



# i-Attend

## **PROCESS ONLINE EVENT REGISTRATIONS**

i-Attend allows the general public, specific groups, and employees to register for events online. It makes it easy for you to publish and promote events, customize the registration page, collect credit card payments, track registration details, and update the attendees with emails and newsletters. i-Attend will keep you organized and ensure your event is a success.

## **ONE TIME LICENSE FEE**

Once you acquire i-Attend, you can process unlimited number of online event registrations without extra costs. There are no license fees per event and no license fees per registration.

## **INTEGRATED WITH ANDAR/360**

One of the most time-consuming necessities of any event is managing the attendee data. i-Attend will streamline this process. Upon registration, the attendee details will be automatically captured on the event account in Andar. This will save you the hassle of re-entering or electronically uploading the attendee data.

## **EASY SET UP**

i-Attend provides default web pages with the built-in event registration and payment processing features. If you have already set up any other Andar/360 e-Community component, you can simply link to the i-Attend web page from a web page or an email to start online registration. The default web pages can be customized easily with web notes.

## **MULTIPLE FEE STRUCTURES**

i-Attend will process various fees and discounts automatically. Multiple fees are allowed within events to accommodate different tables or seats, and discount coupons are also supported. You also have the option to have meetings or internal events without any fees.

## **ONLINE PAYMENT OPTIONS**

i-Attend provides a secure way to automatically process credit card payments. Registrants can also be allowed to pay later or pay as a corporate gift.

## **CREATE MISCELLANEOUS WEB ENVELOPES**

You can create multiple miscellaneous web envelopes to manage incoming fees. Doing so will enable payments associated with a specific Event Occurrence to be saved in the correct Web Envelope, and keep your finances organized.

## **BILLING SCHEDULES**

If you allow attendees to be billed later, you can add a Billing Schedule to the appropriate accounts and system preferences to keep track of outstanding payments.

## **COLLECT REGISTRATION PREFERENCE SURVEYS**

You can use an online survey to collect additional information about attendees, such as dietary preferences and allergies. This survey can be prompted at the moment of registration or via email. The survey results can be included as part of the reports in CSV and PDF format.

## **AUTOMATIC EMAILS**

Upon registration, the registrants can request automatic confirmation emails online. The list of attendees in Andar/360 can be saved into Mailing Lists for sending mass invitations, reminders, or newsletters.

## **INSTANT REGISTRATION REPORTS**

i-Attend provides real-time attendance reports and registration fee reports to track registration details. Custom data analysis can be done with Data Mining Operations.

## **PROMOTING UPCOMING EVENTS**

The online event calendar will give the web visitors a quick view of the upcoming events with links to the registration page.



**AndarSoftware.com**

**1-877-479-3780**