



Event Wizard Overview

Event Wizard is web-based login from any computer with an internet connection

Event Registration Software Simplified.

Event Wizard is an industry leading online registration software that allows you to easily create and manage unlimited event registration websites.

[Try us FREE](#) or [Request a Demo](#)

Latest Updates: 01.25.11 - Cover your event registration software costs

View Our Features

- ✓ Cover Your Registration Cost
- ✓ Multi-Language & Currency Support
- ✓ Plenty of Gorgeous Themes
- ✓ Powerful & Flexible Reporting
- ✓ Promote your event for FREE
- ✓ Unrivaled FREE Technical Support

[View all of our features...](#)

View Our Pricing

- ✓ No Set-Up, Monthly or Annual Fees
- ✓ No Software to Install
- ✓ Get started immediately
- ✓ Base Per Registration Fee

-Corporate Accounts & Associations - \$2.75
-Registered Charities & Personal Accounts - \$1.75

View Some Examples

- Class Registration Software
- Church Event Software
- Conference Registration Software
- Sports Registration Software
- Tradeshow Registration Software

How do we compare?

Plenty of Gorgeous Themes
Ranging from Seasonal to Business

Event Wizard puts you in control of your event registration process from start to finish. It enables you to create simple registration forms or large multi-page event websites in any language, using any currency. Our full suite of robust reporting tools allows you to accurately manage your registrations and plan your event accordingly. We've even allowed you to customize what you pay, adding only the features you need to your registration form. This means you can pay as little as **\$1.75 or \$2.75 per registration**.

Event Wizard is the most trusted online event registration software available. We've been providing registration to successful event planners since 2001 and each day hundreds of registrations are processed using our software.

See how you can reduce your labor costs, increase your events attendance and impress your clients with our free trial, or contact us to schedule a one-on-one demo.

[Try us FREE](#) or [Request a Demo](#)

THOMSON REUTERS | Scotia Capital | Government of Canada | Ps | THE UNIVERSITY OF BRITISH COLUMBIA | MINISTRY OF MICHIGAN

CANADIAN HEAD OFFICE
35-215 Inverness Drive
Burlington, ON L7R 3V9
Toll Free: 1-877-776-7873
Fax: (905) 425-5852

US HEAD OFFICE
150-222 South Maple St
Wilkes-Barre, PA 18207
Toll Free: 1-877-776-7873
Fax: (905) 425-5852

Event Wizard 5.0 Login

Event Wizard Standard/Pro Login

Event Registration Software Simplified.

Event Wizard software is...
unlimited...

[Try](#)

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Account Dashboard

- After logging into Event Wizard you will land on 'My Dashboard'. This page will provide access to every aspect of the software.
- Customize your dashboard widgets by dragging and dropping them or adding more.

Access all areas of Event Wizard through this menu

Logged in as [\[username\]](#) 144,125 credits left

Search in Events

My Dashboard + Add More Widgets

Turn on/off help menus in 'preferences'

Customize your dashboard widgets

Welcome to your Event Wizard dashboard. Here you will find all of the tools you need to build a form, view a live form or view reports. You can also purchase credits and find answers to all your questions in the FAQ section. If you really want to customize your dashboard drag and drop your widgets in the order you prefer, and add new ones to make it all your own.

Questions? Feel free to call us at 1-877-778-7873.

My Profile

Rob Smith
Gibson Simpson Coding
Vancouver, British Columbia, Canada

Event Wizard Tips & Tricks

Did You Know?

There's no need to manually search the control panel for the task you're looking for... just use the "Find" box at the top to isolate what you're looking for... quickly and easily!

My Events

Event Title	Tools
2011 Membership Application	
Series	
See all events	

My Themes

Theme Name	Tools
Gibson Simpson Coding	
See all themes	

My Support Tickets

Subject	Ticket #
+ Submit a ticket	

My Files

File Name	Size
Personal-Order.pdf	1.24 kb
2011.gif	17.19 kb
10000-Order.pdf	1.96 kb
2011_Voice_Form.pdf	124.69 kb
2011_online_Registration...	125.11 kb
Manage All Files	

Dashboard | Events | Calendar | Create Event | Files | Themes | Languages | Credits | Orders | Support | Account | FAQ | Logout

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Menu Icons



My Events

- This is the page where all of your events are located. Use it to access your event pages, edit your pages or view your reports.

#	Event Title	Registrations	Status	View	Edit	Reports	Delete
1.	Summit	109	Closed				
2.	2011 Membership Application	106	Open				

Page 1 of 1 Showing 2 of 2 records



Event Calendar

- All of the events you create will show up in your Event Calendar. To send someone the calendar or embed it in your website click the 'Share This Calendar' link.

February 2011 English today

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	1	2	3	4	5
6	7	8	9	10	11	12

Menu Icons Continued



Create a New Event

- This is the page you'll start from when creating an event. If you need assistance during the build process click the green question marks or call us at 877.778.7873.



My Files

- Upload your files here for quick retrieval when building your registration forms.



Create a New Event

Event Information

Event Title

Event Code

Event Properties

- Allow duplicate registrations
- Allow registrants to update their information
- Allow registrants to remove/add/modify fee selections during the update process
- Create an outlook calendar appointment for my registrants
- Create a service fee for my event and pass on the cost of registration to my registrants

Event Date & Location

My event starts on one day and ends on another --

Venue

City

State/Province

Country

Date

Start Time 9 00 AM

End Time 5 00 PM

Next >



My Files

* You have **99HB** of space remaining in your file bank
* Allowed file types are .jpg, .png, .gif, .png, .pdf, .xls, .xlsx, and .swf
* Click on a file name to preview it (**images only**)

#	File Name	Size	Created	Delete
1.	2011_online_Waiver_Form.pdf	125.11 kb	11/18/2010 2:57:05 PM	
2.	2011_Waiver_Form.pdf	124.69 kb	11/18/2010 2:09:17 PM	
3.	release-divder.gif	1.06 kb	11/15/2010 6:52:01 PM	
4.	2011.gif	17.19 kb	11/15/2010 6:47:10 PM	
5.	Personal-divder.gif	1.24 kb	11/15/2010 6:33:31 PM	
6.	membership-divder.gif	2.88 kb	11/15/2010 6:33:22 PM	
7.	GS-Cycling-Logo-New-cut.gif	10.49 kb	10/15/2010 12:25:46 PM	

Menu Icons Continued



My Themes

- This is where all of the system themes are stored. Use a pre-loaded theme or create your own.

My Themes + Create a New Theme

This is where all of the system themes are stored. If you would like to create your own theme you can do so two ways:

- Copy any theme
- Find the theme you copied, it is marked with (copy) and click edit, or:

- Click 'Create New Theme' and follow the steps.

System Theme Gallery

* Themes marked with an asterisk are read-only and cannot be directly edited. Please copy the theme to your account to make modifications.

#	Theme Name	Date Modified	Edit	Copy	Rename	Delete
1.	Autumn *	10/28/2010 12:38:16 PM	✓	✓	✓	✓
2.	Black Theme *	8/13/2010 3:50:43 PM	✓	✓	✓	✓
3.	Business 1 (blue) *	8/9/2010 2:55:10 PM	✓	✓	✓	✓
4.	Business 1 (gold) *	5/17/2010 10:05:38 AM	✓	✓	✓	✓
5.	Business 1 (green) *	5/17/2010 10:05:23 AM	✓	✓	✓	✓
6.	Business 1 (red) *	5/17/2010 10:05:32 AM	✓	✓	✓	✓
7.	Business 2 (blue) *	5/17/2010 10:06:01 AM	✓	✓	✓	✓
8.	Business 2 (green) *	5/17/2010 10:05:52 AM	✓	✓	✓	✓
9.	Butterflies (blue) *	5/14/2010 4:35:19 PM	✓	✓	✓	✓
10.	Butterflies (gold) *	5/14/2010 4:34:20 PM	✓	✓	✓	✓
11.	Butterflies (green) *	5/14/2010 4:36:11 PM	✓	✓	✓	✓
12.	Butterflies (purple) *	9/20/2010 7:42:43 PM	✓	✓	✓	✓
13.	Butterflies (red) *	5/14/2010 4:34:46 PM	✓	✓	✓	✓
14.	Christmas Ornaments *	5/14/2010 4:08:34 PM	✓	✓	✓	✓
15.	Christmas Pomsettia *	5/14/2010 4:09:33 PM	✓	✓	✓	✓
16.	Christmas Tree *	5/14/2010 4:08:30 PM	✓	✓	✓	✓
17.	City Skivve (day) *	8/16/2010 10:43:05 AM	✓	✓	✓	✓
18.	City Skivve (night) *	5/14/2010 4:52:03 PM	✓	✓	✓	✓
19.	Clean (blue) *	6/9/2010 4:56:20 PM	✓	✓	✓	✓
20.	Clean (green) *	5/14/2010 3:54:22 PM	✓	✓	✓	✓
21.	Clean (red) *	5/14/2010 3:55:57 PM	✓	✓	✓	✓
22.	Clean Tabs - Top Nav (blue) *	5/17/2010 10:20:52 AM	✓	✓	✓	✓
23.	Clean Tabs - Top Nav (green) *	5/17/2010 10:09:53 AM	✓	✓	✓	✓
24.	Clean Tabs - Top Nav (red) *	5/17/2010 10:12:40 AM	✓	✓	✓	✓
25.	Cycling *	8/13/2010 1:43:30 PM	✓	✓	✓	✓

Page 1 of 3



Manage Languages

- This is where the default languages are stored. You also have the ability to add any language you wish.

Manage Languages + Add a Language

* Languages marked with an asterisk are read-only and cannot be directly edited. Please copy the language to your account to make modifications.

#	Name	Flag	Update	Copy	Delete
1.	English *		✓	✓	✓
2.	Français *		✓	✓	✓
3.	中文 *	🇨🇳	✓	✓	✓
4.	Nederlands *	🇳🇱	✓	✓	✓
5.	Español *	🇪🇸	✓	✓	✓
6.	Italiano *	🇮🇹	✓	✓	✓

Menu Icons Continued



Purchase Credits

- This is where you purchase credits to use for everything from registrations to name badges.

Purchase Credits

Volume Discounts

COST	\$1,000	\$2,000	\$3,000	\$4,000	\$5,000+
CREDITS	100,000	200,000	300,000	400,000	500,000+
BONUS+	5,000	15,000	35,000	65,000	100,000
TOTAL	105,000	215,000	335,000	465,000	600,000

[Buy Credits](#)
 Per 100 credits
 Each registration costs 175 - 325 credits

Choose Choose Choose Choose Choose



Order Products & Services

- This is where you purchase items using your credits. To purchase an item enter the number in the quantity box and click Add.

Order Products & Services

Product	Quantity	Cost in Credits	Add
Custom Banner	<input type="text"/>	12500 each	Add
Custom Theme	<input type="text"/>	12500 each	Add
Custom Site Build	<input type="text"/>	12500 per hour	Add
HTML Invitation Creation	<input type="text"/>	30000 each	Add
E-Blat Setup	<input type="text"/>	20000 per setup/change	Add
E-Blat: Emails Sent	<input type="text"/>	3 each	Add
Domain Name and URL Forwarding	<input type="text"/>	5500 per domain	Add
Name Badges	<input type="text"/>	250 each	Add
Name Badges with Agenda on Back	<input type="text"/>	450 each	Add
Training	<input type="text"/>	7500 per half hour	Add

My Outstanding Orders [View Completed Orders](#)

#	Product	Quantity	Order Status	Cancel


Event Creation

My Events + Create a new event

From My Events click edit to go to the Task List

#	Event Title	Registrations	Status	View	Edit	Reports	Delete
1.	Survey	109	Closed				
2.	2011 Membership Application	106	Open				

Page 1 of 1

- Access all building tools through your event's 'Task List'
- Add custom fields
- Create custom confirmation emails
- Adjust the look and feel of your form
- Create a mini-website
- Create 'Register Now!' buttons in the button factory
- Promote your event through Social Media
- Click the view form icon  from the task list to see your registration form

Event Task List English Find

2010 Conference

Event

- Event Theme
- Event Header
- Event Footer
- Event Languages
- Value Added Registration Service
- Event Properties
- Change Event Status
- View Event
- View Reports

Registrations Form

- Add a Form Field
- Edit/Move/Delete Form Fields
- Registration List
- Edit Registration Page
- Edit Closed Message
- Form Properties

Navigation Items

- Add Navigation Menu Item
- Edit Navigation Menu Items
- Navigation Properties

Pages

- Create a New Page
- Welcome Page
- Registration Page
- Thank You Page
- Edit Custom Pages
- Responses

E-mail

- Registration Confirmation
- Payment Confirmation

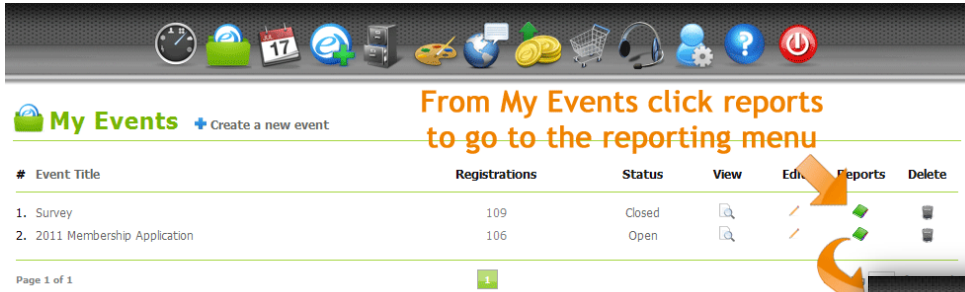
E-commerce

- Payment Process
- Offline Payment Instructions
- Add Event Taxes
- Edit Event Taxes
- Reconcile Payments
- Discount/Complimentary Code
- Add Discount/Complimentary Code
- Edit Discount/Complimentary Codes

Promotion

- Button Factory
- Send to Twitter
- Share on Facebook

Accessing Reports




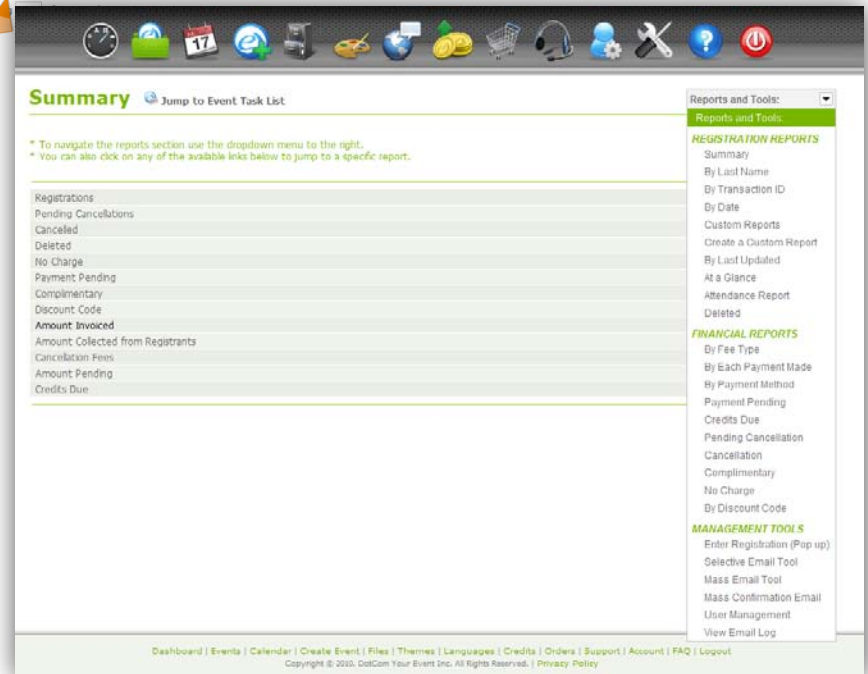
My Events + Create a new event

From My Events click reports to go to the reporting menu

#	Event Title	Registrations	Status	View	Edit	Reports	Delete
1.	Survey	109	Closed				
2.	2011 Membership Application	106	Open				

Page 1 of 1

- Pre-loaded reports
- Create custom reports
- Track finances
- Send emails to registrants
- Track attendance
- Cancel and update registrations
- Click the report icon  from anywhere within your event to access reports.



Summary [Jump to Event Task List](#)

* To navigate the reports section use the dropdown menu to the right.
* You can also click on any of the available links below to jump to a specific report.

Registrations
Pending Cancellations
Cancelled
Deleted
No Charge
Payment Pending
Complimentary
Discount Code
Amount Invoiced
Amount Collected from Registrants
Cancellation Fees
Amount Pending
Credits Due

Reports and Tools:
Reports and Tools

REGISTRATION REPORTS
Summary
By Last Name
By Transaction ID
By Date
Custom Reports
Create a Custom Report
By Last Updated
At a Glance
Attendance Report
Deleted

FINANCIAL REPORTS
By Fee Type
By Each Payment Made
By Payment Method
Payment Pending
Credits Due
Pending Cancellation
Cancellation
Complimentary
No Charge
By Discount Code

MANAGEMENT TOOLS
Enter Registration (Pop up)
Selective Email Tool
Mass Email Tool
Mass Confirmation Email
User Management
View Email Log

Dashboard | Events | Calendar | Create Event | Files | Themes | Languages | Credits | Orders | Support | Account | FAQ | Logout
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Need Help?

Outside your account

- Email techsupport@event-wizard.com
- Call us at 1.877.778.7873

Inside your account



Click the support ticket icon and submit your question



Review our FAQ section



Turn on the help menus in the preferences section of your account

Form Examples

IGS Glotman-Simpson Cycling 2011 membership

Joining the Club Membership Card

Personal Information

Last Name:
First Name:
Address:
City:
Province:
Country:
Postal Code:
Phone Number:
Email:
Cell Phone (with Area Code):
Gender:
Emergency Contact Name:
Emergency Contact Telephone:

Membership Options & Pancreatic Cancer Research Donation

Please only choose **one** of the following membership types A,B or C:

A. Basic Membership
Glotman-Simpson Cycling BC License
\$120.75 CAD
Early Bird - Last November 30, 2010
\$120.00 + \$7.75 processing fee* = \$127.75
Regular - After November 30, 2010
\$120.00 + \$7.75 processing fee* = \$127.75

B. Basic Lifetime Membership
Glotman-Simpson Cycling BC Basic License
\$75.75 CAD
Early Bird - Last November 30, 2010
\$55.00 + \$4.25 processing fee* = \$59.25
Regular - After November 30, 2010
\$55.00 + \$4.25 processing fee* = \$59.25

C. Affiliate Membership
IGS Offers Other Clubs (License this option required)
\$35.00 + \$3.25 processing fee* = \$38.25
Name of Current Club:

*Minimum-donation Cycling is a not-for-profit organization. The processing fee charged here to cover our credit card fees associated with processing the transaction.

The Glotman-Simpson Cycling Club is pleased to support Pancreatic Cancer Research and the BC Cancer Foundation. A donation as small as \$25 will make a difference and your help is appreciated. You will receive a tax receipt from the BC Cancer Foundation if requested.

Participate in Cancer Research
Pancreatic Cancer Donations
\$50.00 CAD
Pancreatic Cancer Donations
\$75.00 CAD
Pancreatic Cancer Donations
\$100.00 CAD
Pancreatic Cancer Donations
\$125.00 CAD
Pancreatic Cancer Donations
\$150.00 CAD
Other Amount:

Yes/No: Yes No

Release, Indemnity & Code of Conduct

AGS RELEASE CONTRACTS

I acknowledge that by signing this application, I am releasing the Glotman-Simpson Cycling Club and its directors, officers, managers, and members from liability. This release is with legal consequences and I have been advised to read it carefully before signing. I acknowledge that cycling is an inherently dangerous sport and I fully realize the dangers of participating in bicycle-related sporting, racing and motor racing and fully assume the risks associated with participation including, but not limited to, the following: The danger of falling with potential, care and other risks. I understand and agree that liability can arise during the training, racing, instruction and events which are beyond the immediate control of the club and its staff, organizers, and I must contribute to risk as a member that is not extending to myself or others. I accept responsibility for the condition and safety of my equipment such as the bicycle and all of its components, wheels and tires. I will ensure my well-kept equipment and I will ensure that I am properly trained and able to participate in coaching or instruction safely. This agreement may not be modified orally, and a waiver of any provision shall not be considered as a modification of any other provision.

In addition, I accept the Glotman-Simpson Cycling Club's Code of Conduct which applies to all members of the club. (See Club Membership and every member who is associated with the release, hereby with a member registers whether that person is a member of the club. A club member includes a club team member (club team members). The code of conduct can be found here: [http://www.igs-cycling.com/club/club-membership](#)

I have read and agree to the release and indemnity as described above.

Member's Code (for administration use only):

Please click 'Submit' to confirm your information and complete payment.

DIRT 3

Welcome to DIRT 3!

Come Play With Us!

DIRT 3 is officially released on May 24, 2011. Join us on that day for an official release party to celebrate the much anticipated 3rd chapter of the DIRT series. Only the first 20 people to register will get in, so sign up now!

First Name:
Last Name:
Email:
Confirm Email:
Entrance Fee:

2011 AGM and Conference

February 16, 2001 - 7:00PM
Los Angeles Convention Center - Los Angeles, California

Registration form below to register for the 2011 AGM and Conference. Registration must be by January 1, 2011.

REGISTRATION INFORMATION

Name:
Address:
City:
State:
Zip:
Phone:
Email:
Company:
Occupation:
Other:
Member (include area code):

GENERAL ASSEMBLY

THE CHRISTIAN AND MISSIONARY ALLIANCE IN CANADA

November 3 - 6, 2010

If you are going to attend, please contact our office in Toronto, Ontario, Canada
125 Broad, Suite 21
Toronto, ON M5S 2S2

Registration fees are not valid for 100% of all members.

First Name:
Last Name:
Title:
Home (to receive no charge if other than above 20 lines):
Address:
Address:
City:
Province:
Postal Code:
Telephone Number:
Email:
Confirm Email:
Church Name:

Accommodated (bring your own tent):
Camping (bring your own tent):

Official Member:
Regular Member:
Invited Member:
Life Member:
Youth Member:

Key Delegate Classification: The person selected to represent the club cannot speak for the club or issue.
Secretary of the Club or Area:
Corresponding Delegate (not voting, the member of an affiliate church):

2011 Allstate Canadian Churches' Conference Registration

2011 Allstate Canadian Churches' Conference Registration

Please indicate your participation status:

I agree to register - reporting before the registration deadline - May 15th
 I cannot register - reporting before the registration deadline - May 15th
 I cannot register - reporting before the registration deadline - May 15th
 I cannot register - reporting before the registration deadline - May 15th
 I cannot register - reporting before the registration deadline - May 15th
 I cannot register - reporting before the registration deadline - May 15th
 I cannot register - reporting before the registration deadline - May 15th

REGISTRATION INFORMATION

First Name of Registration Management:
Last Name:
Title:
Address:
City:
Province:
Postal Code:
Telephone:
Fax:
E-mail:
Church Name:
Church Address:
Church City:
Church Province:
Church Postal Code:
Church Telephone:
Church Fax:
Church E-mail:



EVENT  **WIZARD**
EVENT REGISTRATION SOFTWARE

