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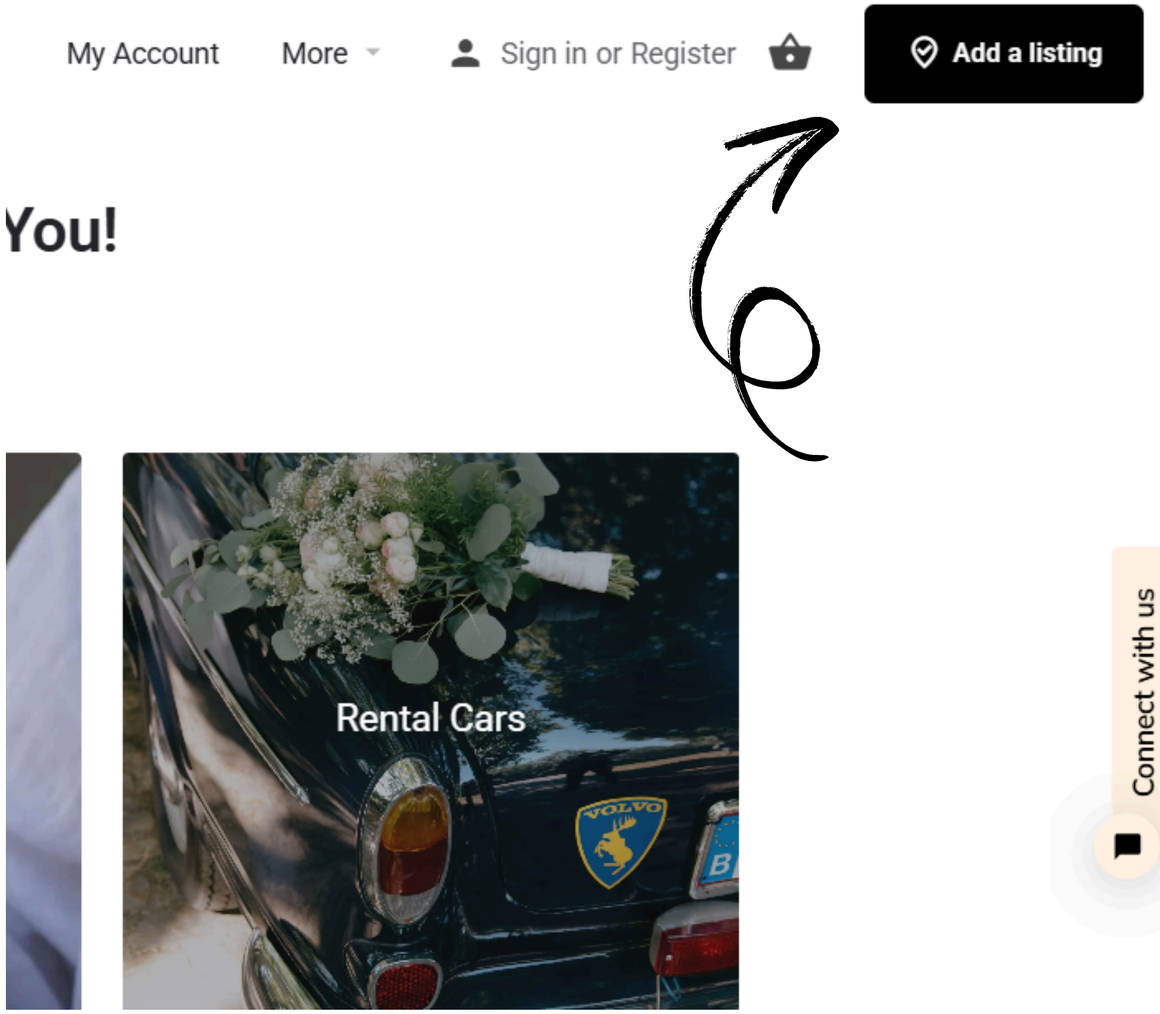
HOW TO LIST ON EVNTZY

Step-by-Step Guide for Vendors

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INTRO-DUCTION

Evntzy is designed to help event professionals get discovered by the right clients. Whether you’re a photographer, makeup artist, or planner, you can showcase your work, receive direct inquiries, and grow your business—without middlemen or commissions. With flexible plans and full support from our team, listing on Evntzy is simple, effective, and built for your success.



STEP 1 – CLICK “ADD LISTING”

Go to evntzy.com and click the “Add Listing” button at the top right corner to start.

Connect with us

Begin your journey on Evntzy by visiting our official website. On the homepage, you’ll find the “Add Listing” button located in the top right corner. Clicking this will take you to a simple form where you can create your vendor profile and showcase your services. Whether you're a photographer, caterer, planner, or any other service provider, this is your first step to getting discovered.

STEP 2

CHOOSE YOUR CATEGORY

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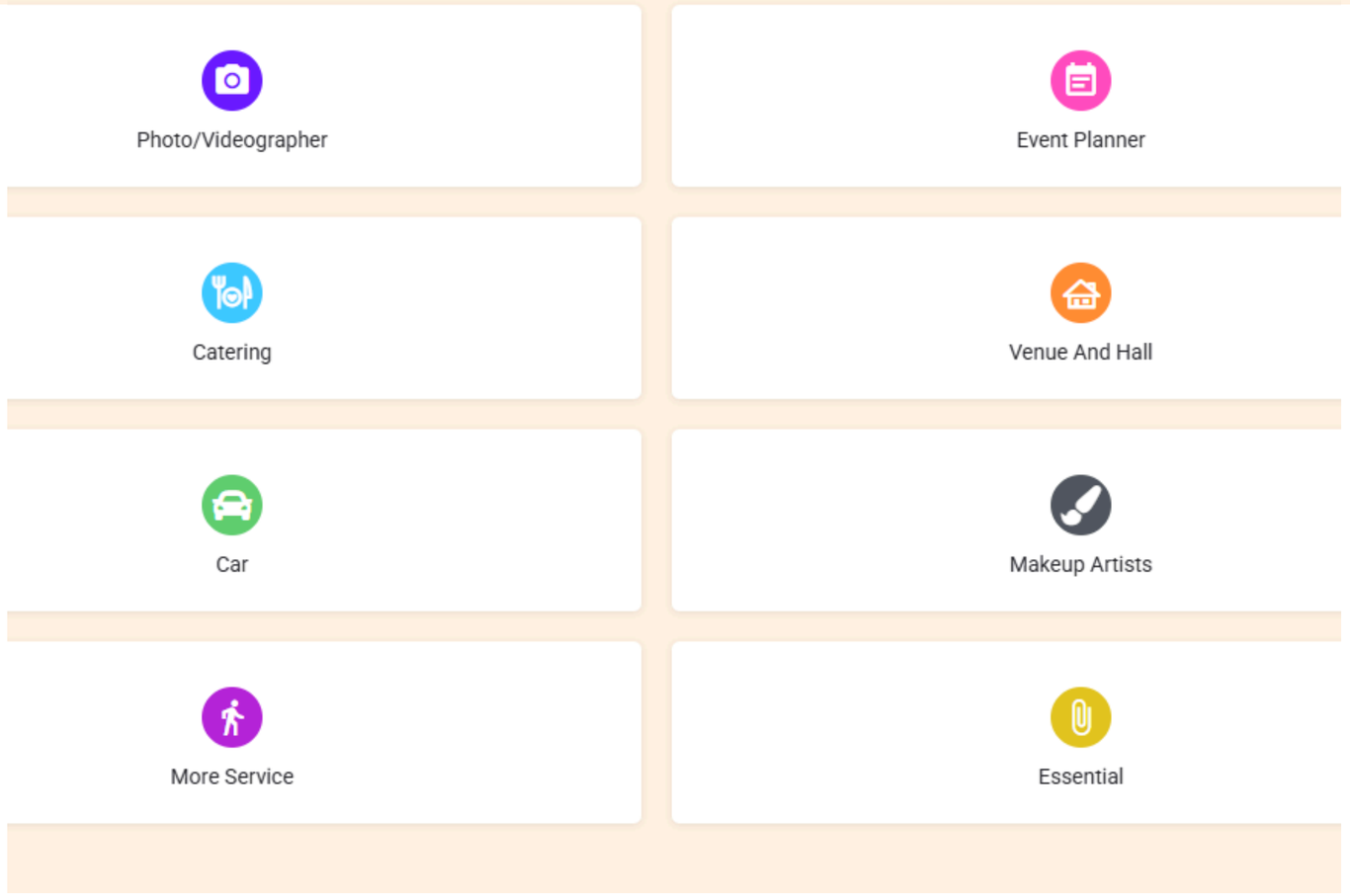
Once you click on “Add Listing,” you’ll be taken to a page where you can begin setting up your vendor profile. The first step is to choose the category that best matches your service. This helps users find you more easily when they search.

You can choose from categories like:

- Photo & Video
- Catering
- Event Planners
- Venues & Hotels
- Makeup Artists
- Cars & Transport
- More Services
- Event Essentials

Tip:

Choose the category that fits your service best. This ensures your listing appears in the right place and reaches the right audience.

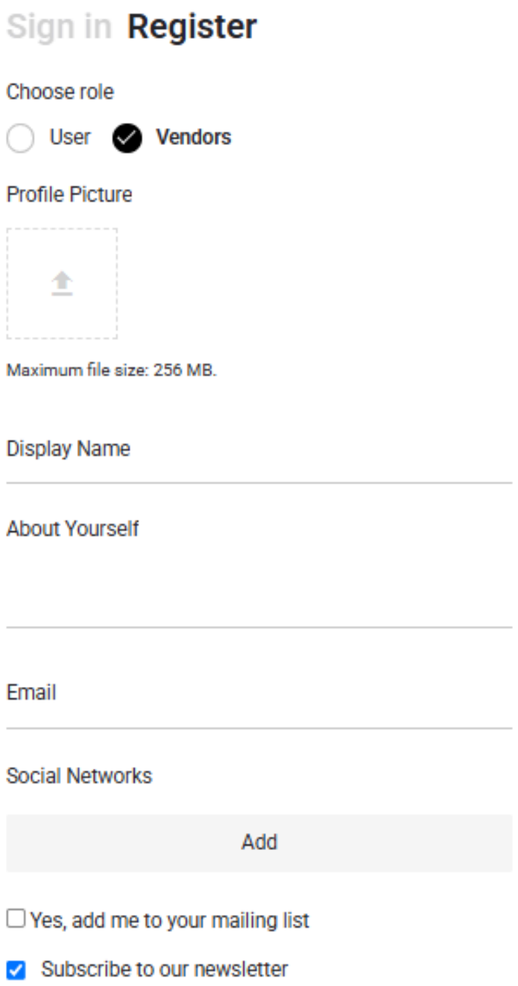


STEP 3
CHOOSE A PACKAGE

Once you've selected your category, the next step is to choose a package to publish your listing on Evntzy. Every vendor must choose a paid package, and all plans are billed yearly or one-time, depending on your selection. These packages are designed to boost your visibility on the platform and unlock premium features like detailed analytics, lead inquiries, profile promotion, and more.

Choosing a package ensures your listing is active, verified, and promoted to potential customers. **The billing is one-time or yearly depending on the plan**—there are no hidden fees or commissions. You pay once, and your listing runs for the entire duration.





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Step 4

SIGN UP OR REGISTER AS A VENDOR

To continue with your listing, you'll need to sign up or register as a vendor. This is your personal profile linked to your business listing.
You'll be asked to fill in the following:

- Your Name
- Email Address
- About Yourself (a short intro or bio)
- Profile Photo (your photo or brand logo)

At the end of the form, make sure to tick the checkbox:
✅ "Yes, add me to your mailing list"
This ensures you receive important updates, tips, and vendor support from Evntzy.

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Step 5

ADD YOUR BUSINESS DETAILS

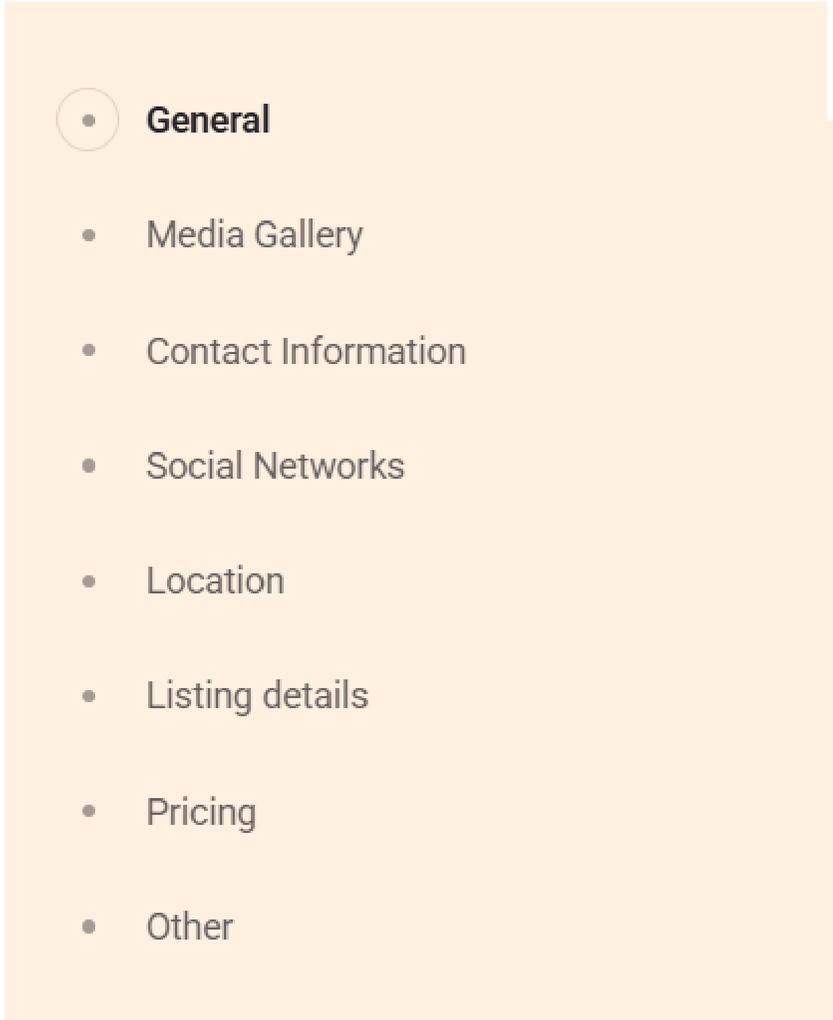
Your vendor profile is your storefront on Evntzy. Make sure every section is filled out with accurate and attractive information. A complete profile increases your chances of appearing in search results and building trust with potential clients.

You'll be asked to complete the following sections:

- **General – Business name, tagline, and short description**
- **Media Gallery – Upload high-quality images of your work (cover image, logo, portfolio)**
- **Contact Information – Phone number, email, and website if available**
- **Social Networks – Add your Instagram, Facebook, YouTube, or other profiles**
- **Location – Pin your service area accurately on Google Maps**
- **Listing Details – Detailed description of your services and specialties**
- **Pricing – Add basic pricing info or packages if applicable**
- **Other – Add any relevant tags or keywords to help users find you easily**

Tip:

Vendors with real photos, clear contact info, and detailed service descriptions get more visibility and more leads.



Step 6

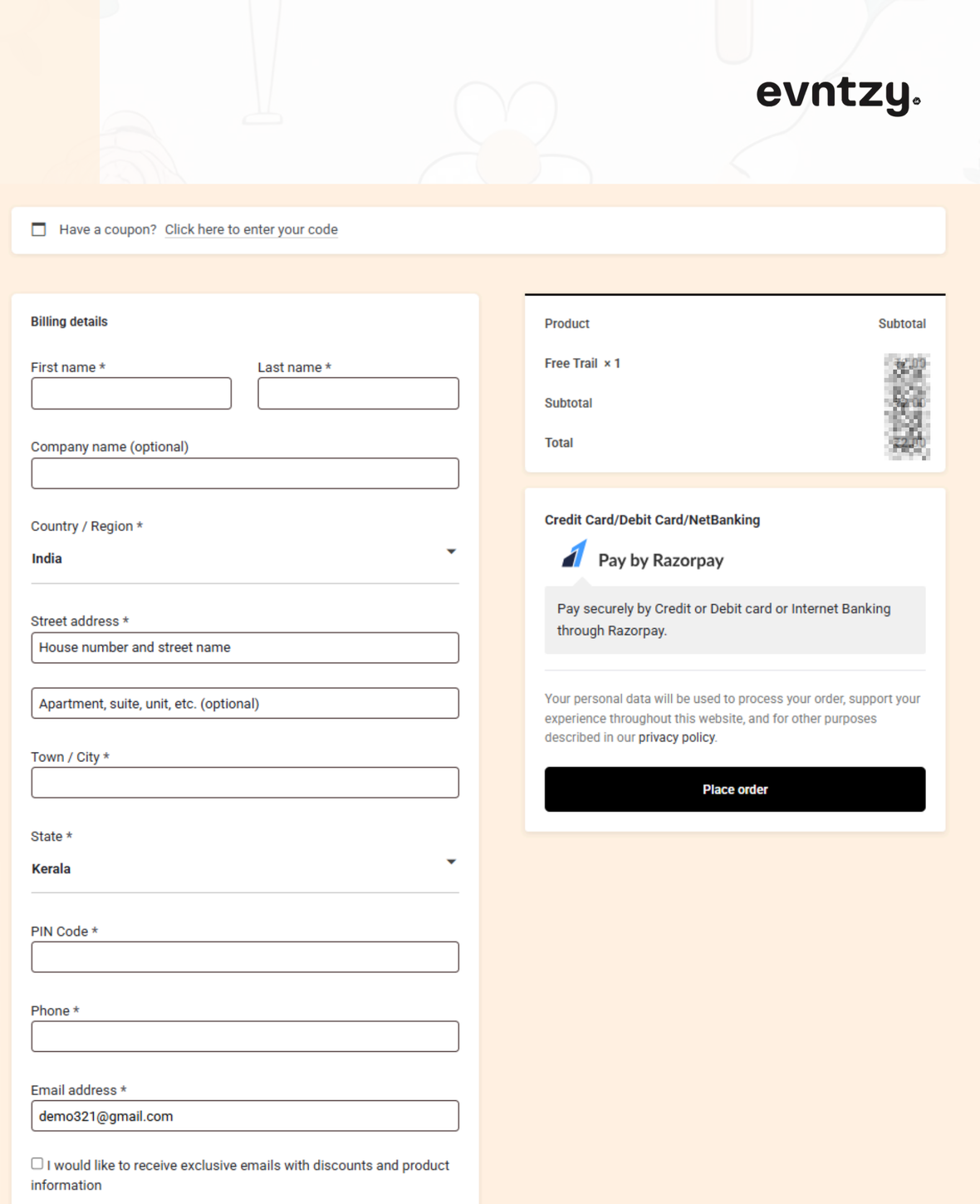
BILLING & FINAL SUBMISSION

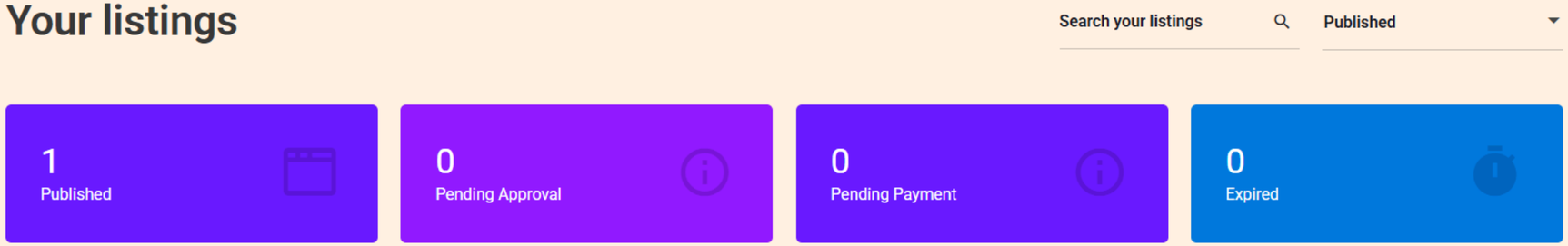
Once you've completed your business profile, the final step is to confirm your billing details and make the payment. Double-check your selected package and ensure your information is correct.

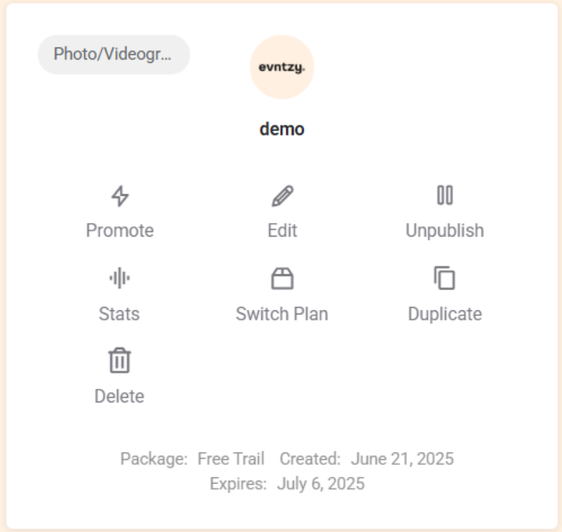
If you have a **coupon code**, don't forget to apply it here to claim any active offers or discounts.

Steps:

- Review your selected package and pricing
- Enter your billing details (Name, Phone, Email, GST if applicable)
- Apply coupon code (if available)
- Click Place Order
- Complete the payment securely using Razorpay or other available methods







SLIDE 9
AFTER PAYMENT – GO LIVE & ACCESS DASHBOARD

After your payment is complete, the Evntzy team will review your listing to ensure everything meets our quality standards. Once approved, your profile will be live and discoverable by thousands of potential clients.

From your vendor dashboard, you can:

- **Manage and update your listing anytime**
- **Upload more images or change details**
- **Receive messages directly from interested clients**
- **Track your listing's views and engagement**

This dashboard gives you full control to grow your presence and stay updated. Welcome to Evntzy!

NEED HELP?
CONTACT US

If you have any doubts or need help during the listing process, don’t hesitate to reach out. Whether it’s choosing the right category, uploading images, or applying a coupon code, our support team is just one message away.

Contact Options:

📞📲 Call or WhatsApp: 7012884503

✉️ Email: contact@evntzy.com

🌐 Visit: **evntzy.com**

evntzy.

THANK YOU

Call or WhatsApp: 7012884503

Email: contact@evntzy.com

Visit: evntzy.com