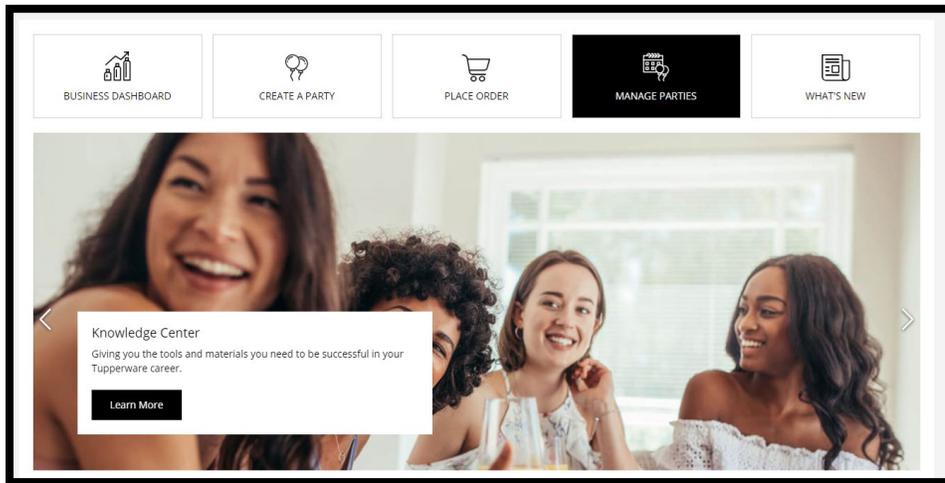


## Manage Parties

1. From the home screen or from the left navigation under **Sales**, click on **Manage Parties**.



On the **View Parties** screen, you will see a list of parties that are active or completed.

The screenshot shows the 'View Parties' screen with a table of party details. The table has columns for REFERENCE, PARTY NAME, DATE / TIME, and STATUS. There are also filters for 'ACTIVE', 'View 10', and 'Export to Excel', and a search bar. A 'Book A Party' button is in the top right corner.

REFERENCE	PARTY NAME	DATE / TIME	STATUS
4100000519	test	11/30/2020 @ 12:00 AM Name	Active
4100000508	test	11/25/2020 @ 12:00 AM Name	Active
4100000506	Natasha's 11/25 Party	11/25/2020 @ 12:00 AM Name	Active
4100000482	Natasha's PWS Party	11/23/2020 @ 12:00 AM Name	Active
4100000406	Natasha's Fun Party 11/17 #2	11/17/2020 @ 12:00 AM Name	Active
4100000399	Barbie's Party	11/17/2020 @ 12:00 AM Name	Active
4100000393	November 17 ICRP3	11/17/2020 @ 12:00 AM Name	Active
4100000127	Jojo's Party	10/20/2020 @ 12:00 AM Name	Active
4100001327	Direct Party	01/27/2021 @ 8:30 AM Name	Active

2. For active parties, click on the pencil on the right side to view or edit party details.

On the **Party Details** screen, you may edit host information, enable the party to be seen on your website, edit information, or cancel the party/event.