

Event Alerts

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NO CHANGES TO ALERTS WITHIN 5 MINUTES OF SEND TIME

When amending or deleting an alert designed to appear in either an Attendee App or an Organizer App (or both), you're unable to edit or remove the alert within five minutes of the send time.

If you try to make changes or delete an alert within 5 minutes of the alert being scheduled to send, this may appear to work, but doesn't have time to take effect.

You can enable EventsAir to send out an Alert according to many user or system defined parameters. Some of the many Alerts you can set include:

- Alerts when a pre-planned communication is sent. You will also be able to view the final number of communications that went out.
- Alerts when a payment is due.
- Alerts if a conference hotel fills and is now in an oversell situation.
- Alerts for any function, accommodation or registration category that has inventory. Alerts are sent at a predefined level of inventory remaining.
- Alerts when a specific registration form is submitted.
- Alerts when a specific registration category is registered.
- Alerts when an exhibitor stand or sponsorship type is reserved.
- Much more!

Sections of the Event Alerts Panel

The opening view provides a listing of only high or critical alerts. Selecting **All** will display a complete listing of all Event alerts defined by the meeting organizer. Data you can refine or view in the **All** view includes:

- **Alert Filter** – this search filter lets you view or filter for specific alert categories.
- **Export to Excel** – this option lets you export all Alert information to an Excel spreadsheet.
- **Current and Past Views** – choosing either Current or Past will display the appropriate Alerts for that status.
- **Clear Alert** – in the expanded view of Event Alerts, you can select alerts you do not wish to see any more (past alerts) and then select the **Clear Alert** button in the lower left corner of the Event Alert screen.

Alert Filter

When you are viewing the full Event Alerts Panel, you have an Alert Filter option. Selecting this option lets you view a selection of Alert Filters, as shown below.

Filter



Details

Alert Level	Please select...
Alert Date	DD/MM/YYYY to DD/MM/YYYY
Alert Time	to
Description	
Source	
Cleared By	Please select...
Cleared Date	DD/MM/YYYY to DD/MM/YYYY
Cleared Time	to

Clear

Apply

Registration and Check-in Alerts

Organizer-defined alerts are alerts that are defined for specific registration and alert scenarios. For example:

- **Interactive Site Alerts** – these are generated when an attendee completes a specified Interactive Site.
- **Specific Attendee Check-in Alerts** – these alerts are generated when a specific attendee checks into your event.
- **Attendee Registration Type Check-in Alerts** – these alerts are similar to Specific Attendee Check-in Alerts, but are assigned to a specific registration type, such as VIP or Exhibitor categories.
- **Expected Attendee Alerts** – these alerts are defined when you do not have an inventory, but still want to manage attendance in a more general way. For example, if you have a meal defined and you enter an Expected Number of Attendees to be 500, you can set a milestone of 25%. This milestone will generate a new alert at 25%, 50%, 75% and 100%, giving you a heads-up as your numbers increase.

For more information:

- [Configuring Alerts in EventsAir](#)