



Manage Your Event Anywhere, Anytime!

Mobile Platform



RegOnline's mobile platform

Now you can manage your event anytime and anywhere with RegOnline's new mobile platform!

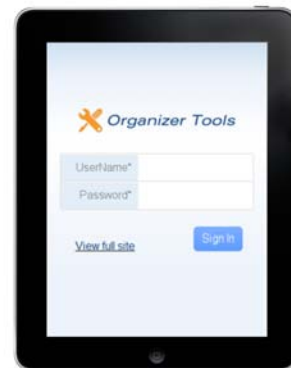
Use your iPad or other mobile devices to access the full power of RegOnline's event management software, including:

- View upcoming event listings
- Get up to date stats on registrations, checked in attendees, and cancellations
- Check in attendees quickly and easily directly from your mobile device (iPhone, iPad or Droid)
- Manage event schedules, session attendee lists and full event attendee lists
- Access individual attendee records and schedules

LET'S GET STARTED

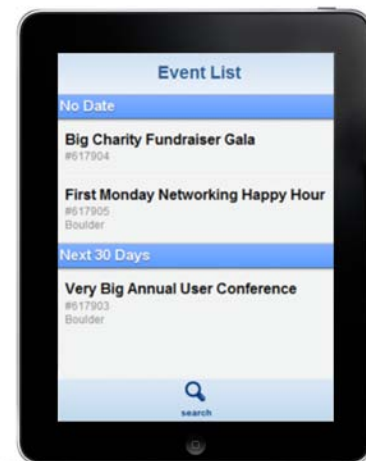
Login to Your Free RegOnline Mobile Account

To start using your mobile device to manage your events, access www.regonline.com/m, and sign in by entering your RegOnline Username and Password.



View Your Upcoming Listings

Once you're logged in, your screen will show all your upcoming Event Listings, from those with no assigned date followed by ones with a corresponding date. Tap any event to access event details, attendee information and a schedule.



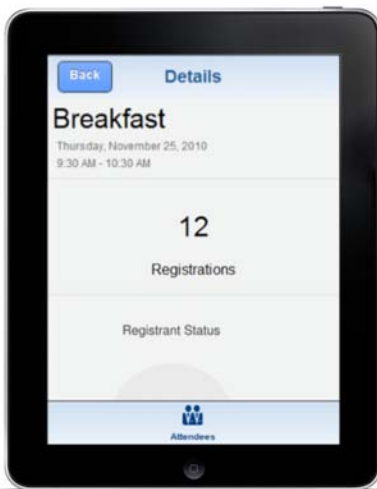
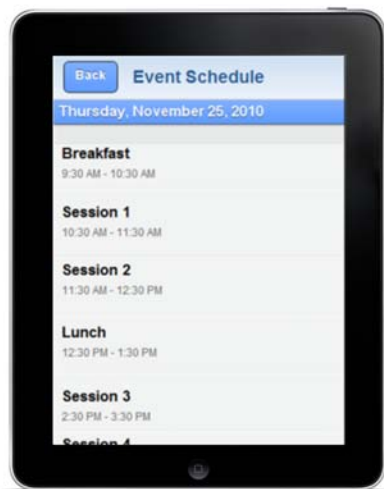
Manage Event Schedules, Attendee Lists & Attendee Check In

When you click an event, you will see a dashboard highlighting your most important event statistics. These include the amount of registrations, revenues, breakdown on attendee attendance and more.

Once you have clicked into an event, click the "schedule" button to view the full schedule for the event.

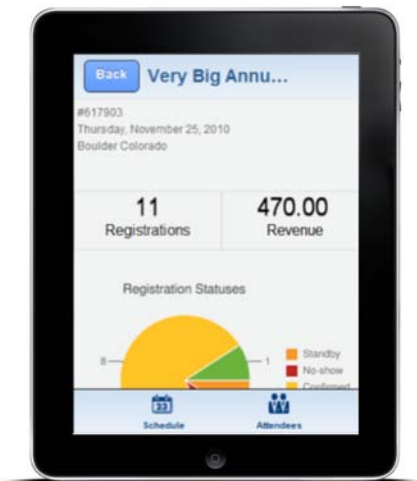


To gain more information about a particular session, click on the session from the event schedule. This will provide a breakdown on the specifics of the session including the number of registrations and attendees (attendee breakdown is accessible from the "Attendees" tab at the bottom).



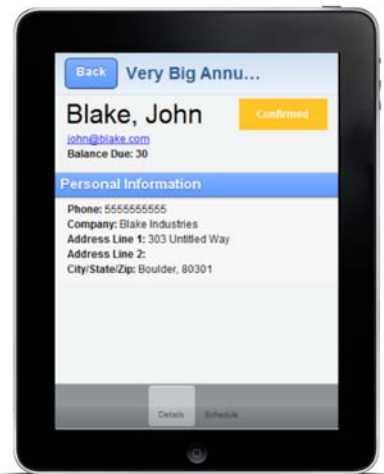
Check In Attendees

From the main event screen, you can check in your attendees. Click on the "Attendees" button to access a list of registrants. Next to the name of each registrant is a checkbox on the right. Simply click the checkbox, and it will gray out signaling the attendee has been successfully checked in.



Access Individual Attendees, Records and Schedules

To learn more about an individual attendee, tap their name from your mobile device. It will pull up the attendee contact information under the "details" button. Clicking on "schedule" shows the schedule for which the attendee is currently registered.



Still have questions?

Use RegOnline, and your new iPad, Tablet, iPhone, or Droid to run a successful event from any location at any time. For any questions, please contact your Account Manager directly or by phoning (303) 577-5151. You can also reach our Support organization by phoning (888) 351 9948, option 2.