



Product Fact Sheet

Event Manager.

Event Manager.

Manage your events and interviews online.

We've built our Event Manager product to be flexible and customizable. It can help you manage your on- and off-campus events and interviews more efficiently and effectively. This powerful tool also makes it easy to set guest limits, pre-register students, set up recurring events, create student itineraries, and more.

Highlights.

- **Brand:** Apply your branding to your event landing pages, calendars, registration forms, confirmation screens, confirmation email, and post-event surveys.
- **Registration Forms:** Create as many customized registration forms and post-event surveys as you wish.
- **Fields & Labels:** Choose your fields and field labels.
- **Pre-populated Fields:** Save your students time by pre-populating the information you already know.
- **Required Fields:** Determine which fields students will be required to complete.
- **Hidden Fields:** Include hidden fields for internal use only.
- **Conditional Logic:** Use conditional logic to streamline questions and personalize the student experience.
- **Confirmation Page:** Use conditional logic to personalize the thank you landing page a student sees after registering for an event.
- **Confirmation Messages:** Use conditional logic to personalize the email confirmation message a student receives after registering for an event. The message can also be re-sent if the student loses his/her copy.
- **Editing Tools:** Update your registration form at your convenience using our self-serve editing tools.
- **Copy Forms:** Copy an existing registration form, and customize it for a new event.
- **Display Options:** Display your events and interview slots on a calendar or place them in a list.
- **Date Exclusions:** Set up recurring events or interviews, and exclude certain dates.
- **Guest Limits:** Define the maximum number of guests that can attend an event.

- **Registration Deadlines:** Set a registration deadline date for an event or interview.
- **Event Removal:** Automatically remove an event from your website when the event reaches capacity or the deadline has passed.
- **Payment Processing:** Use our payment processing service to accept major credit cards, e-checks, or PayPal, or link to your school's payment processing web page.
- **Real-time Data:** Access student form data in real time through your web interface.
- **Update Submitted Forms:** Update a student's registration form after it has been submitted online.
- **Search:** Search your registration data using any field or combination of fields and/or conditions.
- **Saved Searches:** Save your customized search criteria for repeated use.
- **Print PDFs:** Print your completed registration forms one-by-one or in batches, in a custom PDF format.
- **Custom Templates:** Create custom print templates for rosters, itineraries, and agendas.
- **Custom Print:** Print custom PDFs of your registration data one-by-one or in batches.
- **Reports:** Customize and save your reports.
- **Export Codes:** Export your registration data with your internal database codes so that the data can be easily imported into your CRM or other database.
- **Custom Export:** Export your data in a custom .csv, fixed-width, or .dbf file format.
- **Automated Exports:** Schedule automated exports to a secure location at the time of your choosing.
- **File Encryption:** Encrypt your export file to increase the security of student data.

Annual Subscription Fee		
Term	Price*	Start-up*
1 year	\$5,000	Implementation: 4 - 8 weeks Training: 2 - 4 hours

*Average

Ready to learn more?

LET'S TALK

info@fire-engine-red.com