

# Dizizid Manual



This online manual will guide you through the Dizizid system and lets you get started in no time. Below you can see the table of contents of our manual. If you cannot find the answer you are looking for, you can contact us through email or Whatsapp.

- E-mail helpdesk: [support@dizizid.com](mailto:support@dizizid.com)
- Whatsapp helpdesk: +31 6 1111 1977

## QUICK START GUIDE

- Access to the Administration part of the system?
  - How do I give someone else access rights to login?
- Ticket management
  - How do I change the price of a ticket?
  - Important: Check your Max ticket settings
  - How do I add a new ticket?
- The webshop link
- Contact information
- Ticket sales & payouts
- Scanning tickets

## Event ticketing

- Ticketing for Parties
  - How do I create a webshop for a party from scratch
  - How do I create a webshop for a repeating party
- Ticketing for Festivals
  - How do I create a Festival webshop - location & settings (step 1)
  - How do I create a Festival webshop - event wizard (step 2)
  - How do I create a Festival webshop - schedules and timetables (step 3)
  - How do I create a Festival webshop - offers and tickets (step 4)
- How do I create extra ticket offers

## The Webshop

- How do I change the webshop picture
- How do I change the webshop text
- How do I change the schedule order in the webshop
- How do I change the ticket order in the webshop
- How do I change the month in the webshop
- How do I change the colors of my webshop
  - Color selection webshop
  - Generic settings webshop
  - Panels settings webshop
  - Wizard settings webshop
  - Buttons settings webshop
- How do I integrate the webshop into my website

## The webshop ticket link

- How do I use a link for a specific event or part of the event

## Other currencies

- How do I add another currency

## Tickets & Offers

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

## Facebook marketing discounts

- [How do I add Facebook discounts to my webshop](#)

## Custom fields

- [How do I create a custom field](#)

## Discount codes / Vouchers

- [How do I create a discount code](#)
- [How do I change a discount code](#)
- [How do I create an auto fill discount code link](#)

## Guest list management

- [How do I send a Free guest list invitation](#)
- [How do I send a Paid guest list invitation](#)

## Basic first line support

- [How do I resend a ticket](#)

## Reporting

- [How do I create a order report](#)
- [How do I create a custom fields report](#)

## Ticket access control

- [How do I create a printed list of tickets](#)
- [How do I use the Dizizid Entrance Management scan app](#)

## System users

- [How do I give someone access rights to use the system](#)

## Browser tips

- [How do I clear the cache of my Google Chrome browser](#)

## Sales dashboard

## Payouts

- [How do I get a specification of my payouts.](#)

## First line support