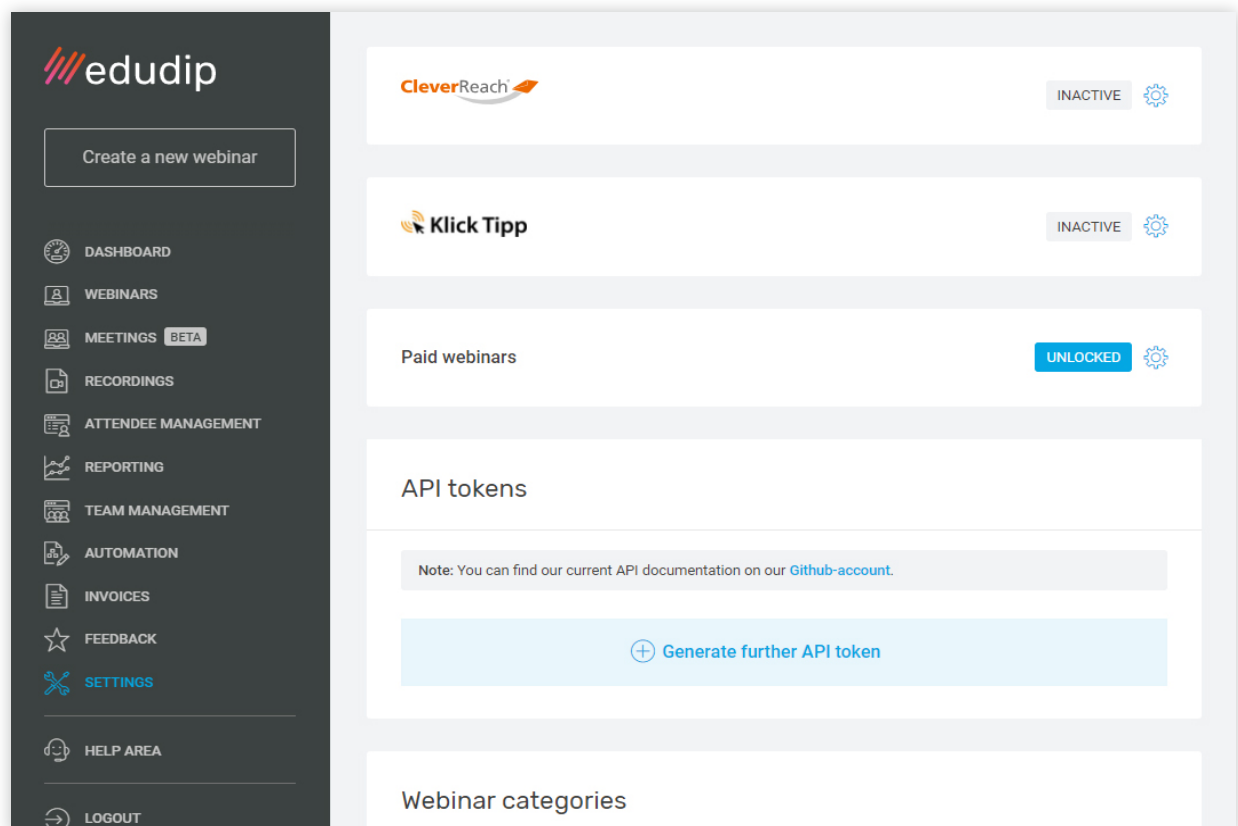


Handout: Set up paid webinars from edudip next 100

Offering paid webinars is very easy with edudip next. All organisers with a subscription from edudip next 100 can set up and use paid webinars. Save your digital payment options in your dashboard settings so that your customers can pay online easy and secure with just a few clicks.

Activate paid webinars

Under the menu item „[Settings](#)“ you can unlock the feature „[Paid webinars](#)“.



The screenshot shows the edudip dashboard with a dark sidebar on the left and a light main content area. The sidebar contains the edudip logo, a 'Create a new webinar' button, and a list of menu items: DASHBOARD, WEBINARS, MEETINGS (marked BETA), RECORDINGS, ATTENDEE MANAGEMENT, REPORTING, TEAM MANAGEMENT, AUTOMATION, INVOICES, FEEDBACK, SETTINGS (highlighted in blue), HELP AREA, and LOGOUT. The main content area has a light gray background and contains several white cards. The first card shows 'CleverReach' with an 'INACTIVE' status and a settings gear icon. The second card shows 'Klick Tipp' with an 'INACTIVE' status and a settings gear icon. The third card shows 'Paid webinars' with an 'UNLOCKED' status and a settings gear icon. Below these is an 'API tokens' section with a note: 'Note: You can find our current API documentation on our [Github-account](#).' and a button with a plus icon and the text 'Generate further API token'. The bottom section is titled 'Webinar categories'.

Once the billing address and billing information have been completely filled in, you have the option of defining your own invoice number prefix in the section „[Additional invoice](#)“, which is placed in front of invoice numbers. Organisers whose taxation of invoices falls under the small business regulation can note and save this here.

Additional invoice

Invoice number prefix

n

☐ Activate the note and the taxation of the invoice regulation here for small businesses.

Save

How to link payment providers to API keys

API keys are only used to securely connect your edudip next account to a payment provider. edudip next offers the opportunity to connect to Stripe and PayPal, two of the world's leading payment platforms, easy and secure. Step one, set up a Stripe or PayPal account. The connection between edudip next and Stripe or PayPal is established with so-called „API keys“, which you can find in your Stripe or PayPal account. For instructions on creating API keys, see the links below:

- [Instructions for Stripe API Keys](#)
- [Instructions for PayPal API Keys](#)

Payment provider

stripe Access data

☐ unlocked

Publishable key

Secret key

Instructions on where to create the Stripe API keys can be found [here](#).

PayPal Access data

☒ unlocked

Client ID

Secret

Instructions on where to create the PayPal API keys can be found [here](#).

Save

When you activate paid webinars under the menu item „**Settings**“, add your payment gateway keys under the tab „**Payment providers**“. Save both API keys, the „**Publishable Key**“ and the „**Secret Key**“ to set up Stripe or PayPal. Finally, activate the chosen payment provider with a tick. Your customers can pay the invoice amount directly using your preferred payment method available in Stripe or PayPal. When the customer books a webinar, the amount will be transferred directly to your Stripe or PayPal account. Now you are ready to create your first paid webinars.

Create paid webinars

As soon as the „Paid Webinars“ function is fully set up, you can now choose whether you want to create a webinar for free or for a fee. This is where you set the net price of your webinar or webinar series. The net price can also be adjusted at any time in the general webinar settings.

Create a webinar 1/3

Create your webinar or online meeting here, giving a date in the future. Or, start your webinar immediately.

| | | | |
|----------|---|------------------------------------|--|
| Date | <input type="text" value="01.03.2021"/> | <input type="text" value="15:30"/> | Start your webinar now |
| Duration | <input type="text" value="45"/> Minutes | | |
| Title | <input type="text" value="Paid webinar"/> | | |

[Cancel](#) [Next](#)

Create a webinar 2/3

Set further details of your webinar.

| | |
|----------------------|--|
| Maximum participants | <input type="text" value="20"/> |
| Record | <input type="text" value="Do not record webinar"/> |
| Telephone dial-in | <input type="text" value="Telephone dial-in inactive"/> |
| Who can participate? | <input type="text" value="Everyone with the link to the webinar (public)"/> |
| Webinar language | <input type="text" value="English"/> |
| Paid webinar | <input checked="" type="checkbox"/> <input type="text" value="12,34"/> € Net price |

Create a webinar 3/3

Choose the main moderator for this webinar.

John Doe <john.doe@mail.com>

Cancel

Back

Save

Webinar administration

Webinar successfully created!

Link to the webinar:

<https://www.edudip.com/en/webinar/paid-webinar/1012276>

[Copy link](#)

[Share on Twitter](#)


[Share on Facebook](#)

 [Enter the webinar room](#)

 [Invite participants](#)

 [Manage documents](#)

 [Create further dates](#)

 [Individualise landing page](#)

 [To webinar dashboard](#)

In the next step, you can manage your webinar. You can invite participants, manage documents for your presentation, set up an alternative date or design your landing page individually. In the webinar dashboard area you can also make changes to your event at any time, start a webinar test run, set the maximum number of available participants or set a registration deadline for participants.

Decide whether you would like to offer alternative dates for your participants if a webinar cannot be attended at the specified time. It is also possible to create a series of paid webinars: When registering, the participants automatically register for all of the further appointments. Please note that once the first participant has registered, it is no longer possible to switch between alternative dates or series of dates.

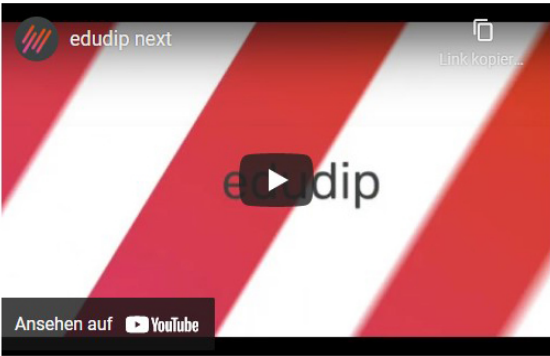
The landing page is used to allow attendees to register for webinars through your website. Here you can enter a description of the webinar content or other important information for your potential buyers. You have the option to add extra question fields to your registration form. You can also adapt the colors and fonts of your landing page to your company branding. Furthermore, the displayed media can be customised, to attract your target audience.

Don't forget to save your company logo in your dashboard settings in order to adapt the branding of your automations. If no setup takes place, the edudip logo appears here.

How customers book a webinar

The participants register for the webinar as usual on your landing page. The gross price of the webinar or webinar series is now displayed on the registration page.

Paid webinar



Registration for the webinar

| | |
|-------------|--|
| Appointment | March 1, 2021, 3:30 PM - 4:15 PM |
| Price | 14,68 € (VAT included.) |
| Given name* | <input type="text" value="John"/> |
| Last name* | <input type="text" value="Doe"/> |
| E-Mail* | <input type="text" value="john.doe@mail.com"/> |

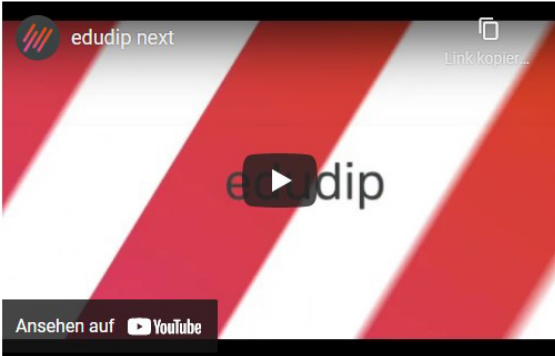
Book a webinar

Already registered? Re-send the participation link.
By registering, you send your details to the webinar provider. Fields with * are mandatory fields and must be filled out.

After entering their name and billing address, the participant can choose between the payment options you have made available and book the webinar online.

Once the booking is complete, a confirmation of registration will appear. Participants who book a webinar will automatically receive their invoice as an email attachment to their registration confirmation.

Paid webinar





Thank you for your registration

Copy this link if you would like to attend the webinar at a later date:

```
https://api.edudip-next.com/webinar/2/1012276?auth_key=5qrv3ElseW5K6gu7
```

Copy link

Add an appointment to your calendar:


 Google
  Apple, Outlook, Thunderbird, etc.

Enter webinar immediately

Customer invoices

Click on the **"Invoices"** menu item in your dashboard. Here you will find the customer invoices under the **„Participants“** tab. You can filter, view and print out the invoices by invoice date, invoice number, participant name or webinar title. The invoices are automatically generated on behalf of the organiser. Click on an invoice to activate the download of the document.

Invoices



Your current subscription: next 1000
 Valid: 3/May/2018 up to 3/May/2030
 Payment method: Invoice

License

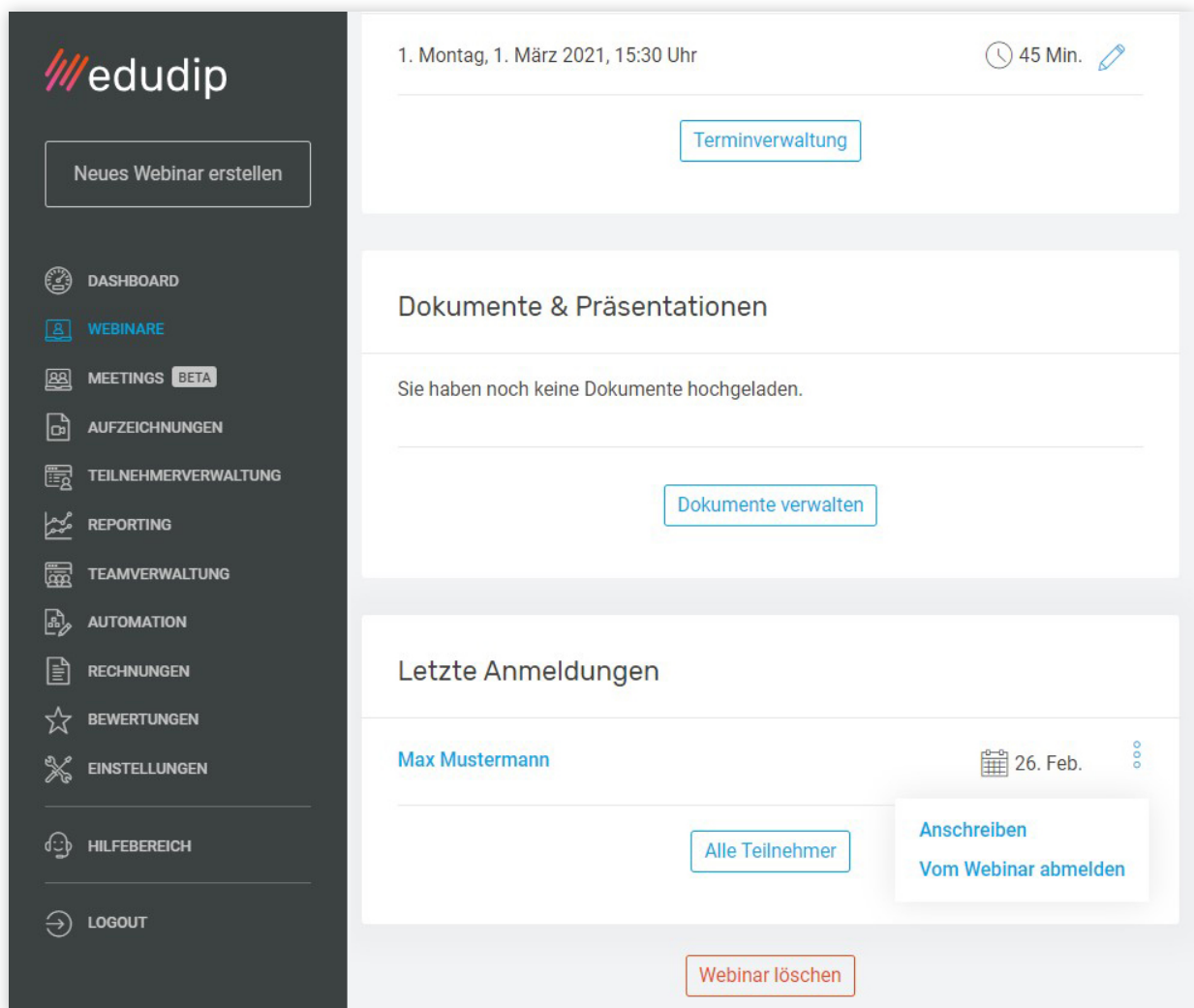
Participants

Filter: Date of invoice

| | | |
|-------------------------------------|------------------------|--------------------------------------|
| 26/Feb/2021 | Webinar: Paid webinar | 14,68 € |
| Invoice: n10004.pdf | Participants: Jane Doe | Create a credit note |

Cancellation or postponement of an event

If a paid event needs to be canceled, the organiser has to contact us as usual, preferably via email via support@edudip.com. Tell us which webinar and whether the event should be deleted or just postponed. Postponing an event is only possible by specifying the new event dates. If the webinar is to be canceled, the organizer can contact registered customers by email using „[Write to registered participants](#)“. Note that if the event is canceled, the participants will not automatically receive a credit. The organiser has to manually create and send the credits if requested.



The screenshot shows the edudip dashboard interface. On the left is a dark sidebar with the edudip logo and a list of navigation items: 'Neues Webinar erstellen', 'DASHBOARD', 'WEBINARE', 'MEETINGS BETA', 'AUFZEICHNUNGEN', 'TEILNEHMERVERWALTUNG', 'REPORTING', 'TEAMVERWALTUNG', 'AUTOMATION', 'RECHNUNGEN', 'BEWERTUNGEN', 'EINSTELLUNGEN', 'HILFEBEREICH', and 'LOGOUT'. The main content area is white and displays details for a webinar scheduled for '1. Montag, 1. März 2021, 15:30 Uhr' with a duration of '45 Min.'. It includes a 'Terminverwaltung' button. Below this is a section titled 'Dokumente & Präsentationen' with the message 'Sie haben noch keine Dokumente hochgeladen.' and a 'Dokumente verwalten' button. The 'Letzte Anmeldungen' section shows a participant 'Max Mustermann' with a date '26. Feb.' and a menu with options 'Alle Teilnehmer', 'Anschieben', and 'Vom Webinar abmelden'. At the bottom right of the main area is a 'Webinar löschen' button.

Participant cancellation and credit

If a participant wishes to cancel a paid webinar, this is done by email to the organizer. The organizer must provide the email address for cancellations in email automations, such as the registration confirmation. If you as the host approve the cancellation, the participant can be deregistered manually in the webinar settings.

Credits are created in the area of the participant invoices. As soon as the organiser clicks on „[Create a credit note](#)“ the amount paid will be credited to the participant. As the organiser, you can also charge a cancellation fee, in which case you must manually create and send out the credits and cancellation costs for the participant. You should inform your customers in advance about a cancellation fee.

If there is a technical failure, please note that edudip cannot cover the cancellation costs.