

# Features

## Pre-loaded & Custom Themes

Event Wizard comes loaded with a library of themes to choose from for your event. We're not talking upload your header and pick a background colour either; these themes will make your graphic designer blush. What's more, Event Wizard lets you add pages to your form, so you can create an entire website for your event.

If you prefer to build your own theme or need to maintain your corporate branding, it's easy. Create a fully customized theme to ensure your brand standards are upheld during any event.



## Free Registration Software: Service Fee Feature

Our service fee feature allows you to run your event free of your per registration charge. That's right, free online event registration software – Perfect! Here's how it works:

- ✓ When enabled, the service fee is a charge of \$4.75 that appears on your registration form and is passed on to your registrants, much like a service fee on a concert or airline ticket.
- ✓ The service fee will cover 100% of your standard per registrant fee and can be applied to any event where you are charging a fee. Free events are not eligible.
- ✓ When using this feature you must process your registrant's fees through the DotCom Your Event payment gateway. Regular payment gateway fees of 5% per transaction still apply.



## International Registration Software

- ✓ Create your event registration form in any language
- ✓ Full control over all aspects of the translation, including local and regional spellings
- ✓ Display your registration fees in \$, €, £, ¥...and more\*!

\*DotCom Your Event's gateway supports USD and CAN\$. If you are accepting registrations in other currencies you can use your gateway, Paypal or take payment via offline methods such as cheque or money order.



## A La Carte Fees

Not everyone requires all of the functionality Event Wizard offers, so we created A La Carte Fees which can be added on to any registration site you create.

- ✓ Only use the functionality of the software you need
- ✓ No more paying for unwanted services!
- ✓ For more information visit [www.event-wizard.com/pricing](http://www.event-wizard.com/pricing)



# Features (continued)

## Group Registration

Our group registration software will streamline the registration and payment process for large groups. Avoid cumbersome forms and dropdown menus with our unique group registration features:

- ✔ Carry over group data from one group member to the next, saving valuable time and keeping your registration form free of clutter
- ✔ Pay for an entire group at once or individual members
- ✔ Communicate with your group as a whole, or just individuals within a group
- ✔ Create rules for discounts and complimentary codes. I.e.: 5th registrant is discounted, or 3rd person is free...
- ✔ Great for: Tour Groups, Golf Tournaments, Gala Dinners...and more!



## Reports

Event Wizard reports are easily accessed from any computer with an internet connection.

- ✔ Your registrant's information is kept secure using the industry's highest standards
- ✔ You own your events data and it can be accessed anytime. Even years after your event.
- ✔ Full suite of available standard reports to track registrations, cancellations, multi-payments, discounted and complimentary registrations...and more!
- ✔ Communicate with your registrants using our built in email tools
- ✔ Create custom reports on your own – it's quick and easy
- ✔ Powerful global search capabilities so you're not searching for data
- ✔ Use online attendance tracking to check in attendee's onsite



## Social Media & Promotion Tools for Events

Use our built in promotion tools to help spread the word about your event and get more registrations.

- ✔ Leverage Social Media sites to promote your event
- ✔ Attendees can help spread the word with one click integration with
- ✔ Facebook, Twitter and LinkedIn
- ✔ Use our built in email tools to send custom messages to your registrants
- ✔ Create a custom registration widget using our button factory



# Features (continued)

## Custom Built Registration Forms

We've created Event Wizard to be easy to use and learn but sometimes even finding the time to do that is difficult. If this sounds like you, we offer custom built registration form services. There are a few options to help you get started:

- ✓ Fill out the form at [www.event-wizard.com/events/custombuildchecklist/](http://www.event-wizard.com/events/custombuildchecklist/)
- ✓ Send a copy of your registration form to [info@event-wizard.com](mailto:info@event-wizard.com)
- ✓ Call us at 1.877.778.7873
- ✓ Fill out our contact us form at [www.event-wizard.com/contact-us](http://www.event-wizard.com/contact-us)



## Resources & Updates

Event Wizard is updated regularly with enhancements and system updates. We do this to ensure you're using the most up-to-date and technologically advanced registration software.

Whenever an update occurs we make you aware by posting a notification in your account. If the update contains enhancements to the software we'll also notify you through an email explaining how the enhancement can be best utilized for your events.

To view our software updates to date visit:

[www.event-wizard.com/resources/registration-software-updates](http://www.event-wizard.com/resources/registration-software-updates)

To view our resources page for valuable information on Event Wizard visit:

[www.event-wizard.com/resources](http://www.event-wizard.com/resources)



## Help & Support

We know you've heard it before, tech support is free and quick. Well, with us it really is. We pride ourselves on our response times and truly want to make sure you have all the tools you need to create and run your event registration successfully.

- ✓ Technical support is free of charge and available Monday through Friday from 8:30AM to 5:00PM. Emergency support is also available
- ✓ Help menus are located throughout the software
- ✓ Set your preferences to only show you help when you need it
- ✓ Industry leading data security and privacy
- ✓ Bottom line: If you have a problem or a question we are here to help! Seriously, a REAL person will help you!

