

EVENT REGISTRATION SYSTEM - rEvent

CHALLENGE/SITUATION

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 that has outsourced the planning and execution of the event. Organizers vary from being an Association, Company or an Individual whose goals can vary from Revenue, Participants, “Footfall”, Marketing and Advertising, Outreach, Develop contacts and much more. On the other hand, an Event firms will 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.

APPROACH

To manage hassle free registration process, Rays created Online/Offline registration system. 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” 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.

SOLUTION

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.

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, and Service Tracking reports.

BENEFITS

- Web based data
- Easy Registration process (User Friendly Form)
- Flexible online payment gateways
- Auto generated receipt and sending of thanks letter/welcome letter
- Generating online barcode while registering (on receipt or confirmation letter)
- Elimination of waiting in queue for registration
- Personalized pricing based on registration types, early-bird dates, and discount codes
- Providing facilities like Hotel Booking / Hire a Car / Tourism Options/ Interpreter / Visa Letter
- Sending updates / reminder notification before event through SMS / Emails
- Eliminate time consuming manual work on site
- Customize entire site to match the look and feel of your event with custom colors, headers, footers and more