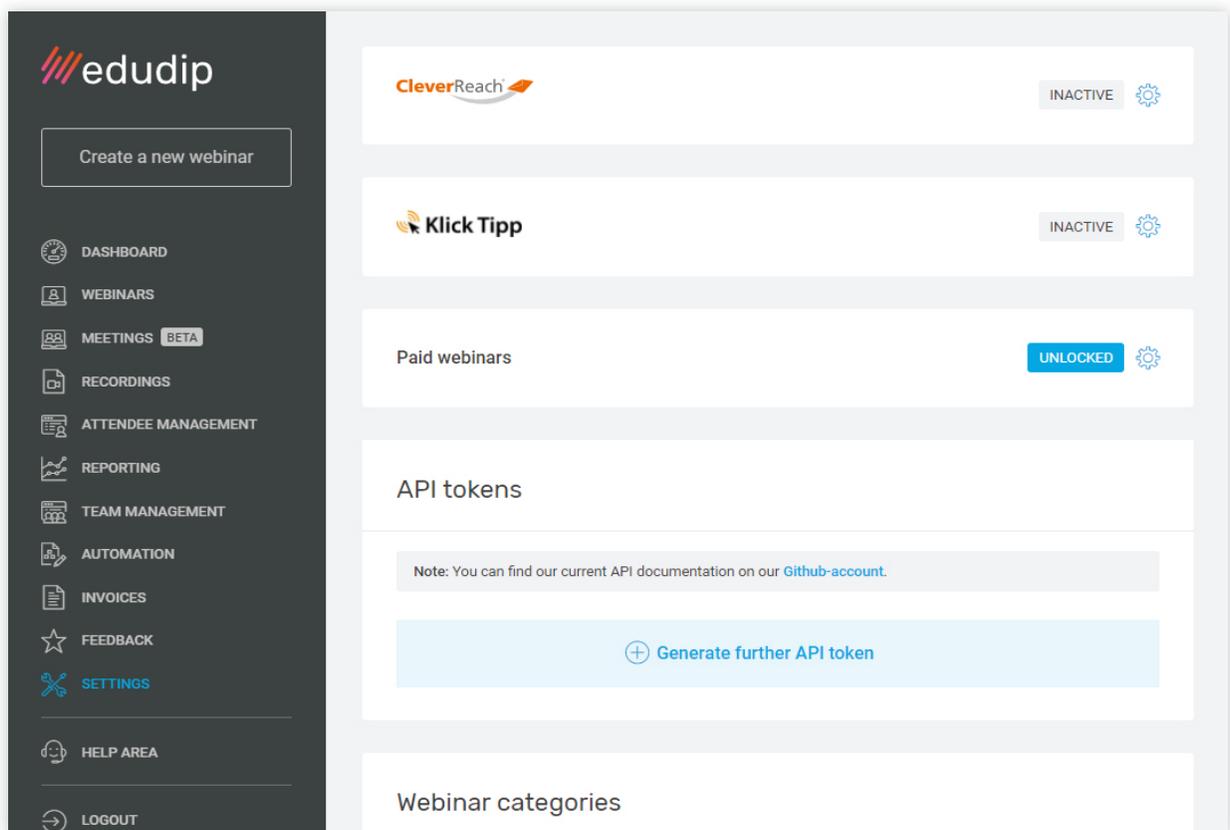


## Handout: Set up paid webinars from edudip next 100

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 containing navigation items: DASHBOARD, WEBINARS, MEETINGS (BETA), RECORDINGS, ATTENDEE MANAGEMENT, REPORTING, TEAM MANAGEMENT, AUTOMATION, INVOICES, FEEDBACK, SETTINGS (highlighted), HELP AREA, and LOGOUT. The main content area shows settings for payment providers: CleverReach (INACTIVE), Klick Tipp (INACTIVE), and Paid webinars (UNLOCKED). Below this is the 'API tokens' section with a note about GitHub account documentation and a button to 'Generate further API token'. The 'Webinar categories' section is partially visible at the bottom.

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.



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     [Start your webinar now](#)

Duration  Minutes

Title

### Create a webinar 2/3

Set further details of your webinar.

Maximum participants

Record  

Telephone dial-in  

Who can participate?  

Webinar language  

Paid webinar   € 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](#)

 [Create further dates](#)

 [Invite participants](#)

 [Individualise landing page](#)

 [Manage documents](#)

 [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.

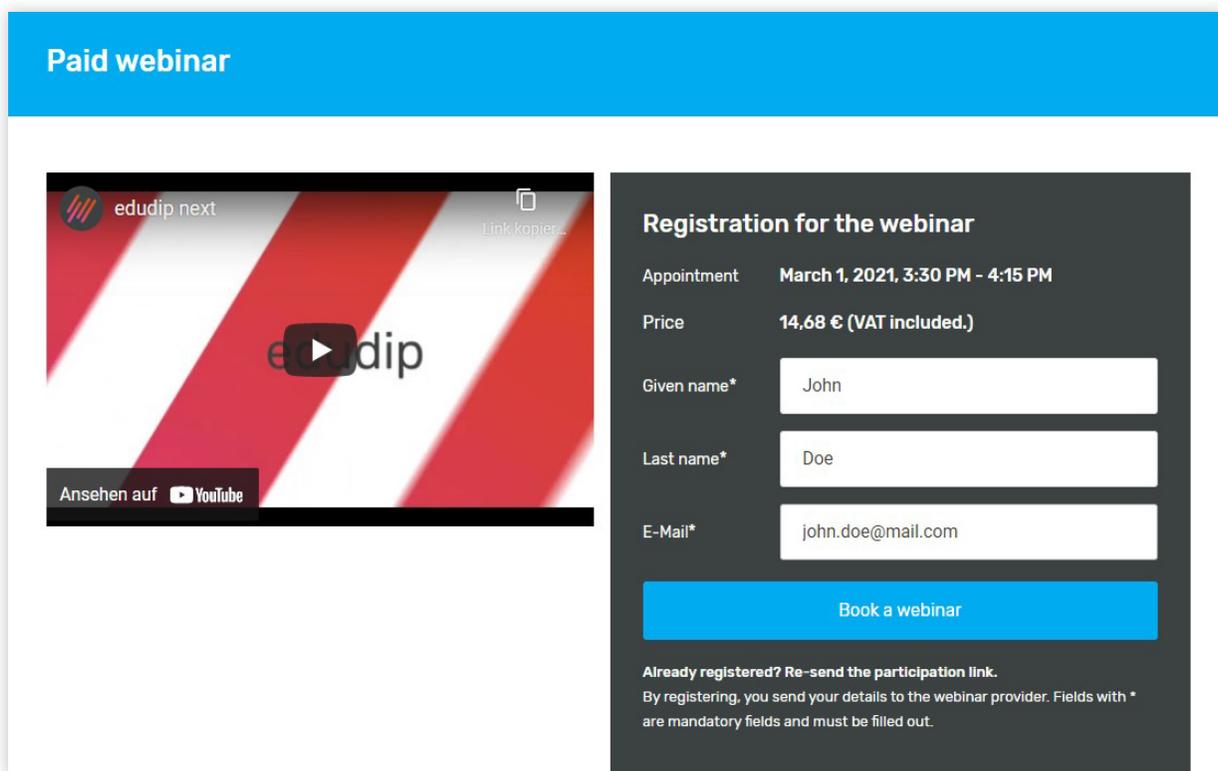
Decide whether you would like to offer alternative dates for your participants if a webinar cannot be attended at the specified time. It is also possible to create a series of paid webinars: When registering, the participants automatically register for all of the further appointments. Please note that 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.



The screenshot shows a registration form for a webinar. The page has a blue header with the text "Paid webinar". Below the header is a video player showing a red and white striped background with the "edudip" logo and a play button. The video player has a "Link kopieren" button in the top right corner and a "Ansehen auf YouTube" button in the bottom left corner. To the right of the video player is a registration form with the following fields:

- Appointment:** March 1, 2021, 3:30 PM - 4:15 PM
- Price:** 14,68 € (VAT included.)
- Given name\*:** John
- Last name\*:** Doe
- E-Mail\*:** john.doe@mail.com

Below the form is a blue button labeled "Book a webinar". At the bottom of the form, there is a link: "Already registered? Re-send the participation link." and a note: "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

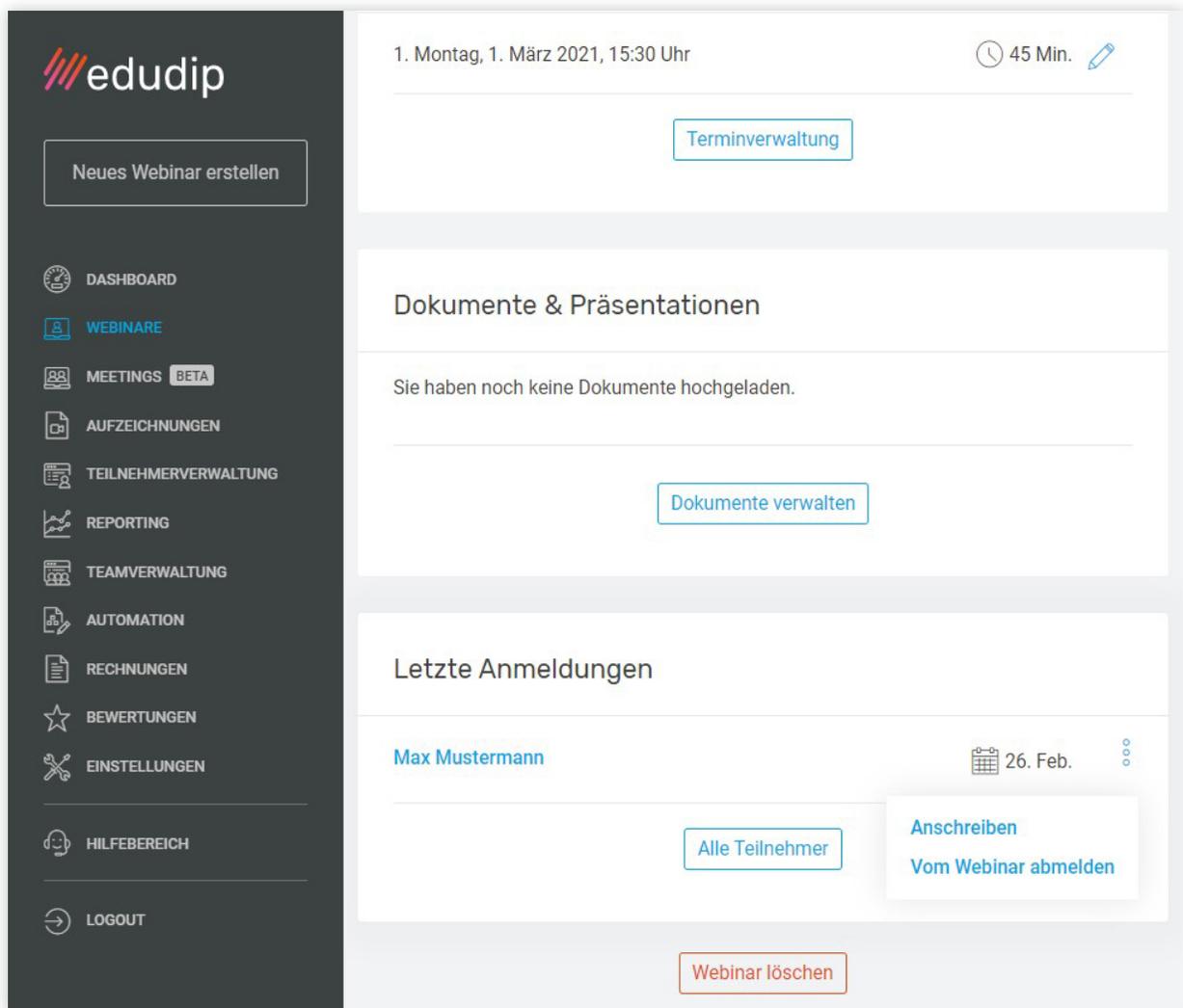
License **Participants**

Filter:

26/Feb/2021 <a href="#">Invoice: n10004.pdf</a>	Webinar: Paid webinar Participants: Jane Doe	14,68 € <a href="#">Create a credit note</a>
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## 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](mailto: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 webinar management interface. On the left is a dark sidebar with the edudip logo and a menu of options: 'Neues Webinar erstellen', 'DASHBOARD', 'WEBINARE', 'MEETINGS BETA', 'AUFZEICHNUNGEN', 'TEILNEHMERVERWALTUNG', 'REPORTING', 'TEAMVERWALTUNG', 'AUTOMATION', 'RECHNUNGEN', 'BEWERTUNGEN', 'EINSTELLUNGEN', 'HILFEBEREICH', and 'LOGOUT'. The main content area is light gray and displays the following sections:

- Event Details:** '1. Montag, 1. März 2021, 15:30 Uhr' and '45 Min.' with a clock icon and an edit icon. A 'Terminverwaltung' button is below.
- Dokumente & Präsentationen:** A message 'Sie haben noch keine Dokumente hochgeladen.' and a 'Dokumente verwalten' button.
- Letzte Anmeldungen:** A list of participants starting with 'Max Mustermann' and '26. Feb.'. Below the name is an 'Alle Teilnehmer' button. To the right, there are two buttons: 'Anschreiben' and 'Vom Webinar abmelden'. At the bottom of this section 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.