

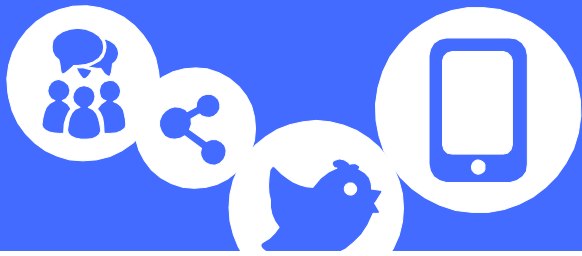


How to:

Set-up your event registration in
60 seconds

EventReference User Guide #1





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



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

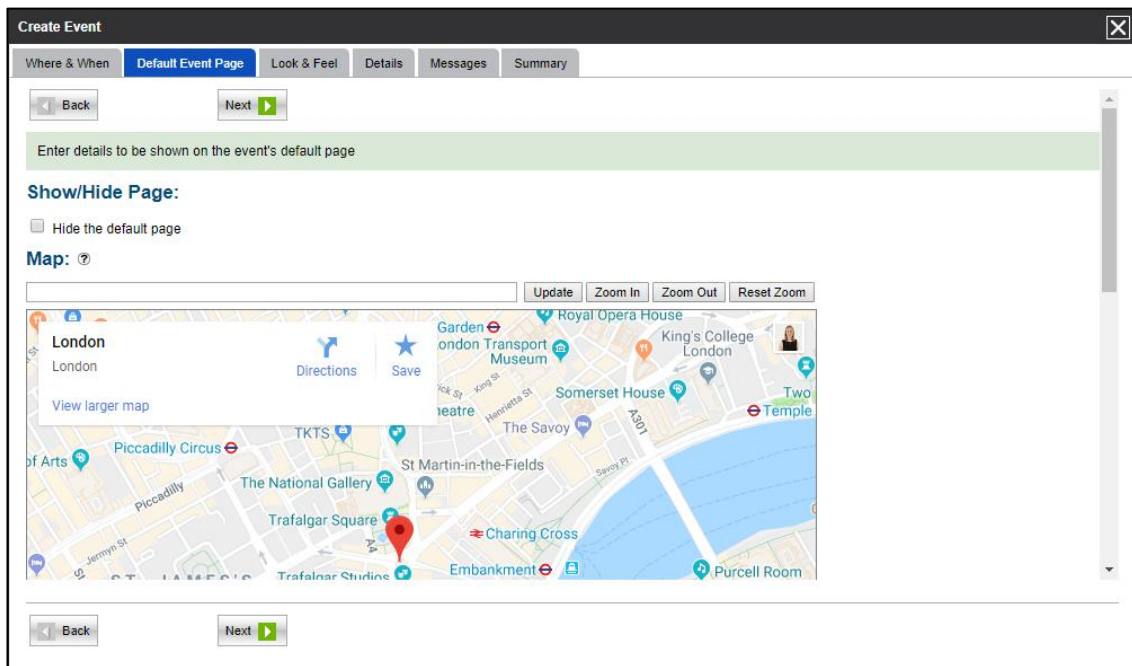
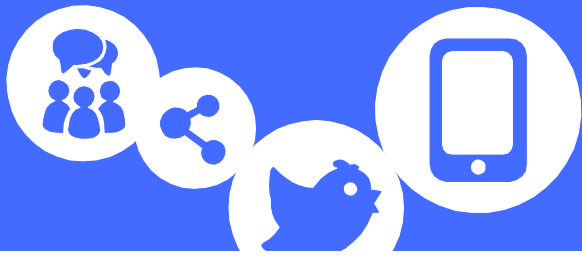
A screenshot of a web form titled "Create Event". At the top, there are three buttons: "Back", "Create Event", and "Cancel". Below the buttons is a text input field for "Event Name". Underneath that is a "Registration Type" section with two radio buttons: "Free" (which is selected) and "Paid".

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

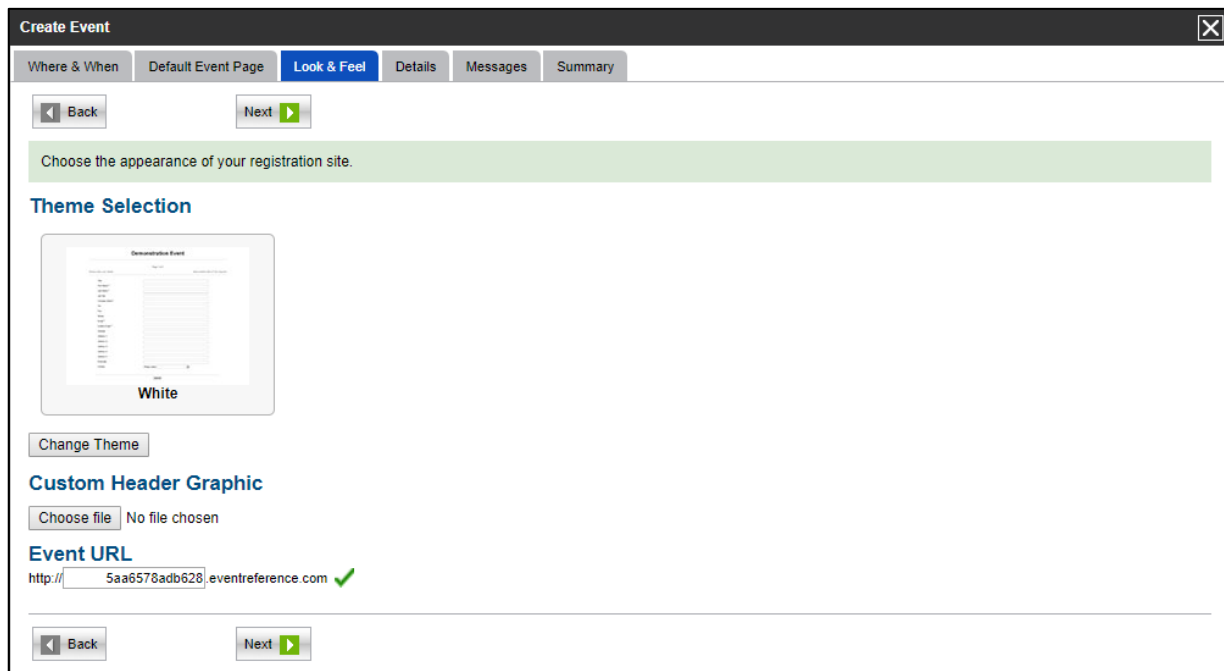
A screenshot of the "Where & When" tab in the "Create Event" form. The tab is highlighted in blue. Below the tab are several sub-tabs: "Where & When", "Default Event Page", "Look & Feel", "Details", "Messages", and "Summary". There are "Back" and "Next" buttons. A green informational box says: "Enter 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." Below this, there are fields for "Where:" (Venue Name and Location) and "When:" (Time Zone, Event Start, and Event End).

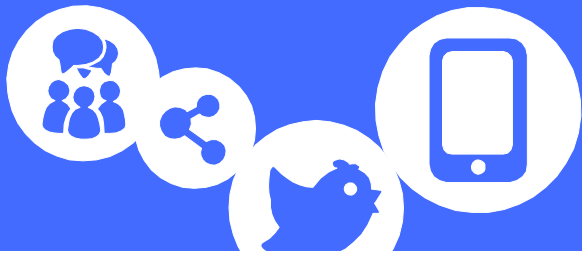
4. In the **Default Event Page** tab, enter the details you want on your default page, or tick the **Hide the default page** box if you don't want to use this. Once you've set up your page, press **Next**





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**





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



The screenshot shows the 'Create Event' interface with the 'Details' tab selected. A dialog box titled 'Add Attendee Type' is open, allowing the user to add a new attendee type. The dialog box has a 'Name' input field and 'Save' and 'Cancel' buttons. A tooltip points to the 'Add Attendee Type' button, stating: 'This allows you to add an Attendee Type (such as Speaker, Guest etc)'. Below the dialog box, a table lists existing data fields:

Field Name	Field Type	Mandatory
Email	Text Field	Mandatory
Website	Text Field	
Address 1	Text Field	
Address 2	Text Field	
Address 3	Text Field	
Address 4	Text Field	
Address 5	Text Field	

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



The screenshot shows the 'Create Event' interface with the 'Details' tab selected. A dialog box titled 'Add Data Field' is open, allowing the user to add a new data field. The dialog box has a 'Data Field Name' input field, 'Answer Type' dropdown (set to 'Text'), 'Mandatory' dropdown (set to 'Not Mandatory'), and 'Field Type' dropdown (set to 'Registration'). 'Save' and 'Cancel' buttons are also present. A tooltip points to the 'Create New Field' button, stating: 'This allows you to add a data field (Such as Fax Number, Address etc)'. Below the dialog box, the same table of existing data fields is visible:

Field Name	Field Type	Mandatory
Email	Text Field	Mandatory
Website	Text Field	
Address 1	Text Field	
Address 2	Text Field	
Address 3	Text Field	
Address 4	Text Field	
Address 5	Text Field	



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**



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

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

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