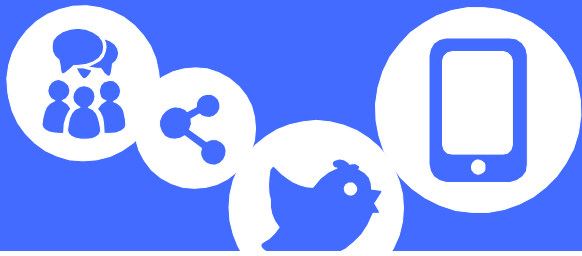# How to:

Link Additional Admin Users to Your Event
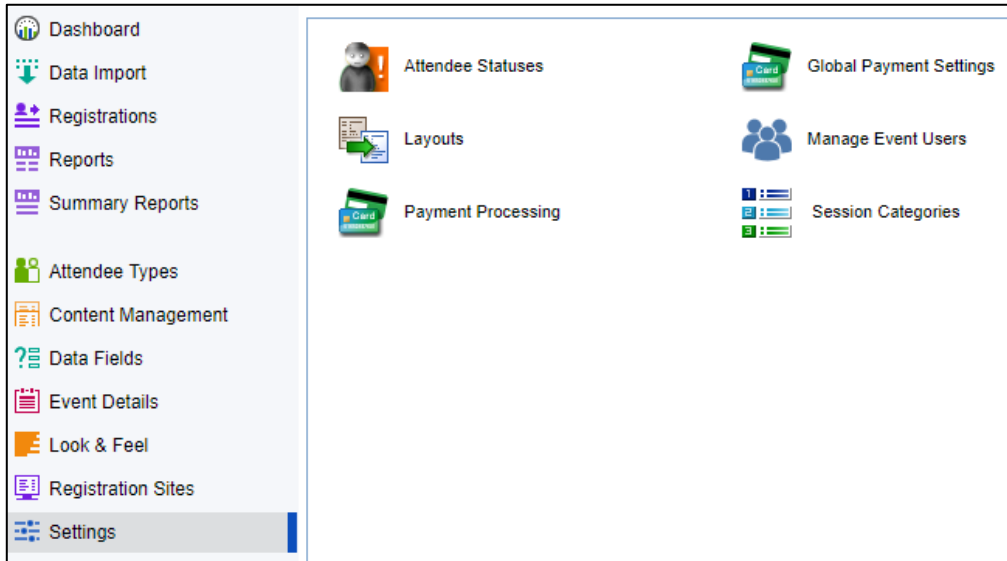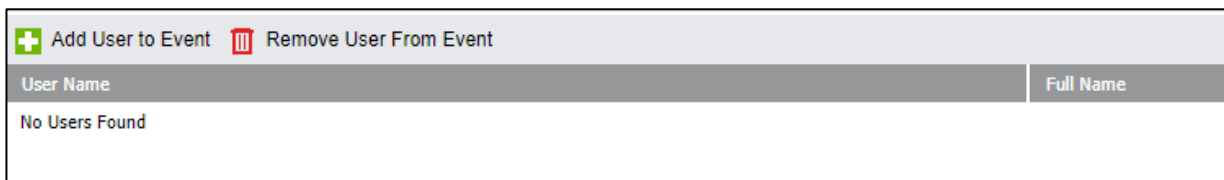
EventReference

EventReference allows you to link additional user accounts to your event. We recommend that you have a separate account for anyone you need to access your event, rather than sharing your username and password.
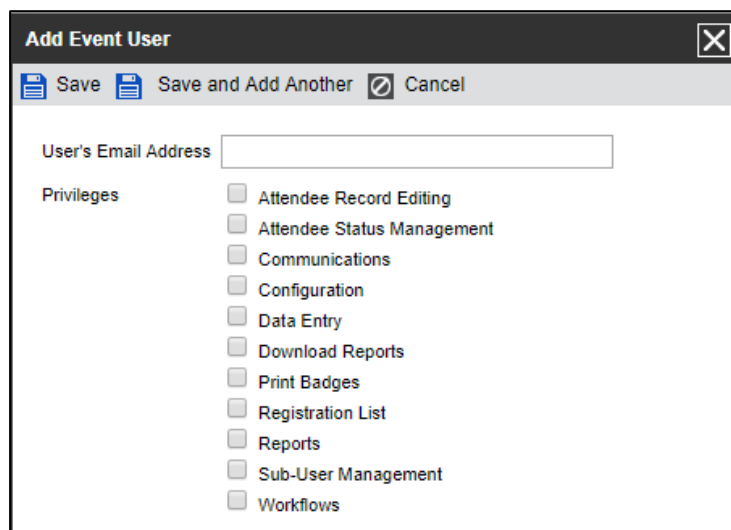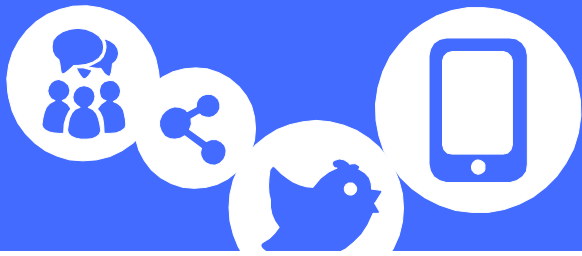
Within the event, go to Settings.

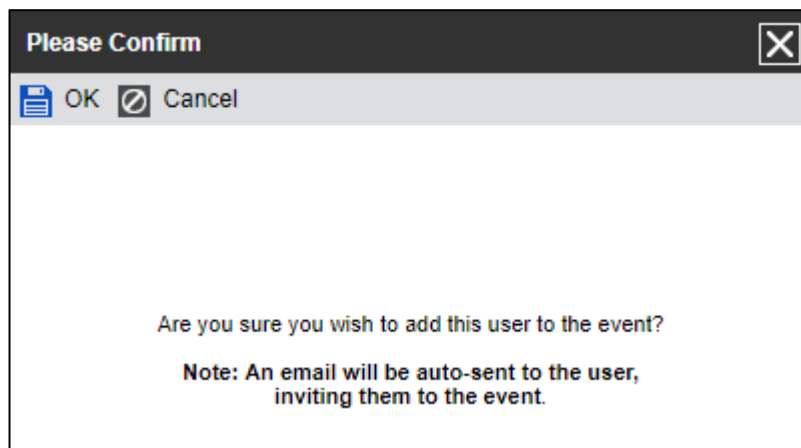Select Manage Event Users.

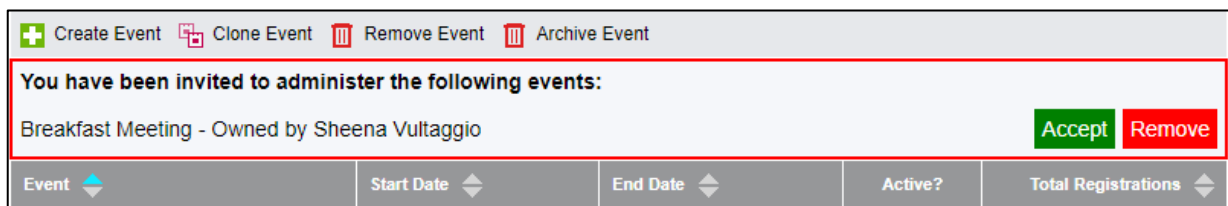Click Add User to Event.

Enter the email address of the user.

Tick the privileges you want the user to have. You have control over what each individual user can do within each event. The options available will depend on the features you have enabled on your event.

Click Save or Save and Add Another if you have more users to add.

You will be asked to confirm you want to add the user to the event.

If the user already has an EventReference account, the event will be linked and the next time they log in they will see that they have been invited to administer the event with the option to accept or remove this.

If the user doesn't already have an account, they will be sent an email inviting them to sign up and then once they have created their account, they will see that they have been invited to administer the event with the option to accept or remove this.

You will see the users you have added in the list. They will show as 'Invited User' until they have accepted the invitation to use the event.

You can also remove users from the event by highlighting them and clicking Remove User From Event. You will be asked to confirm that you want to do this. Removing a user from an event does not delete the user, it only removes the event from the user's account.

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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