

Acteva Express

Online Event Registration and Payment Management Solution for Simple Events

Key Features and Benefits

- Perfect do-it-yourself solution for small events
- Launch your event in less than 20 minutes
- Fully configurable event management, online registration and payment system
- Enable group registrations for multiple attendees
- Download registrant data for badge printing
- Free use of Acteva EventMail for event marketing
- Attendee data and registration pages are available 24x7
- Create unlimited number of booking options per event
- Send pre-scheduled emails at specific dates and times
- Select past registrants to notify them about upcoming events
- Generate real-time reports of questionnaire results

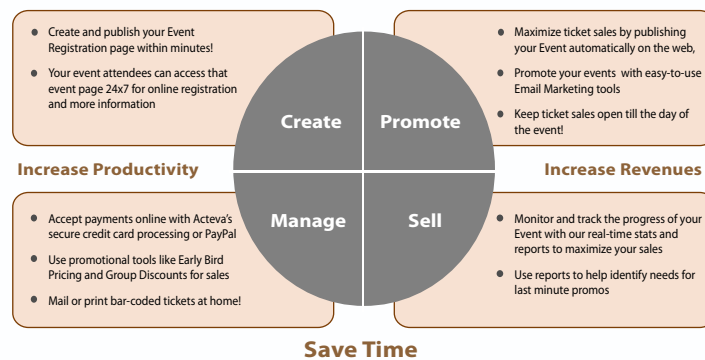
Acteva Express is the fastest do-it-yourself solution for online event registrations and accepting online payments. Use this cost-effective solution to perfectly Create, Promote, Sell and Manage events of low complexity.

- Simple, Powerful & Affordable
- Set-up events in less than 20 minutes
- No Setup, Activation and Monthly subscription fees
- Reduce cost and increase revenues

Meet ROI Expectations with Numerous Event Solutions

Acteva Express is designed to help you meet your ROI expectations with the power of online payment management, event and attendee management solutions. At the same time, an organizer can easily upgrade his account from Acteva Express to Acteva Plus or Pro and use these highly scalable solutions according to the extent his events demand.

Exceed Customer Expectations



Online Payment Management

Our comprehensive payment solution frees up your resources by taking care of day-to-day administrative workloads and gives you the power of accepting online credit card payments safely. It also assists you with transaction reconciliation, to proactively monitor for fraudulent transactions, to process refunds, and to resolve chargeback requests. Acteva Payment Management supports multiple payment methods & major credit card brands.

- Uses an easy-to-understand, no-nonsense fee structure
- Consolidates multiple event payments (remittance) for easy organizer reconciliation
- Get consolidated registration data for management reporting and visibility
- Generates event reports to track revenue by event, and by option
- Monitors registrations as they occur via notifications
- Supports recurring orders for memberships, subscriptions, etc.
- Provides a self-service facility to submit refunds, process credits and complete transfers
- Displays organizer's own payment instructions and refund policy
- Assists with the processing of refund and chargeback requests
- Manages fraud resolution
- Provides real-time authorization and processing for Visa, MasterCard and PayPal
- Distributes net registration receipts Monthly or Post Event.

Use Your Own Merchant Account (UYOMA)

Utilize the Use Your Own Merchant Account (UYOMA) service for collecting online credit card payments through the organizer's own merchant account. All credit card and registration payments collected via Acteva are processed using PayPal PayFlow Pro and deposited to his bank account.

Who is it for?

Acteva Express applies evenly to all industries and organization types from the functional standpoint. Our footprint covers a wide spectrum of vertical industry segments:

- ▶ **Alumni**
- ▶ **Art and Entertainment**
- ▶ **Associations**
- ▶ **Corporations**
- ▶ **Education**
- ▶ **Event Planners**
- ▶ **Faith Based**
- ▶ **Government**
- ▶ **Healthcare**
- ▶ **High Tech**
- ▶ **Media and Publishing**
- ▶ **Non-Profits**
- ▶ **Political**
- ▶ **Training and Classes**
- ▶ **Wine**

Promote Events and Increase ROI with Built-in Productivity Tools

Managing registrations, processing payments and enhancing customer and attendee experiences are time-consuming activities. Our Marketing Tools with powerful communications and calendaring features help you to intensify your marketing and promotional activities.

Productivity Tools: Powerful communications and calendaring features help you to intensify your marketing and promotional activities. Use Acteva EventMail for email communications to promote and sell your events online.

Acteva Mobile: Enhance attendee experience with Acteva Mobile. Enable attendees to search and view events using their Smartphone. While onsite at the event, they can check their event itinerary, session information and more. Event organizers can add revenue streams with advertisements and enhanced customer experience. Member based organizations can use Acteva Mobile as an extension for their event calendar. This premium option is also available for large events and conferences.

Features

- Create your Organization's account online easily and start utilizing it immediately
- The first event can be created and published in less than 20 minutes
- Create and publish an unlimited number of events
- Easily copy recurring events
- Get unique URL for linking or emailing for each event
- Enable group registrations so that multiple attendees can register
- Create registration questionnaires and ask unlimited number of questions
- Generate real-time reports of questionnaire results
- Get automatic inventory limits with "Sold Out" messaging for the event or for each booking option
- Have the option of showing only the events you want to display; events designated as 'private' remain available but are not listed
- Use Global Settings to find a theme to match the look and feel of your website
- Registrants enter all their own information at their convenience using a standard web-browser interface
- Flexible pricing options based on dates (e.g. "Early Bird Price"), quantity, or inventory (of the price)
- Confirmation emails sent automatically upon completion of the transaction
- Have unlimited access to all standard reports at no additional cost
- Select past registrants from one or more events to notify them about upcoming events
- Use automated confirmation emails for event registration
- Resend confirmation emails directly from a customer's database record
- Turn on or off the "Invite-a-Friend" viral marketing capability
- Schedule emails to be sent out at specific dates and times



About Acteva:

Founded in 1998, Acteva offers web-based, comprehensive, scalable, and integrated software for Online Event Registration, Class Registration & Training, Private Community and Payment Management solutions. Acteva's software, solutions and services have helped over 20,000 organizations host over 400,000+ events that have been attended by 7+ Million people generating registration receipts in excess of \$990 million.