

Event Wizard® Features

These are the tools that will help you create that perfect registration form. (plus lots more)

REGISTRATION FORM DESIGN & PROMOTION



Custom Theme Designer

Event Wizard® comes loaded with a library of themes to choose from for your event. Themes can be applied to multiple events, and when updates are made you only need to do it once from the theme builder, saving valuable time. Create a 100% customized theme to match your website or corporate brand standards.



Customize your Registration Form Fields

Your event is unique so your registration form fields should be too. Collect only the data you need, nothing more, nothing less.



Social Promotion Tools

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 or contact certain segments only
- ✓ Create a custom registration widget using our button factory



Group Registration

Event Wizard® offers the industry's most powerful group registration. Easily register attendees as groups and manage payments without adding endless fields on your registration form.

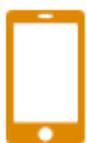
- ✓ Carry over group data from one group member to the next, saving valuable time and keeping your registration form free of clutter
- ✓ Pay for an entire group at once or individual members
- ✓ Communicate with your group as a whole or just individuals within a group
- ✓ Create group rules to allow for discounted thresholds based on the group size



Multi-Language & Currency Support

Event Wizard® is ready for your international event with our multi-language and currency support.

- ✓ 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*!



Mobile-Friendly Registration Forms

We have designed Event Wizard® to display your registration form correctly and legibly regardless of which device your registrants are using. The best part? As long as you keep things simple, it's already done for you!

Event Wizard® Features

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EVENT WIZARD® MOBILE APPS



Event Wizard® Ticket Scanner App

Use the Event Wizard® Ticket Scanner App to scan QR codes or barcodes when your attendees arrive at your event, making your onsite check-in and tracking a breeze.

The ticket scanner app will scan the code on a screen or paper print out then automatically update your attendance report in your event. It can also be used to scan individual fee-based QR codes without the need of a secondary app. This app can be used for multiple events in your account, and multiple devices can be scanning at the same time without data conflict.

- ✓ Available for all Apple iOS devices and Android
- ✓ Quick and easy way to check-in your attendees at conferences, ticketed events or anywhere you need to track attendance
- ✓ Updates your attendance reports in real-time
- ✓ Use multiple devices simultaneously without data conflict
- ✓ It's FREE!



Event Wizard® Mobile

The Event Wizard® Mobile App lets you quickly and easily access your Event Wizard® event and account information.

With the Event Wizard® Mobile App you can:

- ✓ View, open and close your events
- ✓ Search & view registrant details
- ✓ Check-in your attendees
- ✓ Resend registrant confirmation emails
- ✓ Record registrant payments
- ✓ View past invoices
- ✓ Submit & manage support tickets

Event Wizard® is event registration software simplified. Event Wizard® Mobile takes it one step further providing you with the essential reporting and tools you need to run a successful event from your mobile device.

NOTE: You must have an Event Wizard® account in order to use the Event Wizard® Mobile App

ATTENDEE MANAGEMENT & REPORTING



Attendee Reports

All Event Wizard® accounts come with a powerful suite of reports to accurately track your registration information. Reports are easily accessed from any computer with an internet connection or from the Event Wizard® Mobile App.

- ✓ 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
- ✓ 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.



Custom Report Builder

Create any custom report you would like based on the data you have collected and nerd out all day long using our filters and sorting options.



Recover Your Per Registration Fee

Use the Service Fee field type when creating your form to help recover the cost of using Event Wizard. When added, the service fee field will display on your registration form as a required fee that cannot be unchecked or removed. The fee will be processed as any other fee would on your form and just like that, you've recovered your per registration fee that we charge you when using Event Wizard®.



Secure Payment Processing

Event Wizard® meets all PCI compliancy requirements to ensure your registrant's credit cards are secure during payment processing. Our SSL-certificate is with Geotrust. We use 128-bit encryption to send all data across the internet. Event Wizard® operates in an entirely secure environment so all data is transmitted securely.

HELP & SUPPORT



Free Technical 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
- ✓ Our Help Centre is updated regularly with articles and videos
- ✓ 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!



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.

We post all updates on Event Wizard® so you know when new features are added and any bugs are fixed. View our software updates to date.

Visit <http://www.event-wizard.com/support/>



Professional Registration Form Build Services

While Event Wizard® is easy to learn and use, we know you don't always have the time to build your own registration form. If this sounds like you, we offer professional registration form build services so you can focus on running your event, not creating your registration form.

Curious what your form could look like? Have a look at our customers page (<http://www.event-wizard.com/customers>) for ideas.

There are a few options to help you get started:

- ✓ Fill out the form at <https://event-wizard.com/custombuildchecklist/0/register/> and we will contact you shortly after receiving it
- ✓ Send a copy of your registration form to info@event-wizard.com
- ✓ Call us at 1.877.778.7873
- ✓ Fill out our contact us form at <http://www.event-wizard.com/about-us/contact-us>

Typically once we receive all of the information for your form we can have it turned around in 1-2 days.

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ATTENDEE PRIVACY



Account Security

Your Event Wizard® account is accessed only by your unique login and password. In addition, you can set up individual user logins for your event reports with different levels of security enabled.

DotCom Your Event®'s Registration Systems surpass industry standards on data security, data integrity and personal privacy. This includes our guarantee to provide you with the following:

- ✓ All of our systems are password-protected to ensure controlled access to your data. You control the distribution of your passwords to staff and clients.
- ✓ Each of our systems utilizes industry-standard secure server technology: GEOTrust Digital Web Certificates, GeoIP tracking, Secure Sockets Layer (SSL), 128-bit encryption, and fraud detection software to protect all data transmitted across the Web.
- ✓ We guarantee that we will not distribute your data to anyone other than you and those chosen by you as a DotCom Your Event® customer.
- ✓ The data collected from your event attendees is stored on our secure Web servers. All data collected using our software is 100% owned and managed by you.
- ✓ Our ecommerce solutions are 100% PCI Compliant. Our servers are scanned for intrusion vulnerabilities on a quarterly basis. Our systems and application software is kept up-to-date with all of the required security patches.



No Marketing Lists

When your attendees sign-up for an event on Event Wizard® they **are never** unknowingly added to email marketing lists. Unfortunately, this has become a habit in the registration and ticketing industry, and is not something we will ever take part in.



Server Location

DotCom Your Event® designs, develops and deploys mission critical Software Solutions through our own Dedicated Web and Database Servers. Our servers are located at a computer housing facility hosted by Rogers Data Centres (formerly Black Iron Data www.blackirondata.com), based in Toronto, Ontario, Canada. Rogers Data Centre guarantees 100% uptime for Internet connectivity and power as well as the most advanced physical security in the business and is fully PCI compliant.

We have gone to great lengths to ensure that our servers and your data are available 100% of the time. Our front-end web server is secured behind industry leading Network Intrusion Software. The web server itself is a Raid 1 configuration with hot-swappable drives and hot backup network cards running 32-bit Windows operating system. Behind the web server is our database server. It is configured with a Raid 5 configuration with hot-swappable drives and hot backup network cards to provide the utmost redundancy possible. It runs a 64-bit version of the Windows operating system with 16 GB of memory to provide the fastest response times. Only our web server can communicate with our database server so your data is double-protected from unauthorized access.