

## Class Management Software

Unleash the power of using a highly sophisticated, yet simple and affordable platform for your Class Registration and Training Programs

### Key Features and Benefits

- Complete Class and training Management solutions
- End-to-end Student and Instructor Management
- Powerful applications to manage standalone classes to Enterprise wide training programs
- Launch fully customizable attendee registration pages in minutes
- Cloud-based platform with no annual licenses, upgrades, support costs or hosting fee
- Attendee data and registration pages are accessible 24x7
- Accept payments online with PCI Compliant, safe and secure online Payment Management system
- Secure plug-in to your online merchant account with our Use Your Own Merchant Account (UYOMA) service
- Built-in advanced List Management solution
- Deliver print-at-home Name Badges and Certificates
- Comprehensive Class Calendar and Course Catalogs with detailed view of the class schedules and Register Now button
- Seamless integration with Salesforce.com, Avectra, Moodle and more
- Numerous built in tools for Automated Marketing, Email Communications, Wait List Manager, Promotions Code Engine, Class Calendaring, Custom Reports, Post-training Surveys and more

Acteva’s Class Management software will transform the way your organization creates, publishes, promotes, sells and manages class and training-related programs. Discover the power of using a single, affordable system for your Class Registration and Training Programs with Acteva. The highly customizable software hosts both the application and data, so you do not invest in costly IT staff, services or any other software.

- Save your time and money by processing registrations and managing payments online without any software purchase or installation at your end
- Easy and secure web-based registration for your live training events
- Online course catalogs allow registration for multiple classes
- No annual licenses, upgrades, support costs or hosting fee
- PCI compliant secured environment and certified by multiple gateways to accept payments via major credit cards, Purchase Orders, checks and using your own Merchant Account

### Increase Attendance and Maximize Revenues with Acteva CMS

From very basic and standalone classes to enterprise wide training programs, the CMS platform offers a very powerful, scalable, yet easy-to-use solution. Acteva combines industry-leading scalable software for Online Class Registration forms, Student and Instructor Management, Secure Payment Processing, User Management, Account Administration, automatic Waitlist Manager and Email Communication, On-site Registrations, Name Badges and Certificates, Post Event Surveys, Report Dashboard and more.

Our features allow you the freedom of imagining all you may need for managing your class and training programs.



### Online Payment Management

Let your students and attendees take advantage of making online payments using the highly scalable, safe and secure payment management solution. Acteva Payment Management supports multiple payment methods and major credit cards while allows your attendees to access and make payments from anywhere in the world. The payment system manages all backend administrative complexities and provides the option to Use Your Own Merchant Account.

- Secure PCI-compliant solution, with no extra or hidden charges
- Supports multiple payment methods and all major credit cards
- Provides real-time authorization
- Manages all backend administrative payment functions
- Supports multiple gateways, including PayPal, CyberSource and Authorize.Net

### Use Your Own Merchant Account (UYOMA)

Utilize the Use Your Own Merchant Account (UYOMA) service for collecting online credit card payments through your own internet merchant account. The UYOMA service lets you set-up, activate and maintain your own Merchant Account(s) with Acteva. All credit card payments collected via Acteva are processed using the organizer's own merchant account and registration payments are deposited to the organizer's bank account as defined in the merchant account agreement.

**Who is it for?**

Acteva Class and Training Management has been created for managing small to large-scale classes, workshops, training programs and other related events organized by enterprises of varied sizes and diverse industry segments. Acteva possesses a large client base from all industries of varied complexities and magnitude. Some of the industries where Acteva has offered world-class event management solutions include:

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

**Increase ROI with Built-in Productivity Tools and Connectors**

Use cutting-edge marketing tools from Acteva to increase efficiency and ROI while promoting your classes, training programs, workshops and seminars. You will be amazed by the amount of services you get with Acteva Class and Training Management Solutions. Our tools for success will bring you unparalleled attendee satisfaction and increased return on investment:

**Productivity Tools:** Email Communications, discount codes and gift cards to promote and sell your classes, workshops and training programs online.

**Promotions Code Engine:** Create incentives to drive revenues, including percentage-based or quantity-based discounts through one-time use or shared Promotion Codes.

**Connectors:** Add the Acteva Class Management Connector for online classes managed by Moodle. Or add the Salesforce.com Connector to integrate registration data with Salesforce.com and optionally integrate with other 3rd party systems. Acteva Connectors reduce inefficiencies and enable data sharing across the enterprise for accurate and timely delivery of information.

**Custom Reports:** Generate reports and a dashboard showing at-a-glance revenue and inventory statistics of all open classes, enrollment and revenue totals. Set price classification via a single click, and automatically get low attendee reports to manage classes by thresholds defined by class; easily drill down to quickly see detailed information and more.

**Calendaring:** The Class Calendar provides an aggregated view of the class schedules and details, leading to easy comprehension by prospective students and resulting in more signups.

**Wait List Manager:** Allow your attendees to opt for various Wait List options to ensure full class attendance.

**Name Badges:** Print bar-coded badges and certificates at home or on-site.

**Surveys:** Get more feedback on your student and attendee experience with pre-event questionnaires and post-event or class-evaluation surveys.

**Acteva Mobile:** Enhance attendee experience with Acteva Mobile. Enable attendees to search and view classes and register using their Smartphone. While onsite at the program venue, they can check their class schedule itinerary, session information and more. Class organizers can add revenue streams with advertisements to enhance the customer experience.



**About Acteva:**

Founded in 1998, Acteva offers web-based comprehensive, scalable and integrated software for Online Event Registration, Class Registration and 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.