Edit Campaign Details

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Where are the Campaign Details used?

A Ticketing Activity created within a Campaign will automatically inherit the Campaign Details. Specifically, the Campaign Title, Description, Date, Start/End Time, Venue name and address (if applicable) will be included on a Ticketing form within the *Event Details* section, as well as on the **tickets themselves**.

Edit the Campaign Details

Access your Campaign by clicking the Campaign's tile, or, by selecting **Existing Campaigns** from the left navigation.

Select **Campaign Details** from the left navigation.

- **Campaign Title**: This will appear on the top of your Ticketing forms. Adjust the title to fit the name of your Event.
- **Campaign Description**: This will be included in the header of your Ticketing form. Describe your event, use a catchphrase or subtitle to your event, etc. You have a maximum of 255 characters for this description.
- **Is your campaign associated with a particular location?**
    - *Virtual*: If you are hosting an online campaign, there aren't extra details to add.
    - *Venue:* If you switch it to Venue, you can enter the Venue's name and location.
- **Start Date / End Date**: Provide the time of your event and it will be included in the ticketing form and on the receipts/tickets.

The venue's name, address, and start/end date will be included on the Ticketing form and on the **tickets themselves**.

Click **Save** to finalize your changes.