ANYZA EVENTS

Anyza Events manual

Step by step, with screenshots

anyza.events · blog.anyza.net/en/help/events · 2026-10-16

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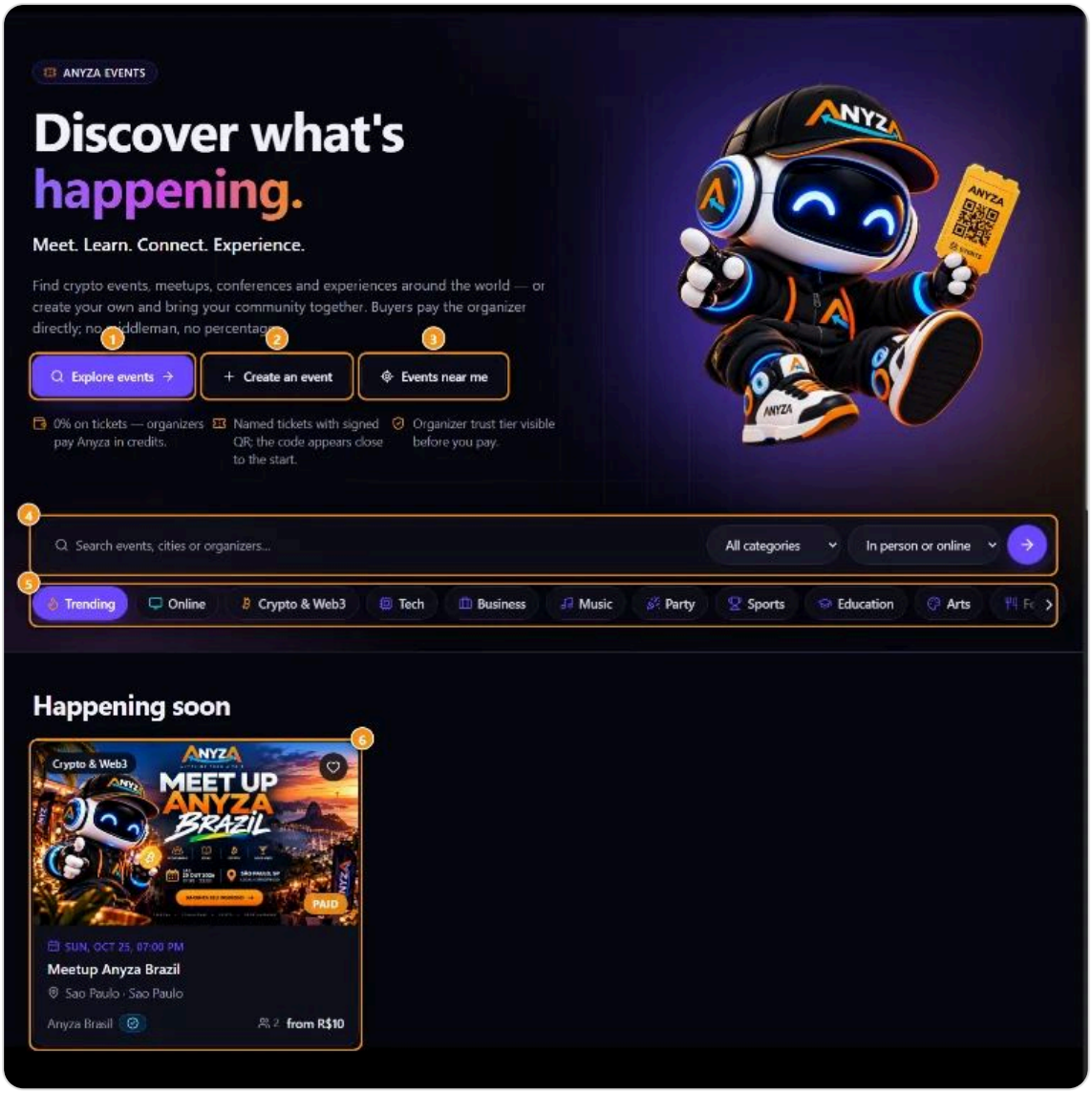
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01

What is Anyza Events

Events and tickets without middlemen: the organizer gets paid directly, the QR gets you through the door, and people who attended review the organizer.

Anyza Events (anyza.events) is the events home of the Anyza family: in-person, online and hybrid events, free or paid.



The Anyza Events home page

1 Explore events · 2 Create an event · 3 Events near you · 4 Search by text, category and format · 5 Categories · 6 An event card

For attendees

- **Find events** by text, category, type, country, city, language and date, on the map, or on the pages by city and theme (explore).

- **Save searches** with alerts and **favorite** events to know when tickets go on sale or are running out.
- **Pay the organizer directly**: in crypto through Anyza Pay (USDC or USDT on Solana, Bitcoin or Lightning, depending on what the organizer accepts) or by card on the organizer's payment link.
- **Your ticket** lives in your account: a **QR** for the door, or an access link for online events. Add it to your calendar in one tap.
- **After the event**, if you attended, you can rate the organizer.

For organizers

- Create your organizer, the event and the ticket batches in a 5-step wizard.
- No commission on tickets. You pay in credits: 20 to publish a paid event and 3 per paid ticket. Free events cost nothing up to 100 attendees, then 1 credit each.
- The **door** is a phone app that works even without internet.
- Grow with promoters, widgets for your website, a shareable countdown page and the Telegram or Discord group for buyers.
- Reviews from people who attended build your reputation, and the average shows on all your events.

Trust tiers

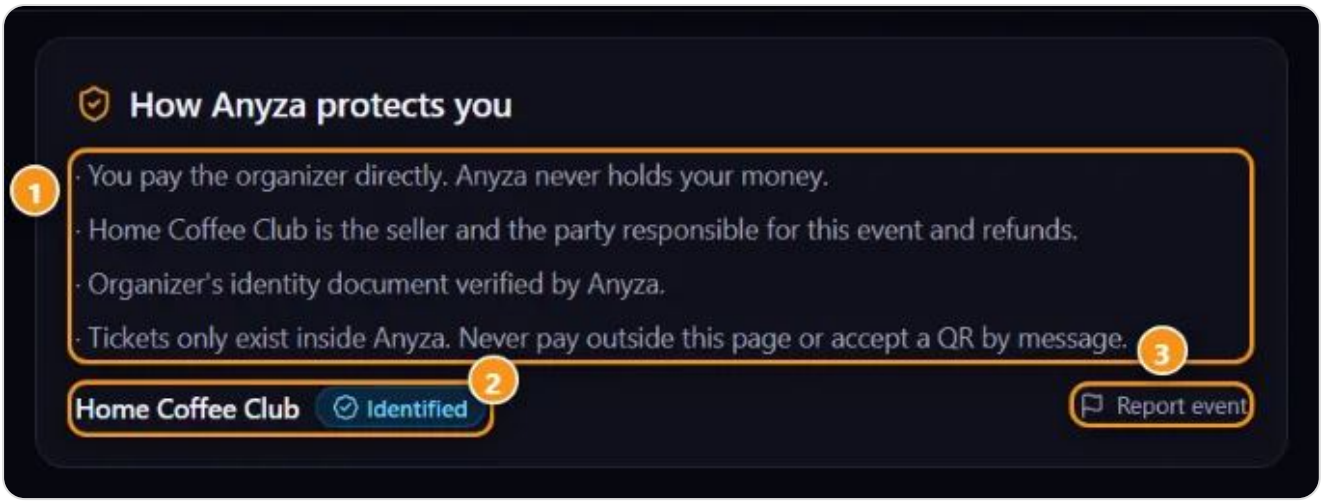
Every organizer has a trust tier, shown as a badge on the event page:

- **Organizer**: an Anyza account. Sales up to US$ 10,000 per event.
- **Identified**: the owner's identity document was checked by Anyza (level 3). Needed above US$ 10,000 in expected sales; sales up to US$ 40,000 per event.
- **Documented event**: above US$ 40,000, the venue and attraction documentation for that event must be approved by Anyza.

When expected sales go over the tier's limit, sales pause automatically at the limit. See Organizer profile, trust tier and payouts.

How Anyza protects you

Every event page has a box that tells buyers who they're dealing with.



The "How Anyza protects you" box on an event page

1 What Anyza does and doesn't do: you pay the organizer directly, and tickets only exist inside Anyza · 2 The organizer and their trust badge · 3 Report the event

The box also shows how many events the organizer has held and their review average.

> Anyza never holds your money. You pay the organizer directly, and the organizer is responsible for the event and for refunds.

Related: Buy a ticket · Create an event and tickets · Organizer reviews · Share and promote an event

02

Buy a ticket

Ticket type, quantity, names, paying in crypto through Anyza Pay or by card on the organizer's link, promoter discounts and the refund policy.

You buy straight from the organizer. Anyza shows the event, issues the ticket and checks the payment, but the money goes to the organizer, never to Anyza.

The event page

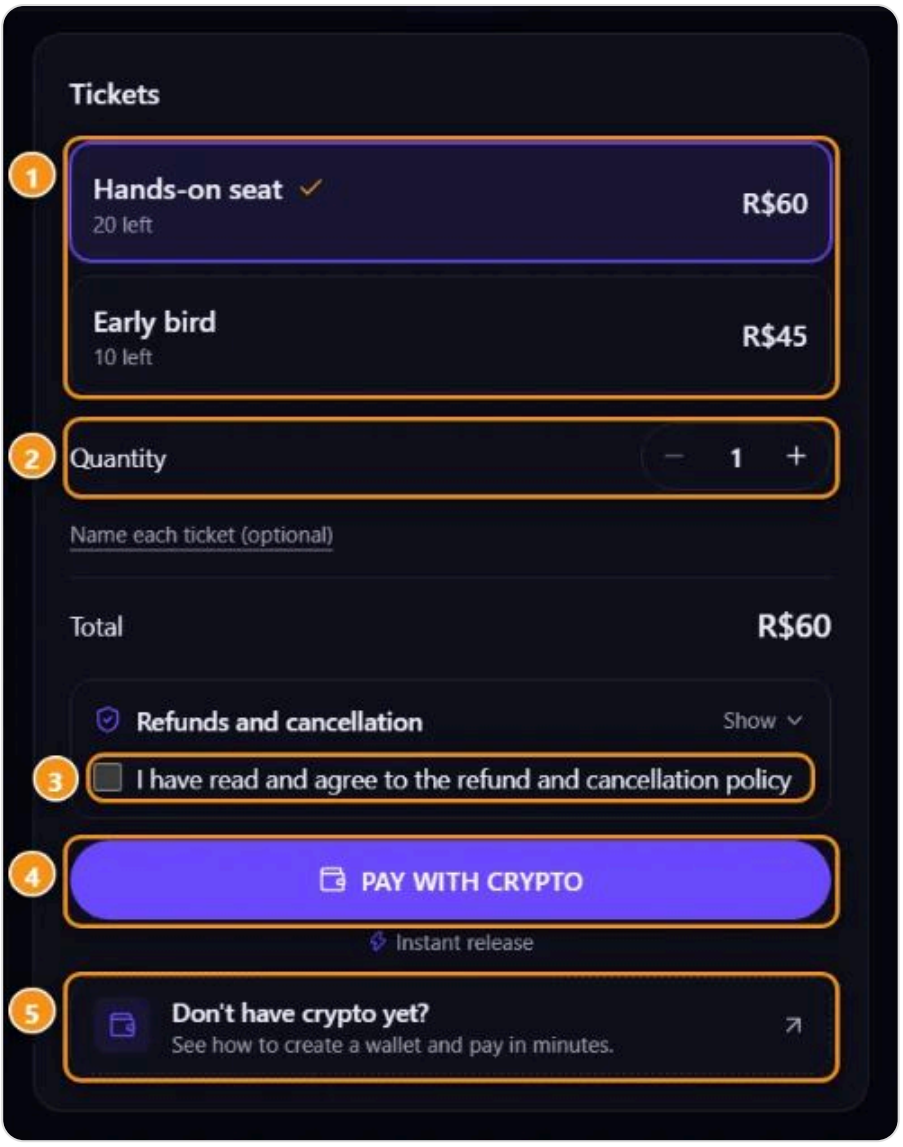


An event page

1 Category · 2 Add to favorites · 3 Share · 4 Date and time, shown in your time zone (tap **Change time zone** to switch) · 5 Venue · 6 When the ticket QR appears

The ticket box sits next to the event details on a computer and below them on a phone.

Step by step



The ticket box

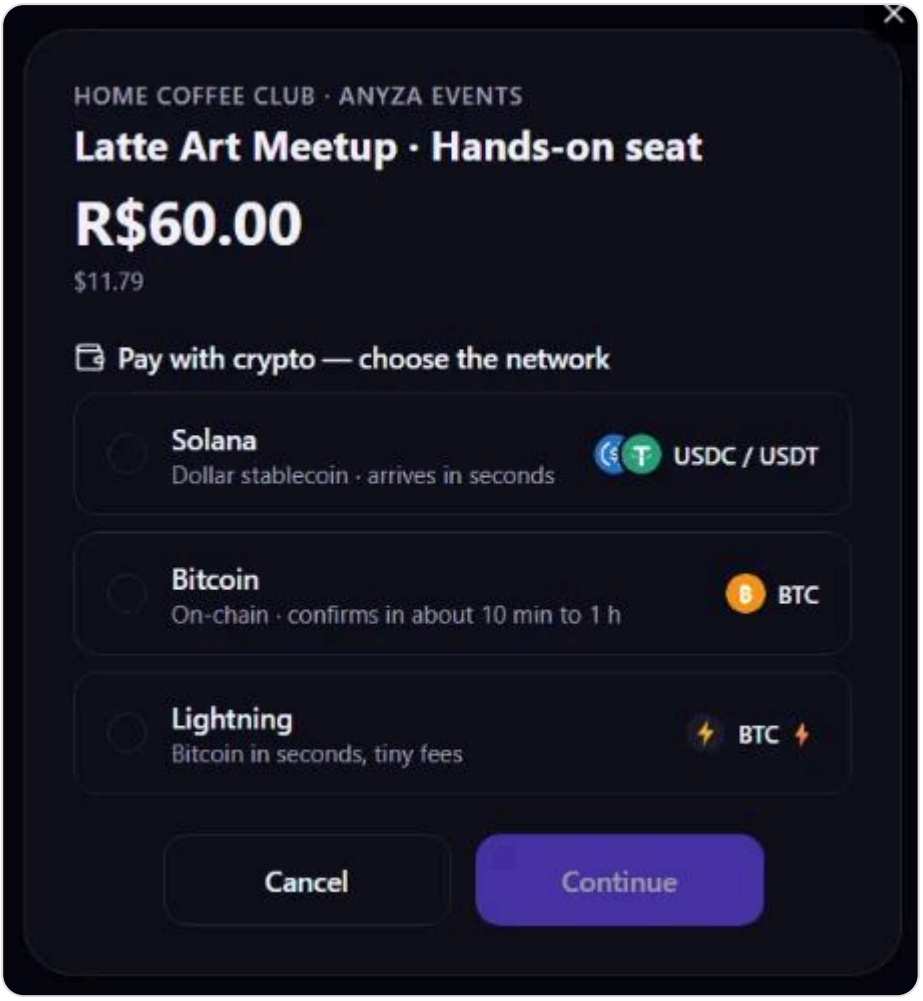
1 Ticket types · 2 Quantity · 3 Refund policy · 4 Pay with crypto · 5 No crypto yet? A quick guide

1. Open the event page. Sign in if you haven't (**Sign in to get tickets**).
2. Choose the **Ticket type** 1 (General, Half price, VIP…). Types tagged **Members** or **Subscribers** are only for members, or subscribers of a plan, of the Club community linked to the event.
3. Choose the **Quantity** 2. To put a name on each ticket, tap **Name each ticket (optional)**. Without a name, the ticket uses your account name.
4. **Free event:** tap **Get my free ticket**. Done.
5. **Paid event:** open **Refunds and cancellation** to read the policy and tick that you agree 3, then pick how to pay (below).
6. Your ticket appears in My tickets and arrives by e-mail.

The ticket box only shows the ways to pay the organizer turned on. Some events offer both, some only one.

Pay with crypto

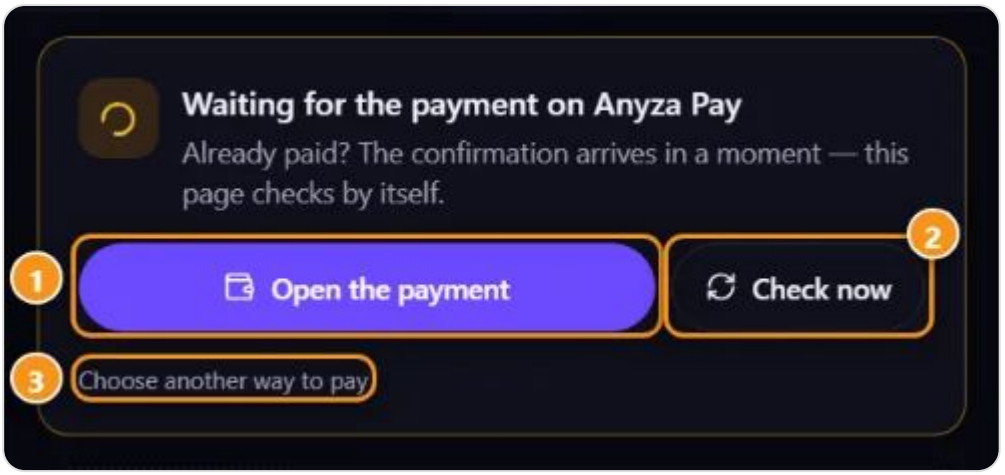
1. Tap **Pay with crypto** 4 (marked **Instant release**).
2. Anyza Pay opens in a window over the page, in your language. Choose the network there: USDC or USDT on Solana, Bitcoin or Lightning, depending on what the organizer accepts.



The Anyza Pay window: choose the network

3. Pay with your wallet. The money goes straight to the organizer's wallet.
4. As soon as the payment shows up on the network, the window closes and your ticket is issued.

If you close the window before paying, the ticket box waits for your payment:



Waiting for the Anyza Pay payment

1 Open the payment again · 2 Check now (if you already paid) · 3 Choose another way to pay

Prices are set in the organizer's currency and converted at the day's rate.

Pay by card (organizer's link)

1. Tap **Pay by card**, then **Pay by card** again (Whop) or **Open payment link** (other checkouts such as PayPal or Mercado Pago). The organizer's page opens in a new tab.
2. Pay there, ideally with the same e-mail as your Anyza account.
3. Back on the event page, write a note if you want (e-mail used, receipt) and tap **I've paid**.
4. The organizer confirms the payment and your ticket appears in My tickets.

Card payments are not confirmed automatically. The ticket is issued when the organizer confirms in their sales panel.

Bought through a promoter's link

If you opened the event from someone's link (`?ref=`), the ticket box shows "Referred by @name". When the organizer offers a discount to promoter referrals, it shows the percentage and applies it at payment.

I don't have crypto

Tap **No crypto yet?** 5 in the ticket box, or see Don't have crypto yet? for wallets, how to buy USDC or USDT, costs and how to pay. You can also use the card option when the organizer offers it.

Before you pay

- The **How Anyza protects you** box shows who's responsible for the event, the organizer's trust tier, how many events they've held and the review average from past attendees.
- Tickets only exist inside Anyza. Never pay outside the event page or accept a QR sent by message.

> Refunds are handled by the organizer, under the policy you accepted. See also Refunds.

Related: My tickets · Organizer reviews · Club communities and Events

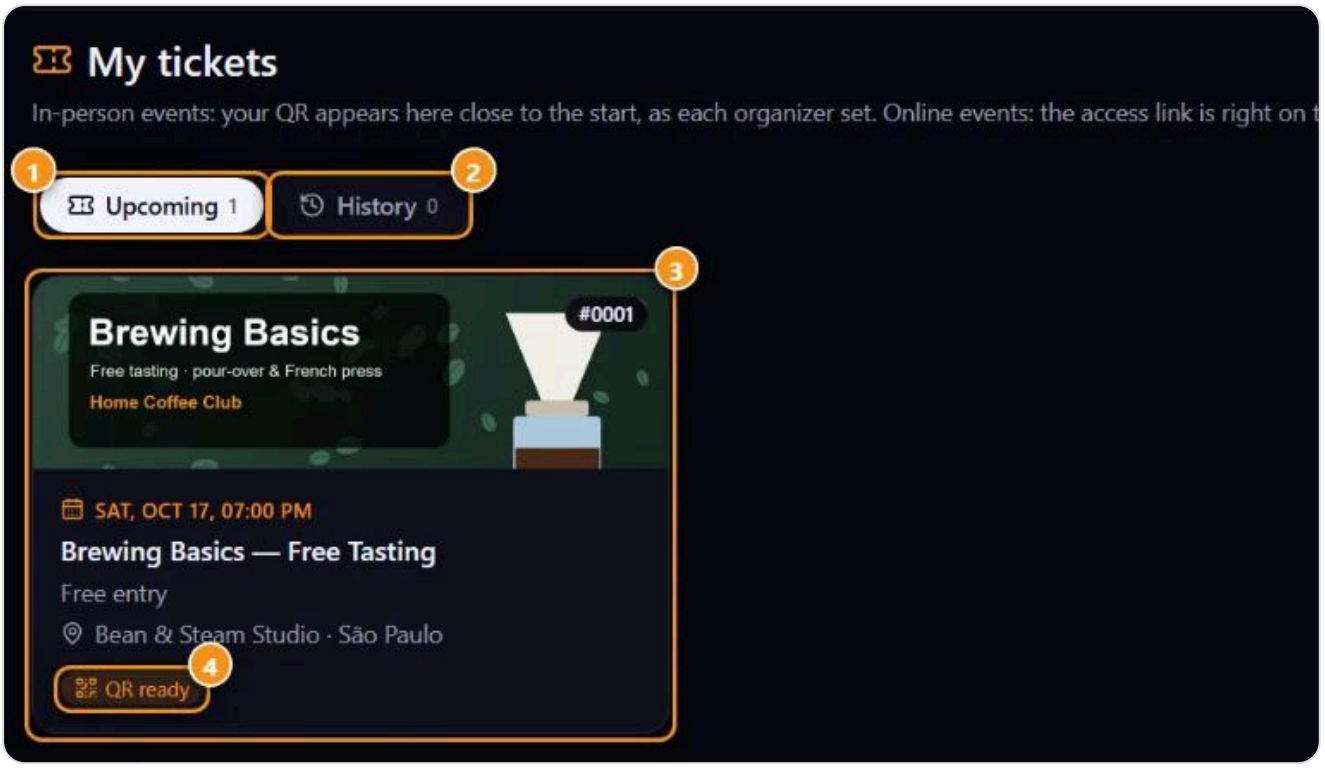
03

My tickets: QR, online access, transfer, reminders

Where your tickets are, when the QR or the online link unlocks, how to add the event to your calendar, pass a ticket to someone else and review the organizer afterwards.

Where

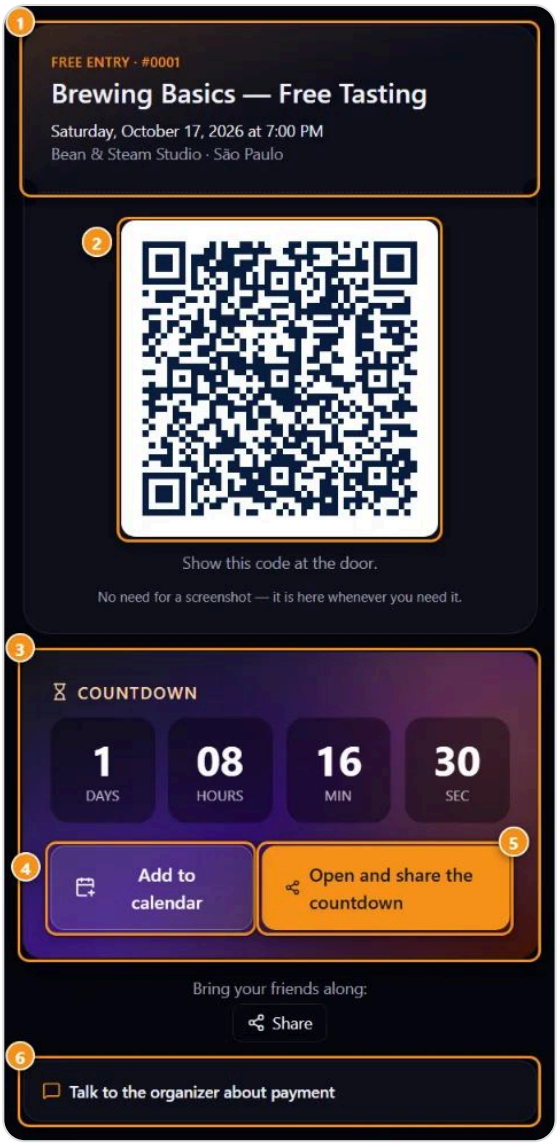
My tickets lists your tickets in two tabs. Each ticket opens its own page.



My tickets

1 Upcoming · 2 History · 3 A ticket (tap to open it) · 4 The QR is ready

In-person events: the QR



A ticket with its QR and countdown

1 Event, ticket type and number · 2 The QR for the door · 3 Countdown · 4 Add to calendar · 5 Open and share the countdown · 6 Talk to the organizer about payment

The organizer can unlock the QR only a few hours before the event, to prevent reselling and screenshots. Until then the ticket says when the QR appears. You get e-mails **7 days, 1 day and 2 hours before**, with that time.

At the door, show the QR 2 on your screen with the brightness up. It also works from the e-mail. Don't send a screenshot to someone else: each QR works only once.

Online events: the access link

Online events have no door and no QR. The ticket page shows **Join the event**, with the organizer's link, **1 hour before the start**. If the organizer hasn't posted the link yet, it shows up on the ticket as

soon as it's ready. The link is for ticket holders, so please don't share it.

Countdown and calendar

Each ticket has the **Countdown** strip 3 with **Add to calendar** 4 (Google, Apple / .ics, Outlook.com, Microsoft 365, Yahoo) and **Open and share the countdown** 5. The ticket e-mails also have an **Add to calendar** link. Your calendar shows the event in your own time zone.

Talk to the organizer

Questions about a payment? Open **Talk to the organizer about payment** 6 on the ticket. The conversation goes to the organizer's sales panel.

Event group on Telegram or Discord

If the organizer connected a group, your ticket and the event page show **Join the Telegram group** or **Join the Discord server**. Only ticket holders get in, and you stay in the group after the event. You leave only if the ticket is cancelled, refunded or transferred.

Transfer

You can **Transfer this ticket** to another Anyza account by `@username`, free, while the QR isn't active yet and the event hasn't started. Your ticket stops working and the other person gets a new one by e-mail.

Event changed or cancelled

If the date, venue or link changes, you get an e-mail. If the event is cancelled, you get an e-mail and the organizer must refund you by the same method you paid, following their refund policy.

After the event

If you attended, your ticket shows **How was it? Rate the event** for 60 days, and you get one e-mail asking how it went. See Organizer reviews.

I got an e-mail but don't see the ticket

The ticket is in the account of the e-mail that received the message. If you're signed in with another account, My tickets warns you. Sign out and sign in with that e-mail.

Related: Buy a ticket · The door: check-in by QR · Share and promote an event

04

Create an event and tickets

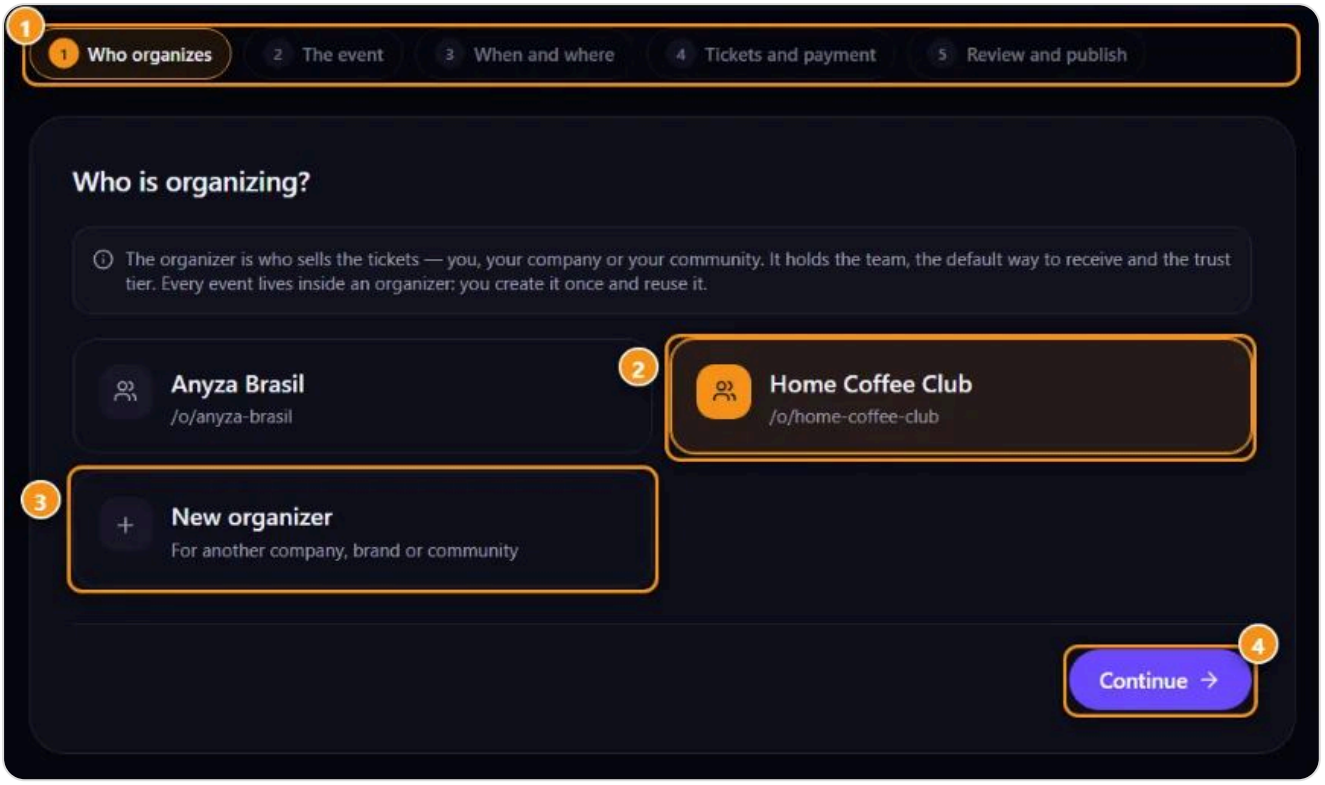
The 5-step wizard, ticket batches, what it costs in credits and the event panel, from the status bar to the tabs.

Anyone with a confirmed e-mail on their Anyza account can create events. Every event lives inside an **organizer**: you, your company or your community. The organizer holds the team, the default way to get paid and the trust tier. You can own up to 5 organizers.

Create an event in 5 steps

Tap **Create event** (on the home page or in **Organize**). You can go back at any time without losing anything, and nothing goes public until you publish.

1. Who organizes

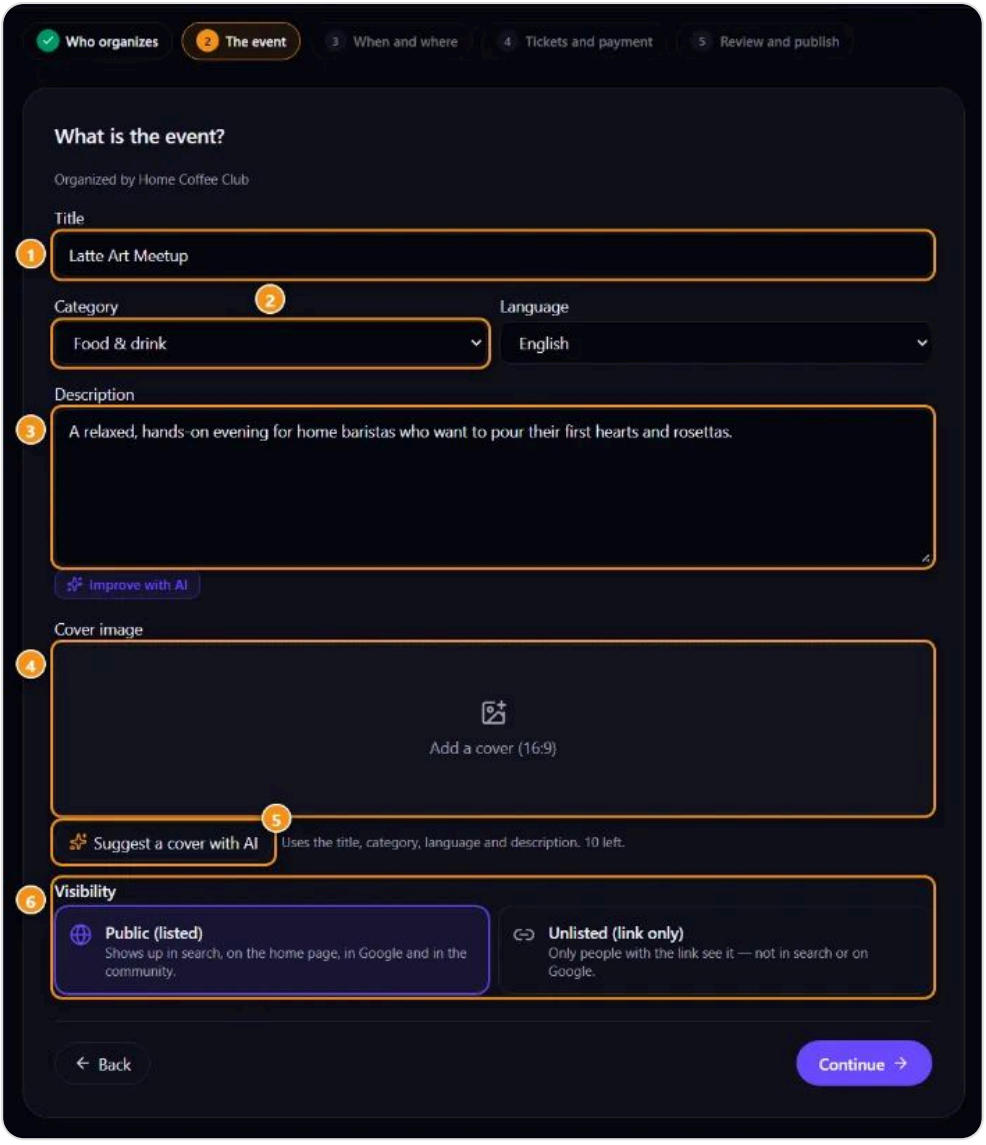


Step 1: who organizes

1 The five steps · 2 One of your organizers · 3 New organizer · 4 Continue

Pick one of your organizers 2 or create a **New organizer** 3 (name, type, 2-letter country, ticket currency). Buyers see this name on the event page.

2. The event

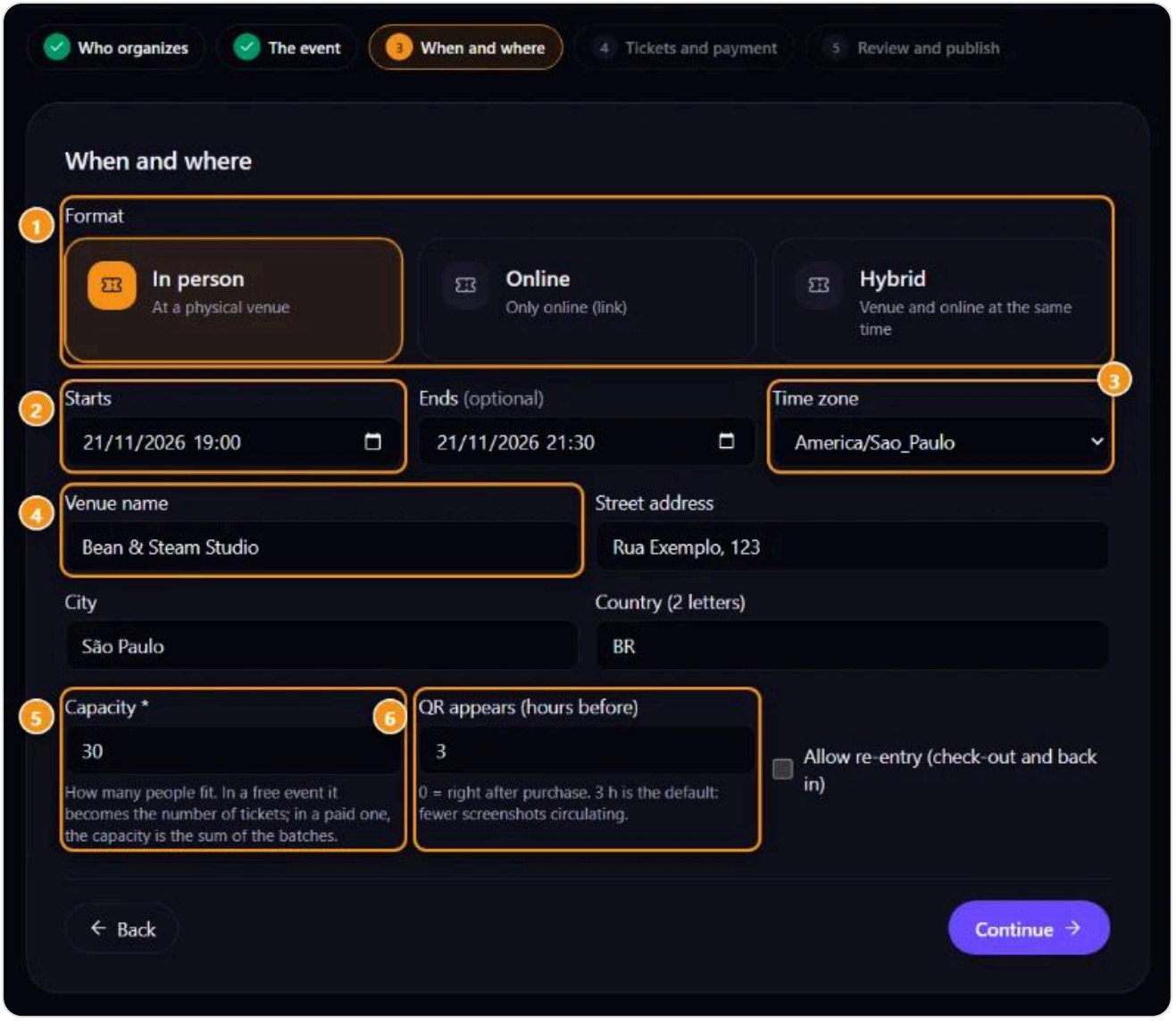


Step 2: the event

1 Title · 2 Category · 3 Description · 4 Cover image (16:9) · 5 Suggest a cover with AI · 6 Visibility

Fill in the **Title** 1, **Category** 2, **Language**, **Description** 3 and the **Cover image** 4. Under **Visibility** 6, choose **Public** (appears in search, on the home page and on Google) or **Link only** (only people with the link see it).

3. When and where

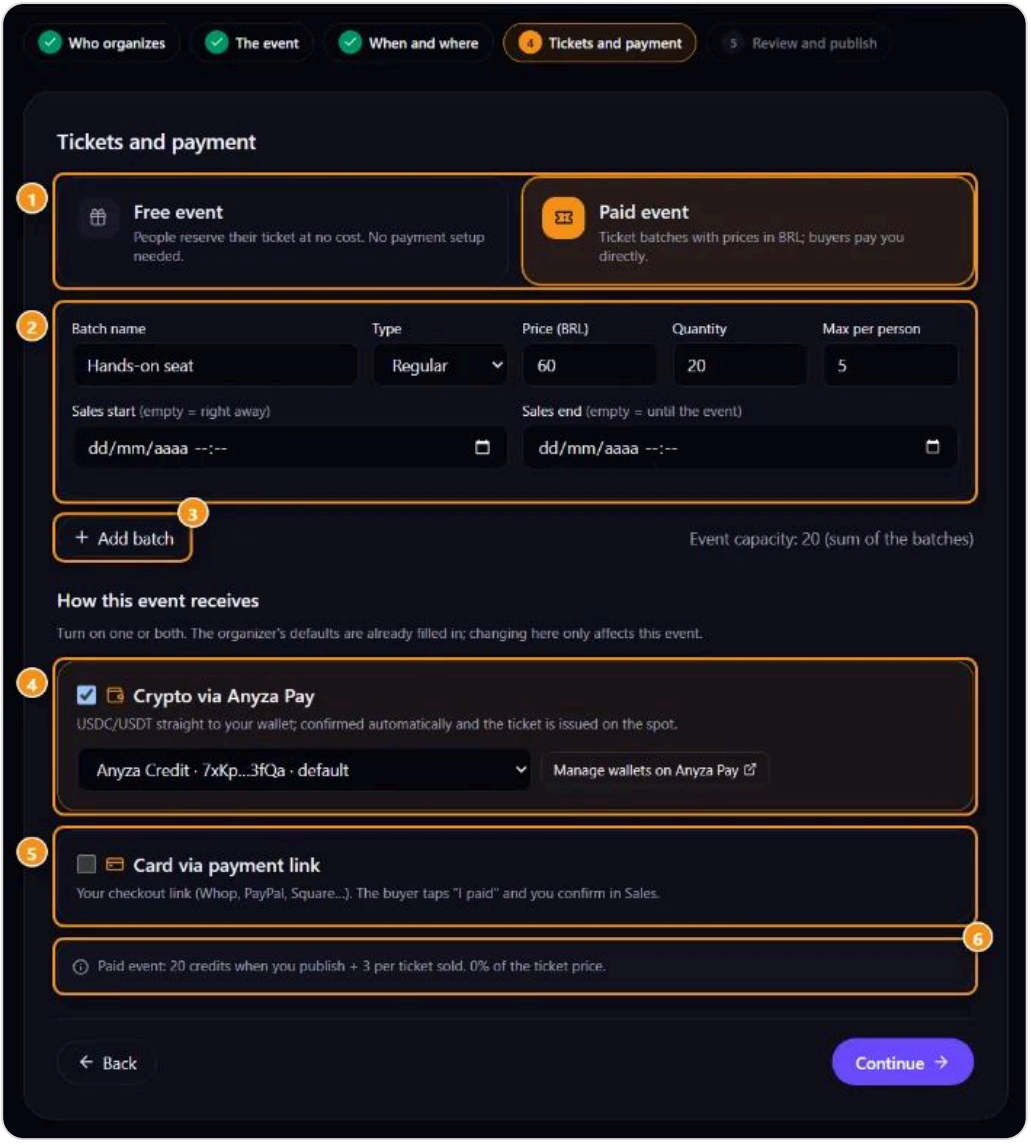


Step 3: when and where

1 Format · 2 Start · 3 Time zone · 4 Venue · 5 Capacity · 6 When the QR appears

- **Format** 1: in person, online only or hybrid.
- **Starts** 2, **Ends** (optional) and **Time zone** 3.
- In person: venue name 4, address, **City** and country. Online: the **Online link** (only ticket holders see it, one hour before the start).
- **Capacity** 5: for a free event it's the number of tickets; for a paid one, the sum of the batches.
- **QR appears (hours before)** 6: 0 = right after purchase; 3 h is the default and the maximum is 48. Fewer hours means fewer screenshots going around.
- **Allow re-entry**: people can leave and come back.

4. Tickets and payment

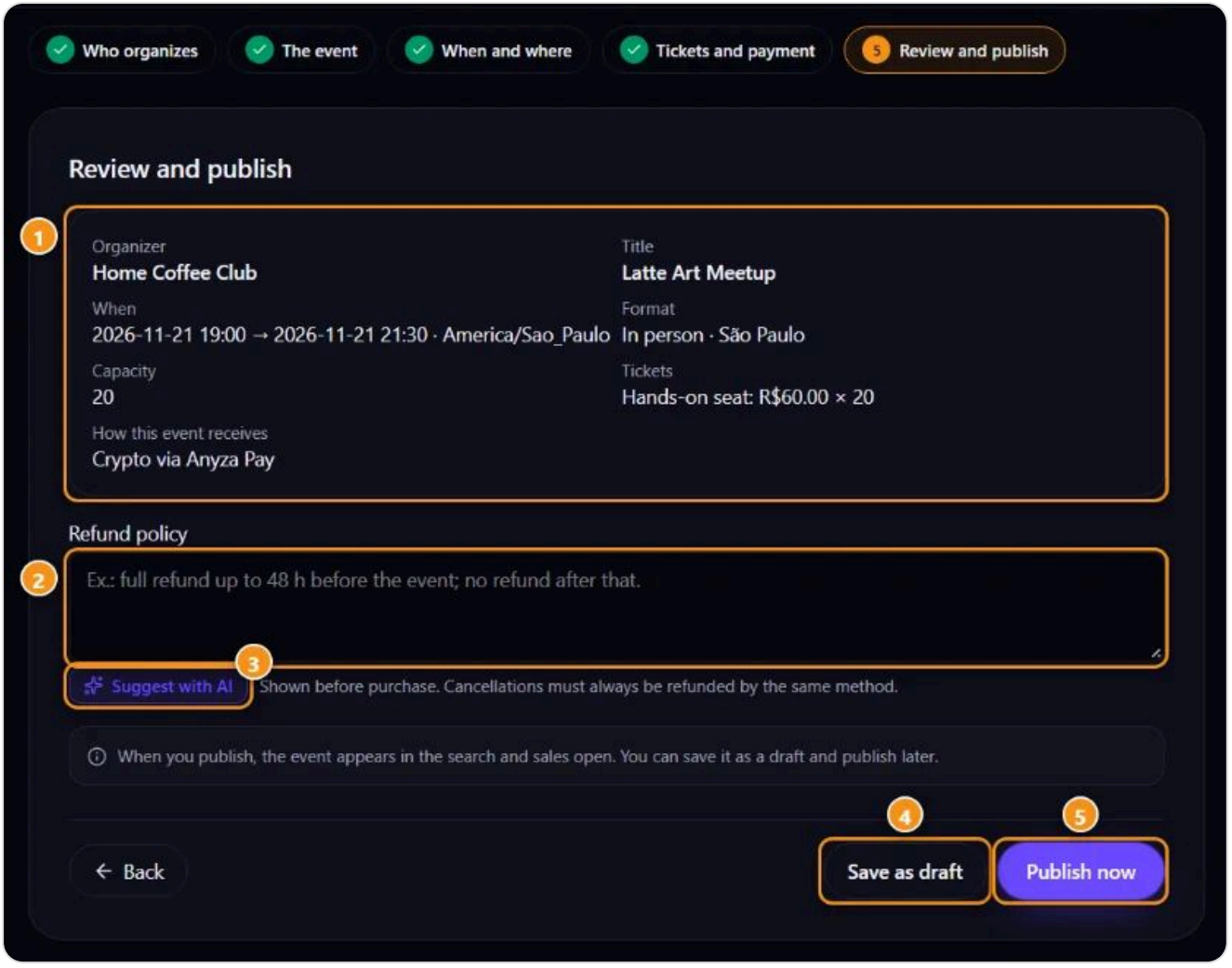


Step 4: tickets and payment

1 Free or paid event · 2 A ticket batch · 3 Add batch · 4 Crypto through Anyza Pay, with the wallet · 5 Card via payment link · 6 What it costs in credits

Choose **Free event** or **Paid event** 1 and set up the batches 2 (details below). For a paid event, turn on one or both ways to get paid 4 5. They come filled in from the organizer's settings, and changes here apply only to this event.

5. Review and publish



Step 5: review and publish

1 Summary · 2 Refund policy · 3 Suggest with AI · 4 Save as draft · 5 Publish now

Check the summary 1, write the **Refund policy** 2 (buyers read it before paying) and tap **Publish now** 5, or **Save as draft** 4 to publish later.

AI helpers

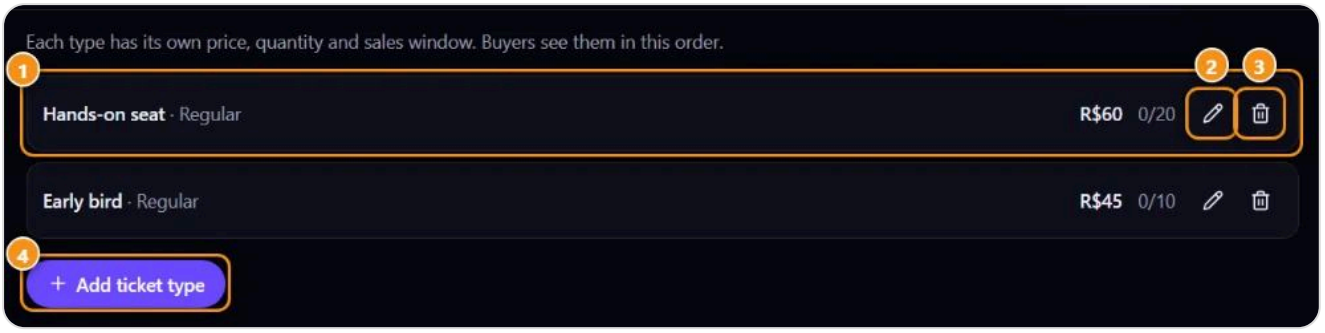
- **Write with AI** / **Improve with AI** on the description, and **Suggest with AI** / **Review with AI** on the refund policy. Always review before saving.
- **Suggest a cover with AI** draws a 16:9 cover from the title, category, language and description (fill those in first, with 20+ characters of description). Free, up to 10 suggestions a day per person. You can also upload your own cover.

Tickets (batches)

- **Free event**: one ticket with a name and **Max per person**. The number of tickets is the capacity.
- **Paid event**: one or more batches, each with **Batch name**, type (full, half price...), **Price** in your currency, **Quantity**, **Max per person**, **Sales start** (empty = right away) and **Sales end** (empty = until the event). The event capacity is the sum of the batches.

An event linked to a Club community can also have batches **for members only** or **for subscribers of a plan**.

After publishing, manage batches in the event's **Tickets** tab:



The Tickets tab

1 A batch, with price and tickets sold · 2 Edit · 3 Delete · 4 Add ticket type

What it costs in credits

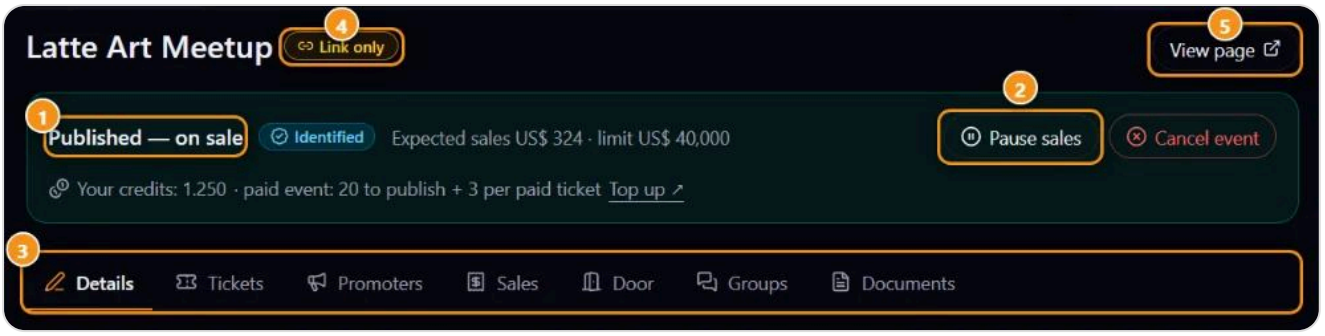
There's no percentage on tickets. The organizer's owner pays in credits:

- **Paid event**: 20 credits when you publish, plus 3 credits per paid ticket.
- **Free event**: nothing up to 100 attendees, then 1 credit per ticket.

The event panel shows your balance. Without credits, sales pause until you top up. See the pricing page.

The event panel

Open the event from **Manage events** (profile menu) or **Organize**.



The top of the event panel

1 Status · 2 Pause sales · 3 Tabs · 4 Visibility · 5 See the page

The status bar 1 shows where the event stands, the trust tier, expected sales against the tier's limit and your credits. It has **Publish**, **Pause sales** 2, **Mark as finished** and **Cancel event**. Pausing and cancelling need the owner's confirmation: Anyza e-mails a link to the organizer's owner (valid for 1 hour), and it only happens after that click. Cancelling notifies every ticket holder, and refunds are on you.

The tabs 3:

- **Details**: edit the event.
- **Tickets**: batches and how this event gets paid. See Sales and payment confirmation.
- **Promoters**: links with a discount and commission. See Promoters.
- **Sales**: orders, confirmations, refunds and CSV. See Sales and payment confirmation.
- **Door**: scanner, devices and the attendance list. See The door.
- **Groups**: the event group on Telegram and Discord. See Event groups.
- **Documents**: optional, or required above your trust tier's limit. See Organizer profile, trust tier and payouts.

Manage events, in your profile menu, lists all events you manage across all organizers, with what's waiting for you.

After the event

When the event ends, people who attended can rate your organizer. You can reply or hide reviews. See Organizer reviews.

Tips

- Fill in the city and category carefully: they decide which city and theme pages show your event.
- Start sales with an early batch that ends on a date, then a second batch with a higher price.

Related: Organizer profile, trust tier and payouts · Team · Share and promote an event

05

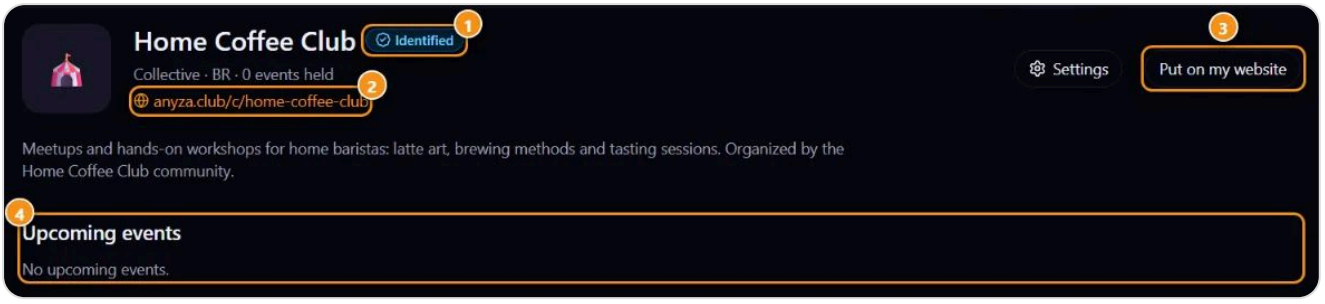
Organizer profile, trust tier and payouts

The organizer's public page, the trust tiers and their sales limits, event documents, how you get paid (Anyza Pay wallet and card link), and handing over or deleting an organizer.

Every event belongs to an **organizer**: you, your company or your community. The organizer has a public page, a trust tier, a default way to get paid and a team. You can own up to 5 organizers.

The organizer page

Each organizer has a page at `anyza.events/o/<name>`, with the upcoming events and the reviews from people who attended.

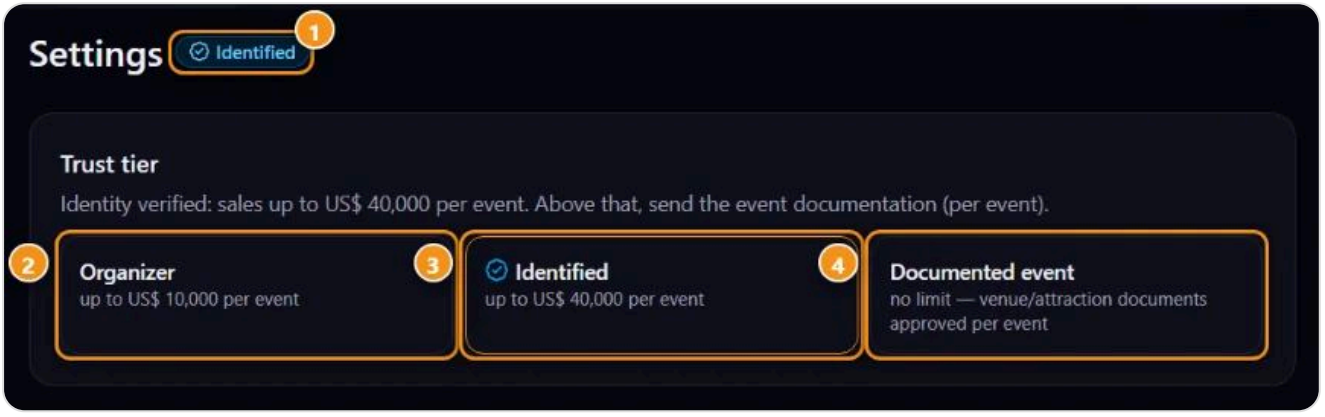


An organizer page

1 Trust tier badge · 2 Website · 3 Put on my website (widgets) · 4 Upcoming events

Team members also see **Settings** on this page. **Put on my website** 3 opens the widgets with the organizer's agenda.

Trust tiers



Organizer Settings: trust tier

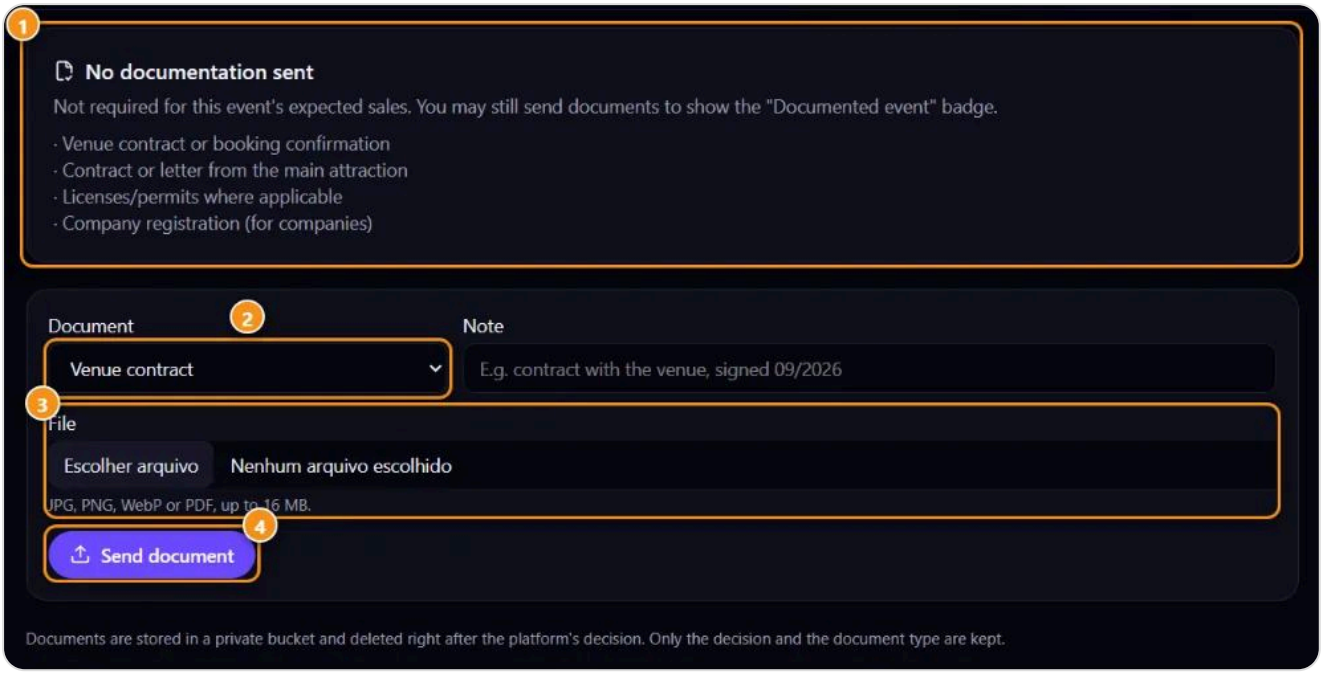
1 Your current tier · 2 Organizer · 3 Identified · 4 Documented event

- **Organizer** 2: an Anyza account. Sales up to US$ 10,000 per event.
- **Identified** 3: the owner's identity document was checked by Anyza (level 3 on the account). Sales up to US$ 40,000 per event.
- **Documented event** 4: no limit. The venue and attraction documents for that event are approved by Anyza, one event at a time.

The limit counts **expected sales** (price × tickets of all batches, in US dollars). When sales reach the tier's limit, they pause automatically. The event panel shows expected sales and the limit next to the status.

Event documents

In the event's **Documents** tab you send the papers that back the event. They're optional below your tier's limit; send them anyway to show the **Documented event** badge.



The Documents tab

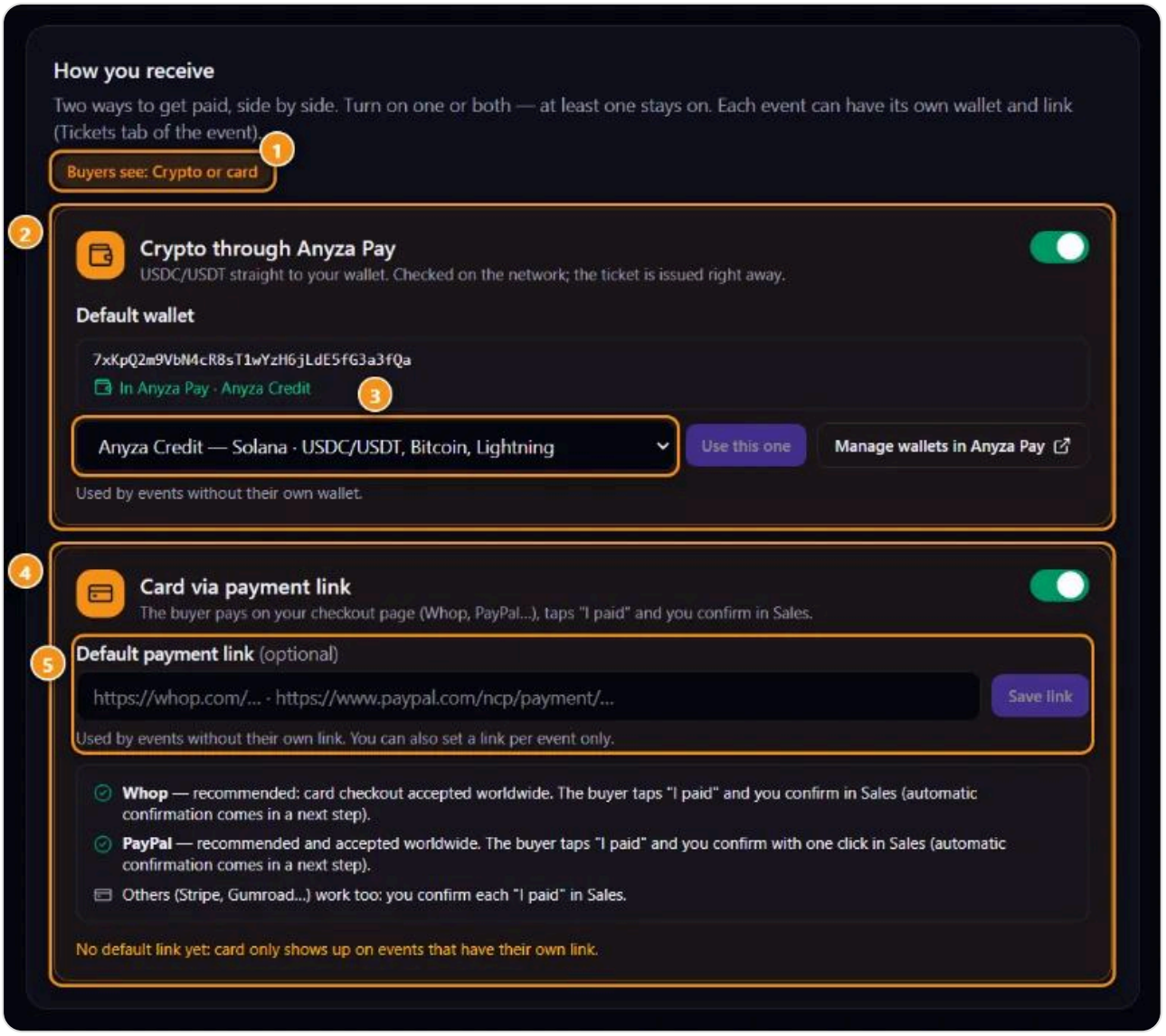
1 What to send for this event · 2 Document type · 3 File · 4 Send document

1. Pick the **Document** type 2: venue contract, attraction contract, licence or permit, signed refund policy, company registration (for companies) or other.
2. Add a note if it helps, and choose the file 3 (JPG, PNG, WebP or PDF, up to 16 MB).
3. Tap **Send document** 4.

Documents are kept in private storage and deleted right after the platform's decision. Only the decision and the document type stay.

How you get paid

In the organizer **Settings**, **How you receive** has two ways to get paid side by side. Turn on one or both; at least one stays on.



Organizer Settings: how you receive

1 What buyers see · 2 Crypto through Anyza Pay · 3 Default wallet · 4 Card via payment link · 5 Default payment link

- **Crypto through Anyza Pay** 2: the buyer pays straight to your wallet, and the ticket is issued as soon as Anyza Pay sees the payment on the network. Pick the **Default wallet** 3 from your Anyza Pay wallets and tap **Use this one**. Buyers pay in USDC or USDT on Solana, Bitcoin or Lightning, depending on what that wallet group accepts (wallets and groups).
- **Card via payment link** 4: paste your checkout page in **Default payment link** 5 and tap **Save link**. **Whop** and **PayPal** are recommended (accepted worldwide); Mercado Pago, Stripe, Gumroad... also work. The buyer taps "I've paid" and you confirm in **Sales**.

The label at the top 1 tells you what buyers will see. Only the organizer's owner changes how the money arrives.

Each event can also have its own wallet or link. See Sales and payment confirmation.

Hand over or delete the organizer

- **Hand over the organizer**: in organizer Settings, the owner can make a co-organizer the owner and stays on the team as co. An organizer linked to a Club community follows the community owner.
- **Delete organizer**: only the owner, and only while nothing has been sold. It removes the organizer, its team and its events for good. With sales, hand it over instead.

Related: Team · Create an event and tickets · What is Anyza Events

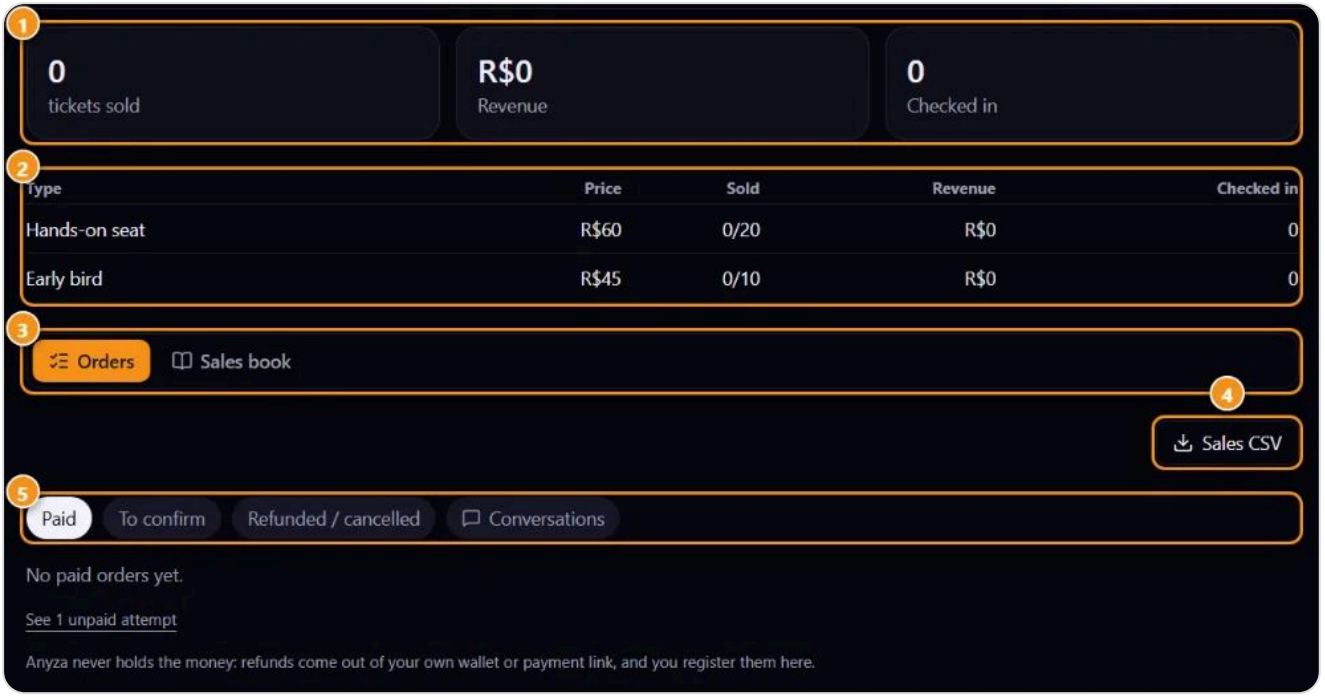
06

Sales and payment confirmation

The Sales tab: orders by status, confirming card payments, refunds and cancellations, the conversation with the buyer, the sales book and CSV; plus a separate wallet or payment link per event.

Crypto payments through Anyza Pay are confirmed on their own: the ticket is issued as soon as the payment shows up on the network. Card payments through your link need a click from you. Both end up in the event's **Sales** tab, which the owner, co-organizers and the **Finance** team can use.

The Sales tab



The Sales tab

1 Tickets sold, revenue and check-ins · 2 By ticket type · 3 Orders / Sales book · 4 Sales CSV · 5 Order status

- The totals 1 and the table by ticket type 2 update with each sale and each check-in at the door.
- **Orders** 3 lists the orders by status 5: **Paid**, **To confirm**, **Refunded / cancelled** and **Conversations**. Search by name, @user, ticket or transaction. Below the list, **See unpaid attempts** shows people who started paying and didn't finish.
- **Sales book** 3 is every sale in one table, with filters by ticket type, method, status and date, and the total received.
- **Sales CSV** 4 downloads order by order, with payment method and transaction, for your accounting.

Confirm a card payment

1. The buyer pays on your payment link and taps **I've paid** on the event page, with a note if they want.
2. The order shows up in **To confirm**, and you get a notification.
3. Check the payment in your Whop, PayPal or other checkout account (the buyer's e-mail and note help).
4. Tap **Confirm**. The ticket is issued and the buyer gets it by e-mail. If the money didn't arrive, tap **Not received**.

Refunds, cancellations and notes

Each paid order has **Refund**, **Cancel**, **Note** and **Message**.

- **Refund**: Anyza never holds the money, so you send the refund from your wallet or your payment link, by the same method the buyer paid. Then register it here: paste the refund transaction (optional; for crypto, the buyer's wallet is filled in from the original payment), add a note for the buyer and choose whether to also void the tickets. Tap **Register refund**. The buyer gets an e-mail.
- **Cancel**: cancels the order with a reason the buyer sees.
- **Note**: records something that happened, for your team.

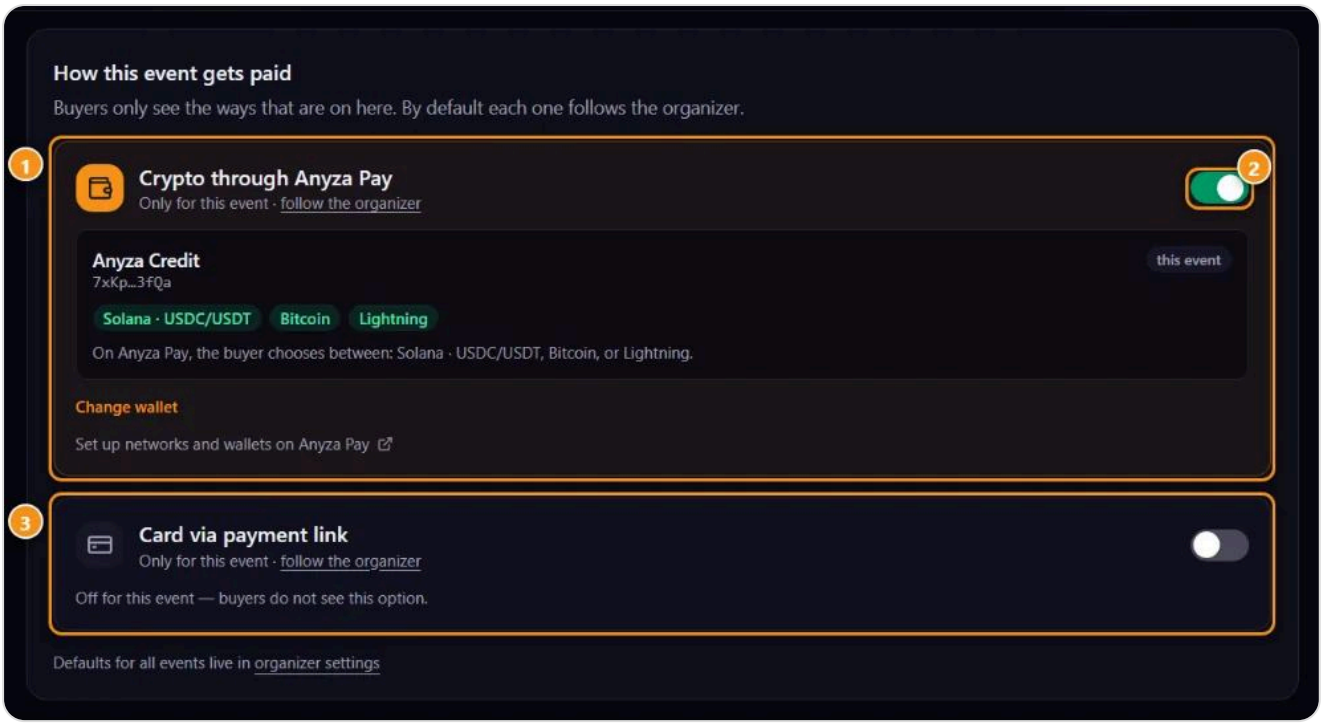
Everything you do stays in the order's history.

Talk to the buyer

Buyers write to you from their ticket with **Talk to the organizer about payment**. Those conversations show up under **Conversations** 5, and you answer there or with **Message** on the order.

One wallet or one link per event

Want to split payments, like lunch in one wallet and the talk in another? In the event's **Tickets** tab, the **How this event gets paid** card has a wallet and a payment link for just that event.



How this event gets paid

1 Crypto through Anyza Pay, with this event's wallet · 2 On or off for this event · 3 Card via payment link

- **Change wallet** picks another of your Anyza Pay wallets for this event only; **follow the organizer** goes back to the default.
- Each method can be turned on or off 2 for this event only.
- Empty = uses the organizer's. Orders already open keep the wallet they were created with.

Related: Organizer profile, trust tier and payouts · Buy a ticket · Team

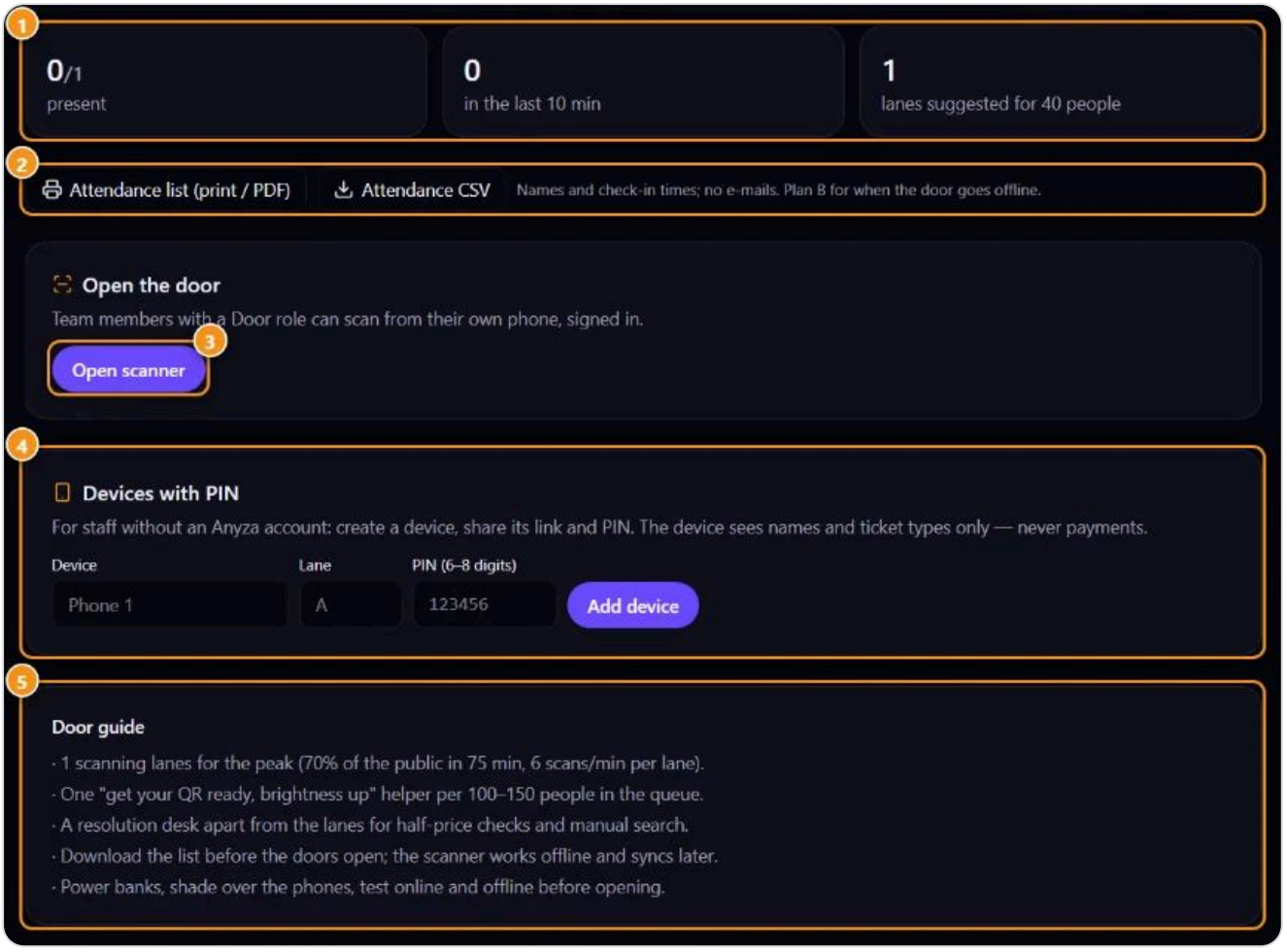
07

The door: check-in by QR

The Door tab, the scanner on any phone, PIN devices for staff without an account, offline check-in, lanes and the attendance list.

The Door tab

Everything for the entrance lives in the event's **Door** tab.



The Door tab

1 Present, last 10 minutes and suggested lanes · 2 Attendance list (print / PDF) and CSV · 3 Open scanner · 4 Devices with PIN · 5 Door guide

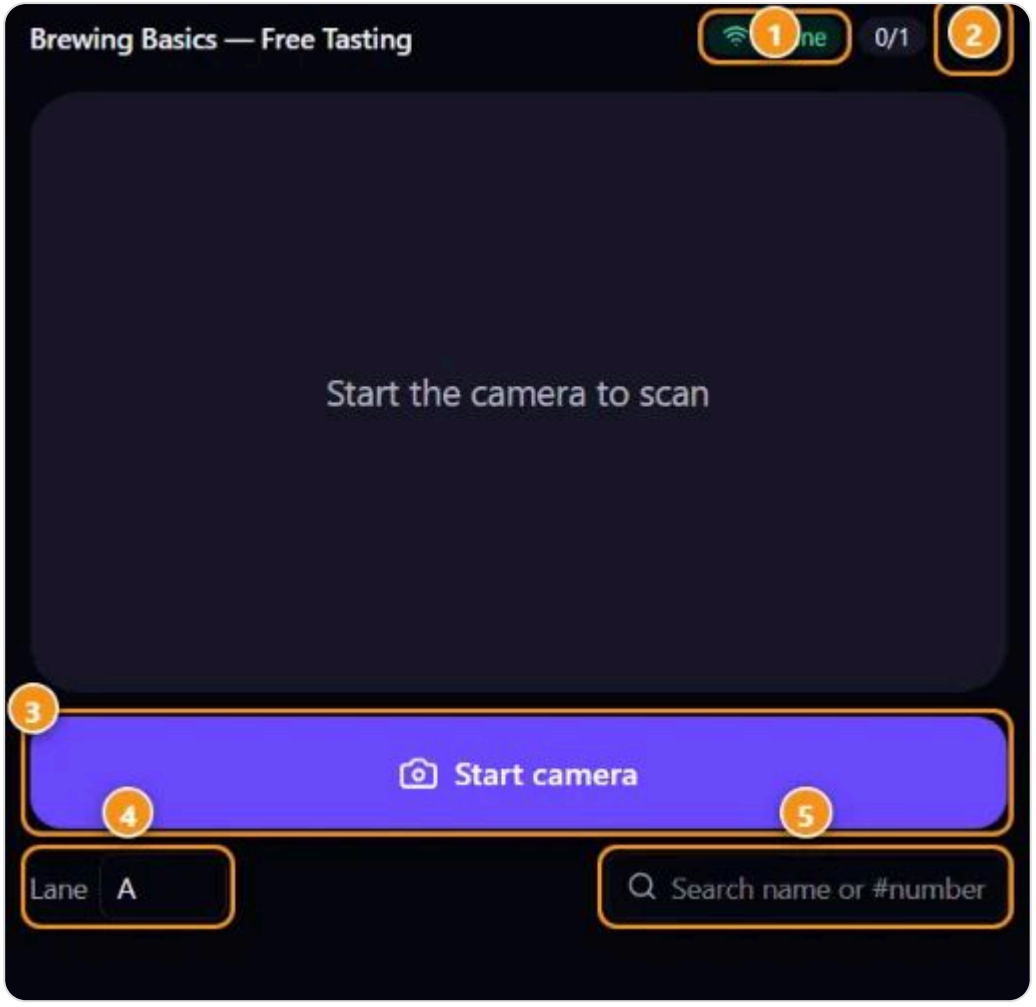
Open the door

There are two ways in:

- **Team members** with the **Door** role (or owner and co-organizers) tap **Open scanner** 3 and scan from their own phone, signed in. See Team.

- **Staff without an Anyza account**: under **Devices with PIN** 4, type a **Device** name (for example "Phone 1"), a **Lane** and a **PIN** (6–8 digits), and tap **Add device**. Send the link to that person; they open it on the phone and enter the PIN. **Revoke** turns a device off.

Scan



The door scanner

1 Online or offline · 2 Checked in so far and refresh the list · 3 Start camera · 4 Lane · 5 Search name or #number

Tap **Start camera** 3 and point it at the ticket QR. Green **OK** = in; **ALREADY IN**, **INVALID** or **CANCELLED** = stop and check. Half-price tickets show a reminder to check the document. For someone who forgot their phone, use **Search name or #number** 5 and **Check in**.

No internet

The scanner downloads the list beforehand and checks the QR signature **on the phone itself**. When the connection drops, the badge 1 says **Offline** and check-ins queue up (the badge shows

how many are left to sync) and go up when the internet comes back. Several phones at the same time work fine.

How many lanes

The tab suggests how many scanning lanes you need for your capacity 1, and the **Door guide** 5 has the rest: helpers in the queue, a resolution desk, power banks, testing offline before opening.

Attendance list

Attendance list (print / PDF) and **Attendance CSV** 2 have names and check-in times, no e-mails. They're your plan B for when the door loses power or signal.

Check-in and reviews

At in-person and hybrid events, only tickets that were checked in can review the organizer after the event. If you let someone in without scanning, check them in by name so they can leave a review later. See Organizer reviews.

Related: Team · My tickets · Create an event and tickets

08

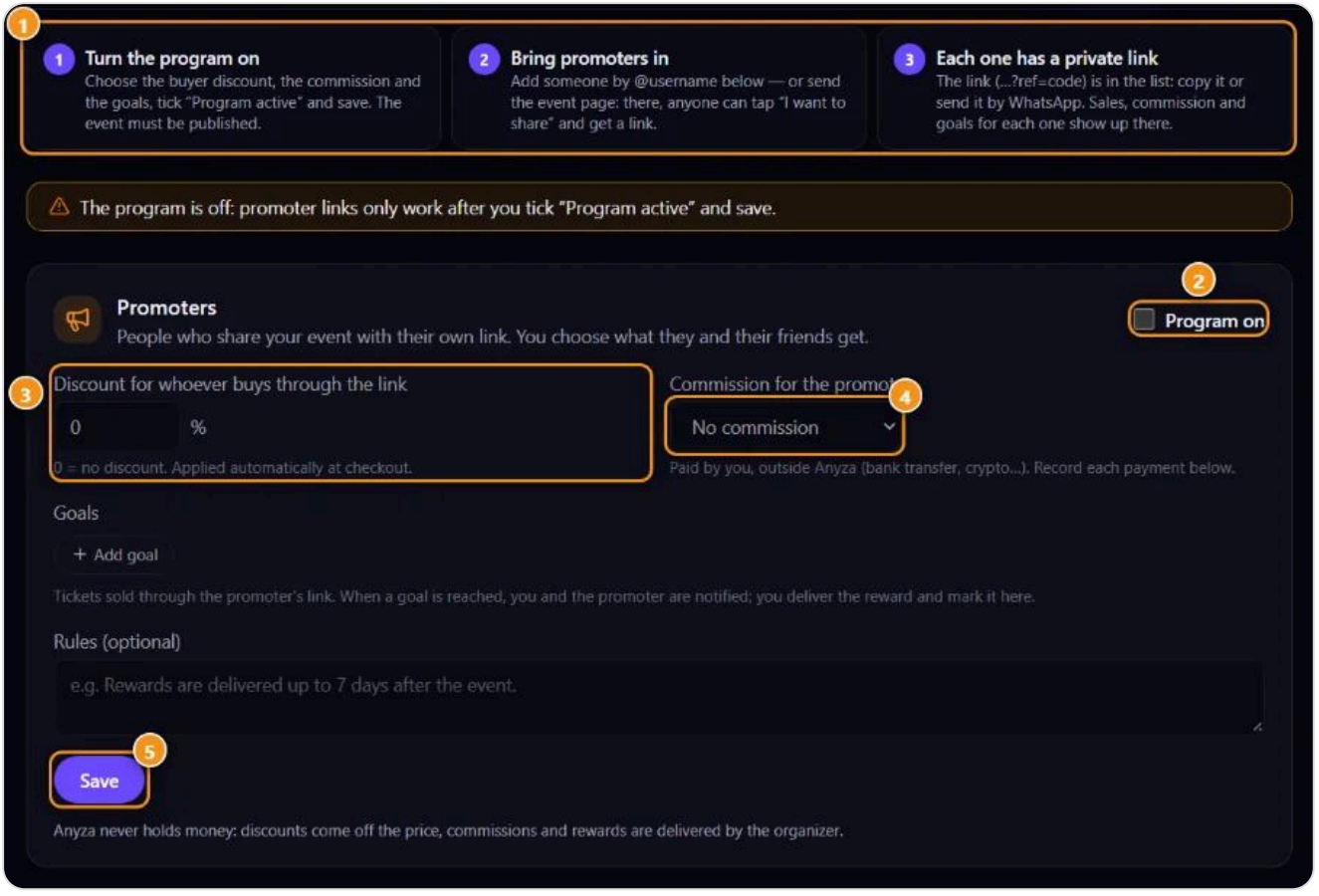
Promoters: links with a discount and commission

Turn on the promoter program, set the buyer discount, the commission and goals, bring promoters in, pay commissions and see each promoter's sales.

Promoters are people who share your event with their own link (`anyza.events/e/<event>?ref=<code>`). You decide what they and their friends get. Anyza never holds money: the discount comes off the price, and you pay commissions and rewards yourself.

Set up the program

Open the event's **Promoters** tab.



The Promoters tab: the program

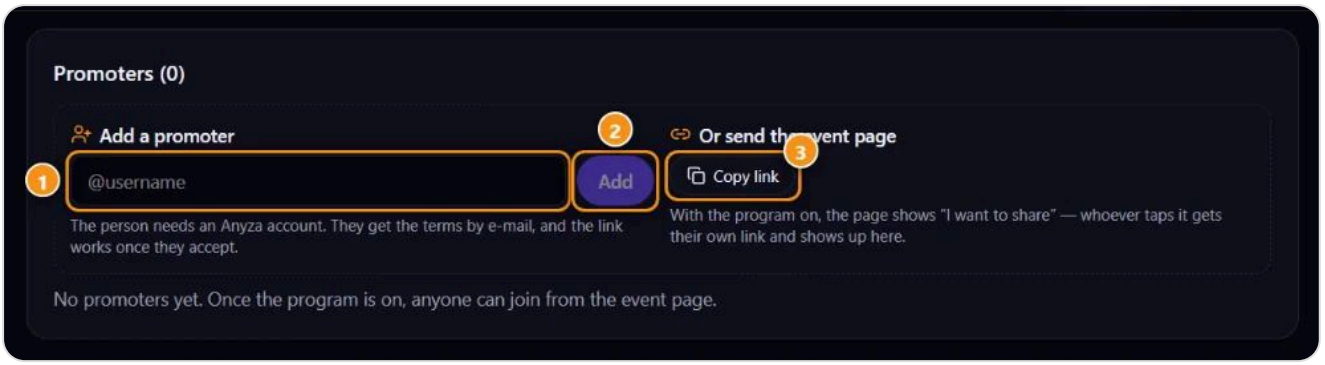
1 The three steps · 2 Program on · 3 Discount for whoever buys through the link · 4 Commission for the promoter · 5 Save

1. Set the **Discount for whoever buys through the link** 3 (0% to 90%; 0 = no discount). It's applied at checkout.

2. Choose the **Commission for the promoter** 4: **No commission**, **% of the sale** (up to 100%) or **Fixed per ticket**.
3. Optional: add up to 5 **Goals** ("From 10 tickets → your ticket for free") and the **Rules**.
4. Tick **Program on** 2 and tap **Save** 5.

Links only work while the program is on and the event is published. The tab warns you if either is missing.

Bring promoters in



The Promoters tab: the list

1 @username · 2 Add · 3 Or send the event page (Copy link)

- **Add a promoter**: type the person's `@username` 1 and tap **Add** 2. They need an Anyza account.
- **Or send the event page** 3: with the program on, the event page shows a **Share and earn** box with **I want to share**. Whoever taps it gets their own link and shows up in your list.

Every new promoter gets the terms by e-mail, and their link only works after they accept. Until then the list shows "waiting for the terms to be accepted", and you can **Resend terms** (once every 10 minutes).

Follow and pay

Each promoter's line has their link (**Copy link** and WhatsApp), tickets, sales, commission earned, paid and to pay, and goals reached.

- **Record payment** when you pay outside Anyza (bank transfer, Pix, crypto).
- **Pay by QR** when the promoter added a Solana wallet: you send USDC or USDT straight to their wallet, converted from the event currency at today's rate. The payment is checked on the network and recorded for you.
- **mark delivered** when you hand over a goal reward.
- **Block** a promoter to stop their link.

For promoters

Tap **I want to share** on the event page (you need an Anyza account), accept the terms in the e-mail and add **Where you receive payments** (a Solana wallet, Pix key…). Only the event team sees it. Your links, tickets and earnings are in My promoter links.

People who buy through your link see "Referred by @you" in the ticket box, with the discount already applied. Your code also works in widgets: purchases through the widget count as your referral.

Related: Share and promote an event · Widgets and the countdown page · Sales and payment confirmation

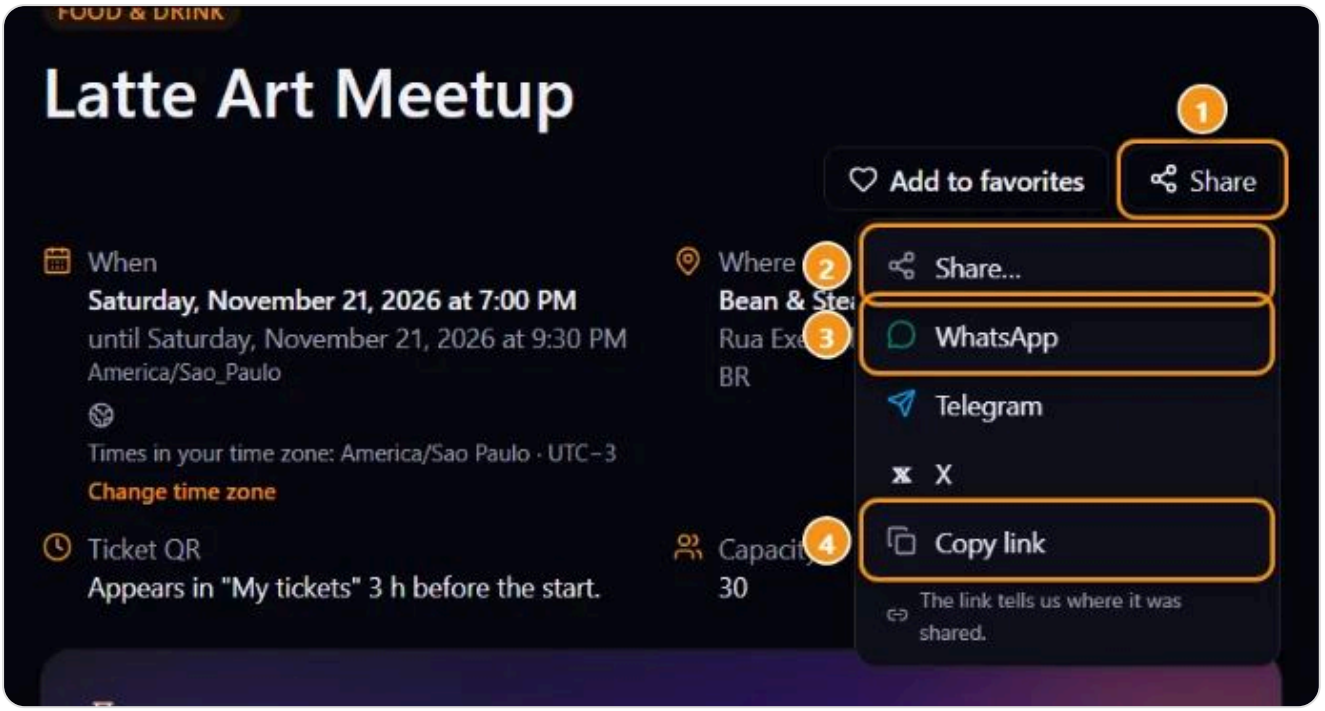
09

Share and promote an event

The share menu, the countdown strip, add to calendar, time zones, and the city and theme pages that bring people to your event.

Anyza Events gives each public event a few ways to spread: a share menu, a countdown made to share, calendar buttons, widgets for any website, promoter links and pages by city and theme. None of them cost credits.

Share the event link



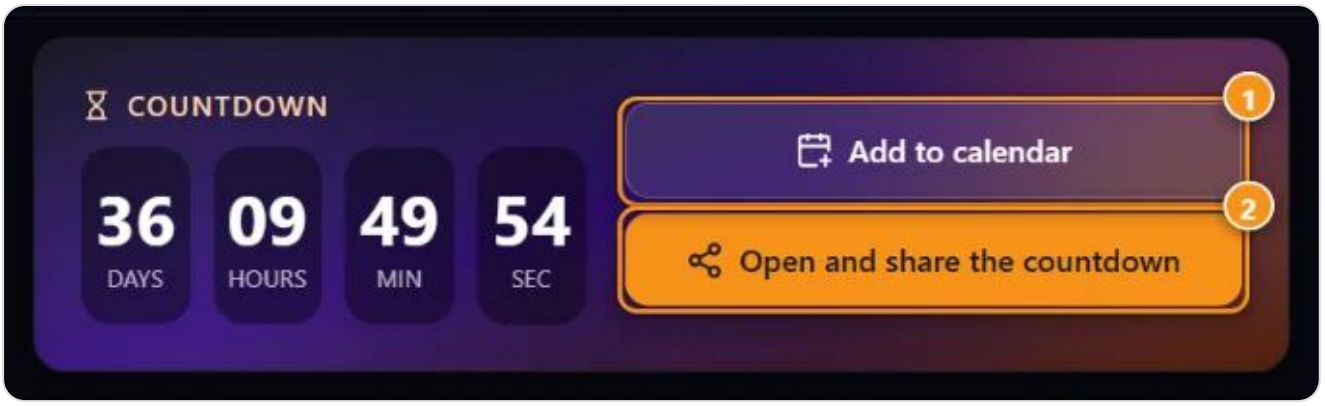
The share menu on the event page

1 Share · 2 Your phone's share menu · 3 WhatsApp · 4 Copy link

Tap **Share** 1 on the event page. Pick WhatsApp 3, Telegram or X, open your phone's own menu 2, or **Copy link** 4. The link records where it was shared from, so you can see what works. Ticket buyers also see **Bring your friends along:** on their ticket, with the same link.

The countdown

Every event page and every ticket has a **Countdown** strip.



The countdown strip on the event page

1 Add to calendar · 2 Open and share the countdown

Open and share the countdown 2 opens the event's countdown page, made for sharing: when someone posts the link on WhatsApp or social media, the preview title already says how long is left ("4 days to go", "It's tomorrow", "It's today").

Time zones

Times on the event page follow the visitor's time zone. When it differs from the event's time zone, the page also shows "Your time:". Anyone can change it with **Change time zone**. The page also shows a "Starts in..." badge before the event.

Add to calendar

Add to calendar 1 is on the event page, the countdown page, each ticket and the ticket e-mails (confirmation, ticket received, reminders and changes). Options:

- **Google Calendar**
- **Apple Calendar / other (.ics)**, a file that also works in Thunderbird and most apps
- **Outlook.com**
- **Microsoft 365 (work)**
- **Yahoo Calendar**

The calendar shows the event at the right time in each person's time zone. The .ics file includes a reminder 1 hour before. If the event has no end time, it's saved as 2 hours long. For online events the calendar gets the event page, never the access link. If the event is cancelled, the .ics marks it as cancelled.

City and theme pages

Anyza Events has pages that list upcoming events by city and by theme, in all 11 languages:

- **Explore:** anyza.events/explore-events, every theme and city with upcoming events.
- **Themes:** 12 themes that follow the event category, for example anyza.events/crypto-events, `/tech-events`, `/parties` or `/workshops-and-courses`. Each one shows upcoming events worldwide, in person and online, and the cities where they happen.
- **Cities:** for example `anyza.events/events-in/<city>-<country>`. The address uses the city name without accents plus the country code. Each city page lists its upcoming events, filters by theme and links to other cities.

The home page has an **Explore by city and theme** strip with the cities and themes that have upcoming events.

Your event shows up there automatically when it's public and published. In-person and hybrid events count for their city; online events appear only on theme pages. A city or theme with no upcoming events shows past events and doesn't appear in search engines.

Tips

- Fill in the city and category carefully. They decide which city and theme pages show your event.
- Share the countdown link instead of the plain link a few days before. The preview already says how long is left.
- Give promoters a ready widget with their code for their own sites.

Related: Widgets and the countdown page · Promoters · Favorites, alerts and map

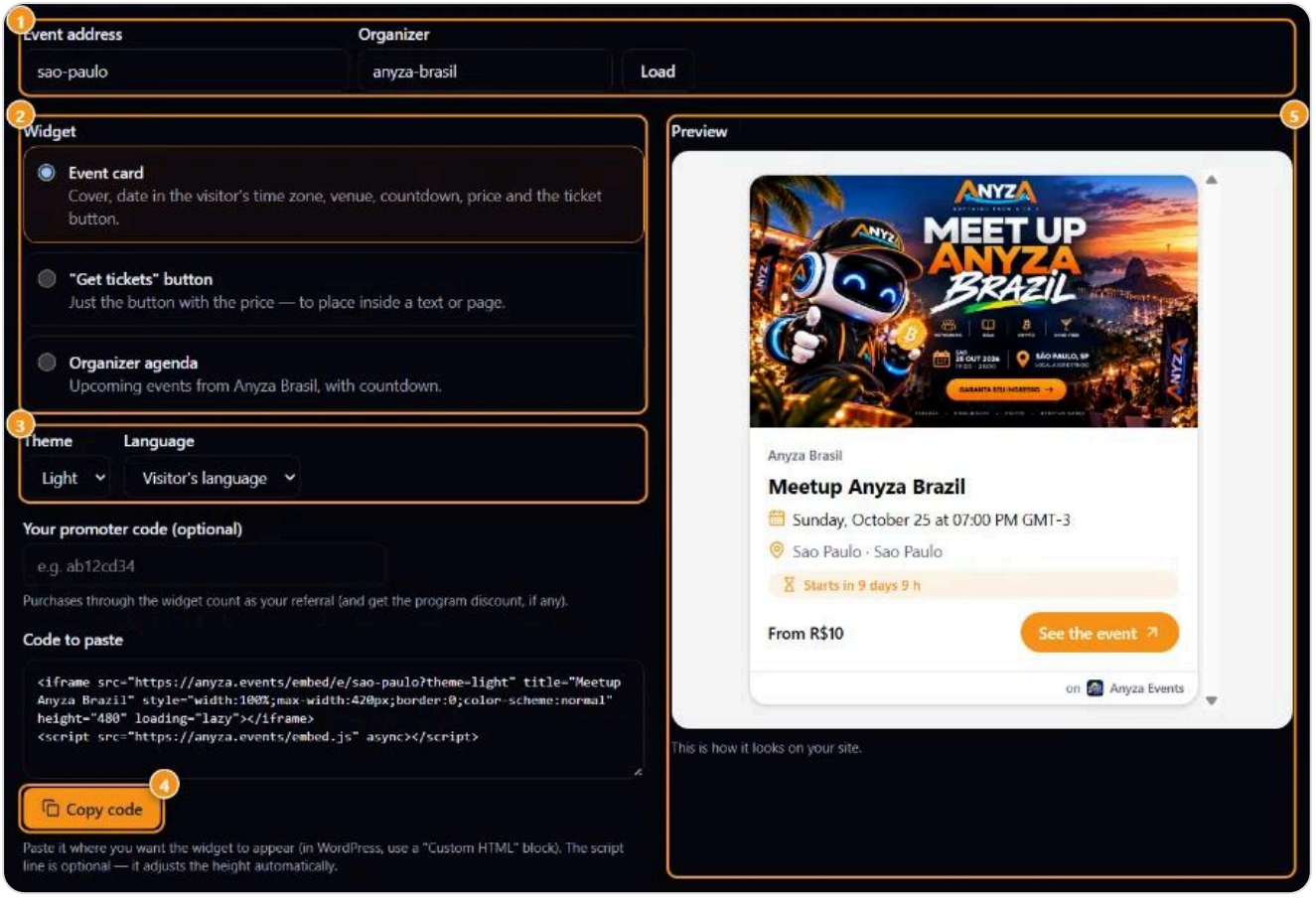
10

Widgets and the countdown page

Put an event card, a ticket button or your organizer agenda on any website with one line of code, and share the countdown page that shows each visitor their own time.

Widgets for your website

Put your event on your site, blog or link page. The widget updates by itself and opens Anyza Events in a new tab.



Widgets for your website

1 Event address or organizer, then Load · 2 Widget type · 3 Theme and language · 4 Copy code · 5 Preview

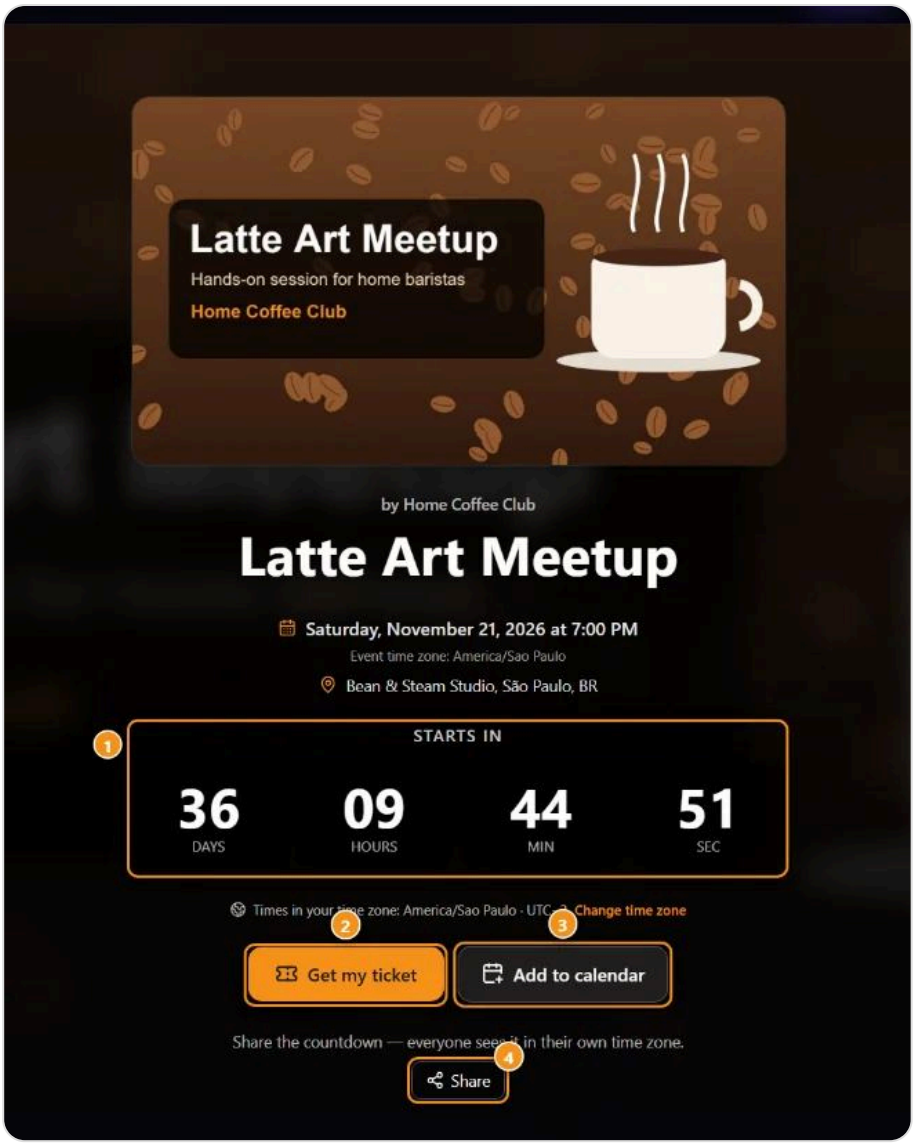
1. Open anyza.events/widgets. Team members also find **Put on my website** on the event page and on the organizer page.
2. Paste the **Event address** or the **Organizer** address and tap **Load** 1.
3. Choose the **Widget** 2:
    - **Event card**: cover, date in the visitor's time zone, venue, countdown, price and the ticket button.

    - **"Get tickets" button**: just the button with the price, to place inside a text or page.
    - **Organizer agenda**: the organizer's upcoming events, with countdown. Choose how many **Items**.
4. Choose the **Theme** (**Light** or **Dark**) and the **Language**, or leave **Visitor's language** 3.
5. Optional: fill in **Your promoter code**. Purchases through the widget count as your referral. If you're a promoter of the event, your code is already filled in.
6. Check the **Preview** 5 and tap **Copy code** 4. Paste it where the widget should appear. In WordPress, use a "Custom HTML" block. The script line is optional; it adjusts the height automatically.

Anyone can make a widget for a public event, not only the organizer. **Link only** events and drafts can't be embedded. Widgets only show what's already public on Anyza, with no cookies or tracking on your site.

The countdown page

Each event has a countdown page at `anyza.events/e/<event>/countdown`. Open it from the event page or the ticket with **Open and share the countdown**.



The countdown page

1 Live countdown · 2 Get my ticket · 3 Add to calendar · 4 Share

It shows the cover, a live countdown 1 (days, hours, minutes, seconds), the time in the event's time zone and in the visitor's, with **Change time zone**, plus **Get my ticket** 2, **Add to calendar** 3 and **Share** 4.

When someone shares the link on WhatsApp or social media, the preview title already says how long is left ("4 days to go", "It's tomorrow", "It's today"), in the event's language. During the event the page says **Happening now**; afterwards, **This event has already happened**; if cancelled, **Event cancelled**.

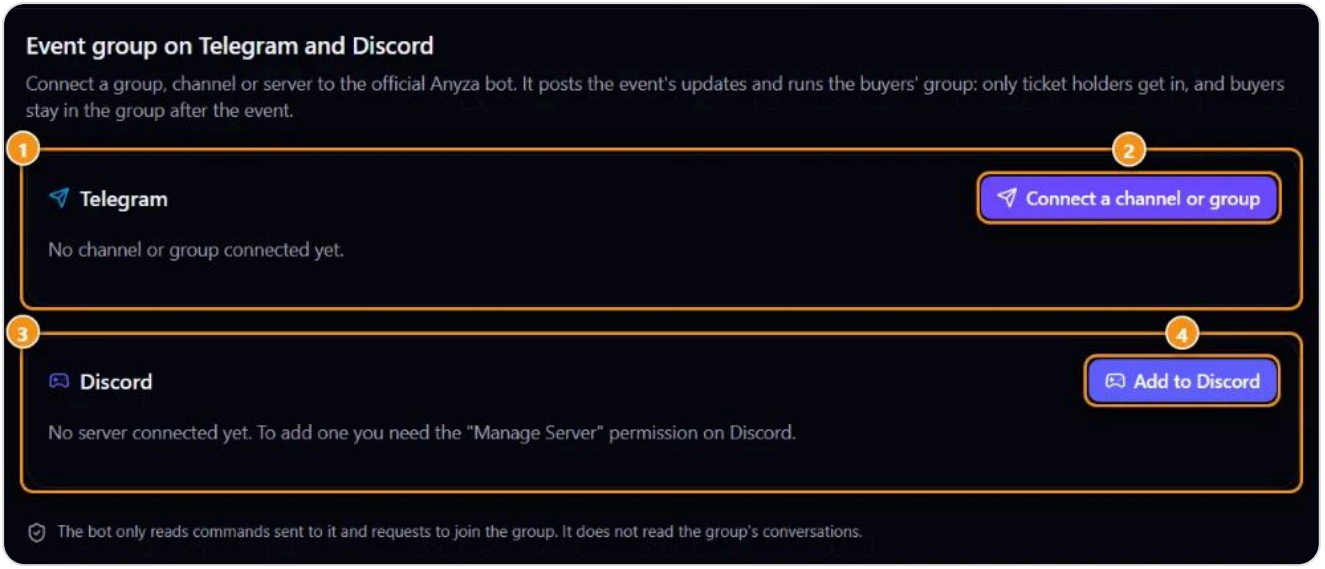
Related: Share and promote an event · Promoters · Organizer profile, trust tier and payouts

11

Event groups on Telegram and Discord

Connect a Telegram group or channel, or a Discord server, to the official Anyza bot: automatic updates about the event and a group only ticket holders can join.

In the event's **Groups** tab, the owner and co-organizers connect a Telegram group or channel, or a Discord server, to the official Anyza bot (@anyzanetbot on Telegram and the **Anyza** app on Discord). Up to 5 per event. It costs no credits.



The Groups tab

1 Telegram · 2 Connect channel or group · 3 Discord · 4 Add to Discord

What the bot does

- **Automatic updates**: the bot posts in the event's language when the event is published, when a new batch goes on sale, when the last tickets are left and the day before ("it's tomorrow").
- **Buyers' group**: only ticket holders (and the team) get in, through **Join the Telegram group** or **Join the Discord server** on the event page and on the ticket. A forwarded invite link doesn't work for anyone else.
- **Buyers stay after the event** and leave only if their ticket is cancelled, refunded or transferred.

The bot only reads commands sent to it and requests to join the group. It doesn't read the group's conversations.

Telegram

1. Tap **Connect a channel or group** 2.

2. **Group**: tap **Add to group**, pick the group and confirm the permissions. The bot connects by itself.
3. **Channel**: tap **Add to channel**, make the bot a channel admin, then post the code shown in the channel (valid for 30 minutes; the bot deletes the message).
4. Tap **I've connected it — refresh**, then choose the **Automatic updates** and turn on the **Buyers' group** if you want. **Send a test** checks that the bot can post.

Turn off the group's public invite link so nobody gets in another way.

Discord

1. Tap **Add to Discord** 4. You need the "Manage Server" permission on that server.
2. Back on Anyza, pick the **Updates channel** and the **Role given to members**, then save.
3. Make the event's channels visible only to that role. The Anyza bot's role must be above it (on Discord: Server Settings → Roles, drag "Anyza" up).

Related: My tickets · Create an event and tickets · Telegram, Discord and WhatsApp in your community

12

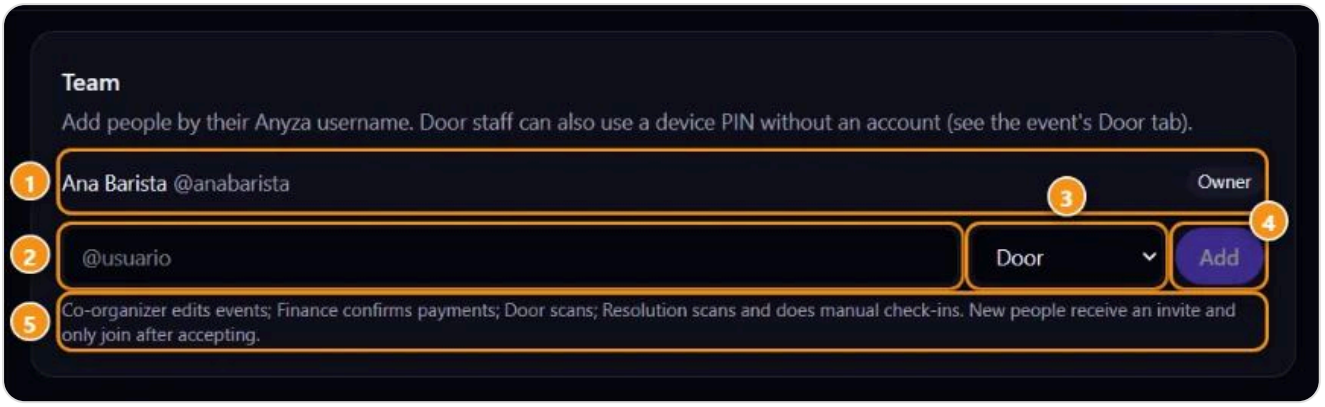
Team: co-organizers, finance, door and resolution

Add people to your organizer by @username with a role, how invites work, what each role can do and door staff without an account.

An organizer can have a team. Everyone on it works on all the organizer's events, with the permissions of their role.

Add someone

In the organizer **Settings**, under **Team**:



Organizer Settings: team

1 Team member and role · 2 @username · 3 Role · 4 Add · 5 What each role does

1. Type the person's Anyza `@username` 2.
2. Pick the role 3.
3. Tap **Add** 4.

The person gets an invite and joins only after accepting it in **Team invites**. They can leave later from the organizer's settings.

Roles

- **Co-organizer**: edits events and runs everything, except how the money arrives.
- **Finance**: confirms payments, refunds and cancels orders in **Sales**.
- **Door**: scans tickets at the entrance from their own phone. See The door.
- **Resolution**: scans and does manual check-ins, for the help desk next to the lanes.

The owner 1 is the only one who changes the wallet and payment link, hands over or deletes the organizer.

Door staff without an account

People who only work the door don't need an account: create a **device with PIN** in the event's **Door** tab and send them the link.

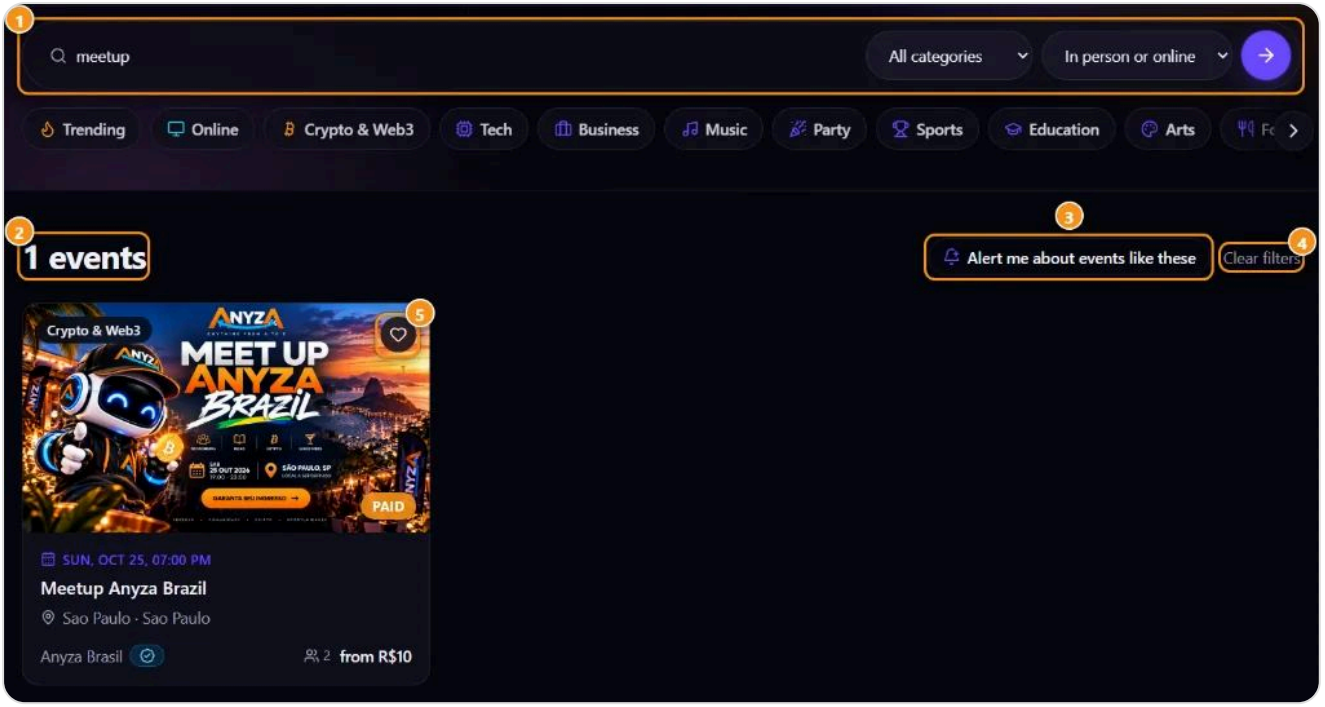
Related: Organizer profile, trust tier and payouts · Sales and payment confirmation · The door: check-in by QR

13

Favorites, alerts and map

Heart an event to know when sales open, save a search for new events, and find in-person events on the map.

Search and alerts



Search results with an alert

1 Search, category and format · 2 Results · 3 Alert me about events like these · 4 Clear filters · 5 Favorite

Filter the showcase 1 (text, category, type, country, city, language, near me) and click **Alert me about events like these** 3. When a new event matches, you'll get notified in the bell and by email. Manage them in Search alerts, where you can **Pause**, **Resume** or **Delete** each one. Up to 20. Alerts run every hour, and only events published after you saved the search count.

Favorites

The **heart** 5 on the card or event page saves it to Favorites. If you don't have a ticket yet, you'll get a notice when **sales open** and when **tickets are running out**.

Preferences

In Preferences you can tick **Show only events in [your language]** and set a **Default place** (country, state and city) to see only events in your country or city. Online and hybrid events are included. A filter you pick by hand always wins. The **Events near me** button uses your browser's location.

Map

Map, in the top menu, shows upcoming in-person events. Zoom in on your city or tap **Near me**. Nearby events are grouped; tap a pin to see the cover, date and place, then **See event**. The list next to the map shows what's in the area on screen.

City and theme pages

You can also browse events by city or theme, for example anyza.events/explore-events or anyza.events/crypto-events. See Share and promote an event.

14

Organizer reviews

After an event, people who attended rate the organizer from 1 to 5 stars and can leave a comment. The average shows on the event and organizer pages, and the organizer can reply or hide a review.

When an event ends, the people who were there can review the organizer. Reviews help the next buyer decide, and they help good organizers stand out.

Only people who actually attended can review. There is no way to review an event you didn't go to.

Who can review

- **In-person and hybrid events:** you need a ticket that was **checked in** at the door (QR scan or manual check-in by the team).
- **Online events:** a valid ticket is enough, because there is no door.

You must be signed in with the account that holds the ticket. A ticket that was transferred counts for the person who received it.

When

- The review opens when the event **ends**. If the organizer didn't set an end time, it opens 6 hours after the start.
- It stays open for **60 days**. After that, the page shows that the window has closed.
- Cancelled events can't be reviewed.

How to leave a review

1. Open the event page and scroll to **Reviews of this event**. You can also tap **How was it? Rate the event** on your ticket, in My tickets, or the button in the e-mail.
2. Pick the **Overall rating**, from 1 to 5 stars. This is the only required part.
3. If you want, rate **Organization**, **Venue** (in-person and hybrid events only) and **Punctuality**, and answer **Was it as advertised?** with **Yes** or **No**.
4. Write a comment if you like (up to 2,000 characters).
5. Tap **Submit review**.

You can leave one review per event. To change it, open the event page again, edit and tap **Update**. To remove it, tap **Delete**.

The e-mail "How was it?"

Between 12 and 36 hours after the event ends, everyone who attended and hasn't reviewed yet gets an e-mail with the subject "How was [event]?" and a **Rate the event** button. It is sent only once per event.

What others see

- Your review is **public, with your name and photo**. Reviews with a comment show first.
- The organizer's **average rating** (stars, with one decimal) and the number of reviews show in the **How Anyza protects you** box on every event of that organizer, and at the top of the organizer page.
- When people answered "Was it as advertised?", a **% as advertised** badge shows next to the stars.
- The event page lists the reviews of that event. The organizer page lists the reviews of all their events, under **What attendees say**.

The average counts every visible review across all of the organizer's events. Hidden reviews don't count.

For organizers: reply and hide

The owner and co-organizers see a **Reply** button and a **Hide** button on each review, both on the event page and on the organizer page.

- **Reply:** write a public answer and tap **Save reply**. It shows under the review as "Reply from [organizer]". You can edit it later with **Edit reply**.
- **Hide:** removes the review from the public page and from the average. Only your team still sees it, marked **Hidden**. Tap **Unhide** to bring it back.

Organizers can't delete or edit someone else's review. Only the author can.

Common questions

I went to the event but don't see the form. Check that you're signed in with the account that holds the ticket. At in-person events the ticket must have been checked in at the door. If the team let you in without scanning, ask them to check you in.

Can I review anonymously? No. Reviews always show your name.

Can I review before the event ends? No. The form opens only after the end.

Tips

- Organizers: a short, polite reply to a critical review often helps more than hiding it.
- Attendees: say what you'd want to know before buying. Was the start on time, was the venue as described, was it worth it?

Related: The door: check-in by QR · My tickets · What is Anyza Events

15

Club Communities and Events Events

How the two connect: ticket becomes registration, member-only tiers, community chat.

An event can start in a **Club community** and be sold through **Events** — Events handles the ticket (QR, entry, sales) and Club displays it.

What changes for buyers

- Buy **from the event page in Club** or in Events — same account, same ticket.
- The ticket becomes a **registration** in the community: event chat, live room, attachments and private link open for you. Non-members still enter the event room.
- Locked tiers require being a member or subscriber to the indicated plan.

For the community owner

In **Settings → Events**, **Sell tickets on Anyza Events** creates the community organizer and the event pre-filled (price and plan discounts become tiers). Editing title, date and location now happens in Events. Old paid events show up in a list to migrate with one click.