



Next Generation of Event Websites

ALL-STAR CHECKLIST

Simple steps to your spectacular event site

PUBLISH YOUR SITE

- Play around with the header section until you are happy –we have dozens of high resolution images for you to choose from
- Add your event’s date and venue to the header – it’s the first thing potential participants look for
- Pick one of the color templates we offer, or choose your own.
- Add an event description. It's best to include some background on past events, what attendees can expect when they are there, and who else will be joining.
- Add your event hashtag! Bring your site to life, connect it to your event's online pulse and make it visible to all your visitors.
- Display all the social profiles your event or your organization have
- Add your contact information. Make yourself accessible to potential visitors
- Create informative pages detailing the venue, hotels, or last year's pictures and videos.

OPEN YOUR ONLINE REGISTRATION

- Pick your event’s privacy settings – invite only event, application events, and public events are only a few of the features you now have at your fingertips
- Setup your payment service. Offline payments or online ones, the money will be sent directly to you – no middle man and no time spent waiting for funds!
- Create a registration form – keep it short and sweet but with all of the information you want to collect from your attendees.

BRING IT TO LIFE

- Invite speakers and sponsors to your site. They'll easily connect their social profiles and great content will be constantly pulled from their worlds into your site. This will tell your visitors a lot about your event and will encourage registration, even if you only have two or three so far.
- Setup your interactive program. Even if it’s only tentative and you don’t have speakers to add to the sessions, yet, it will give your visitors valuable.
- Decide when to open your networking features. Everyone will be able to search, connect and contact others according to advanced segmentations.