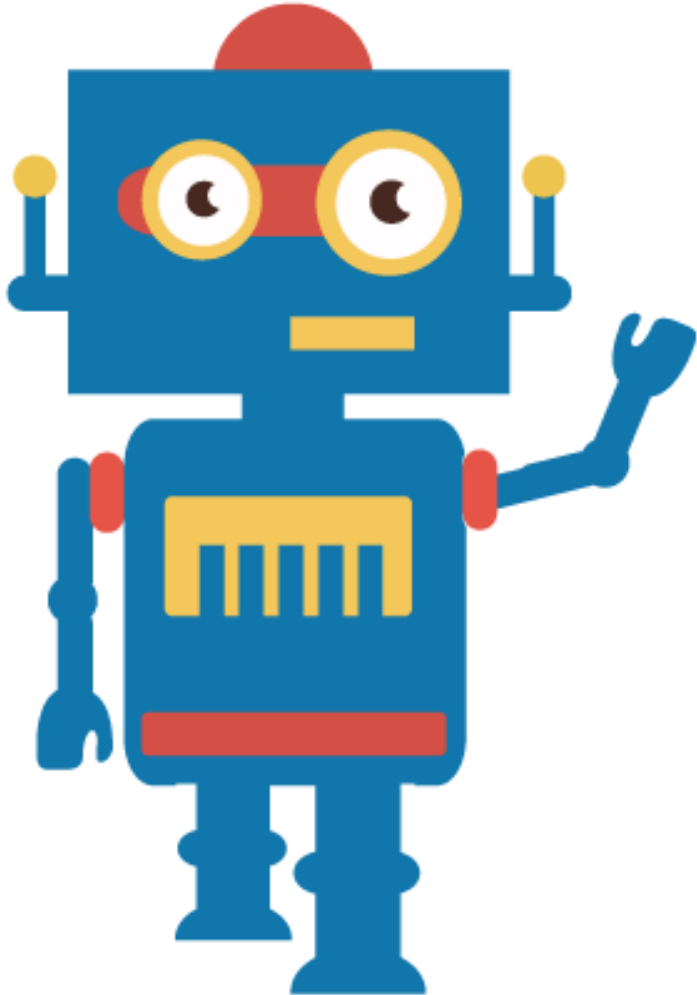




Event Management

#WLSummit

Meet the Presenters



✦ **Laura Alin**, *Onboarding Specialist*
• laura.alin@weblinkinternational.com

✦ **Sabrina Sides**, *Onboarding Specialist*
• sabrina.sides@weblinkinternational.com

Event Item Setup Refresher

✳️ Registration process is dependent upon:

1. Event Items
2. Event Custom Fields
3. Registration Form Settings

Event Item Name	Expires	Pricing	Actions	Ordering
Early Bird Full Conference Registration (Includes one attendee with Tuesday night activity)	Oct 01, 2015	Member: \$325.00 Non-Member: \$400.00	Edit Copy Remove	<input type="button" value="▼"/>
Full Conference Registration (includes 1 attendee with choice of Tuesday night activity)	Oct 23, 2015	Member: \$350.00 Non-Member: \$450.00	Edit Copy Remove	<input type="button" value="▲"/> <input type="button" value="▼"/>
Spouse Registration (Includes choice of Tuesday night activity)	Oct 23, 2015	\$95.00	Edit Copy Remove	<input type="button" value="▲"/>

1 - 3 of 3 items

Manually Entering Registrations

 Profile Lookup

 Billing Info

 Attendee Info

Register for WebLink Association Annual Conference

Friday, October 23, 2015 - Saturday, October 24, 2015

Event ID: 236

Items

<input checked="" type="checkbox"/> Force Member Pricing <input type="checkbox"/> Do Not Send Confirmation Email		Staff Only	
Description	Price	Select	Quantity
Early Bird Full Conference Registration (Includes one attendee with Tuesday night activity) 238 remaining	Non-Member: \$400.00 Member: \$325.00	<input checked="" type="checkbox"/>	1
Full Conference Registration (includes 1 attendee with choice of Tuesday night activity) 247 remaining	Non-Member: \$450.00 Member: \$350.00	<input type="checkbox"/>	
Spouse Registration (Includes choice of Tuesday night activity)	\$95.00	<input type="checkbox"/>	

Online Registration

- ✱ Walk-through of online registration process
- ✱ Properly handling “Action Needed” registrations

Welcome Guest

Login for access to special items and pricing

Items

Description	Price	Select	Quantity
Early Bird Full Conference Registration (Includes one attendee with Tuesday night activity) 245 remaining	Non-Member: \$400.00 Member: \$325.00	<input checked="" type="checkbox"/>	1
Spouse Registration (Includes choice of Tuesday night activity)	\$95.00	<input type="checkbox"/>	

Your Information

First Name:*

Jacque

Last Name:*

Shaffer

Organization Name:*

My Company Name

Email:*

Registration Management Screen

- ✂ Editing and Cancelling Registrations
- ✂ Sorting and Filtering Registration Grid
- ✂ Using Actions Dropdown Menu
- ✂ Exporting Grid for Reports

Profile	Sign Up Date	First Name	Last Name	Org Name	Att	Event Item
Action Needed	9/10/2014	Tao	Smith	Tao's Soccer Shop	1	Early Bird Full Confe...
(113) Cashman Images	9/10/2014	Jeff	Cashman	Cashman Images	1	Early Bird Full Confe...
(113) Cashman Images	9/10/2014	Jeff	Cashman	Cashman Images	1	Spouse Registration...
(422) Mike's Crab Shack	9/10/2014	Michael	Trombley	Mike's Crab Shack	1	Early Bird Full Confe...
(422) Mike's Crab Shack	9/10/2014	Michael	Trombley	Mike's Crab Shack	1	Spouse Registration...
(361) Lauren's Book Store	9/10/2014	Lauren	Bashaw	Lauren's Book Store	1	Early Bird Full Confe...
(1708) Shaffer's Market	9/10/2014	Jacque	Shaffer	Shaffer's Market	1	Early Bird Full Confe...

Closing Out Your Event

- ✂️ Printing/Emailing Outstanding Invoices
- ✂️ Emailing Follow-Up Information to Attendees
- ✂️ Flagging Attendance for CEU Recording

Profile	Sign Up Date	First Name	Last Name	Org Name	Att	Event Item
Action Needed	9/10/2014	Tao	Smith	Tao's Soccer Shop	1	Early Bird Full Confe...
(113) Cashman Images	9/10/2014	Jeff	Cashman	Cashman Images	1	Early Bird Full Confe...
(113) Cashman Images	9/10/2014	Jeff	Cashman	Cashman Images	1	Spouse Registration...
(422) Mike's Crab Shack	9/10/2014	Michael	Trombley	Mike's Crab Shack	1	Early Bird Full Confe...
(422) Mike's Crab Shack	9/10/2014	Michael	Trombley	Mike's Crab Shack	1	Spouse Registration...
(361) Lauren's Book Store	9/10/2014	Lauren	Bashaw	Lauren's Book Store	1	Early Bird Full Confe...
(1708) Shaffer's Market	9/10/2014	Jacque	Shaffer	Shaffer's Market	1	Early Bird Full Confe...

Event Reporting

✂️ Event Attendance Report is perfect to bring with you for check in!

✂️ Sponsorship History & Single Event Details

✂️ Single Event Revenue Details

Quick Actions ⏪

31 Events

event quick search 

[Create a new event](#)

[Open/Edit an existing event](#)

[Add an event registration](#)

[View an event attendance report](#) 

[Print name badges for event attendees](#)

Questions?



Additional Information

 www.weblinkuniversity.com

 www.weblinksupport.com