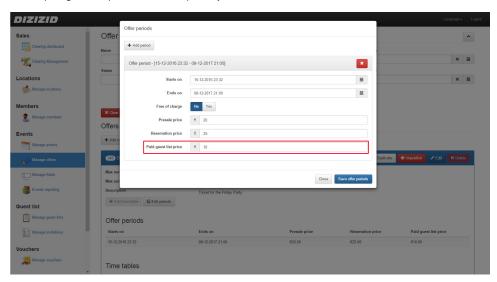
How do I send a Paid guest list invitation

Video tutorial:

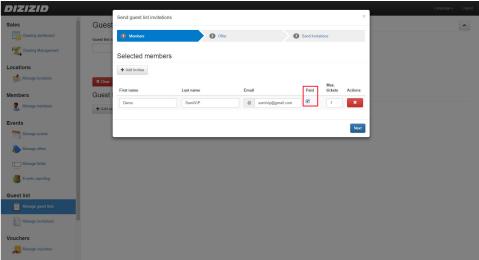


If you want to send a paid guest list invitation you first have to make sure you have offers where the paid guest list price is filled in. You can only select offers that have a paid guest list invitation price.

- 1. Login to the admin module
- 2. Go to Events Manage offers
- 3. Search for the offer you want to send a paid guest list invitation for
- 4. Click on "Edit periods"
- 5. Set the paid guest list price for the offer period you want to use

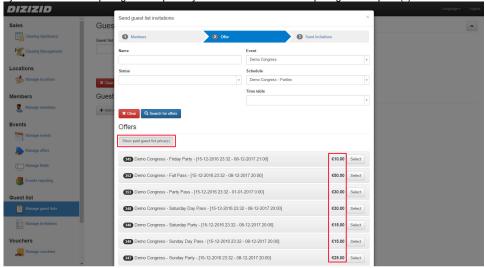


- 6. Press "Save offer periods"
- 7. Go to Guest list Manage guest lists
- 8. Click on "Send invitations to non-members"
- 9. Fill in the First name, Last name and email address
- 10. Check the "Paid" checkbox



- 11. Adjust the max tickets if needed
- 12. Click on "Next"
- 13. Search for the offer you want to send an invitation for

14. If you want to see the paid guest list prices you can click on the "Show paid guest list price(s)".



- 15. Select the offer16. Click on "Next"
- 17. Verify the details and send the invitation(s).