

What's possible in EventsAir?

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Welcome to your new event management solution – EventsAir! You're now working with one of our industry's most innovative and powerful event management tools.

You can explore [this help site](#) to read more about each of the panels within EventsAir and what tools are in each one, but we've summarized the basics below:

- **Dashboard:** Information central! Customizable overview of all the key metrics for your meetings and events, updated with live data.
- **Agenda:** Drag-and-drop creation and updating of sessions, functions, activities and more; presenter information and A/V requirements, catering & seating, all instantly available on apps and websites.
- **Attendees:** Add to, update, search and manage your extensively detailed database of contacts (attendees and their guests, groups, presenters & reviewers, exhibitors, sponsors, staff).
- **Reporting:** Use pre-built reports or create or modify your own, select any sub-group or segment and export to a variety of formats. Data from all aspects of your event and powerful search filters!
- **Communications:** From mass marketing to personalized, automated documents, emails or text messages to attendees, exhibitors, speakers, vendors, and personnel; send surveys, help attendees earn badges and points.
- **Alerts:** Know instantly when key changes happen, see when functions and accommodation inventory is falling low, and keep tasks on track.
- **Accounting:** Track all aspects of financials (payments, refunds, currencies, expenses, actual-to-budget, different profit scenarios, supplier expenses, audit trails and more).
- **Project:** Map out your master plan, list and track tasks, dates, deadlines and progress.
- **Run Sheet:** Manage all the micro-tasks for each team member with live updates to your Organizer App.
- **Online:** Increase productivity and convenience with interactive, customizable websites and portals for instant registrations, bookings, online payments, supplier updates and more. Use mobile apps for interaction with attendees, presenters, exhibitors, and event organizing on the go.
- **Express Actions:** Vital tools to manage the unexpected and perform common tasks more quickly. Interact with attendees, from one person to thousands; import and data, make changes to selected groups and more.
- **Setup:** Here's where you create the overall settings for your event (from payment systems and types to designs and branding and accommodation partners).

What can you do with EventsAir?

EventsAir is used to manage all aspects of your meetings and events, including:

- **Online Registration** – our mobile-optimized registration sites capture unlimited, quality data. You get real-time information, form logic to allow you to tailor the registration experience, customized branding, and more.
- **Mobile Apps** – two mobile apps for phones, tablets and similar devices – the Attendee App and Organizer App – provide event attendees and personnel with powerful capabilities, including interacting with others.
- **Reporting** – organizers can easily design reports, create layouts, filter hundreds of pieces of data, make reports available to stakeholders and export data into spreadsheets.
- **Flexible deployment** – during an event, organizers can move data from the cloud to a local presence to ensure rapid and reliable access. They can also continue syncing data with the cloud.
- **Data security** – designed for high security and modern data center architecture, EventsAir has three layers of isolation for data. It is closely integrated with Microsoft Azure to leverage their secure and robust environment.
- **Productivity** – our tools significantly enhance productivity, to help reduce workload and labor costs. The core components make it easy to multitask within events and across events.
- **Analysis** – a powerful, agile data backend increases the quantity and quality of data captured on attendees. Get a clearer, more intelligent picture of who's at your event...and what they want.

Tools to help you:

Interconnectivity & multi-tasking

- You can keep multiple parts of the system open at the same time, easily moving back and forth as your workflow requires.
- Different elements of EventsAir are connected to each other in very logical and useful ways. For example, meals or functions can be set up in both the Function Module and in the Presentations Module; if you create a new Presentation in the Presentations module, your session is available in the Agenda setup, Project Manager and Run Sheets.
- Map out your master plan with Project Manager. Completely integrated throughout EventsAir, this tool lists tasks, dates, deadlines and keeps track of how the event is progressing.

Pinning Records



Need to have quick access to a few records? Not only does EventsAir keep track of your recent activity, but you can click on the contact record pinning option to have your selected records "pinned" to the left side of your screen, ready for easy access when you return.

Action Buttons

While working in Attendee records, you have quick access to Attendee Actions for easier management of frequent tasks (searching, financials, communications, group linking, and more).

Less work, more productivity

Spend less time setting up your events with reusable elements such as:

- **Brand Editor** – define different "brands" that include logos, fonts, colors and more. You can take a new event and give it a totally different look and feel with just a single click of the mouse!
- **Cloning** – copy an element from another event, or within your current event (depending on the item). Just look for the **Clone From** option when creating new items. Cloneable items include:
 - Entire event setup – copy everything except Attendee records and Financial data.
 - Any individual Tag/Code from any module – just look for the **Clone From** button when creating new Tags!
 - Brands
 - Custom Reports
 - Merge Docs
 - Surveys
...and more!
- **Travel Ports & Carriers library and Currency Library** – set these up once, for use in any event.
- **Language localization** – create sites, apps and portals in other languages.

Analytics and Data

- Your **event dashboard** offers various ways to track and measure the performance of your event, with various widgets offering different snapshots of data.
- The **Accounting Panel** gives you a financial recap on the opening screen, letting you know how your budget, revenue and projections are looking!
- And you can easily create customized **reports and data exports** for instant access to key information.

Alerts

Stay up-to-date in real time by creating alerts: for example, when accommodation runs low, tickets get sold out, or a wait list starts, when a pre-planned communication is sent, or when a speaker or VIP registers or checks in. Alerts can be sent to organizers by email or text, and viewed in the Mobile Organizer App. Alert indicators for High and Critical Alerts will appear on the Navigation Bar and on Events listed in the Event Selection screen.

24x7 Global Support

For more than 30 years, the team at EventsAir have supported the events industry 24/7. We know your meetings don't always happen Monday through Friday, 9 am to 5 pm! If you get stuck and need a little help, contact us via email or chat. As an additional service, we can also train new staff, configure events, build websites, and more, and can act as an extension of your team.
