

Guest Name Management Options

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EventsAir offers you multiple ways to manage guest names for functions when collected during online registration. These options include:

- Do not collect guest names
- Record guest name, title and organization
- Create/Match guest contact records (each has their own contact record)

Each option gives you complete control over how guest names are managed during online registration.

Do Not Collect Guest Names

This option will simply let the attendee select a guest or spouse ticket to a function but not collect any additional details about the guest.

Record Guest Name, Title and Organization

This option will open additional fields when an attendee selects a guest ticket to a function, and will record guest name, title and organization as part of the attendee record.

Create/Match Guest Contact Records

This option will automatically create a new contact record for your guest. This record will record essential contact details, such as:

- Title
- First Name
- Last Name
- Organization
- Position
- Email Address

You are able to choose which data is collected for the new guest contact record. This can be a hugely important process as it allows you to collect mobile phone and email addresses unique to a guest. You can also add additional details unique to the guest, such as dietary requests, special needs and more.

How Function Guest Management Works in EventsAir

There are several steps in the workflow of collecting guest information in a new contact record. These steps are:

1. In Function Setup, select the Create/Match Guest Contact Records for each function you are allowing guests to sign up for (purchase tickets)
2. In the Interactive Site Builder:
 - Expand the component for the function you wish to let guests sign up for
 - Open the Details Tab (for a specific function component) and select the Record Guest Names option
 - Choose if you wish to match guests to existing contacts. This will search for existing contact records using first name, last name and email address, and use that contact record if found

- Select which contact fields will be collected, and you can edit the field labels as well
- Optionally, you can allow guest names to be confirmed at a later date

Guest Contact Record Management

- The primary attendee's contact record will record the purchased function along with guest name details, payment information, table seating assignments and more. There will also be a link to the actual guest contact record.
 - The guest contact record will contain the contact details collected online and the function selection highlighted in green italic. Payment will be shown as "Guest of" along with the name of the primary attendee (which is a hyperlink back to that record).
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