

Ideal for Fundraisers and Events Requiring the Intelligent Grouping of Attendees

Need to assign attendees to a specific banquet table, golf session or networking group? If so, the Acteva Assignment Center option may be right for you.

Exclusively for Acteva Plus customers, the Acteva Assignment Center is the ideal solution for organizers who need to sell table sponsorships and manage table seating. If you need to manage seating assignments at your event – such as VIP tables for an alumni event - the Acteva Assignment Center option is what you're looking for.

The Acteva Assignment Center enables event organizers to easily manage the seating assignments for specific tables at a dinner gala or foursomes for a golf tournament. With the Assignment Center, the organizer easily creates the tables (or foursomes) and then assigns attendees to the table by simply dragging the attendee information to the table.

The Assignment Center is also great for managing small or large dinner events or any event where your attendees need to be assigned in such a manner. Spreadsheets will no longer be necessary. The Assignment Center makes it very easy to manage - and report on - all of your attendee assignments so that you can optimize these types of arrangements for your fundraising or networking activities.

The Assignment Center comes with a number of unique types of reports. These include Reservation Reports, Assignment Reports, Resource Reports, Seat Reports and Sponsor Reports.

In addition, Assignment Center can be used to easily assign attendee housing - at sales meetings, seminars, conferences, trade shows and other events.

The drag and drop interface makes it easy to view, make or change assignments. Since all of the data is online, it is very easy to keep seating assignments up to date as new registrations arrive. Your data can be updated at any time – when you're finished, just print it out!

Who should select the Acteva Assignment Center?

This solution is an ideal fit if you're planning a fundraiser or gala and plan to assign 'types' of tables, such as VIP or alumni seating at your events.

About Acteva

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. Acteva's customers include Bausch & Lomb, Pfizer, SAP, Girl Scouts of America, Whole Foods, Craigslist Foundation, BMW/MINI, NASA, VMware, Apple, DHL, PG&E and thousands of small to large-sized businesses and organizations.

With the Acteva Assignment Center you can:

- Sell group reservations to your event
- Sell an entire table
- Sell sponsored tables & collect the name of the sponsor
- Sell individual reservations to your event
- Set up all your resources using a type of resource
- Assign reservations to a resource
- Assign sponsors to a resource
- Assign individual reservations to a resource
- Easily change assignments
- Report on assignments*

*You must use the Assignment Center reports to report on Assignment Center data – reservations, sponsors, and resources

Call Today:

Contact Acteva Sales at
(877) 933-4730
or www.Acteva.com

We'll help ensure
your next event is a
smashing success.