

How do I send a Free guest list invitation

Video tutorial:

If you want to send a free guest list invitation follow the steps below:

1. Login to the admin module
2. Go to **Guest list Manage guest lists**
3. Click on **Send invitations to none-members**

Send guest list invitations

1 Members 2 Offer 3 Send invitations

Selected members

+ Add invitee

First name	Last name	Email	Paid	Max. tickets	Actions
Demo	VIP	demovip@gmail.com	<input type="checkbox"/>	2	<input type="button" value="✖"/>

Next

4. Enter the first name, last name and email address of the person you want to invite



Do not check the checkbox **Paid**. This is for sending a guest list invitation to someone where the invitee still has to pay for the ticket.

5. Set the number of tickets
6. To send multiple invitations at once you can click on the **Add invitee** button to add a new invitee

Send guest list invitations

1 Members 2 Offer 3 Send invitations

Selected members

+ Add invitee

First name	Last name	Email	Paid	Max. tickets	Actions
Demo	VIP	demovip@gmail.com	<input type="checkbox"/>	2	<input type="button" value="✖"/>
Biggi	Smalls	biggippe@gmail.com	<input type="checkbox"/>	1	<input type="button" value="✖"/>
Topac	Shakur	topac@gmail.com	<input type="checkbox"/>	1	<input type="button" value="✖"/>

Next

7. Click on **Next**
8. Now you have to search for the offer you want to send an invitation for. Search for the offer by using the search criteria and click on **Search for offers**

Send guest list invitations

1 Members 2 **Offer** 3 Send invitations

Name:

Event:

Status:

Schedule:

Time table:

Offers

Show paid (guest list price(s))

345	Demo Congress - Friday Party - [15-12-2016 23:32 - 08-12-2017 21:00]	<input type="button" value="Select"/>
352	Demo Congress - Full Pass - [15-12-2016 23:32 - 08-12-2017 20:00]	<input type="button" value="Select"/>
353	Demo Congress - Party Pass - [15-12-2016 23:32 - 01-01-2017 0:00]	<input type="button" value="Select"/>
348	Demo Congress - Saturday Day Pass - [15-12-2016 23:32 - 08-12-2017 20:00]	<input type="button" value="Select"/>
340	Demo Congress - Saturday Party - [15-12-2016 23:32 - 08-12-2017 20:00]	<input type="button" value="Select"/>
349	Demo Congress - Sunday Day Pass - [15-12-2016 23:32 - 08-12-2017 20:00]	<input type="button" value="Select"/>
347	Demo Congress - Sunday Party - [15-12-2016 23:32 - 08-12-2017 20:00]	<input type="button" value="Select"/>

9. Select the offer by clicking on the **Select** button
10. Click on **Next**
11. Check if all the information you entered is correct and click on the **Send invitations** button and the guest list invitation will be sent.

Send guest list invitations

1 Members 2 Offer 3 **Send invitations**

Offer details

Name: Demo Congress - Friday Party

Description: Ticket for the Friday Party

Members

First name	Last name	Email	Type	Max. tickets
Demo	VIP	demonip@gmail.com	Free	2