

# Manage your events easily!

A simple way to place your events online. The event page is ready in few minutes with extensive possibilities in terms of information, registration and payment.

## Invitatio Tour

Invitatio consists of two parts - the event registration page for a participant and the administration for the event manager. It all starts with creating the event.



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### Creating the event

First log in to your administration page and go to "Create Event".

### Form

First enter the most important details. Event date, its title, logos, background, possible CSS styling (we can help with this).

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### E-mails

From what e-mail should the attendees, participants, payers and visitors receive the event page link? Set it up easily.



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### Agenda

Fill the schedule for 1 or more event days, use icons to indicate the activity.

### Register form

Create event registration form with all the required (and not) questions. Use the free variety of advanced options to create the proper form for each event!



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### Location & Contact

Fill the contact information and set the location which will be shown on a map on the event front page.



### Your own additions

Easily add your own page sections, youtube videos, media files, etc...!

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### Reminders



Use the reminder e-mail option to stay in touch or get in touch with someone who is running late with registrations or payments.



### Send the invitations

Invite everyone from your list in one click! You can follow who clicks on it and get the automatic update on the new registrants.

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### Registrations

You can easily follow the registrations. Participants can easily register via the event site (also via the app).

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### Updates



Everyone gets 24/7 update notifications. Also via the App.



### Communication

The event is coming soon. Connect to your participants and let them talk to you via the App.

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### Connect

The event participants can upload event photos and easily find each other via the LinkedIn link in the Invitatio App.

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### Live

The registration is closed and the event is a past now? Participants can still see the event information and shared media via the App in their visited events.



### Thank everyone!



Thank your participants for the attendance via "Thank you" e-mail. Easy settings, automated names input - thank the whole list in one click!

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### Copy - Paste

Events have a lot in common? Easily copy the previous event and create a coming event of this! Edit, add and save!



### Back-ups

With the automatic backups of all your changes, you can easily restore your work yourself!



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### Special

Need something special, super-creative and extra-customized? We will be happy to help you create the truly unique event website!



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### Support

We are daily available and react fast to support you with any Invitatio event management issues



### Start today!

Tru Free Demo and check your new event page within minutes!



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