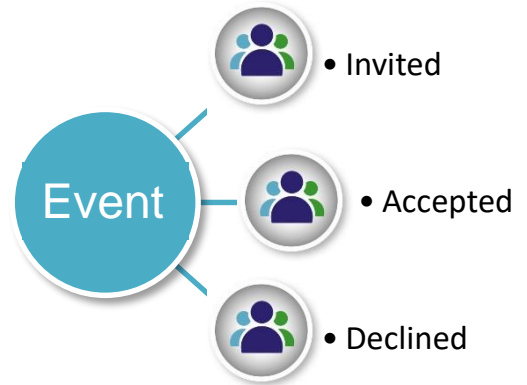


Event management

The **DevMan** events module seamlessly integrates Event Management with the contacts in your database and facilitates all event planning activities from selecting your guest list through sending invitations, and tracking the attendance and participation of invitees.



Add an event

From the main menu select:

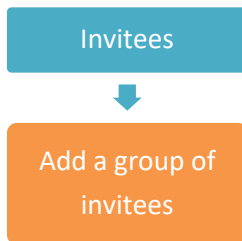


Date:	Date of the event
Name:	Title of the event
Comments:	Free format field
Type:	Event type
Managed by:	Event manager

Complete all details and Save and stay on page.

Add invitees

To add a group of invitees select:



Then select either:

Using search page



Using the reporter

Add your search criteria, Search and view results. Then select:

Add to event

This will take you to the bulk update page. On the bulk update page select:

Begin process

This will bulk add all the names to the event. Wait for the process to complete before continuing to work on the event. Use the back button to navigate back to the event profile.

Online RSVP and questionnaires

Invitations can be sent directly from the event profile on DevMan. The integrated RSVP function lets you add a dynamic link on the event invitation for the invitee to respond online, accepting or declining. Their response is fed directly into the event in DevMan updating their individual status and giving the event manager a real-time summary of the status of the event. It is also possible to manually update the invitee status as described below.

The questionnaire feature also contains a list of pre-defined questions you may wish to ask an attendee, such as 'are you bringing a partner' or dietary requirements. You can even create your own questions.

To use these features please contact the support desk for assistance.

Manually RSVP invitees

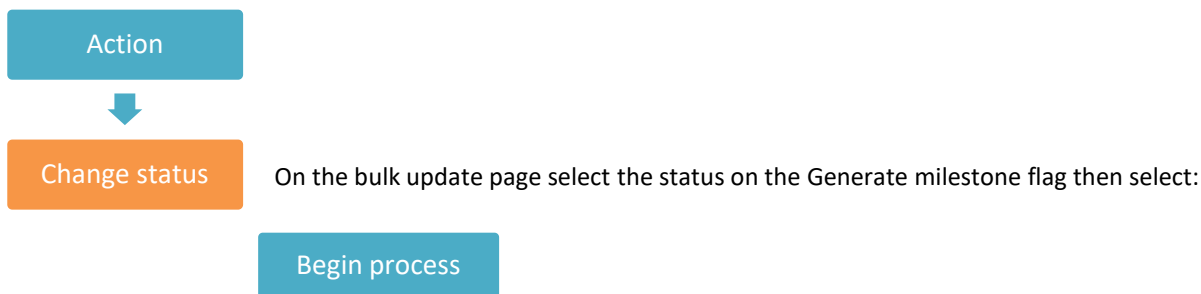
The event page displays a summary of the status of all invitees.

Overall statistics	Target list	32	The total number of people targeted Total of invitees still at Invited status Total of invitees who have declined Total of invitees who have accepted Total of invitees who accepted & attended
Current invitee status	Invited	2	
	Declined	16	
	Accepted	1	
	Attended	13	

The status of invitee/s can be updated by clicking through on the invitee summary grid. For example:

- Click through on 'Target list' to view all on this status.

Using the check box on the grid, select the names of the invitees whose status you want to update, then select:



This will bulk update the status of the invitees as per your selection. Wait for the process to complete before continuing to work on the event.