



## How to book & pay for tickets for pta events

Your child will have been issued their own unique payment QR code. You can use this code to pay for anything related to the PTA all the way through their Belswains journey.

We use Ticket Tailor to process our tickets for events. We do not add prices to the ticket options on Ticket Tailor as this incurs a charge from them. Stripe also adds a fee for processing the transaction.

We will advertise the prices within the instructions. (see example titled 'tickets and extra options' below).

Booking tickets- (this is an example tutorial, based on a previous event sale. The layout will always look the same).

1. Go to <https://buytickets.at/belswainsschoolassociation> this takes you to our Box Office on Ticket Tailor.
2. Click on the 'Select tickets' button

The screenshot shows a ticket listing for 'Halloween Discos' on Ticket Tailor. The event is scheduled for Friday, 24 October 2025, from 5:00 PM to 7:45 PM. The venue is listed as 'BELSWAINS SCHOOL HALL'. A blue button labeled 'Select tickets' is visible in the top right corner. A 'NEED HELP?' link is located in the bottom right corner. The entire listing is enclosed in a red rectangular border.

3. For events, we will usually split the ticket options into:  
Nursery, Reception & Key Stage 1 (Nur, Rec, KS1)  
Key Stage 2 (KS2)

A 'menu' of tickets and other options will be displayed on the 'Event Page'.

TICKETS & EXTRA OPTIONS		
1	ADMISSION TO DISCO (YOU NEED TO PURCHASE THIS FOR ENTRY TO THE DISCO. THEN.... (NO 2)	£5
2	<p><b>**NEW SYSTEM TRIAL**</b></p> <p>£3 TOKEN BUNDLE - YOU PURCHASE A £3 TOKEN BUNDLE AND RECEIVE 6 TOKENS WORTH 50P EACH. THESE WILL BE FOR YOUR CHILD TO PURCHASE ITEMS FROM THE SPOOK-TUCKULA SHOP and GORY GLOW BAR AT THE DISCO. PLEASE SEE THE PRICE LIST BELOW. IF YOU THINK YOUR CHILD WILL WANT MORE SPENDING POWER PLEASE GO TO ITEM 3 BELOW.....</p>	£3
3	YOU CAN PURCHASE EXTRA TOKENS WORTH 50P EACH. PLEASE ADD THESE TOKENS TO YOUR ORDER WHEN PURCHASING YOUR TICKET.	50P each
<p>YOUR CHILD SHOULD KEEP THE TOKENS IN THEIR PURSE OR WALLET AS THEY WOULD MONEY.</p> <p><b>PLEASE BE AWARE THAT UNSPENT TOKENS ARE NON-REFUNDABLE.</b></p>		

4. Add your required tickets/options to the basket.

Reception & Key Stage 1	
Nursery, Rec & KS1 - Disco Admission ONLY FREE Admission Only FREE TO RESERVE	0 ▾
Nursery, Rec & KS1 - £3 SPOOK-TUCK-ULAR AND GORY GLOW BAR token bundle FREE FREE TO RESERVE	0 ▾
50p TOKEN FREE	0 ▾
KEY STAGE 2	
Key Stage 2 - Disco Admission ONLY FREE FREE TO RESERVE	0 ▾
KS2 -£3 SPOOK-TUCK-ULAR AND GORY GLOW BAR token bundle FREE FREE TO RESERVE	0 ▾
50P TOKEN FREE FREE TO RESERVE	0 ▾

5. Once you have added items to your basket, click 'Next'.

## KEY STAGE 2

Key Stage 2 - Disco Admission ONLY

FREE

FREE TO RESERVE

1 ▾

KS2 -£3 SPOOK-TUCK-ULAR AND GORY GLOW BAR token bundle

FREE

FREE TO RESERVE

1 ▾

50P TOKEN

FREE

FREE TO RESERVE

0 ▾

Next

6. Complete the checkout information and click 'Next'.

Please complete the form below

Your first name \*

Your last name \*

Email \*

Repeat Email \*

Mobile Phone Number \*

Can you volunteer to help at the disco?

**KEY STAGE 2 - Key Stage 2 - Disco Admission ONLY 1**

ADD CHILD'S NAME (First and Last) \*

WHAT IS YOUR CHILDS CLASS \*

**KEY STAGE 2 - KS2 -£3 SPOOK-TUCK-ULAR AND GORY GLOW BAR token bundle 1**

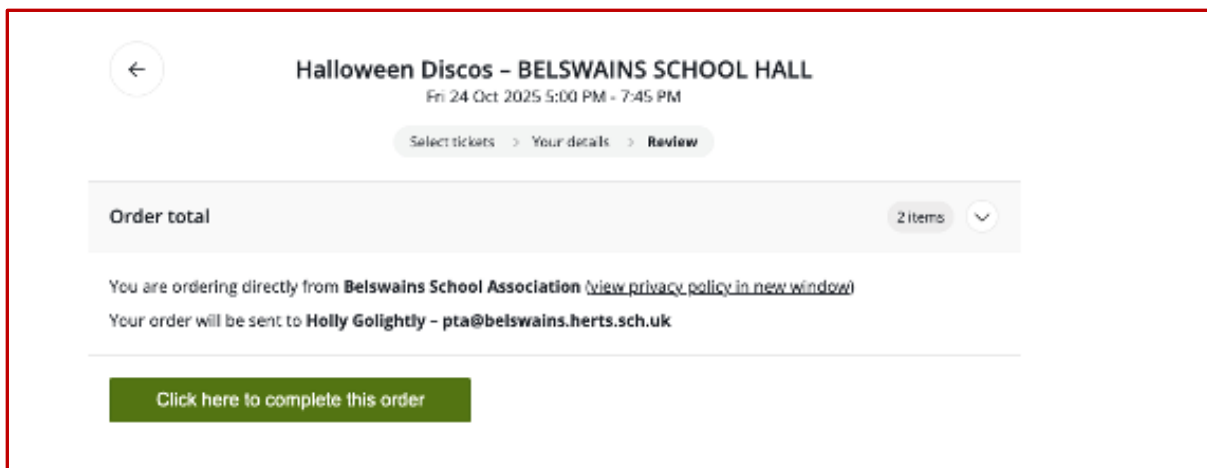
ADD CHILD'S NAME (First and Last) \*

WHAT IS YOUR CHILDS CLASS \*

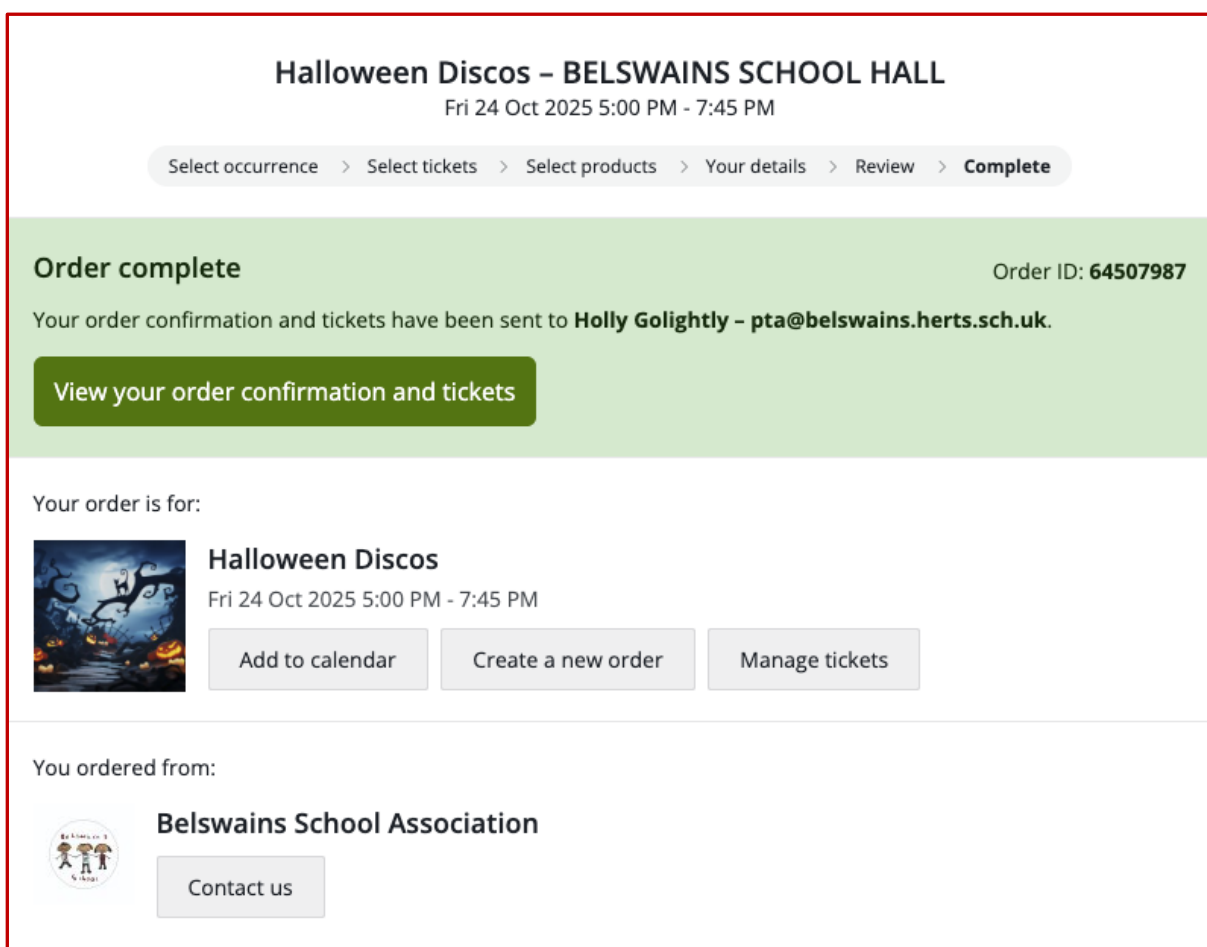
Does your child require a Halal/Vegan option \*

Next

7. Complete your booking by pressing 'click here to complete your booking'.



You will then be presented with a page similar to this.





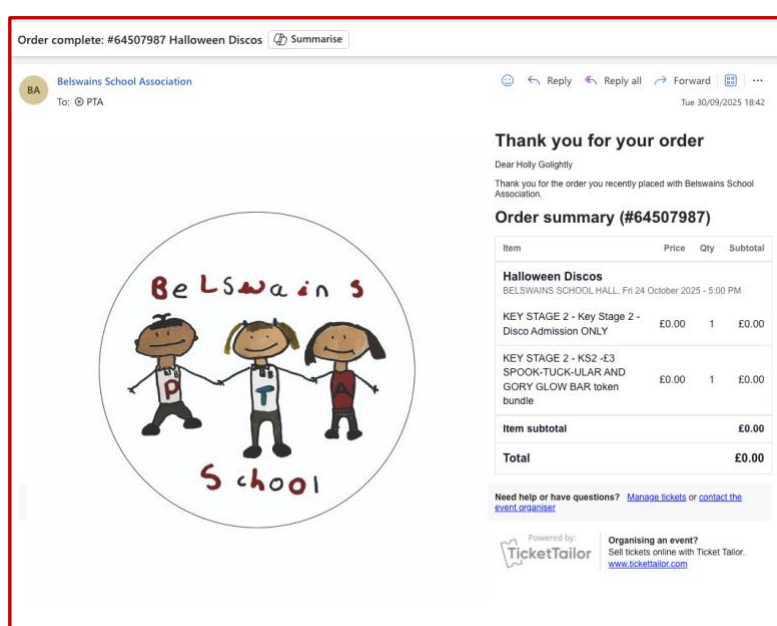
## Email confirmation -

8. You will usually receive two emails. The first will be a 'thank you for your order' which is a summary of what you have booked. **It will show a charge of £0.00.**

This is correct. We do not add a cost to the actual ticket you purchase to avoid fees being incurred. Therefore, more money goes towards your children! The actual cost of the items is shown on the Event Page as detailed above.

The email address sending this confirmation is:

[belswainsschoolassociation@buytickets.at](mailto:belswainsschoolassociation@buytickets.at)



9. The second email will look like this and is also sent from [belswainsschoolassociation@buytickets.at](mailto:belswainsschoolassociation@buytickets.at). This email contains Ticket Tailor **vouchers**.

Ticket-vouchers.pdf  
72 KB


← Your ticket voucher/s will be attached.

Here are your tickets to the event Halloween Discos (on Fri 24 Oct 2025)  
[Add to calendar](#)

**PLEASE HAVE YOUR QR CODE READY AT THE DOOR**  
**PLEASE HAVE YOUR QR CODE READY AT THE DOOR**

Your tickets

**Ticket 1 of 2**




TICKET CODE  
**dW4AFSD**

TICKET TYPE  
**KEY STAGE 2 - Key Stage 2 - Disco Admission ONLY**


ATTENDEE NAME  
**Mr Bojangles**

EVENT  
**Halloween Discos**  
Fri 24 Oct 2025 5:00 PM - 7:45 PM



This is your **ADMISSION VOUCHER**. You will need to show this **voucher** only to gain entry to our events. A member of our Team will scan this voucher

**Ticket 2 of 2**




TICKET CODE  
**ys62J2t**

TICKET TYPE  
**KEY STAGE 2 - KS2 -E3 SPOOK-TUCKULAR AND GORY GLOW BAR token bundle**

ATTENDEE NAME  
**Mr Bojangles**

EVENT  
**Halloween Discos**  
Fri 24 Oct 2025 5:00 PM - 7:45 PM



← The  **vouchers** for any further items you have booked will appear in numerical order.

(Depending on the type of event, you may have only an Admission Voucher).

Team have these tickets available on your phone to check in to the event.

**Event details**

Event name: Halloween Discos  
Event date: Fri 24 Oct 2025 5:00 PM - 7:45 PM  
Venue: BELSWAINS SCHOOL HALL,  
[Add to calendar](#)

## PAYMENT-

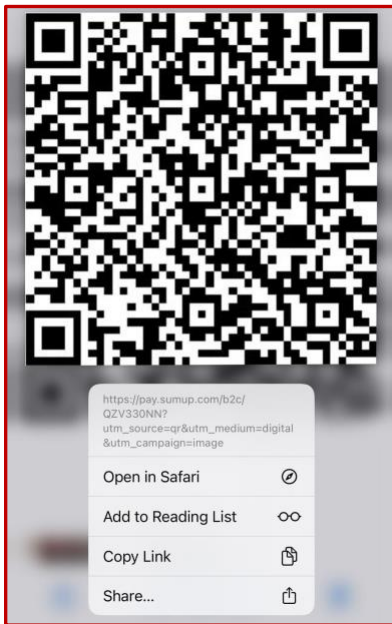
- Each child will have been issued with a unique payment QR code. This can be used to pay for anything related to the PTA.

The payment QR code will look similar to this.



If you do not have one, please contact the PTA who will send it to you.  
[PTA@belswains.hert.sch.uk](mailto:PTA@belswains.hert.sch.uk)

You can save it to your photos. On an iPhone, for example, when it's time to pay press and hold the QR code and a pop up will ask if you want to open it in Safari.



11. You will need to total up the items you have booked. For example, admission at £5, and a tuck bundle at £3 total £8.

12. Scan your QR code or open your photos and press and hold.

13. Enter the amount into the box. Press 'Continue'.

pay.sumup.com

**BELSWAINS SCHOOL ASSOCIATION**  
payment powered by SumUp

PTA Example QR code

Enter Amount

£ 0

Continue

Powered by sumup\*

[Legal Notice](#)

[Privacy Policy](#)

[Terms and Conditions](#)

[Cookie Policy](#)

Your child's name will be shown here

Enter the amount, in this example £8 in the box.

And that's it, you're all booked !!

Remember - The Admission Vouchers will always display a total of £0.00.