

SCHUYLKILL LEAGUE. INC
ADVANCED TICKETS PROCEDURE

1. Rip the first ticket from each roll you are intending to sell and set it aside.
2. On the Schuylkill League Advanced Ticket Report Form:
 - a. Enter the Gender and Sport of the Contest. (ie-Girls" Basketball)
 - b. Enter the Round (Semi-Final or Final
 - c. Enter your school Name.
 - d. Enter the Date.
 - e. Enter the ticket colors in the spaces provided
 - f. Enter the numbers printed on the tickets that you ripped off in the spaces labeled "Opening # on Roll(s)"

Once the advanced ticket sales are shut down:

1. Tear off the next ticket on the roll and staple that ticket to the opening ticket making sure that the numbers on both tickets are visible.
2. Enter the numbers printed on the tickets that you ripped off after closing the tickets sales and enter in the spaces labeled "Closing # on Roll(s)".
3. Subtract the "Opening" ticket numbers from the "Closing" ticket numbers then subtract by one (1) giving you the actual number of tickets sold. Enter these figures in the "Number Sold" space.
4. Add up the "Number Sold" values and enter this figure in the respective spaces provided, labeled "SUBTOTAL of Adult Sales" and "SUBTOTAL of Student Sales".
5. Multiply the total tickets sold by the price per ticket and enter "SUBTOTAL" value for both the Adult Tickets and the Student / Sr. Citizen Tickets.
6. Once the Adult Tickets and Student Tickets have been calculated, add the total adult receipts and total student / sr. citizen receipts and enter this figure in the space to the right of "TOTAL ADVANCED SALES"
7. Take the stapled sets of tickets and attach them with a staple to the report.

**PLEASE RETURN ALL UNUSED TICKETS TO THE
SCHUYLKILL LEAGUE FOR INVENTORY AND AUDIT
PURPOSES.**