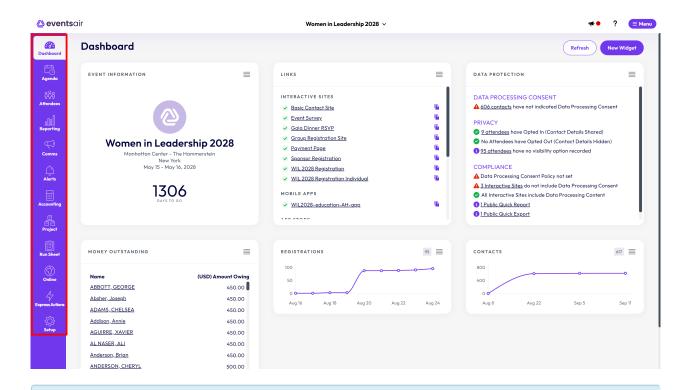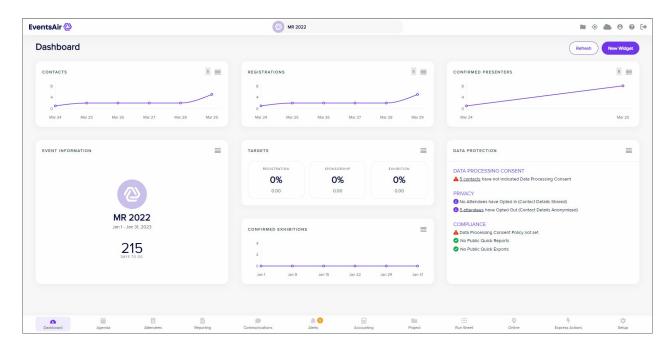# Event dashboard

Last Modified on 11/12/2024 4:24 am EST

The new-look EventsAir Version 16 has arrived! If your version of EventsAir hasn't yet been updated, you may see something more like the below.

Your Event Dashboard is your "information central" to keep on top of the key metrics and activity for your meetings and events.

Each small window or "widget", is a user-friendly data point with icons to represent key categories of information.

You can customize your Dashboard for each event by dragging into position, adding, or removing widgets. **To add a widget, use the New Widget button on the top right of the Dashboard. To remove a widget, select the hamburger menu (four stacked lines) on the top right corner of the widget.**

EventsAir includes selection of useful widgets you can add to your dashboard, including:

- Data Protection Widget
- Floor Plan
- Links (shows all interactive sites, event websites, apps and portals)
- Targets (percentage actual versus target and actual revenue amount for key categories)
- Presentation Paper Status (Accepted or Under Review)
- Registrations
- Hotel Room Nights Booked (by hotel)
- Room Release
- Event Information
- Payment Batches
- Contacts
- Confirmed Sponsors
- Confirmed Presenters
- Confirmed Exhibitions
- Money Outstanding
- Quick Reports
- Quick Exports
- Saved Exports