**Event Sphere**

**Organizer User Guide**

**Introduction**

* Purpose of this guide: help event organizers create events, view bookings, process refunds, and monitor payments.

**Managing Bookings**

* Dashboard -> Bookings: filter by event, date, status.
* Bookings show: booking id, buyer name, email, quantity, total amount, payment status.
* If payment pending, use Resend payment link or Mark as paid only after manual confirmation.

**Payments**

* Payments handled by Stripe in test/production mode.

**Troubleshooting**

* Payment failed: ask user to try another card; check webhook logs; confirm Stripe dashboard for errors.
* Missing bookings: check webhook status and DB entries.