

# May 4, 2023

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## Latest News



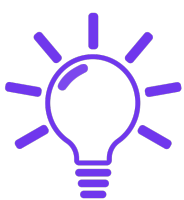
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### Revamped FAQs on our support page

Find answers to your questions much more easily! Our [support portal](#) now makes it easier to resolve common issues and get answers to frequent questions, with a restructured FAQs section including 60-second videos helping you sort out issues step-by-step. Over the coming months, we'll keep adding to these resources and continue to update our articles and [White Papers \(Detailed Guides\)](#) in the [Education Resources](#) section.

The recording of the latest Educational webinar, on [Exhibitions & Trade Fairs](#), is now available [here](#) and the Q&A responses will be available soon.

### EventsAir Quick Tip



#### Project Manager vs Run Sheet...or maybe both?

Wondering which is which? If you're not already using these tools, you may be missing out on a key stress reliever! Here's the lowdown on why you might want to use or the other, or both. And remember, you can define Team Members for both Project Manager & Run Sheet even if they're NOT EventsAir users, which is handy when you're working with volunteers or outside contractors.

Once you set up a Team Member in Project Manager, they'll appear in Run Sheet — and vice versa.

- **Project Manager** helps you with forward planning (months in advance, for example), but you can also refer to it during your event to see the big picture, monitor budgets, inventory, and KPIs.
- **Run Sheet** is all about keeping things under control while onsite by allocating and tracking the nitty gritty details of tasks that need to be done — or that pop up unexpectedly — immediately before, during, and after your event. No more waking up at 3am wondering if you remembered to task someone with giving every presenter a glass of water!

## May Education Webinar



You asked, and we've got you covered. May's Education webinar will look at creative ways to use gamification as part of your event to increase participation and engagement. We look forward to seeing you there!

To register for the upcoming Education webinar if you're not already on our mailing list, email us at [education@eventsair.com](mailto:education@eventsair.com). Let us know if you'd also like to be added to the mailing list for our new monthly AirWaves webinars (news and updates from the EventsAir team).

If you missed the April webinar (or any previous webinars), or you'd like to see the full Q&A from a previous webinar, please visit our [Education Webinar Library](#).

Oh, and one more thing – Happy [Star Wars Day](#)!

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