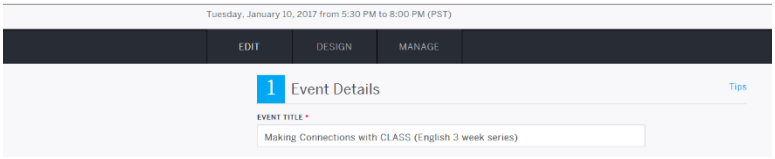
Creating an INVITE ONLY – Private Event

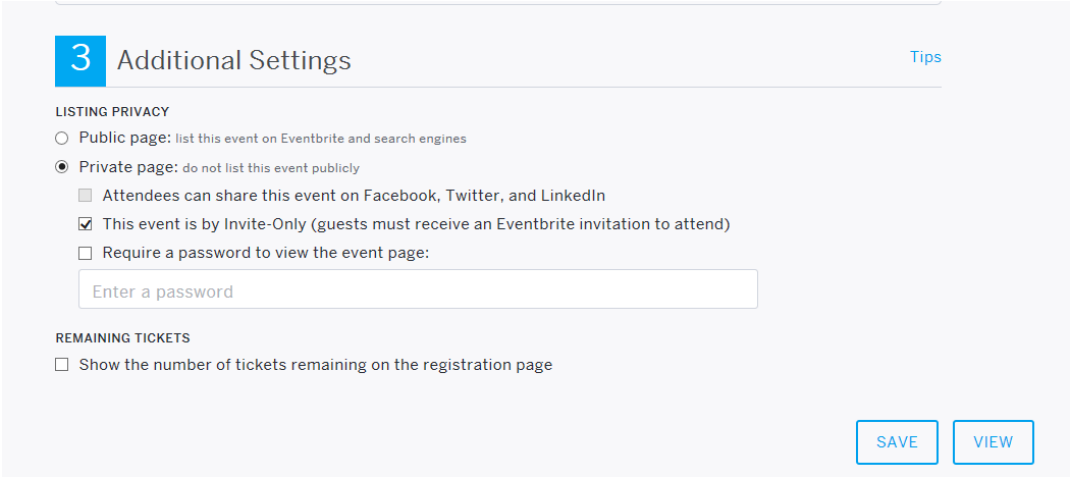
1)

Locate your event and select EDIT



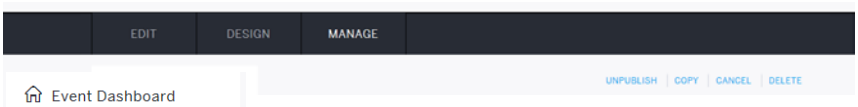
2)

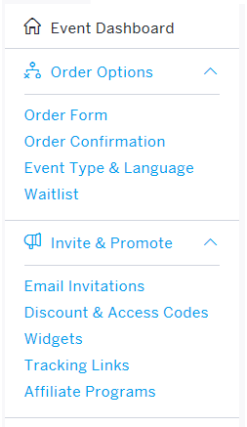
At the bottom under ADDITIONAL SETTINGS locate the Listing Privacy Option and select INVITE only= Click SAVE



3)

Go to the MANAGE tab at the top of this screen



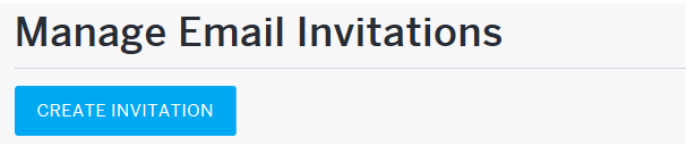


4)

On the Event Dashboard locate the INVITE AND PROMOTE section and select ***Email Invitations***

5)

Click on CREATE INVITATION



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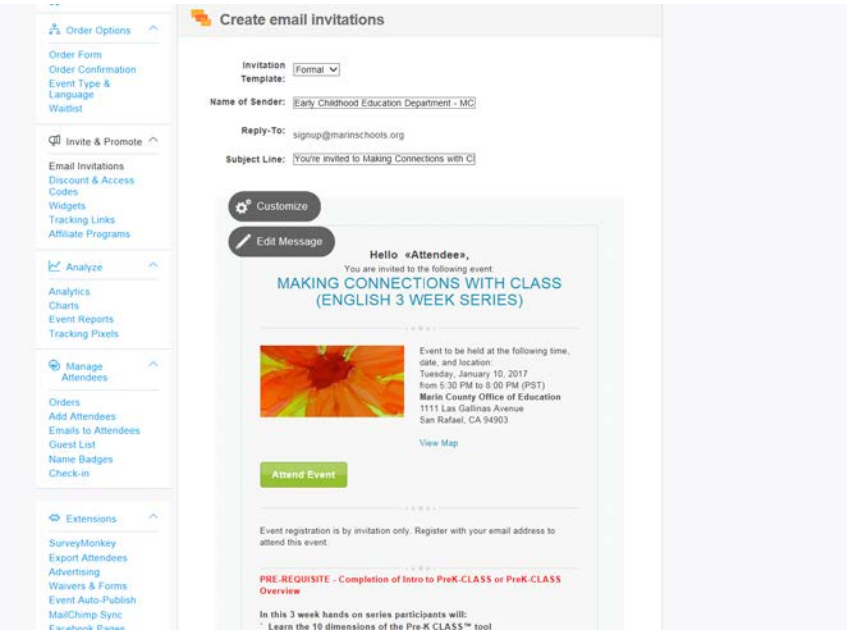
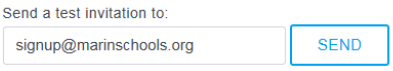
6)

Review the format for your invitation. Note - The REPLY TO is your default management email address.



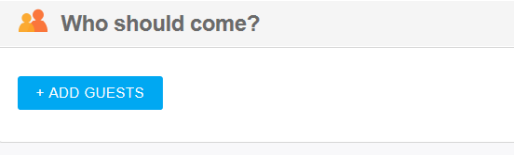
7)

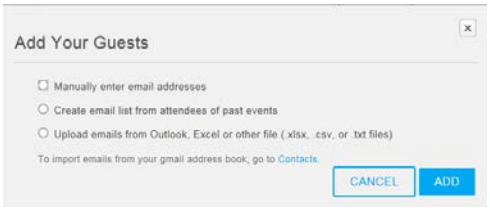
You can send a test invite to an email – Note – Test Emails of INVITES don't permit the full registration process but permit you to view your invitation text and form



8)

Click on ADD GUESTS to set up the emails to the intended audience





You can email lists of attendees in a variety of forms or to our hosted email list serves IF you have anticipated this and submitted a support request to have your EVENT BRITE management email ADDED to the EMAIL DISTRIBUTION LIST SERVE

9)

You may opt to set dates to send out your invites or SAVE IT AS A DRAFT to permit you to access it at a later date, update the Invitation and promote the event.