

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

Offer periods

Offer period - [15-12-2016 23:32 - 08-12-2017 21:00]

Starts on: 15-12-2016 23:32

Ends on: 08-12-2017 21:00

Free of charge: ☐ No ☐ Yes

Presale price: € 20

Reservation price: € 25

Paid guest list price: € 10

Close Save offer periods

| Starts on | Ends on | Presale price | Reservation price | Paid guest list price |
|------------------|------------------|---------------|-------------------|-----------------------|
| 15-12-2016 23:32 | 08-12-2017 21:00 | €20.00 | €25.00 | €10.00 |

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

Send guest list invitations

Selected members

| First name | Last name | Email | Paid | Max tickets | Actions |
|------------|-----------|-------------------|-------------------------------------|-------------|---------|
| Demo | SemiVIP | semivip@gmail.com | <input checked="" type="checkbox"/> | 1 | |

Next

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)".

DIZIZID

Language + Logout

Sales

- Clearing dashboard
- Clearing Management

Locations

- Manage locations

Members

- Manage members

Events

- Manage events
- Manage offers
- Manage fields
- Events reporting

Guest list

- Manage guest list
- Manage invitations

Vouchers

- Manage vouchers

Send guest list invitations

1 Members 2 Offer 3 Send invitations

Name: Event: Demo Congress

Status: Schedule: Demo Congress - Parties

Time table:

Offers

Show paid guest list price(s)

| | | | |
|-----|---|--------|--------|
| 345 | Demo Congress - Friday Party - [15-12-2016 23:32 - 08-12-2017 21:00] | €10.00 | Select |
| 352 | Demo Congress - Full Pass - [15-12-2016 23:32 - 08-12-2017 20:00] | €50.00 | Select |
| 353 | Demo Congress - Party Pass - [15-12-2016 23:32 - 01-01-2017 0:00] | €30.00 | Select |
| 348 | Demo Congress - Saturday Day Pass - [15-12-2016 23:32 - 08-12-2017 20:00] | €30.00 | Select |
| 349 | Demo Congress - Saturday Party - [15-12-2016 23:32 - 08-12-2017 20:00] | €15.00 | Select |
| 346 | Demo Congress - Sunday Day Pass - [15-12-2016 23:32 - 08-12-2017 20:00] | €15.00 | Select |
| 347 | Demo Congress - Sunday Party - [15-12-2016 23:32 - 08-12-2017 20:00] | €25.00 | Select |

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