




# HOW TO:

Set-up your event registration in 60 seconds


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

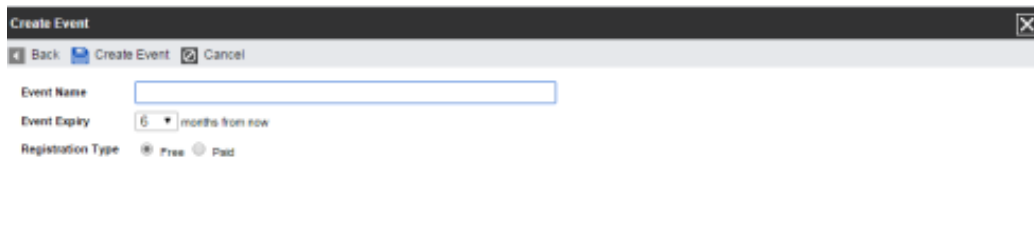
2. From the pop up window, choose your preferred **EventReference** product level



The screenshot shows a 'Create Event' window with three product levels: BASIC FREE, STANDARD £24.95/month, and PROFESSIONAL £49.95/month. Each level has a 'BUY' button. Below the buttons is a comparison table of features:

Feature	BASIC FREE	STANDARD £24.95/month	PROFESSIONAL £49.95/month
Event Management			
Multiple attendee types	✓	✓	✓
Powerful data import system	✓	✓	✓
Data entry tool	✓	✓	✓
Clone event setup	✓	✓	✓
Web Badging	✓	✓	✓
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 graphics 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			✓
*Register a colleague* with the ability to clone specific fields into the next registration			✓

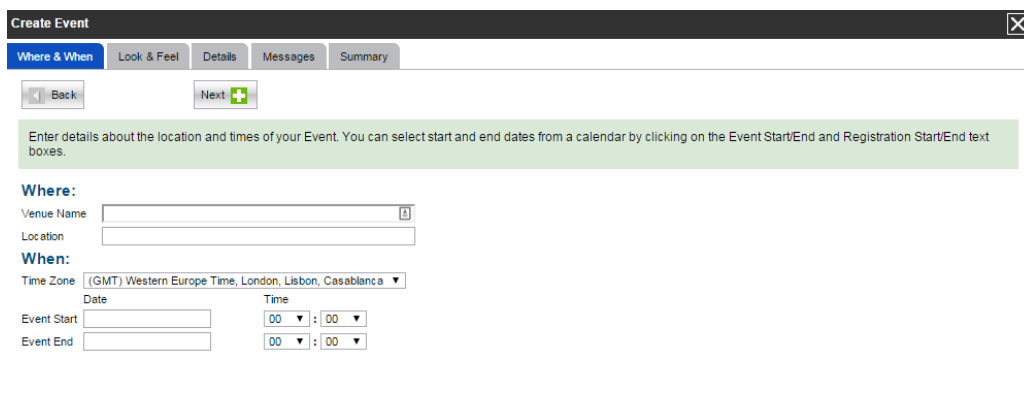
3. Name your event and click **Create Event** 



The screenshot shows the 'Create Event' window with the following fields:

- Event Name:
- Event Expiry:  months from now
- 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** 



The screenshot shows the 'Create Event' window in the 'Where & When' tab. It includes a 'Back' button and a 'Next' button with a green plus icon. A green box contains the instruction: '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**



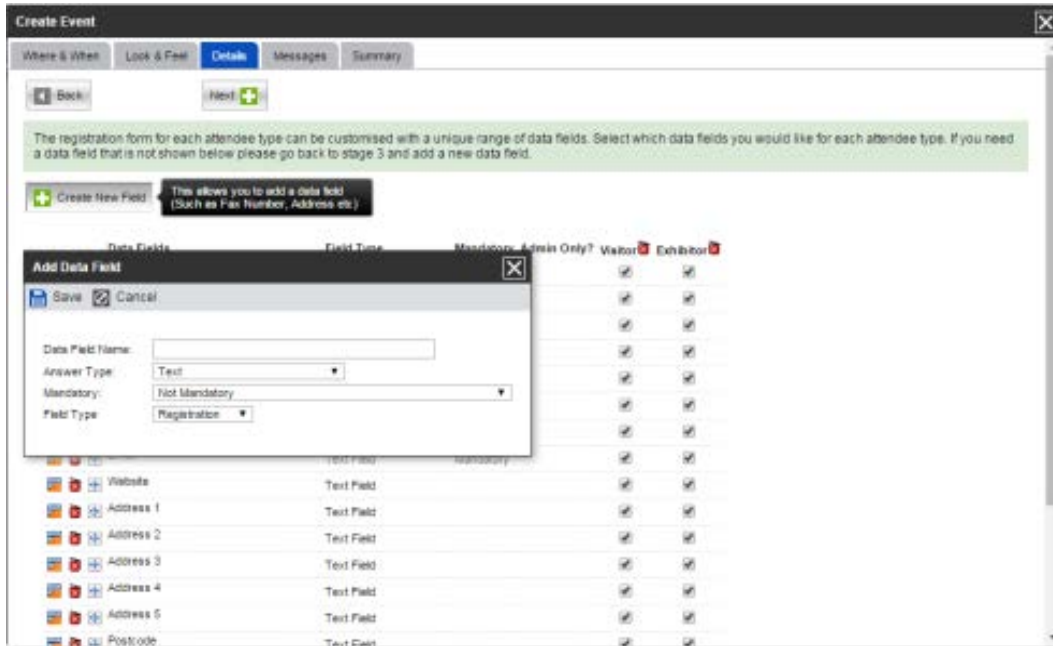
6. In the **Details** tab press **Add Attendee Type** to add attendee types such as visitors, exhibitors, suppliers etc. and press **Save**



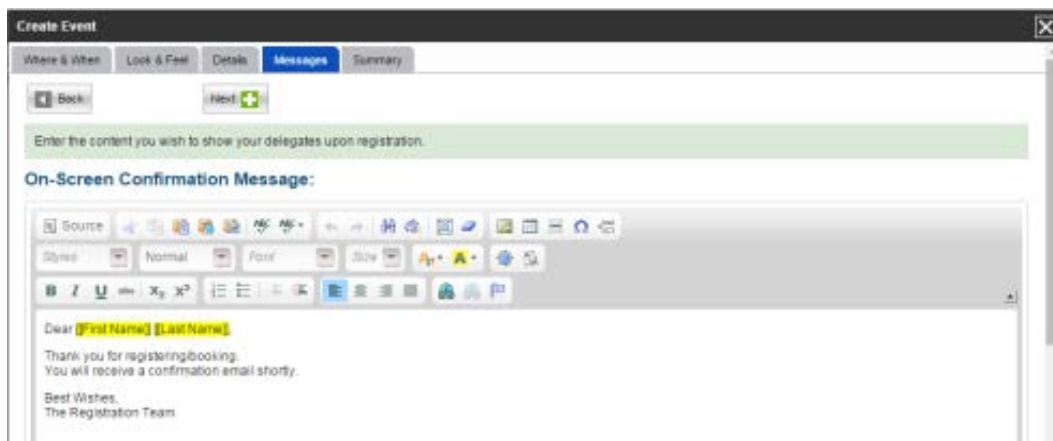
Name	Type	Mandatory	Admin Only?
Email	Text Field		
Website	Text Field		
Address 1	Text Field		
Address 2	Text Field		
Address 3	Text Field		
Address 4	Text Field		
Address 5	Text Field		
Postcode	Text Field		

7. Select the **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 message which your attendees will see once they've completed the registration form. Once edited, click **Next**



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



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

