


# How can I get an alert when a session, function, or hotel is nearly full?

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## HOW-TO:

### Setup Panel

1. Select Event, Alerts
2. Check the box for each level of alert you want sent
3. Fill in the email address for each alert you've selected


 If you want to, you can set different email addresses for different alert levels. You can also have multiple email addresses for each alert, separated by a comma.

4. Save

### Example – Registration Type Alert

### Setup Panel

5. Go to Registrations [for this example]
6. Select a Registration Type
7. For an optional alert, set inventory to Limited and insert a value for the maximum inventory (your total limit for that item)
8. Nominate what will trigger the alert
9. Save

 The process is much the same for Registrations, Functions, and Accommodation alerts. Optional Alert means you choose what percentage of available inventory will trigger the alert. Check-in Alert will alert you every time that type of registration occurs. You can also select both, and choose the level of alert (Critical Alert, High Alert etc.). For Accommodation alerts, you can choose whether you want to set up alerts for each room type or sub-block, and/or for the whole hotel.

① \_\_\_\_To check alerts\_\_\_\_

### Alerts Panel

There are four types of alerts shown in this panel:

- **Event Alerts** (relating to your whole event)
- **Inventory Alerts** (relating to maximum registrations, tickets, function seating etc.)
- **Accommodation Alerts** (hotel bookings, inventory, check-ins etc)
- **Project Alerts** (relating to tasks you have set and your onsite Run Sheet)

Select **All** to see all alerts for any module (or the entire Event)

Select **Export** to create a downloadable Excel spreadsheet.

① \_\_\_\_To clear an alert\_\_\_\_

### Alerts Panel

1. Select All Alerts to see the list
2. Tick the checkbox for the alert(s) you want to clear
3. Select the “Clear Alert” button

① See other FAQs for information about the Accommodation Matrix and Project Alerts.

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