



Quick Guide

Mass event editing

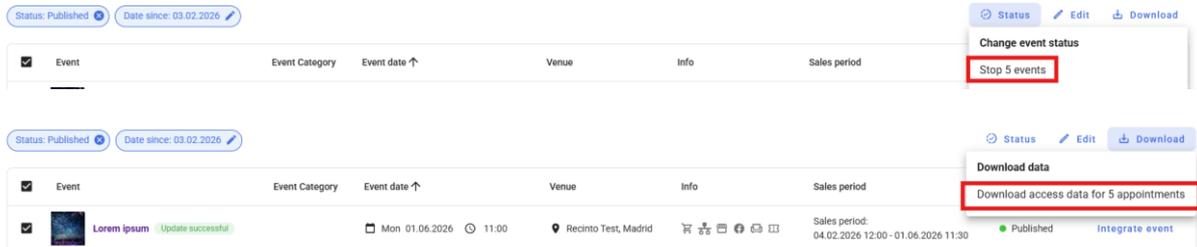
February 2026

Mass event editing

Manual for bulk editing events in EVENTIM.Light

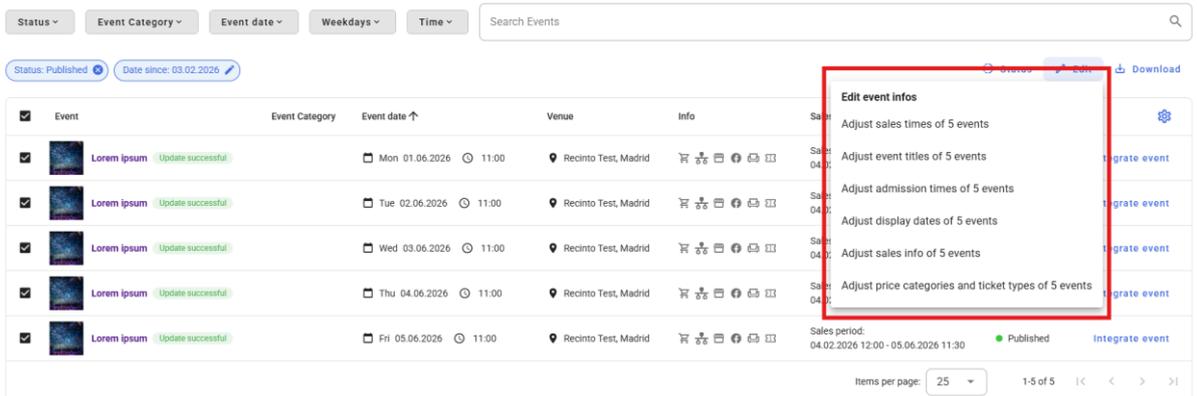
This quick guide shows you how to edit events in bulk. This feature is useful for time slots. It allows you to edit sales hours, event titles, admission periods, event viewing periods, sales information, and ticket types all at once.

In addition, it allows you to download the access data of the buyers of the selected events, as well as modify the status of the events.



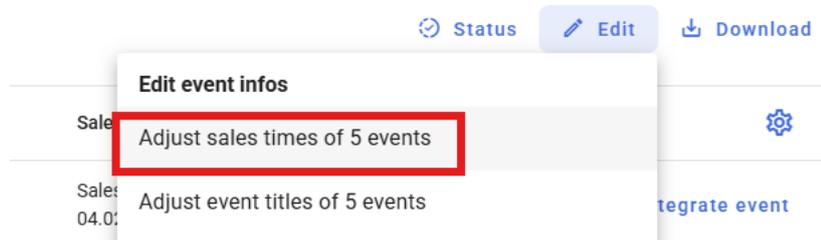
Mass editing is possible for:

- + Sales period
- + Event titles
- + Admission period
- + Display date
- + Sales information
- + Price categories and promotions

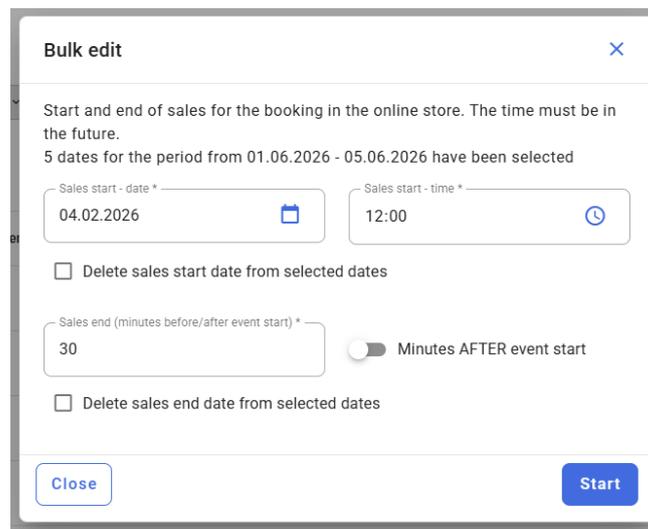


Sales periods:

Select the events for which you want to edit the sales period. Click Edit > Adjust sales times of X events:



Indicate the date and time the sales start, as well as the minutes before and after the end of the sale.

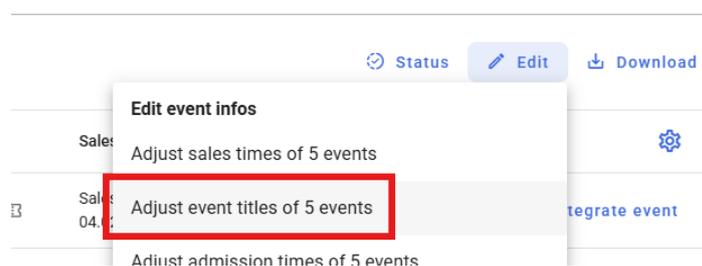


The image shows the 'Bulk edit' modal window with the following settings:

- Start and end of sales for the booking in the online store. The time must be in the future.**
- 5 dates for the period from 01.06.2026 - 05.06.2026 have been selected
- Sales start - date *: 04.02.2026
- Sales start - time *: 12:00
- Delete sales start date from selected dates
- Sales end (minutes before/after event start) *: 30
- Minutes AFTER event start
- Delete sales end date from selected dates
- Buttons: Close, Start

Event titles:

Select the events whose titles you want to edit. Click Edit > Adjust event titles of X Events:



You can edit the event's title, and you can also add, delete, or edit the top and bottom subtitles of the events.

Bulk edit [X]

Edit title and additional title from selected dates
5 dates for the period from 01.06.2026 - 05.06.2026 have been selected

Title *
Lorem ipsum

Support or presenter
Esto es una prueba

Program or tour title

Delete support or presenter from selected dates

Delete program or tour title from selected dates

[Close] [Start]

Admission period:

Select the events for which you want to edit the admission periods. Click Edit > Adjust admission times of X events:

Status Edit Download

Edit event infos

- Adjust sales times of 5 events
- Adjust event titles of 5 events
- Adjust admission times of 5 events**
- Adjust display dates of 5 events

Indicate the opening and closing times for event doors.

Bulk edit [X]

Edit admission time for selected dates
5 dates for the period from 01.06.2026 - 05.06.2026 have been selected

Doors open (minutes before event start) *
15

Doors closed (minutes before/after event sta...
45

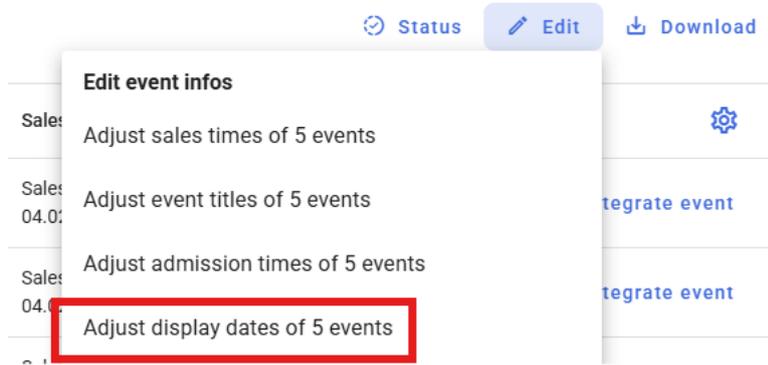
Delete admission period for selected dates

Minutes AFTER event start

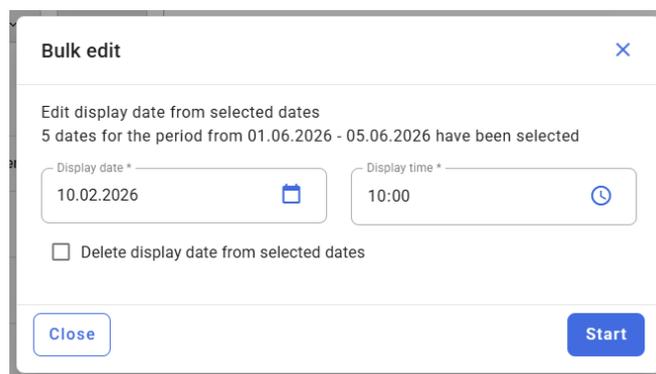
[Close] [Start]

Display date:

Select the events for which you want to edit the display date. Click Edit > Adjust display dates of X events:

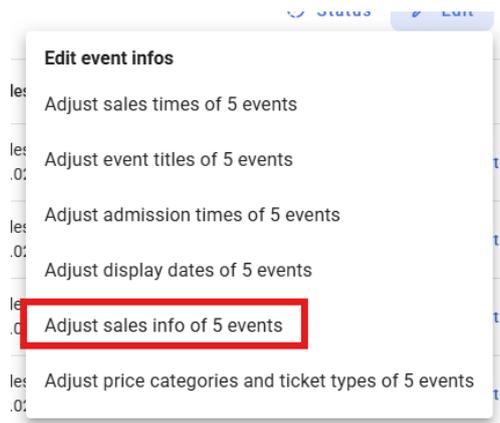


Adjust the display dates for the selected events, specifying the date and time you want the events to be displayed:

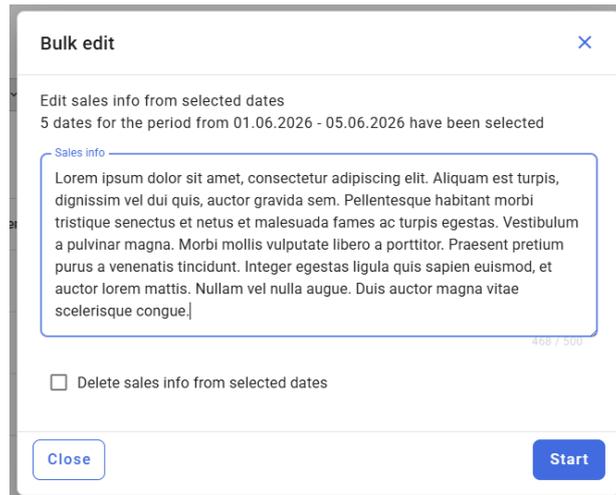


Sales information:

Select the events for which you want to edit or add sales information. Click Edit > Adjust sales info of X events:

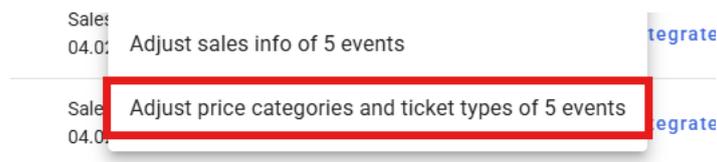


Sales information can be edited, added, or deleted for all selected events.



Price categories and promotions:

Select the events for which you want to edit or add price categories and/or promotions. Click Edit > Adjust price categories and ticket types for X events:



Specify the events for which you want to edit prices and capacity in bulk, as well as add promotions. The requirements for this are:

- + The category names and the number of tickets is identical across all selected events.
- + Ticket types and quantities are identical across all selected events. (*Prices do not need to be identical, but ticket type names must match exactly.*)
- + The gross price option is set identically in all selected events.
- + The seating map is activated or deactivated in the same way for all selected events.
- + The same sales channels (webshop, entradas.com and box office) are active for all selected events.
- + The events are not online events.
- + The event is published.

By clicking Sort, you can change the order of the ticket types in the online store, and if you click Advanced settings, you can add promotions in bulk to the price types you need, as well as include a pre-sale period in the price type you select.



Advanced settings ✕

Add Promotions / Sales periods / quantity to ticket types

Select one or more ticket types to which you want to assign Advanced settings

Price categories *
Residente, Residente

Entrada: Residente ✕ Infantil: Residente ✕

Promotions

Select an already created promotion if this price should only be available and bookable with a Promotion code.

Promotion
Promoción DEMO

batch deletion of promotions

Sales period (optional)

You can also adjust the capacity and add ticket categories and/or prices:

Price categories

Price category *
Entrada

Quantity *
100

Ticket types
Decide how much your ticket costs.

Price incl. fees

Price categories *
General

Basic price *
2,00 €

Promotion: Promoción DEMO ✎

Price categories *
VIP

Basic price *
5,00 €

Price categories *
Basic price *

Basic price *

Sales channels and Gross price

Promoter shop Box Office Additional reach
entradas.com ✎

2,47 €	2,47 €	2,59 €
5,58 €	5,58 €	5,88 €
0,00 €	0,00 €	0,00 €

[+ Add ticket type](#) [+ Add free tickets](#)

In this example, a Residente price has been added, including the Infantil's ticket category, and the capacity has been adjusted to 150 tickets:

Price categories

Price category *
Entrada

Quantity *
150

Ticket types
Decide how much your ticket costs.

Price incl. fees

Price categories *
General

Basic price *
2,00 €

Promotion: Promoción DEMO ✎

Price categories *
VIP

Basic price *
5,00 €

Price categories *
Residente

Basic price *
1,00 €

Sales channels and Gross price

Promoter shop Box Office Additional reach
entradas.com ✎

2,47 €	2,47 €	2,59 €
5,58 €	5,58 €	5,88 €
1,44 €	1,44 €	1,50 €

[+ Add ticket type](#) [+ Add free tickets](#)

Price categories

Price category * Quantity *

Ticket types
Decide how much your ticket costs.

Price categories * Basic price * €

Price categories * Basic price * €

Price categories * Basic price * €

[+ Add ticket type](#) [+ Add free tickets](#)

Sales channels and Gross price

Promoter shop Box Office Additional reach [entradas.com](#)

1,44 €	1,44 €	1,50 €
3,51 €	3,51 €	3,69 €
1,44 €	1,44 €	1,50 €

If the change is effective, it will appear like a Successful; otherwise, it will appear as a failed event.

Bulk edit ✕

Successful 5 **Failed** 0

Event Event date ↑

Contact

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

For further questions or comments, please contact us:

helpdesk@eventim-light.es

Hours:

- Sun-Thu: 10:00AM to 10:00PM
- Fri-Sat: 10:00AM to 12:00PM