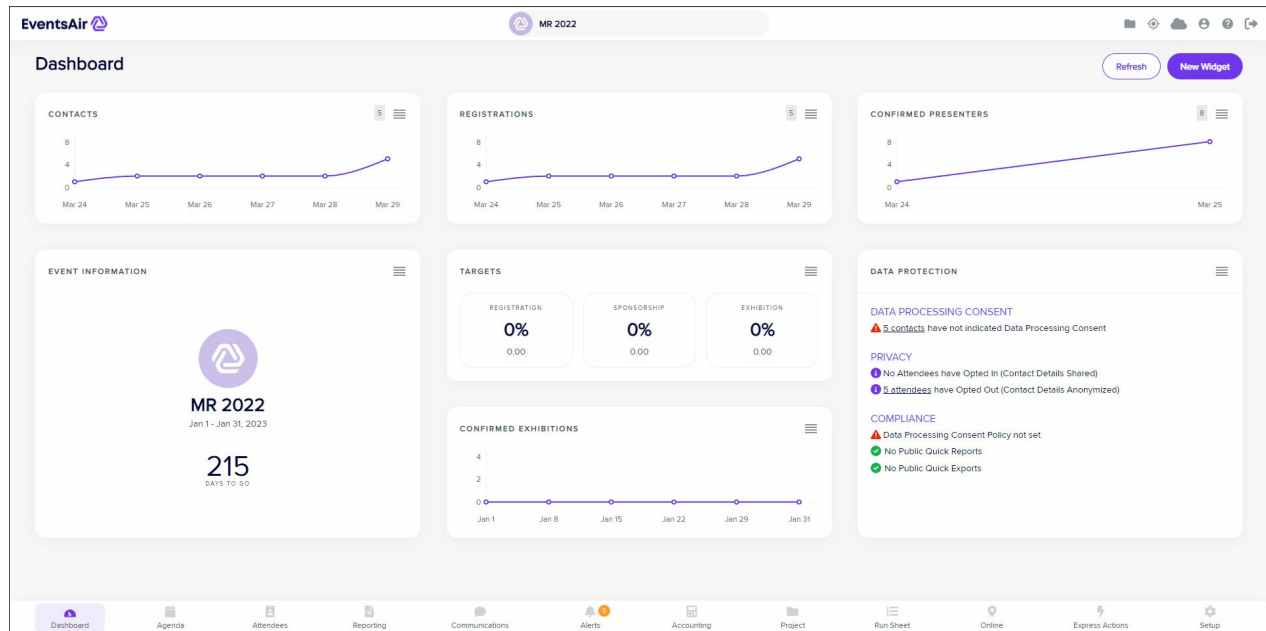


# Event dashboard

Last Modified on 06/23/2024 10:10 pm EDT



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
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