

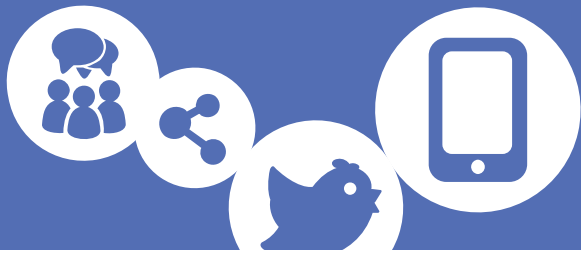


How to:

Set-up your event registration in 60 seconds

EventReference User Guide #1





1. To Create a new event, click **Create Event**



2. From the pop up window, choose your preferred **EventReference product level**

	SINGLE EVENT		SUBSCRIPTIONS	
	BASIC £0.00/month	PROFESSIONAL £24.95/month	Package 1 £29.95/month	Package 2 £59.95/month
	<input type="button" value="BUY"/>	<input type="button" value="BUY"/>	<input type="button" value="BUY"/>	<input type="button" value="BUY"/>
Event Management				
Concurrent Live Basic Events	1		Unlimited*	Unlimited*
Concurrent Live Professional Events		1	1	3
Extra Professional Events			£15.95 / event	£15.95 / event
Multiple attendee types	✓	✓	✓	✓
Powerful data import system	✓	✓	✓	✓
Data entry tool	✓	✓	✓	✓
Clone event setup	✓	✓	✓	✓
Web Badging	£0.10 / print	£0.10 / print	Free	Free
Web Scanning (coming soon)	£19.95 / device	£19.95 / device	£9.95 / device	£9.95 / device
Multiple Admin Users		✓	✓	✓
Registration Site Appearance				
Full control over the questions that are asked of attendees	✓	✓	✓	✓
Multi-page registration sites		✓	✓	✓
Different questions for different attendee types		✓	✓	✓
Your own header graphic for the registration sites	✓	✓	✓	✓
A choice of themes for the registration sites	✓	✓	✓	✓
Separate registration page style for different attendee types		✓	✓	✓
Capacity limits for each attendee type			✓	✓

3. Name your event and click **Create Event**



Create Event ✕

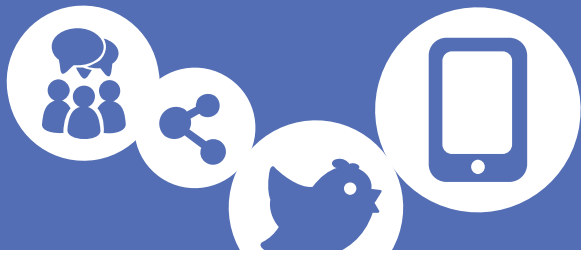
◀ Back Cancel

Event Name

Registration Type Free Paid

4. In the **Where & When** tab, add in the venue name and location for the event and its start and end dates. Then press **Next**





Create Event [Close]

Where & When | Look & Feel | Details | Messages | Summary

Back | Next

Enter details about the location and times of your Event. You can select start and end dates from a calendar by clicking on the Event Start/End and Registration Start/End text boxes.

Where:
Venue Name
Location

When:
Time Zone (GMT) Western Europe Time, London, Lisbon, Casablanca ▾
Date Time : :
Event Start : :
Event End : :

5. In the **Look & Feel** tab, select either one of the EventReference themes by pressing the **Change Theme** button, or upload your own header by pressing the **Choose file** button. Once you've made your choice, press **Next**




Create Event [Close]

Where & When | **Look & Feel** | Details | Messages | Summary

Back | Next

Choose the appearance of your registration site.

Theme Selection


White

Change Theme

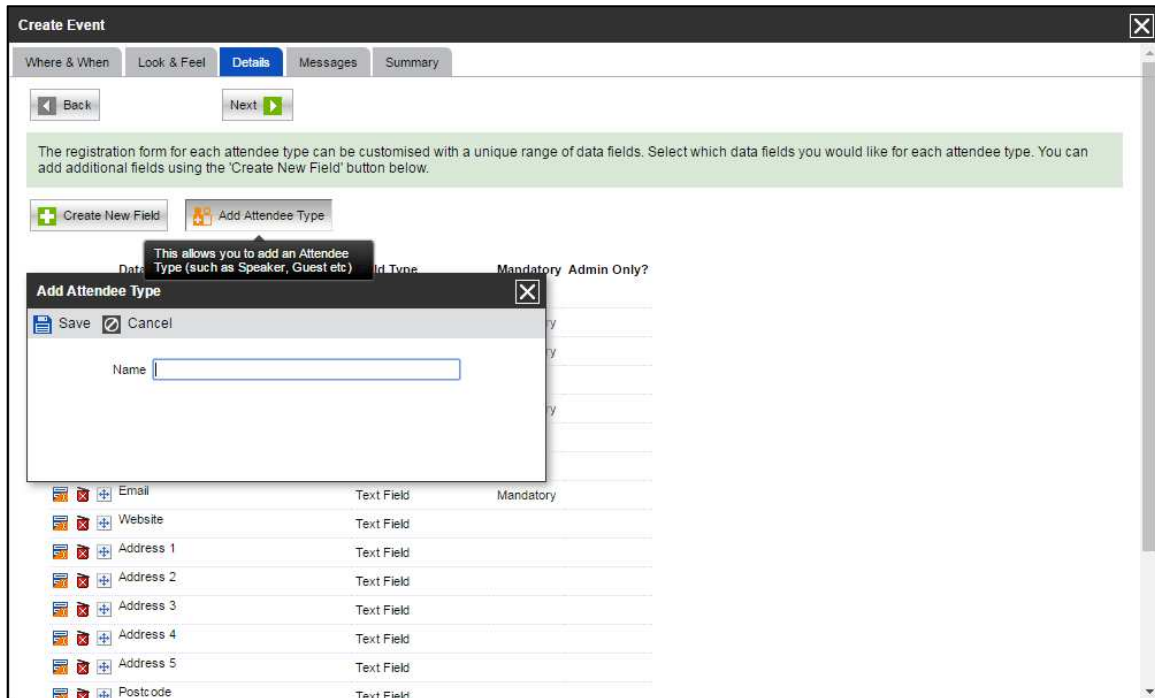
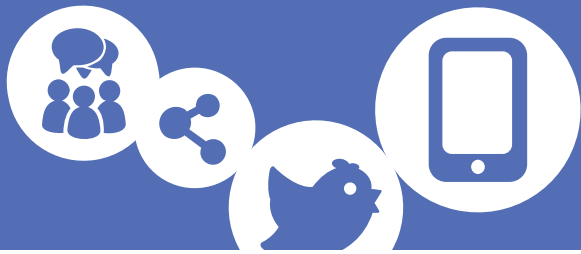
Custom Header Graphic
Choose File No file chosen

Event URL
http://[575980f122085].eventreference.com ✓

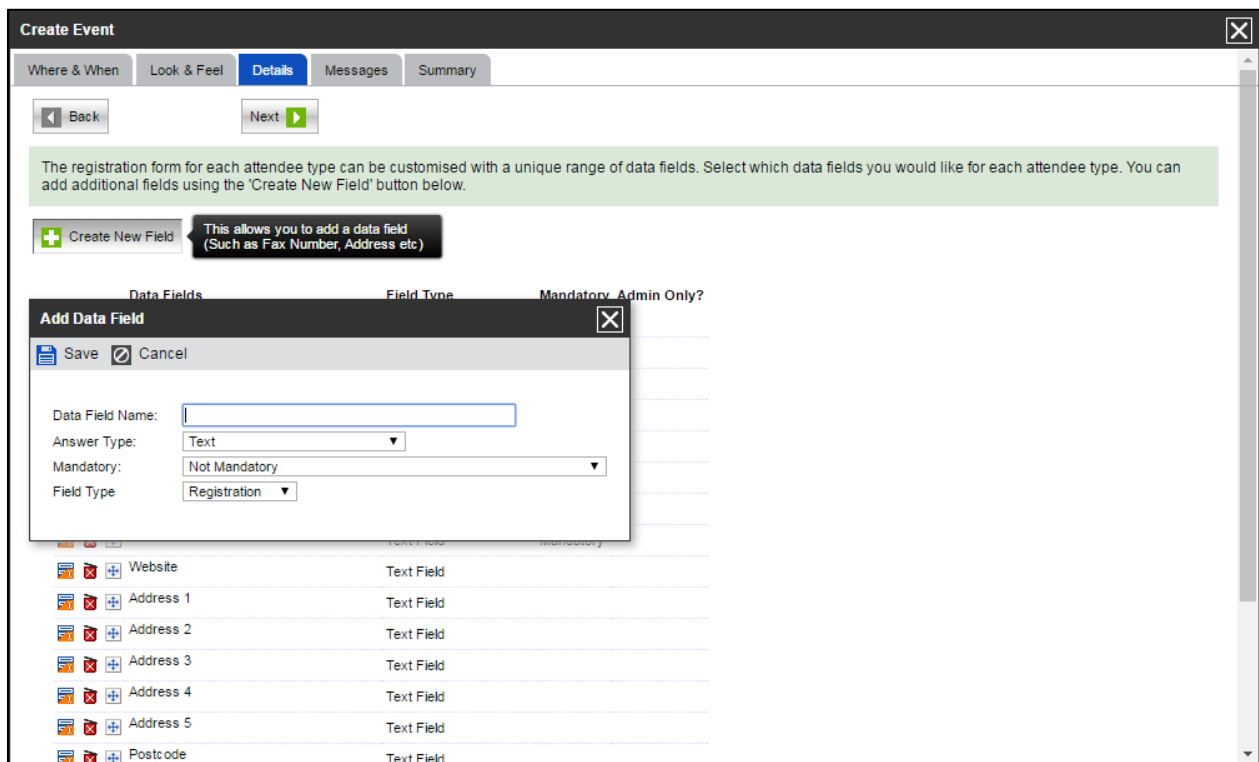
Back | Next

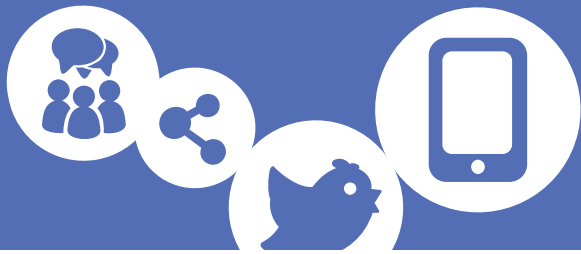
6. In the **Details** tab, press **Add Attendee Type** to add attendee types such as visitors, exhibitors, suppliers etc. and press **Save**





7. Select **Create New Field** to add data fields such as address, fax number etc. and press **Save**





8. Press **Next** to move to the **Messages** tab. Here you can customise the on-screen confirmation messages which your attendees will see once they've completed the registration form. Once edited, click **Next**



Enter the content you wish to show your delegates upon registration.

Note: Any data fields which you have just added on the "Details" tab will not be available to use in content items until your event details have been saved.

On-Screen Confirmation Message:

Dear [[First Name]] [[Last Name]],
Thank you for registering/booking.
You will receive a confirmation email shortly.
Best Wishes,
The Registration Team

9. And you're done! Simply press **Finish** and **Publish** to create your event registration form

10. To see your live registration form, press **Registration Sites** from the left sidebar menu and press **Live**



EventReference



Event Registration



Paid Registration



Event Management



WebBadging



Event Reporting



WebScanning

YOUR EVENT. YOUR WAY.

Self-service registration & badging

"I've signed up for EventReference"

"I can't believe how easy it is to get all the reports I need"

"I found it to be fast, powerful and easy to use for my event"

"I was able to extract the information easily, which is perfect"

"Being able to target abandoned registrations helped drive my registration numbers up"

What our customers say...

"We have been using EventReference through RefTech for over two years now and in this time we have seen it develop and progress constantly. As a small, independent conference organiser, Opening Doors & Venues needed a straightforward, pay-per-event platform for gathering registrations, that would be easy to manage in-house - it is exactly what EventReference offered us. We use the platform for both free-to-attend and paid-for registrations with multiple attendee types and varied fee structures and find the interface very user friendly, whether it is for building a landing page or formatting the registration form. We must also applaud the RefTech staff for their patience and promptness in providing the support we constantly require - even though at times we ask the oddest of questions!"

Madalina Marincas, OPENING DOORS & VENUES

+44 (0)1827 818181

 www.eventreference.com

@ support@eventreference.com