

Convio Events

Convio Events enables you to create a variety of events that display as links on a website calendar. You can configure recurring events, simple announcements that contain the date, time, and location of the event for everyone to attend, or events that require attendees to respond to online RSVPs, purchase tickets, or complete an online registration form.

Flexible Event Creation

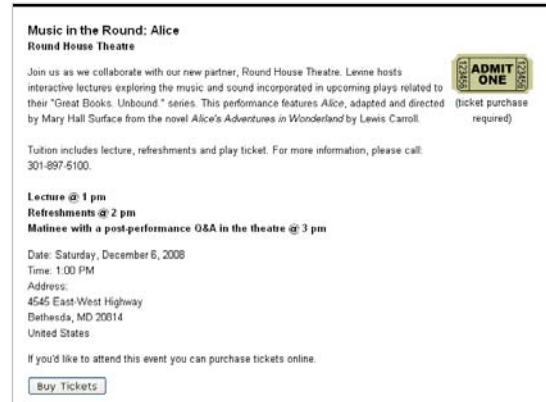
Event Types. Not all events are the same, and Convio Events offers a wealth of types to fit every situation.

- Standard Timed Events
- Recurring Events
- Multi-Day Events
- Multi-Part Events

Attendance Options. Convio Events also offers a variety of attendance options, including open events, optional or required registration/RSVP, and ticket purchase.

Ticket Types. Administrators can create an unlimited number of ticket classes, each with its own name, description, price, tax-deductible amount, capacity and order limit, and even a unique image. The organization can also define the offering text, confirmation text and sold-out text, and set up access to the event to be restricted by special promotion codes.

Event Attributes. Each event can have multiple attributes associated with it, such as a specific street address, type of activity taking place at the event, constituent segment most likely to participate, specific accounting codes, interest categories and group assignments.



Constituent view of ticketed event

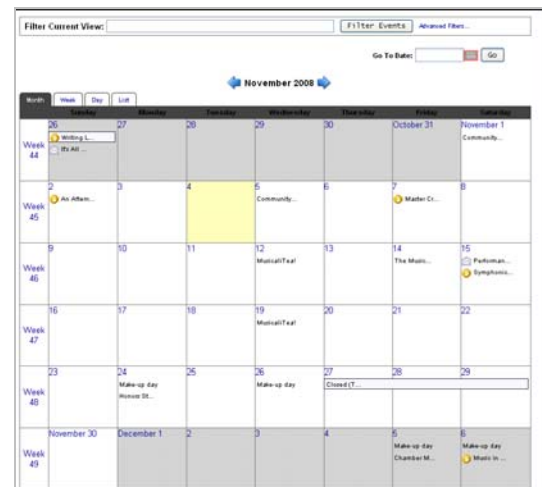
Extensive Calendar Display

Unlimited Calendars. Each organization can have unlimited calendars on their website, with the ability to embed the calendar on any page of the site.

Configurable Calendars. Administrators can configure each calendar to display events with certain attributes, so that they relate to the content surrounding the calendar. Administrators can also choose additional filters that are available to constituents viewing the calendar.

Constituent Facing Calendar Filters. Each calendar can be dynamically filtered by the constituent to list the events they are most interested in attending.

Accessible Calendars. The calendar meets Web Accessibility Initiative (W3C WAI) standards and can be displayed in multiple formats.



Constituent view of event calendar

Event Name	<input type="text"/>
City	<input type="text"/>
State	All <input type="button" value="v"/>
ZIP Code	<input type="text"/> Radius None <input type="button" value="v"/>
Interest	All <input type="button" value="v"/>
Event Category	All <input type="button" value="v"/>
Event Affiliate Tag	All <input type="button" value="v"/>

[Back to Keyword Filter...](#)

Constituent facing filters

Go To Date:

Administrative Ease of Use

Offline Registration. Easy-to-use offline registration processing lets your staff enter registrations received by phone or mail into the same system that captures online registrations, without extra data uploads. Offline registrations can utilize the same attendance and ticketing options, and for those offline registrants who provide an email address, they can receive the same follow-up communications received by online registrants.

Robust Reporting. Administrators can monitor ticket sales and download reports for planning details such as seating charts or nametags. You can view a history of all online RSVPs and ticket purchases on individual constituent records.

Positive Constituent Experience

Automatic Event Reminders. Constituents can select to receive automatic reminders of the events they wish to attend.

Attendance Control. Constituents can change their attendance details at any time, revising the number of guests they wish to bring or they can cancel their attendance. Administrators can edit answers to any additional questions asked, change the number of guests coming, and refund the full transaction or individual tickets.

Immediate Confirmation and Receipts. Attendees receive an online receipt immediately upon completing their transaction, followed by an email confirmation. Funds are deposited directly to your merchant account, and the buyer's credit card receipt will show your organization's name.

The Convio Difference

Designed to meet the unique needs of nonprofit organizations, Convio's integrated software suite includes products for fundraising, advocacy, events, ecommerce, online community, Web content management and email communications.

All products include Constituent360™, a sophisticated online database that centralizes constituent data and integrates with offline databases. It shares data about all online interactions, ensuring you have a complete view of each constituent, which is critical to effective online programs.



Austin | Berkeley | Washington, DC
 888-528-9501 | 512-652-2600 | info@convio.com | www.convio.com

Convio, the Convio logo, TeamRaiser and Constituent360 are trademarks, registered trademarks or service marks of Convio, Inc. All other names are trademarks, registered trademarks or service marks of their respective owners.