



Event Manager

Fact Sheet

Event Manager.

Manage your events and interviews online.

We've built our Event Manager product to be flexible and customizable. It can help you manage your on- and off-campus events and interviews more efficiently and effectively. This powerful tool also makes it easy to set guest limits, pre-register students, set up recurring events, create student itineraries, and more.

Highlights.

- **Brand:** Apply your branding to your event landing pages, calendars, registration forms, confirmation screens, confirmation email, and post-event surveys.
- **Registration Forms:** Create as many customized registration forms and post-event surveys as you wish.
- **Fields & Labels:** Choose your fields and field labels.
- **Pre-populated Fields:** Save your students time by pre-populating the information you already know.
- **Required Fields:** Determine which fields students will be required to complete.
- **Hidden Fields:** Include hidden fields for internal use only.
- **Conditional Logic:** Use conditional logic to streamline questions and personalize the student experience.
- **Confirmation Page:** Use conditional logic to personalize the thank you landing page a student sees after registering for an event.
- **Confirmation Messages:** Use conditional logic to personalize the email confirmation message a student receives after registering for an event. The message can also be re-sent if the student loses his/her copy.
- **Editing Tools:** Update your registration form at your convenience using our self-serve editing tools.
- **Copy Forms:** Copy an existing registration form, and customize it for a new event.
- **Display Options:** Display your events and interview slots on a calendar or place them in a list.
- **Date Exclusions:** Set up recurring events or interviews, and exclude certain dates.
- **Guest Limits:** Define the maximum number of guests that can attend an event.

- **Registration Deadlines:** Set a registration deadline date for an event or interview.
- **Event Removal:** Automatically remove an event from your website when the event reaches capacity or the deadline has passed.
- **Payment Processing:** Use our payment processing service to accept major credit cards, e-checks, or PayPal, or link to your school's payment processing web page.
- **Real-time Data:** Access student form data in real time through your web interface.
- **Update Submitted Forms:** Update a student's registration form after it has been submitted online.
- **Search:** Search your registration data using any field or combination of fields and/or conditions.
- **Saved Searches:** Save your customized search criteria for repeated use.
- **Print PDFs:** Print your completed registration forms one-by-one or in batches, in a custom PDF format.
- **Custom Templates:** Create custom print templates for rosters, itineraries, and agendas.
- **Custom Print:** Print custom PDFs of your registration data one-by-one or in batches.
- **Reports:** Customize and save your reports.
- **Export Codes:** Export your registration data with your internal database codes so that the data can be easily imported into your CRM or other database.
- **Custom Export:** Export your data in a custom .csv, fixed-width, or .dbf file format.
- **Automated Exports:** Schedule automated exports to a secure location at the time of your choosing.
- **File Encryption:** Encrypt your export file to increase the security of student data.

Annual Subscription Fee		
Term	Price*	Start-up*
1 year	\$5,000	Implementation: 4 - 8 weeks Training: 2 - 4 hours

*Average

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