

REGISTRATION MANAGEMENT

Create a great first impression with a simple, flexible and hassle-free registration experience.

Increase attendance and decrease cost with our easy-to-use online event registration software and hands-on registration management services. Corporate Travel & Conventions used Reg- On- Line and their variety of registration options and pre-conference services. Chris Morse and Betty Powers and their experienced staff is available for on-site registration coordination and processing, training and managing volunteers, coordinating registration materials and equipment, overseeing badge printing and check in, gift bags, registration materials, and just about any task necessary.

Registration Program

- Allow attendees to register online, by fax, by mail, or even at the event
- Allow attendees sign up for different “tracks” or themed sessions
- Personalize registration with custom fields like “Region” or “t-shirt size”
- Register groups at one time to streamline the registration process
- Avoid data entry mistakes by allowing attendees to directly enter their own information into the system
- Automatically check for duplicate registrations

Pre Event Services

- Assure compliance with organizational policies
- Draft a customized and comprehensive registration form
- Accept registrations by fax, postal mail and on-line
- Accept payment by check, credit and debit cards and on line registration payments
- Send an electronic acknowledgement of registration and payment
- Monitor accounts for fraudulent activity
- Provide real time registration and revenue reports
- Refund registration fees according to a pre-agreed policy

On-Site Event Services

- Prepare name badges and tickets
- Prepare a master roster for reference at on-site registration check-in
- Provide onsite registration forms, extra name badge and ticket stock
- Orient and train registration volunteers
- Make one attempt to collect unpaid registration fees
- Distribute revenues according to an agreed upon schedule
- Produce and distribute personal agendas, confirmations, and invoices
- Ensure the guest arrival process runs smoothly