

# How do I change the ticket price or add extra offer periods

Video tutorial:

1. Login to the admin module
2. Go to **Events Manage offers**
3. Search for the offer using the search criteria
4. Click on the offer name to expand the panel so you can see the offer details
5. Click on **Edit periods**
6. Change the prices of the period you want to update and/or add extra offer periods
7. Click on **Save offer periods**

**DIZIZID** Language Logout

**Locations**  
Manage locations

**Members**  
Manage members

**Events**  
Manage events

**Manage offers**

Manage fields

Events reporting

**Guest list**  
Manage guest lists  
Manage invitations

**Vouchers**  
Manage vouchers

**System**  
Settings  
Credits

## Offer Management

Name: party pass

Status:

Event: Demo Congress

Schedule: Demo Congress - Parties

Time table:

Begins from:

Begins until:

Clear Search for offers

### Offers

+ Add new offer

**351 Demo Congress - Party Pass** Duplicate Unpublish Edit Delete

Max number of tickets: 500

Max number of tickets per person: 9

Description: Ticket for all Parties and Workshops.

+ Add time table Edit periods

#### Offer periods

Starts on	Ends on	Presale price	Reservation price	Paid guest list price
15-12-2016 23:32	01-01-2017 0:00	€65.00	€70.00	€30.00
01-01-2017 0:00	01-02-2017 0:00	€25.00	€30.00	€10.00
01-02-2017 0:00	01-03-2017 0:00	€30.00	€35.00	€10.00