

Convio[®] Common Ground™ Event Management

The Event Management features built in Common Ground provide nonprofit organizations a feature-rich solution to track invitations and sponsorships, create and assign multiple attendee levels while recording all payments, event expenses, additional donations and donated supplies in one database.

Common Ground provides nonprofits with a full constituent relationship management (CRM) solution with features for Donor Management, Volunteer Management, Event Management and more all in one database built on the leading CRM platform, Force.com from salesforce.com®. The result is unprecedented flexibility for customizations, easy-to-use yet powerful reporting and graphical dashboards, integration with popular email services like Microsoft Outlook®and the choice to further extend the product through the AppExchange or custom-built solutions.

Pricing

Event Management is included with the purchase of Common Ground. There are no additional license fees.

Benefits

Sophisticated Solutions, Not Complicated Software

We've worked hard to make it easy. Common Ground's Event Management features provide just what you need to manage your gala or participation-type fundraising events. You'll be able to start using them immediately.

One Database, Many Uses

With Common Ground's rich features for managing your donations, events, volunteers and all types of constituent relationships, your organization now has a unified, centralized location to replace all of those disconnected software products and spreadsheets.

Configurable to Match Your Needs

Need to add custom fields, turn off features or modify the look and feel of the Event Management tools? Go ahead, you can make it your own and customize the product specific to your needs.

Key Features

- Detailed Event Information Track the date, time, location, capacity, and more for every event, whether a gala or participation event (e.g. Golf Tournament). And add custom fields to supplement.
- Status Summary Fields View at-aglance updates on Invitees, Accepts, Declines, Expenses etc.
- Multiple Attendee Levels Offer multiple ticket levels for purchase based on the benefits you choose to include. Sell a VIP ticket level with a pre-event gathering, include an annual membership for another level or include multiple attendees for a group

Event Levels		Save Levels			
Quantity	Level		Available	Included	Registered
1	<u>Champic</u>	ins Circle	7	4	4 of 4
0	<u>Diamono</u>	l Sponsors	3	10	
0	Gold Spo	insors	10	4	
0	<u>Standard</u>	Attendee	95	1	
		Save Levels	and Update	Attendees	

price. You control the levels and benefits.

Select one or more event levels for each attendee registration.

- Sponsorship Levels and Management Offer sponsors multiple support options with various benefits and track their associated signage, and all contacts in attendance.
- Monitor Payment Status See which registrations and sponsorships have been paid, which have
 outstanding payments and set necessary payment schedules and follow up notifications.
- Expense and In-Kind Gift Tracking Track all associated expenses, related vendors, and how much, if any, of their products/services were delivered as an in-kind gift.



- Integrated Mail Merge Produce merged invites, follow-ups, and thank you letters with built-in tools that use Microsoft®Word mail merge features.
- Event Check-In Manager Allow staff at the event to quickly and conveniently track who's actually attended and capture all associated guests.
- Rich Dashboards and Reporting Create rich dashboards and reports on every aspect of the event.
- Golf Teams Create teams and foursomes, assign start times, starting holes and golf carts, track overall scores and more.

Report Folder:	Event Reports				
Report:	Fall Gala Invitations 💙 View Report				
Document Template:	Event Invitation				
Merge Type:	Event Invitation Communications 💌				
Invitation Stage Update:	From: On invite list 💌 To: Invited 💌				
Log Activity:	☑ If checked, an activity will be logged for each contact record p				
Activity Subject:	Invited to Fall Gala 2009				
Activity Comment:	We invited this person to the Fall Gala				
Generate Merge	After selecting the report above, run the mail merge.				
Results:	176 Records found in the report. 176 Records with Contacts. 176 Records with event invitations to update.				
Log Activity	Log activities for the contacts (and perform other post-merg				

Create mail merge from pre-built report and log activity history all at once.

	ty Golf Tournament age Teams				Help for this Page		
ack to Cha	arity Golf Tournament						
Create 3 teams of 4 starting at 9:30 V with a cart Create Teams Clear Teams							Quickly create
Current E	vent Teams	Save					multiple golf
Actions	Name	Captain	Starting Hole	Tee Time	Cart Req		teams and assign
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<u>Edit Del</u>	Charity Golf Tournament T	<u>۹</u>	2	9:30			
<u>Edit Del</u>	Charity Golf Tournament T	S	3	9:30			
<u>Edit Del</u>	Charity Golf Tournament T	9] 4	9:30			
		Save				J	
ttendees		Save Attendees					
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Edit De	L						registration for each attendee
		Jackie Finn			Champions Circle		
<u>Edit De</u>	onitaj Abbolt	Cindy Abbott		Guest 💌	Champions Circle		
<u>Edit</u> <u>De</u>	Fred Flinstone			Guest 💌	Champions Circle		
		Save Attendees				J	
vent At	tendees		Save				
Attend		ma					
Attend		an Finn Invitation to Fall Ga	ala Dinner				
• 🗹		arran Finn					
				Check in registrations upon event arrival and modify guest names on			
• 🗹		lackie Finn					
- 🗹		Cindy Abbott Fred Flinstone		the fly			
- 🔽							

Additional Product Images

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