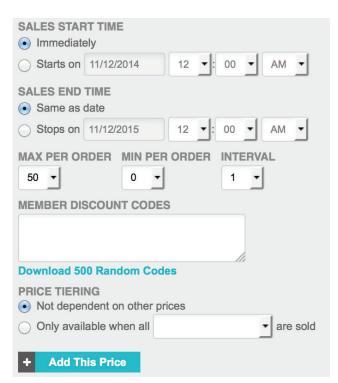
4 Under Sale Type, select Standard.



5 Set **Price Type** to **Fixed** or **Variable** and select whether you want the **Service Fee** included in the price or not.

Hide Advanced Price Options SALE TYPE PRICE TYPE SERVICE FEE Standard Fixed Price Added to price Ticket Auction Variable Price Included in price Donation

6 Fill out the rest of the options as desired and click Add This Price.



7 Save changes. Scroll up to Add A Price and follow the exact steps in the tutorial above to add a donation price to your event.

Congratulations.

You just learned to use our fee-free donation tool. If you need help at any time, contact us 24/7 (800) 838-3006

support@brownpapertickets.com English | Spanish | French

Yes | Si | Oui