



Overview

Organizing an event has myriad aspects to be looked into and can be a daunting process whether you are an Organizer of the event, or an Event Management firm and they not only have to ensure that the Organizers goals are met and the smooth planning and execution of all aspects of the event, but also that the participants have a pleasant and satisfying experience. The success of an event requires a systematic set of well-planned and coordinated processes that provide better services resulting in complete satisfaction of the organizers, clients and participants.

One of the key aspects of an event is the Registration process, and Rays presents "rEvent" that enables an organization in configuring the registration process specific to an event, register participants either online or onsite, and then track the usage of services in an event.

rEvent assists by first providing the Event configuration module. Using this module an Event Manager can configure an event by defining the Event location, start and end date, registration types and their fees, inclusion of Associates, Services offered for an event and any preferences for each service, early registration discounts, and much more.

Once an event is configured, rEvent has both an online registration module for pre-registering participants before the event and an onsite registration module for on-the-spot registration at the site of the event. Both registration modules capture all relevant information about participants and Preferences, any special service if required, discounts and payment information. Also during registration, rEvent can print badges with photographs, assign gate passes and Check-In the visitor. On exiting an event, the system will track the check-out of participants.

The system can track services utilized by the participant such as kit tracking, lunch and dinner tracking, conference tracking and much more. The system can also track all Associates related to a participant and the services utilized by the Associates.

The system provides a Reporting functionality, which produces important reports such as Participant Registration, Registration and Service Tracking reports. The system also provides additional key features for system user such as User account creation, User Access Management, Backup of System Data, Import and Export.

The Event Management System forms a basis for a powerful security platform by registering all participants and ensures that the event has a centralized and complete record of participants. It strengthens security, improves productivity, and the quality of services to the participants on an event.

Key Features

Event Configuration

- ⇒ Organize an Event Place, Time, Start & End Date
- ⇒ Custom Registration Types
- ⇒ Custom Services such as Kit allocation, Food, etc including Preferences
- ⇒ Services based on Registration Types
- ⇒ Badge Design by Event
- ⇒ Customized Fees and Discounts

Registration

- ⇒ Online, Onsite Registration
- ⇒ Capture Individual Preferences
- ⇒ Special Requests and Services
- ⇒ Discounts and Payment Processing
- ⇒ Badge Printing and Assignment

Participant Tracking

- ⇒ Track Registration
- ⇒ Track Event Attendance
- ⇒ Track Service Utilization

User Management

- ⇒ User creation and Access
- ⇒ System Admin Access
- ⇒ Event Specific User Access

Reports

- ⇒ Registration and Tracking
- ⇒ Event Dashboard

Additional Features

- ⇒ System Backup
- ⇒ Export to Excel, PDF
- ⇒ Import Data

System Requirements

- ◆ OS: MS Windows XP, Vista, Win 7
- ◆ Browser Compatibility : IE 6 and above, Mozilla Firefox, Google Chrome
- ◆ Web Cam, Barcode Scanner



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