# Raffle tickets – How to set up the ticket numbers

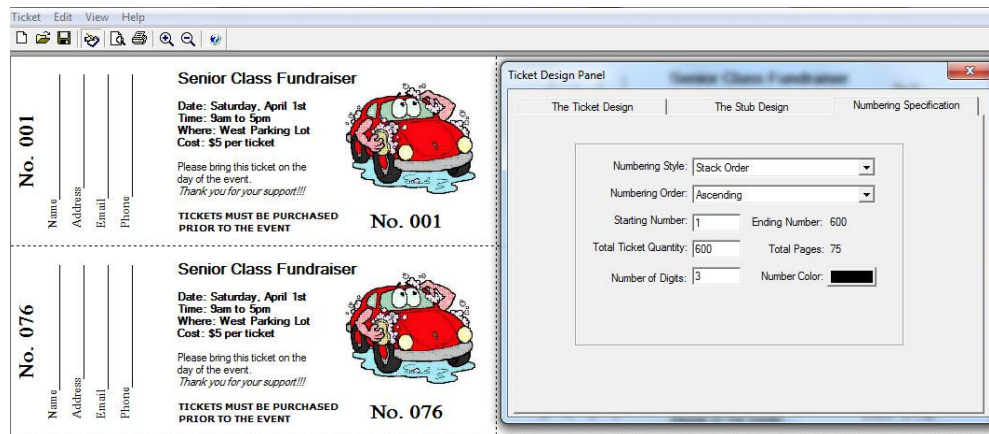Video: http://raffleticketsoftware.com/pages/how-to-number-the-tickets-video-5

The third and final panel is Numbering Specification.  This is where you decide if you want your numbering to go up or down and what number you want to start with. You have a choice of numbering methods.

**Numbering Style**
The numbering style is where you decide if your tickets will be sold as singles or in booklets.

<u>Single Sheet Order</u> is used when you will be handing out the tickets to your sellers in sheets. This allows you to separate the tickets from each sheet individually and it works great with the perforated paper we sell.

<u>Stack Order</u> is used if you are going to staple your tickets into booklets and you want the booklets to have consecutive numbers. This allows numbers to go through the stack so they will be in order after you cut the booklets apart  using a large paper cutter or something similar.



**Numbering Order**
Numbering Order lets you set the ticket numbers to go up or down. Remember that the first number will be on the bottom of the stack once they come out of the printer.

<u>Ascending</u> Use ascending order if you want your tickets to print from low numbers to high.

<u>Descending</u> Use descending order if you want the lowest number to be on the top of the stack after printing.
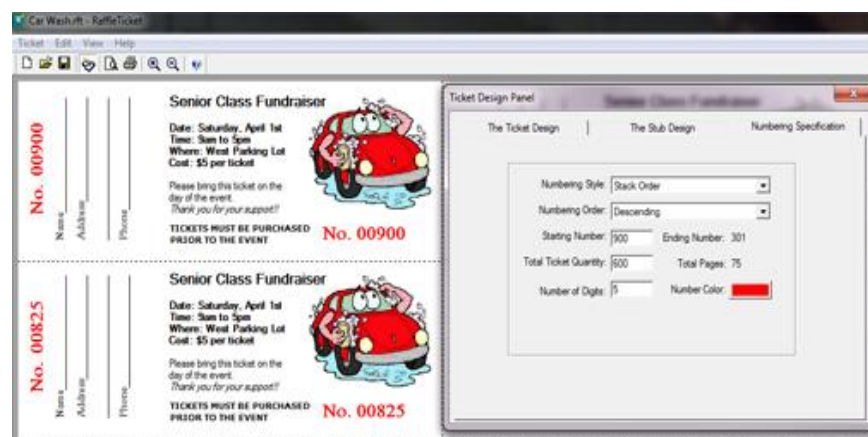
Starting Number This field is where you can indicate what number you want to start with. This is useful if you need to print extra tickets. Let's say for example you made 300 tickets and sold out quickly. You can open your saved design and print another batch starting with number 301.

If you are printing in descending order, this number would be the highest number. For this sample fundraiser, I want to make 600 tickets so I would set 600 as the starting number. If I had already printed 300 and wanted another 600 in descending order, I would set the starting number to 900.

Total Ticket Quantity  The "Total Ticket Quantity" is where you specify how many tickets you want total In this example, I would put in 600.  The "Total Pages" number will show you how many sheets of paper you will need for that quantity of finished tickets. In this case, because there are 8 tickets per page, and I need 600 tickets, I will be printing 75 pages. You will know you have everything set up correctly when you see the "Ending Number" change to 301.

Keep in mind that the Starting Number can never be lower than the Total Ticket Quantity when you're using descending order. If you set this up incorrectly, the Total Ticket Quantity will reset and you'll need to go back and fix it.

Number of Digits Because I only want 600 tickets, the number of digits can be as low as 3. Keep in mind though that it's conceivable that you might need to print even more tickets later on. I prefer to use more digits than I technically need just to be on the safe side.



You can make the numbers any color you want by clicking on the "Number Color" box. The color will change on both the stub and the ticket body.

This completes the "How to use raffle ticket software" video series.  If you missed any or want to review them, just click on one of the links.