

## Comprehensive Registration and Payment Capabilities for Events of Any Size

Acteva Plus is capable of handling both basic and advanced event registration requirements and incorporates powerful marketing tools, offline registration options, and multiple forms of payment. As a secure, on-demand solution, Acteva Plus alleviates the burden of managing and organizing attendee data and payments for events of any size.

Acteva Plus delivers enhanced registration and promotion capabilities that increase attendance and maximize revenue. It's ideally suited for event organizers who want advanced capabilities such as Promo Code marketing, Google Publishing, branded registration pages, Post-Event Surveys, and more!

You'll be able to accept online registrations through Visa, MasterCard, American Express, Discover, checks and purchase orders - while also processing inbound phone, fax and mail-in registrations. Best of all, you can take comfort in knowing that Acteva Customer Support is only a phone call or email away for any attendee that might need help registering for your event.

Acteva Plus simplifies the process of capturing your attendee registration data, questionnaire responses and payment methods into one centralized database. You'll have access to your event data anytime, anywhere—to better organize your event.

As the organizer, you can create branded, professional-quality registration pages in just minutes. Instantly add, edit and publish content right from your web browser. Acteva Plus makes it easy to produce customized registration pages that include your own logo and graphics, as well as custom fonts and colors. The end result is high-quality registration pages that closely mirror the look and feel of your own website.

We're always here to help. You can start by requesting a free, interactive training session—a step-by-step walk-through showcasing all the features and capabilities of Acteva Plus. Once signed up with Acteva Plus, you'll gain unlimited access to telephone and email support. Acteva Customer Support is available to help you with any questions about setting up your registration pages, or to help you with payment management issues such as handling refunds, chargebacks and fraud resolution.

## Acteva Plus includes robust capabilities

### Multiple registration, payment and support options:

- Offline registration options such as phone, fax and mail-in
- Credit card payment capabilities for Visa, MasterCard, American Express & Discover
- Deferred payment methods (register now and pay later) via check or purchase order
- Versioned registration pages — for members, students, speakers or other attendee types
- Unlimited phone and email support for you and your attendees

### Powerful sales and marketing tools:

- Customized registration pages that closely match your website's look and feel
- Printed Ticketing Option for the printing and delivery of professional-looking tickets as well as Print-at-Home Tickets
- Promo Codes for discounting and incentive-based marketing
- Bar Coded Receipts formatted to support your bar code reader
- Wait-listing to maximize capacity utilization and increase revenue
- Post-Event Surveys to gather attendee feedback to improve future events and relationships

### Acteva Plus Capabilities:

- Create Custom Registration Pages
- Send Invitations, Reminders & Confirmations
- Sell & Deliver Printed Tickets
- Promote Events via Google Publishing & EventMail
- Register Attendees via Web, Phone, Fax & Mail-in
- Accept Credit Cards, Checks & Purchase Order Payments
- Gather Feedback with Post-Event Surveys
- Access Acteva Professional Services for Unique Requirements

### Call Today:

Please contact Acteva Sales at **(877) 933-4730** or visit **www.Acteva.com**. We'll help ensure your next event is a smashing success.



## More Acteva Plus capabilities

### Enhanced event planning and management:

- Standard & Custom Reports to track sales, registration activity, attendee information, questionnaire responses and order status
- Option to bypass Acteva Payment Management Services and use your own Internet Merchant Account
- Volume discounts on registration processing, event activation and other fees
- Access to Acteva Professional Services to meet unique requirements

Acteva Plus Features	
Host Secure Event Registration Pages on Acteva Servers	✓
Create Customized Event Registration Pages	✓
Provide Alternate Registration Options - Phone, Fax & Mail-in Registration	Optional
Accept Multiple Payment Options - Pay by Check & Purchase Order	Optional
Run Standard & Custom Reports	✓
Enable Bar Coded Receipts	✓
Sell & Deliver Printed Tickets as well as Print-at-Home Tickets	Optional
Sell Table Sponsorships & Manage Seating with Acteva Assignment Center	Optional
Access Acteva Customer Support	Phone & Email
Send Email Invitations, Reminders & Confirmations using EventMail	✓
Define Discounting & Incentive-based Promo Codes	✓
Publish Events on Google	✓
Send & Track Post-Event Surveys	✓
Offer Event & Session-level Waitlisting	✓
Design Versioned Registration Pages Based on Attendee Types	✓
Sell & Track Memberships, Validate Preferred Pricing & Include Member Directory	Optional
Acteva Plus Payment Management Services	
Accept the Following Credit Cards for Payment	Visa, MasterCard, Discover and Amex
Distribute Event Revenue Checks to Organizers	Semi-Monthly or Post Event
Process Refunds, Handle Chargeback Requests & Manage Fraud Resolution	✓
Accept & Reconcile Check Payments & Reconcile P.O. Payments	Optional
Use Your Own Internet Merchant Account	Optional
Acteva Plus Pricing	
No Account Set up or Monthly Subscription Fees	✓
No Credit Application or Internet Merchant Account Required	✓
Event Activation Fees (volume discounts for multiple events - call us if you hold lots of events)	\$100 Maximum
Registration Processing Fees for Paid Events Starting at	\$1.49
Registration Processing Fees for No-Charge Events (Flat Fee per completed registration)	\$1.99

## How much does it cost to use Acteva Plus?

Acteva Plus is a pay-as-you-go service with no long-term contracts

Acteva Plus charges a maximum Event Activation Fee of \$100 per event and Registration Processing Fees of \$1.49 to \$5.99 per ticket sold. Event Activation and Registration Processing Fees can be heavily discounted by purchasing Event Packs and Registration Processing Fee Packs. These discount packs may be purchased at anytime and are available exclusively to Acteva Plus customers.

In addition, many Acteva customers utilize Acteva's Payment Management Service for 3.75% per transaction. You may also use your own merchant account and pay rates and fees charged by your merchant processor and bank — it's your choice.

*"Overall, the registration process is much more efficient. Before Acteva, the process was slow and painful, now it's quick and easy."*

**America Society of Quality**  
Linda Garriz,  
Program Chair

*"Our registrations have increased, it has saved an incredible amount of time in house, and will no doubt save more time at our conferences."*

**HighEdWeb**  
Steve Lewis,  
Conference Co-Chair

### Experience that counts:

Acteva is the trusted leader in online event registration, ticketing and payment management services. Since 1998, over 14,000 customers have used Acteva to manage more than 260,000 events and process more than 4.6 million registrations.