



## Event Management System™

SignUp4 has been a leader in the online registration and event management system since 1999.

SignUp4's Event Management System™ is specifically built with input from event managers and years of experience, enabling you to create powerful event registration websites, easy! Powerful enough for the most complex registration requirements, yet intuitively designed to allow non-technical users to create and manage an event site like a pro, our Event Management System is the premier tool in managing events online!

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# Event Management System™

SignUp4's Event Management System™ provides the software for the right solutions to meet our customers' needs. Since 1999, our mission has been to understand our customers' requirements and best practices, incorporating them into our software. Our system:

- Handles millions of registrations annually across a wide variety of events
- Is easy to budget and easy to use
- Can be utilized in user groups, surveys ,executive board meetings and exhibitions
- Provides unlimited Offered for one, low annual fee with no per registrant charges

## Use the SignUp4 Event Management System™ for:

### Event Registration

Flexible and easy to use, our system allows anyone to create a detailed registration form that collects important data for your company. Plus, registration pages can be integrated into other websites, allowing validation of attendees and custom hotel/travel arrangements. The flexibility of our SmartForm™ technology makes the attendee experience simpler by only showing and requiring those questions necessary for their selections.

### Event Marketing

Getting the word out about your event can make all the difference in attendance. Our Invitation Center tools allow you to upload multiple spreadsheets of invitation data, create fully customized email campaigns and track your results.

### Communication

Harness the power of SignUp4's Event Management System™ to keep all of your event attendees informed. By creating detailed invitations, a fully customizable event website, attendee response-driven confirmations, and alert emails, you can make sure that all of your groups are informed before, during, and after your event.

### Reporting

Use our on-demand, custom reporting solution to keep all stakeholders up to date. Create an unlimited number of reports and allow anyone outside the system to access them via the internet. Each time the report is viewed, it's automatically updated with the latest information!

### Partnership

Our customers matter to us, which is why our whole team understands that we need to provide real value to keep your business. We offer each user unlimited instructor-led classes at SignUp4 University™ to make sure our customers understand exactly how to benefit from the solution. Unlimited support from our in house support team is also included to make sure our customers keep coming back.

## FEATURES

- Unlimited Meetings and Events
- Unlimited Registrations
- Unlimited Support and Customer Service
- Integrated Travel & Spend Management Tools
- Online Image Gallery
- Built-In Templates or "Build Your Own"
- Custom Ad-hoc Reporting
- Event Invitation and Marketing Tools
- Customized, Detailed Confirmation Emails
- SmartForm™ Technology
- Integrated Payment Processing to Your Merchant Account
- Hotel Room Block Management
- Profile Management
- Built-in WYSUWTG Editor