

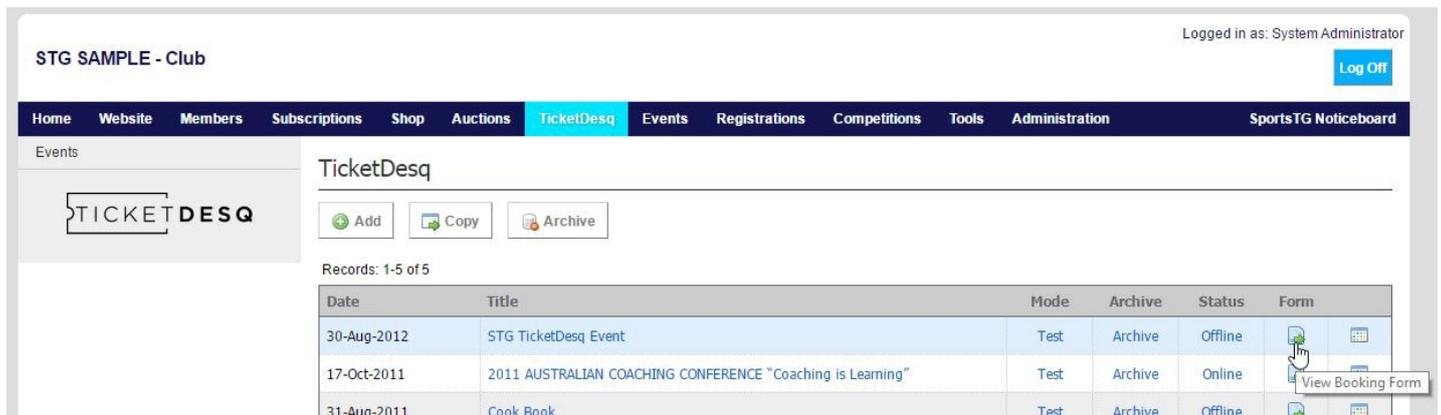
9. Testing the TicketDesq Form & Going Live

Last Modified on 21/09/2016 10:09 am AEST

Quick Steps: TicketDesq > Form

When creating an Event form, we recommend that the form is tested before you set it to Live.

1. Login to the console, and select **TicketDesq** from the top menu,
2. Click on the icon button under **Form** you wish to test.



The screenshot shows the TicketDesq management interface. At the top, it says "STG SAMPLE - Club" and "Logged in as: System Administrator" with a "Log Off" button. The navigation menu includes Home, Website, Members, Subscriptions, Shop, Auctions, TicketDesq (highlighted), Events, Registrations, Competitions, Tools, Administration, and SportsTG Noticeboard. Below the menu, there's a "Events" section with a "TICKET DESQ" logo and buttons for "Add", "Copy", and "Archive". A table lists records 1-5 of 5:

Date	Title	Mode	Archive	Status	Form
30-Aug-2012	STG TicketDesq Event	Test	Archive	Offline	
17-Oct-2011	2011 AUSTRALIAN COACHING CONFERENCE "Coaching is Learning"	Test	Archive	Online	View Booking Form
31-Aug-2011	Cook Book	Test	Archive	Offline	

3. Once you get onto the front end form, complete the form as if you are an Entrant in your Event.

You can use the Test Credit Card Details below:

Card Number: 5555 5555 5555 4444

Card Expiry Date: Any date after today

CCV: Any three numbers

4. Once the testing of the form has been completed, the form can be set the form Online, and the Credit Card Gateway to Live.

This can be done by going to **TicketDesq** and firstly click on **Offline** next to the Event you wish to set Live, this will switch the Event to **Online**.

STG SAMPLE - Club Logged in as: System Administrator [Log Off](#)

Home Website Members Subscriptions Shop Auctions **TicketDesq** Events Registrations Competitions Tools Administration SportsTG Noticeboard

Events

TICKET DESQ

[Add](#) [Copy](#) [Archive](#)

Records: 1-5 of 5

Date	Title	Mode	Archive	Status	Form
30-Aug-2012	STG TicketDesq Event	Test	Archive	Offline	 
17-Oct-2011	2011 AUSTRALIAN COACHING CONFERENCE "Coaching is Learning"	Test	Archive	Online	 

[Change Event Status](#)

5. Click on **Test** next to the Event name, this will give you a Confirmation message to confirm that you want to activate the gateway.

6. Click on **Activate Gateway** and this will switch your event to **Live**. You can now distribute your form link to your Website and possible customers.

STG SAMPLE - Club Logged in as: System Administrator [Log Off](#)

Home Website Members Subscriptions Shop Auctions **TicketDesq** Events Registrations Competitions Tools Administration SportsTG Noticeboard

Events

TICKET DESQ

[Add](#) [Copy](#) [Archive](#)

Records: 1-5 of 5

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30-Jul-2011		Test	Archive	Offline	 
30-Mar-2011		Test	Archive	Offline	 

Payment Gateway ✕

Confirm Request To Activate Live Payment Gateway ?

[Activate Gateway](#) [Cancel](#)

Records: 1-5 of 5

29:53 SportsTG

Note: ALL Test Ticketholders will be *removed* from the TicketDesq Console when you switch your TicketDesq Form to Live. You should not start entering actual Ticketholders for your Event into the system until *after* you have set your Event to Live.

Related Articles

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