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
- Go to Guest list Manage guest lists
 Click on Send invitations to none-members

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

ወ 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

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- 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



- 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.

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