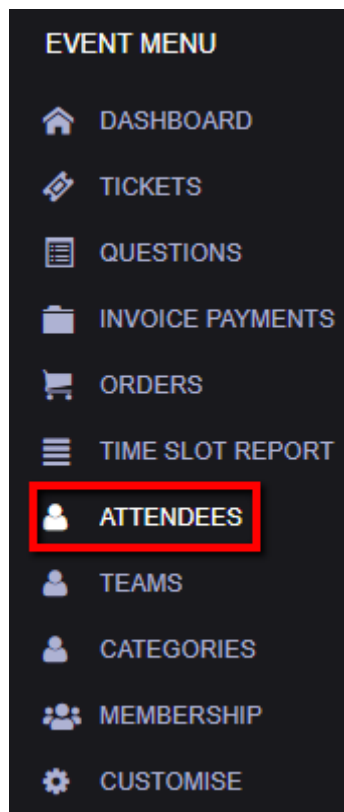


Using the Total Ticket platform, you can invite attendees to your event if you wish to do so.

To invite an attendee or attendees to your event, go to the event menu and click on the attendees link. Clicking on the link will take you to the attendees page.



Once you have accessed the Attendees page, click on the invite attendee button at the top of the page. This will open up an invite attendee window.

Local Show Ltd

Attendees

Please sort table to required format before printing/reporting

INVITE ATTENDEE INVITE ATTENDEES MESSAGE

CSV Excel Print Clear Filter Show 10 entries

DATE PURCHASED	ORDER REF.	NAME	EMAIL	MOBILE NO.	CATEGORIES	TICKET TITLE	TICKET TYPE	QUESTIONS	HAS ASSIGNED	
2018-12-18 08:04:36	K00SM1812	admin test	rtcham@gmail.com	11122	N/A	Diamond Package	Individual	View Questions	NO	ACTION + EDIT CANCEL
2018-12-18 08:04:36	K00SM1812	admin test	rtcham@gmail.com	11122	N/A	Diamond Package	Individual	View Questions	NO	ACTION + EDIT CANCEL
2018-12-18 08:04:36	K00SM1812	admin test	rtcham@gmail.com	11122	N/A	Diamond Package	Individual	View Questions	NO	ACTION + EDIT CANCEL
2018-12-18 07:18:30	E0KPO1812	Brian Durham	bcdurham@btinternet.com	07757337707	N/A	Diamond Package	Individual	View Questions	NO	ACTION + EDIT CANCEL
2018-12-18 07:18:30	E0KPO1812	Brian Durham	bcdurham@btinternet.com	07757337707	N/A	Diamond Package	Individual	View Questions	NO	ACTION + EDIT CANCEL
2018-12-18 07:18:30	E0KPO1812	Brian Durham	bcdurham@btinternet.com	07757337707	N/A	Diamond Package	Individual	View Questions	NO	ACTION + EDIT CANCEL
2018-12-15 07:47:53	LHRZ91512	Pedro Parkes	jayson.walton@gmail.com	05274852644	N/A	Diamond Package	Individual	View Questions	NO	ACTION + EDIT CANCEL

The Invite Attendee window will allow you to invite someone to your event just enter all the details needed in the window and then click invite attendee.

Invite Attendee

TICKET •
tester

FIRST NAME • LAST NAME

EMAIL ADDRESS •

PHONE NUMBER •

COUNTRY •
United Kingdom

ADDRESS LINE 1 •

CITY • POSTCODE •

Send invitation & ticket to attendee.

CANCEL **INVITE ATTENDEE**

If you want to invite multiple attendees then click the invite attendees button and import a spreadsheet with all the attendees details that you want to invite.