



Quick Guide

# Event-Series

January 2026

# Event-Series

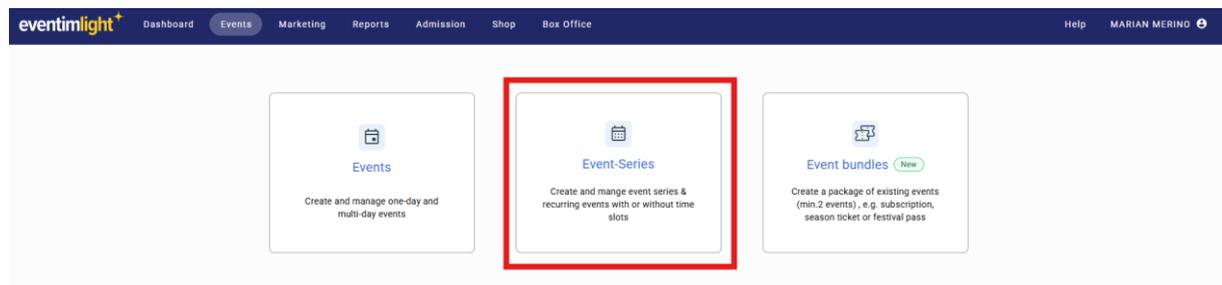
## Manual for creating event-series in EVENTIM.Light

In this quick guide, we show you how to create event-series from scratch, as well as how to create timeslots within a event-series.

To do this, you need to follow these steps:

### Creating the event-series:

EVENTIM.Light account and, in the main menu, click on Events > Event-Series > Create series



After completing the event information as name, images, and event details, you need to choose the location under the event-series type. In this case, select **Events recurring in the same location** since all events will be at the same venue.

4 Type of series

Choose type of series ^

Choose between a recurrent location and add various dates.Or choose 'different locations' and create a new series first and afterwards the various events of this series.

Choose series type \*

- Events recurring in the same location  
Events recurring in the same location
- Series with different locations  
The events of these series take place at different locations.
- Online Events  
The events of this series take place virtually.

Next, you need to complete the following steps to finalize the event: adding venue information, ticket categories, and prices. The final step is **Period**, where you add individual events to the recurring event. In this example, the period is from February 1st to February 28th, Monday to Sunday, starting at 3 PM.

8 Period Tutorial

Edit period ^

Add multiple dates and/or times to your event series. 1. Select the date range. 2. Define the day of the week (series) of your events and the hours. For example, if only every other Monday should appear, you should first select all Mondays and after clicking on 'Add dates', you can delete the specific dates you do not need. Once you have all the dates and times you want, click on 'Save'. In this section, you have the option of setting an admission and sales period before or after the start of the event, using minutes of difference with respect to the start time of the event. Note: the prices selected in the 'Prices' step will be those corresponding to the dates chosen in the next step.

Period

From \* 01.02.2026 To \* 28.02.2026

Weekdays

Days \* Tuesday Monday (+5 others)

Times \* 15:00

Tuesday Monday Wednesday Thursday Friday Saturday Sunday 15:00

Click on **Add time slots** and then on **Save** (if you want to save the event and publish it later) or **Publish**. The event-series will appear as follows in the event-series section:

Event-Series + Create series

Event-Series	Category	Active events ↓	
Test Museo	Visita guiada	38 of 38	<a href="#">Integrate event</a>

## Creating new dates in a recurring event:

Within the recurring event, you can create events with the same price conditions for sale within a specific period.

To create an event within a recurring event, go to the recurring event and click on **Add time slots** in the bottom right corner:

Test Museo Integrate Event-Series Edit + Create event

38 active Events Mon 02.02.2026 - Wed 15.04.2026 Eventim TEST-Recinto, Calle de Serrano Anguita 8



No tickets sold yet  
Use all sales channels available to you, to have the best sales for your event.

© Image Pixabay

Status Event Category Event date Weekdays Time Search Events + Add time slots

If you wish to copy the information of the existing recurring event, you can copy the event by activating the **Copy event** check box; the information about the event, venue, and ticket categories and prices will be copied.

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You can copy an existing event from this event-series by using the toggle. When copying an event all information of this event are copied. The information can be edited afterwards. Only the images is not copied but used from the event-series. When copying an event with a seatmap the venue, the seatmap as well as the ticket areas cannot be edited afterwards.

Copy event

Event

1 Event information

Title \*  
Test Museo

[Continue](#)

Next, in step 5, you add the new dates for the recurring event. In this case, the new dates will be Wednesdays during the month of April at 4:00 PM. Optionally, you can select the minutes before and after the admission and sales periods.

5 Calendario

Editar calendario ^

Añade varias fechas y/o horas a tu evento recurrente. 1. Selecciona el rango de fechas. 2. Define el día de la semana (recurrente) de tus eventos y las horas. Por ejemplo, si sólo debe aparecer uno de cada dos lunes, deberás seleccionar primero todos los lunes y después de hacer clic en "Añadir fechas", puedes eliminar las fechas específicas que no necesites. Una vez que tengas todas las fechas y horas deseadas, pincha en "Guardar". En este apartado, tienes la opción de establecer un periodo de admisión y venta antes o después del inicio del acto, utilizando minutos de diferencia respecto a la hora de inicio del evento. Nota: los precios seleccionados en el paso "Precios" serán los correspondientes a las fechas elegidas en el siguiente paso.

Calendario del evento recurrente

Desde \* 01.04.2026

Hasta \* 30.04.2026

Días

Días \* Miércoles

Horas \* --:--

Miércoles

16:00

*Note: Functionality is limited to creating a maximum of 200 recurring events per action.*

Finally, click Add Dates and then Save or Publish. In the event details, you can review the newly added dates for the recurring event.

Alternatively, you can add more dates to the recurring event by clicking **Copy** in the top right corner within an individual event:

Parte de los eventos recurrentes **Test Museo**

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Publicado



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Editar **Copiar** Detener las ventas

Todavía no se han vendido entradas

Utiliza nuestras diversas oportunidades de integración para iniciar la venta de entradas e integrar tu tienda online en tu sitio web o publicar tu evento en Facebook, para utilizar este alcance. Tus entradas estarán disponibles para la venta a través de EVENTIM.Network en breve.

Activar la red Integración de la tienda online Crear un evento en Facebook

Please note that all existing prices for the event you are copying will be applied to all new event dates. Next, click Add Dates and select the days and times for the recurring event:

Añadir fechas

Editar calendario ^

Calendario del evento recurrente

Desde \* 01.07.2026

Hasta \* 15.07.2026

Días

Días \* Lunes Miércoles

Horas \* --:--

Lunes Miércoles

16:00 20:00

Periodo de admisión (opcional) ⓘ

Apertura de puertas (minuto... Cierre de puertas (minutos a...)

Minutos antes del comienzo del acto

Periodo de venta (opcional) ⓘ

Inicio de las ventas (D... Fin de la venta (minutos ante...)

Minutos antes del comienzo del acto

In the next step, you can delete any of the individual events created. Once you have reviewed them, you can save and publish later or create and publish new events.

### Fechas

Fecha del evento	Hora	
mié 01.07.2026	16:00 - 20:00	Borrar
lun 06.07.2026	16:00 - 20:00	Borrar
mié 08.07.2026	16:00 - 20:00	Borrar
lun 13.07.2026	16:00 - 20:00	Borrar
mié 15.07.2026	16:00 - 20:00	Borrar

Elementos por página: 10 1-5 de 5

+ Añadir fechas Guardar una copia 10 Crear y publicar

## Creating an event within a recurring event:

If you need different prices for different days, you can create a separate event within the recurring event and then copy it to include the other days where these different prices apply. To do this, go to the recurring event and click on **Create event**.

Test Museo Compartir Editar + Crear evento

27 eventos activos mié 01.04.2026 - mié 29.04.2026 Eventim TEST-Recinto, Calle de Serrano Anguita 8



Todavía no se han vendido entradas

Utiliza todos los canales de venta que tengas a tu disposición, para tener las mejores ventas de tu evento.

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In the next steps, you can decide whether to keep the image and description of the recurring event. The venue from the initial recurring event is also retained. You can add the remaining information in the following steps.

Evento Tutorial Vista previa de la tienda online

Añade a tu evento un título claro y relevante para la búsqueda. Si es necesario, añádelo a una serie de eventos y, opcionalmente, utiliza las imágenes y el texto del evento recurrente.

Nombre del evento

Categoría

Nombres adicionales

Eventos recurrentes

Subtítulo inferior

Utiliza la imagen y la descripción del evento recurrente

Continuar

You can add the rest of the information in the next steps. Once you've finished filling in all the event information, you can review the data or publish directly by clicking **Publish**.

## Contact

For questions about EVENTIM Light, you can visit our [Frequently Asked Questions](#).

For further questions or comments, please contact us:

[helpdesk@eventim-light.es](mailto:helpdesk@eventim-light.es)

Schedule:

- DJ: 10:00 AM to 10:00 PM
- VS: 10:00 AM to 12:00 AM