

# 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-a-glance updates on Invitees, Accepts, Declines, Expenses etc.

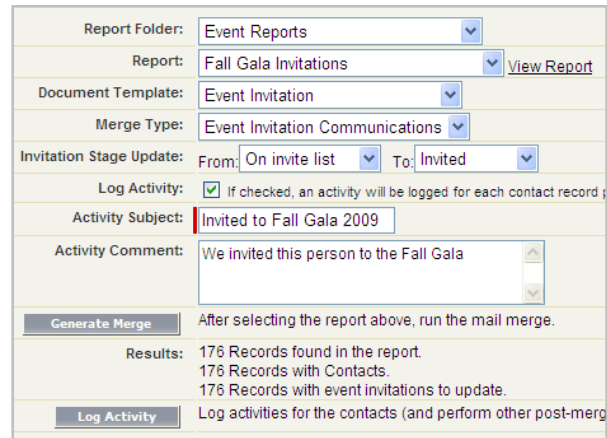
- **Multiple Attendee Levels** – Offer multiple ticket levels for purchase based on the benefits you choose to include. Sell a VIP ticket level with a pre-event gathering, include an annual membership for another level or include multiple attendees for a group price. You control the levels and benefits.

Event Levels		Save Levels and Update Attendees		
Quantity	Level	Available	Included	Registered
<input type="text" value="1"/>	<a href="#">Champions Circle</a>	7	4	4 of 4
<input type="text" value="0"/>	<a href="#">Diamond Sponsors</a>	3	10	
<input type="text" value="0"/>	<a href="#">Gold Sponsors</a>	10	4	
<input type="text" value="0"/>	<a href="#">Standard Attendee</a>	95	1	

Select one or more event levels for each attendee registration.

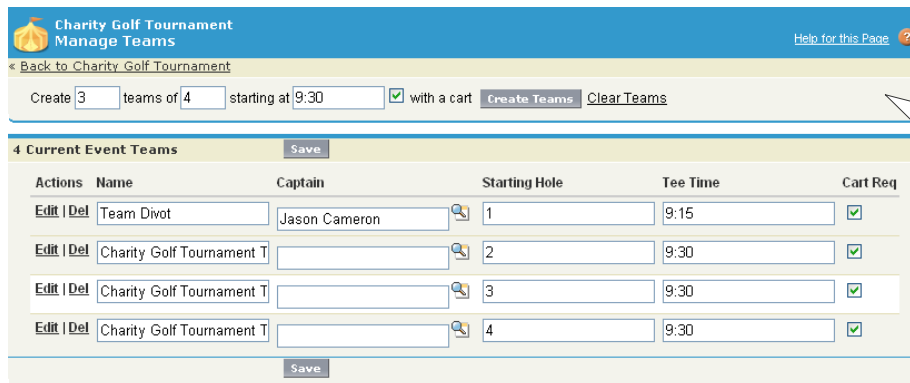
- **Sponsorship Levels and Management** – Offer sponsors multiple support options with various benefits and track their associated signage, and all contacts in attendance.
- **Monitor Payment Status** – See which registrations and sponsorships have been paid, which have outstanding payments and set necessary 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.

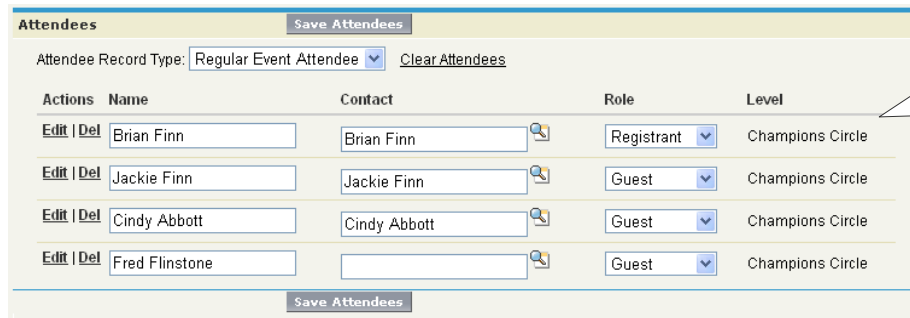


Create mail merge from pre-built report and log activity history all at once.

## Additional Product Images



Quickly create multiple golf teams and assign team captains



Select appropriate roles and levels during registration for each attendee



Check in registrations upon event arrival and modify guest names on the fly