

# Participant registration

## A product of plazz AG

With the web-based participant registration registr, we present you a product with which you can easily send out invitations to your event, manage registrations and collect participant data.

registr is the ideal solution for the management of external and internal events and thus offers the right corporate solution for every type of event. The participant data is protected by our state-of-the-art security configurations.

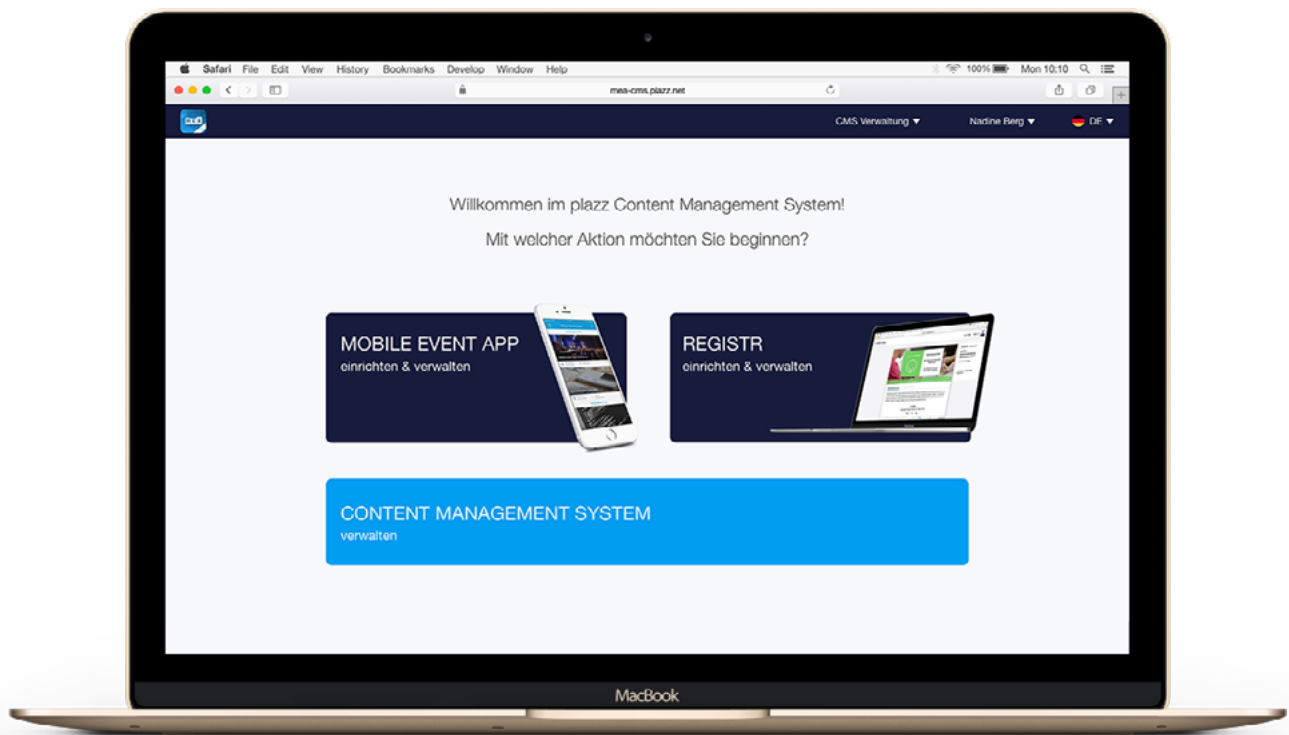
In addition, hosting on our servers in Germany also ensures that the product meets the data protection requirements (according to data protection basic regulation „Datenschutz-Grundverordnung“, DSGVO) of large corporations and companies.

- Leading the way in data protection and data security
- Fulfillment of Federal Data Protection Ordinance (Bundesdatenschutzverordnung, BDSG),  
SSL encryption
- Hosting on servers in Germany



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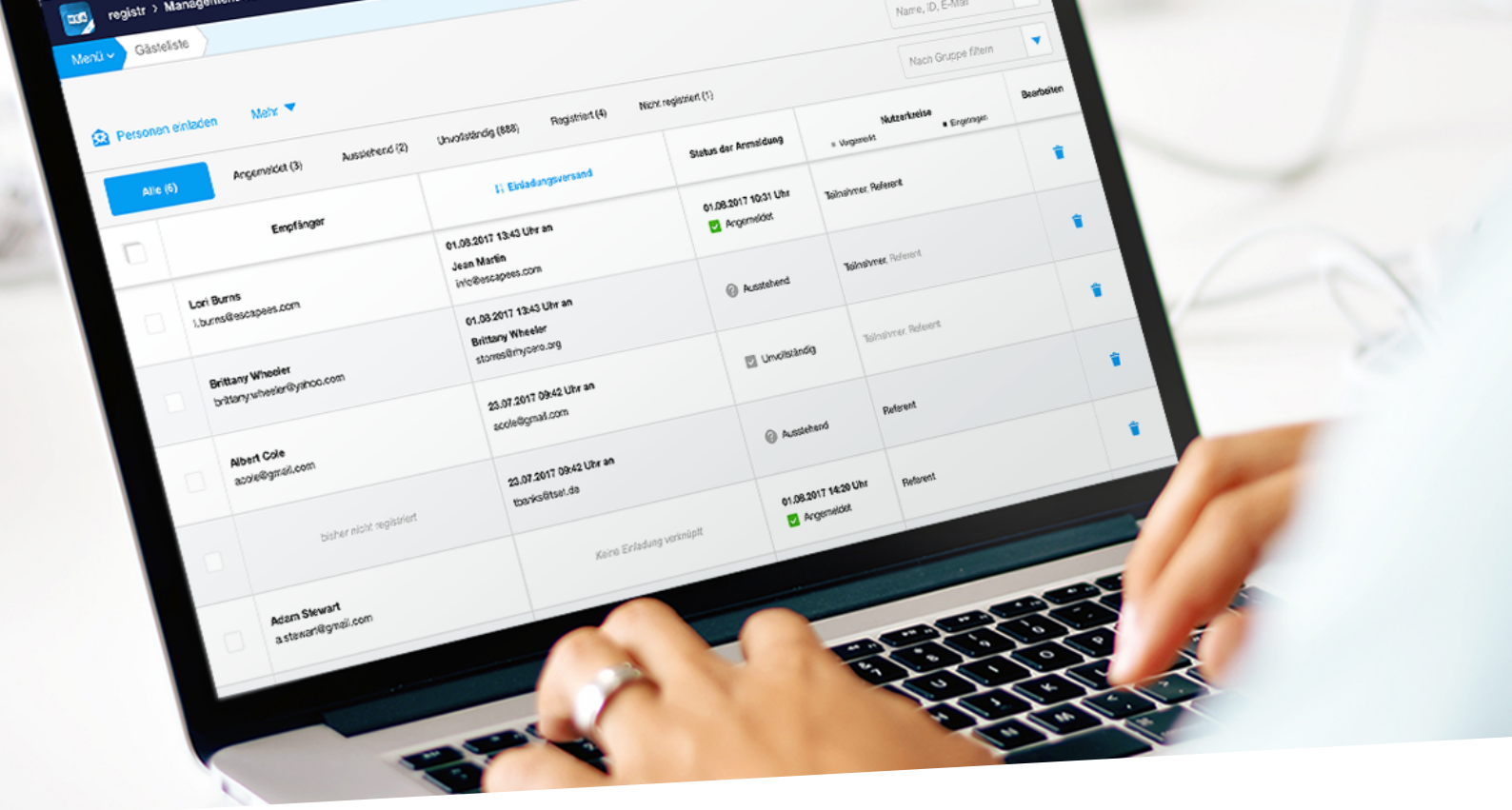
## Advantages of the registr-MEA bundle

registr was developed as a complementary tool to the Mobile Event App (MEA) and can therefore be used not only alone, but above all together with the event app.

As both systems are managed by a single Content Management System (CMS), you as the organizer only need one login to view and edit all information. You don't need to install any additional program, you can start directly in the browser.

However, the joint CMS offers further advantages: Instead of maintaining extensive Excel spreadsheets, importing participant lists from one platform to the next, or ordering the costly development of an interface, registr allows you to benefit from the seamless automatic transfer of your subscriber data to the Mobile Event App.

- Can be used across all events
- One-time registration of participants in the system
- Seamless exchange of participant data between registr and MEA (low administrative effort)
- Option to add the Check-In App to the bundle of registr and MEA



## Administration interface in detail

Like the Mobile Event App, registr consists of a management interface - the CMS, which corresponds to that of the MEA - and the user interface for the participants.

The following functions are provided in the administration interface:








- Create events and enter event information
- Customize user interface according to individual requirements
- Invite participants to an event
- Classification of participants into different groups (e.g. guest, speaker, exhibitor)
- Check the registration status of participants
- Creation of various questionnaires to collect event-relevant participant information
- Sending e-mails

ÜBER DIE VERANSTALTUNG

Titel\*

Startdatum  Enddatum

Beschreibung

Quellecode **B** *I*       

Die diesjährige Management Communications Conference (MCC) findet im Berliner Tempodrom statt. Freuen Sie sich auf Top-Speaker, interessante Themen und das neueste der Branche.

Wir würden uns freuen Sie diesen Mai in Berlin begrüßen zu dürfen!


Sprache

Adresse

vorheriger Schritt

Titelbild

1242 x 544 px  
JPG/PNG



Hochladen Löschen

## Easily accessible surface in your Look & Feel

Design the user interface according to your corporate colors and welcome your guests with a start screen in your corporate design. By providing a white label, the tool adapts optimally to your individual design.

## Maintain event information

Promote your events with an appealing graphic and provide the participants with all important information. In addition to the event name and date, you also have the option to visualize the event location via Google Maps, making it easier for guests to plan their route.

Furthermore, you can send invitations to the event to different user groups you created before.

Afterwards, it is possible to release the event for the Mobile Event App and thus make the best possible use of the potential of both platforms.



registr > Management Communications Conference

Fragebögen

ID, Titel,

Fragebogen anlegen

Titel	Zeitraum	Sichtbarkeit	Fragen	Nutzer	Status	Bearbeiten
Fragen zu Ihrer Übernachtung	20.07.2017 14:00 Uhr - 20.07.2017 16:00 Uhr	Teilnehmer, Referenten, Aussteller	0	0	Die Umfrage ist noch nicht vollständig konfiguriert.	
Fragen zu Ihrem Stand		Aussteller	3	0	<b>Aktivieren</b>	
Allgemeine Fragen			5	56	<b>Deaktivieren</b>	

## Create questionnaires

Do you need additional information from your invited guests and exhibitors that is important for event planning? When you create and edit an event, you can activate the gathering of event-specific data and are thus able to create various questionnaires on our administration interface in order to request the necessary information.

For example, you could ask all event participants about their food preferences and inquire the necessary equipment of the lecture room for your speakers - thanks to the division of your guests into different user groups, you can make different queries accessible to them. The following answer options are available: single choice, multiple choice, free text.

Questionnaires can be activated and deactivated independently in order to clearly delimit the period of completion. As soon as results are available, they can be downloaded in Excel format.

GS 10:14 registr.plazz.net

registr Logout Profil

Teilnahme vorgemerkt

EVENTINFORMATION MEIN EVENTPROFIL

Das Eventprofil enthält Informationen für den Veranstalter, um ihr Event-Erlebnis noch besser zu gestalten. Die Daten sind nur für den Veranstalter sichtbar.

Sie können Ihre Einträge jederzeit bearbeiten und erneut abspeichern.

**Allgemeine Fragen**  
\* Pflichtfelder

Welche Aktion sollen wir beim Teamevent haben?\*

☒ Kletterhalle ☐ Wildwasserrafting

An welchen Tagen hast du Zeit?\*

☐ 07.09.2018 ☒ 14.09.2018 ☐ 21.09.2018 ☐ 28.09.2018

**Abendessen**

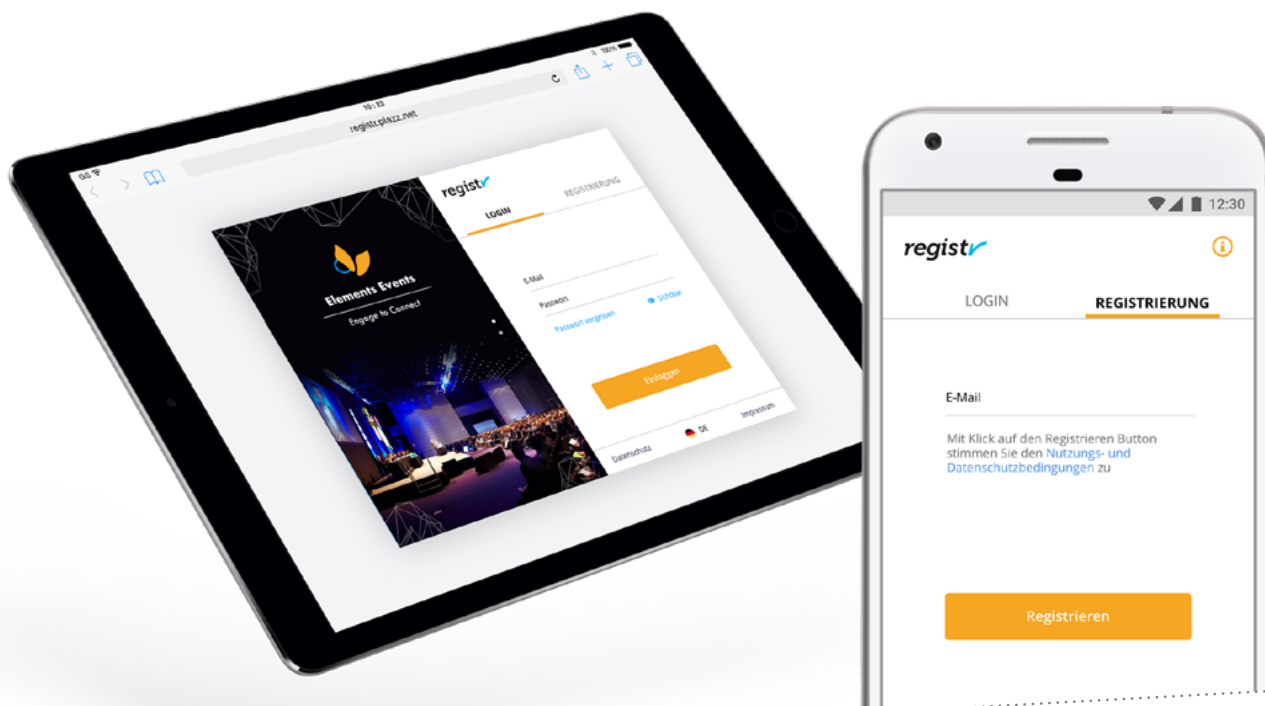
Sollen wir im Büro oder auswärts essen gehen?\*

☐ ja ☐ nein

Bitte wähle aus, welches Essen du bevorzugst.\*

☐ vegetarisch ☐ vegan ☐ keine Präferenz

Hast du Lebensmittel, die du nicht essen darfst/kannst?



## E-mail dispatch

Sending e-mails is an important part of communication between the event organization and participants. To send the invitations, you either maintain an Excel list with the addresses or simply copy them into the corresponding fields.

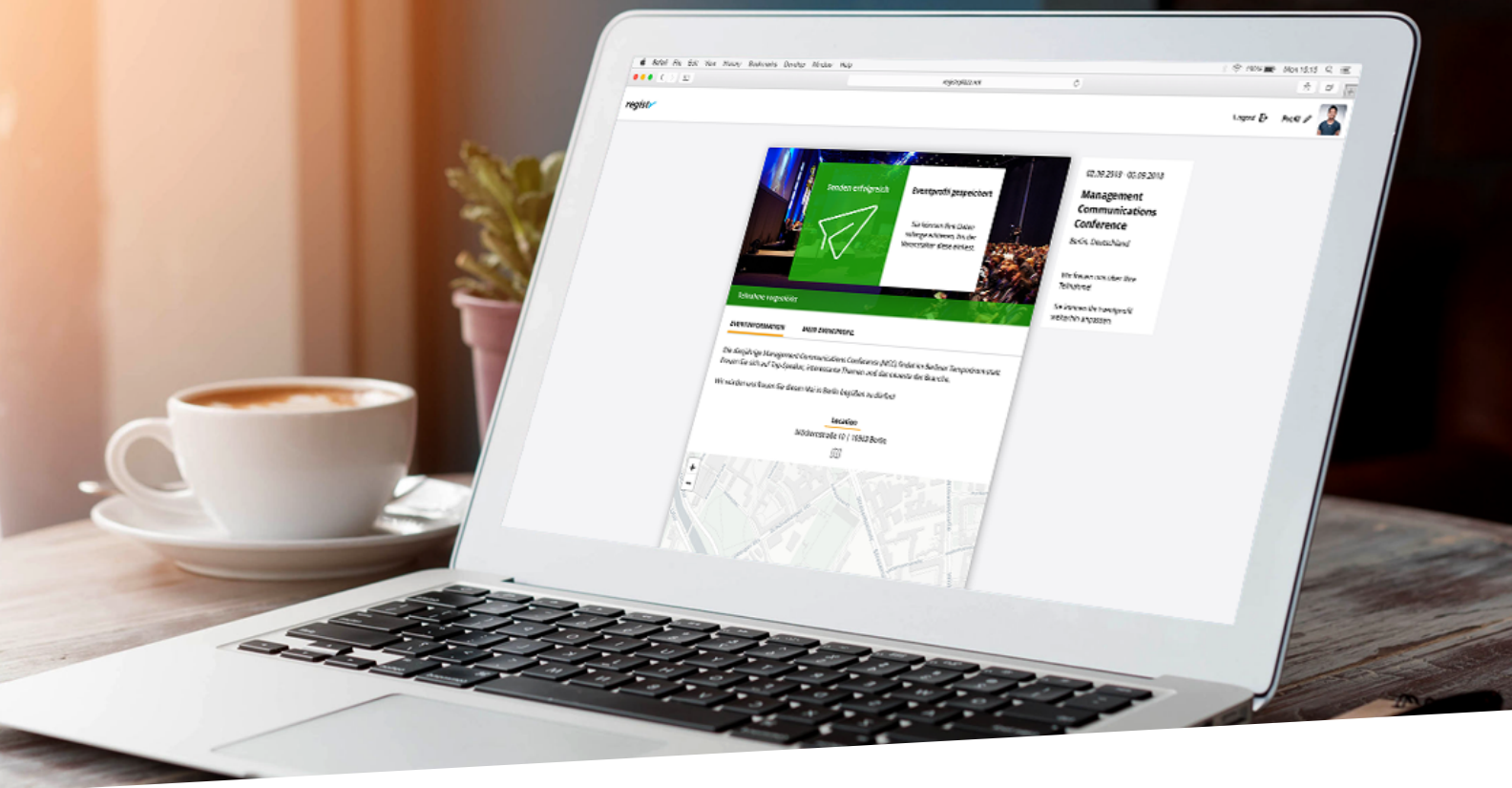
Participants receive the e-mail with a personal salutation and are reminded of the registration or receive further information about the event. The possibility of creating individual e-mail templates in advance enables you to reach all or only certain participants (according to preselected groups) at any time.

## Creation of an user access

There are three different ways to create an account for your participants:

- Open registration for any user
- Open registration based on an invitation
- Closed registration based on an invitation
- Closed registration based on access codes (under development)

You can track the registration status of your participants at any time.



## User interface in detail

The user interface of registr is a web application that responsively adapts to the terminal device used. The tool can be easily integrated via a link on your company or event page, emailed or communicated via QR code.

The following functions are provided in detail:

- Creating a user profile
- Registration for one or more events
- Completing event-specific questionnaires
- Editing user master data

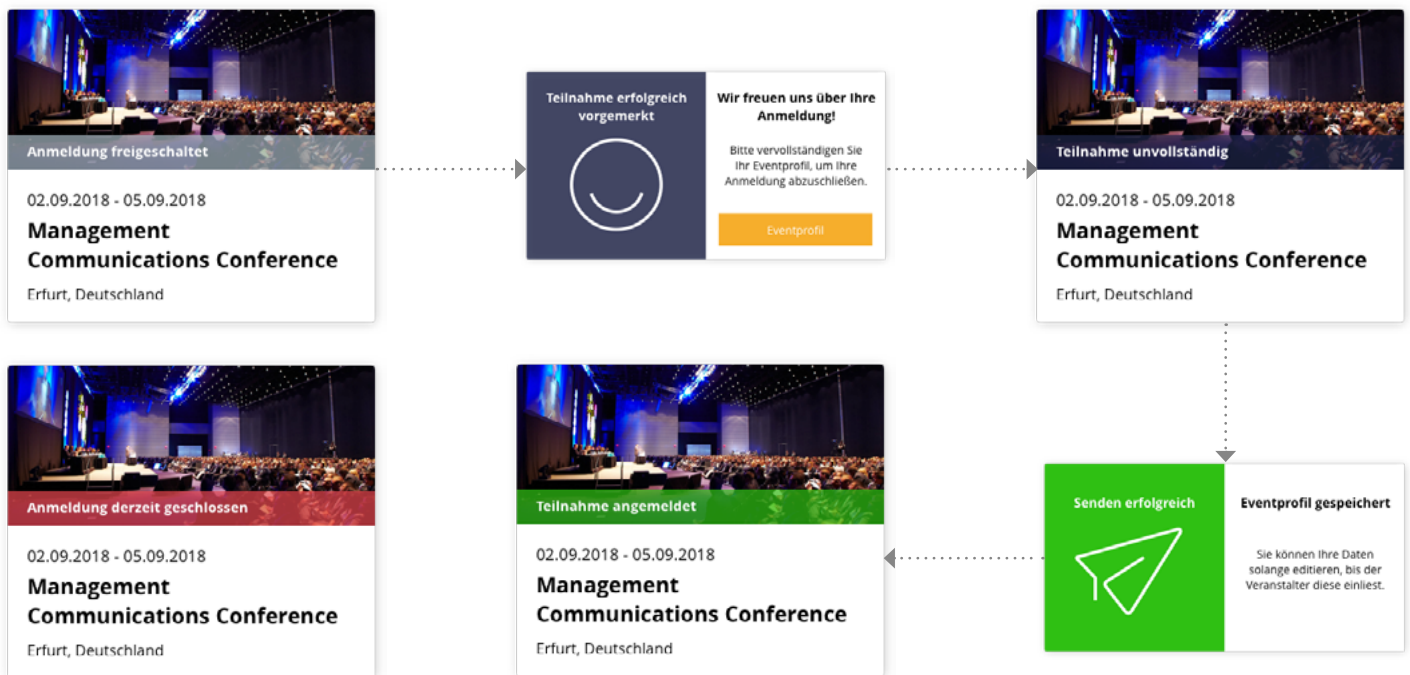
## Setting up the user profile

In case of a closed event, the participant can register in the tool after receiving the invitation and thus create his own user profile. Your guest can also use this profile and the login data for the Mobile Event App - in case the App is used.

Both in registr and in the MEA, the user can edit and save his profile data at any time.

They are updated simultaneously in the other tool.





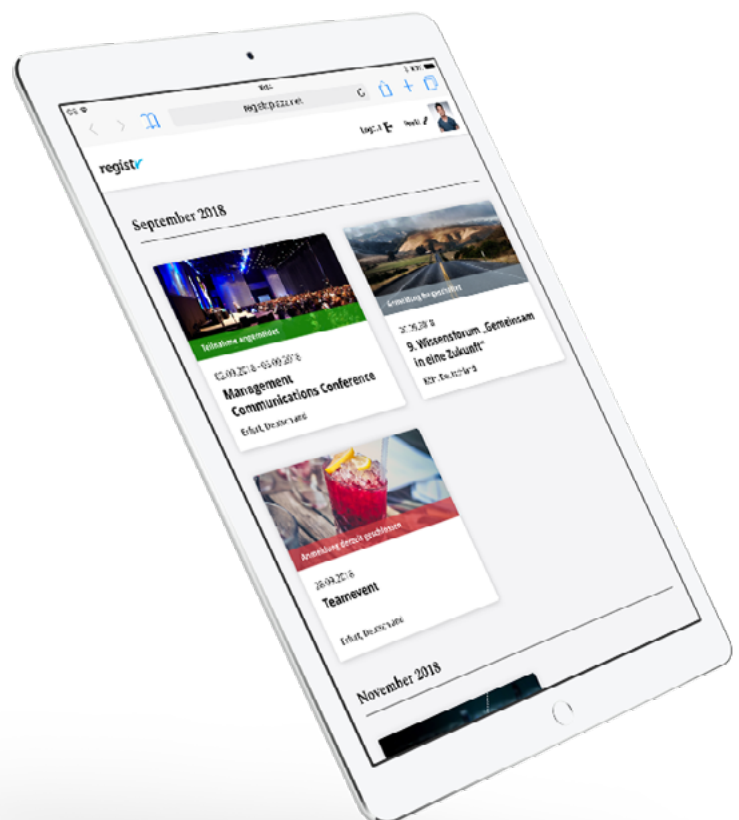
## View events

If the user redeems an invitation received by e-mail, he or she is automatically assigned to a group of people and sees a series of events that he or she is allowed to attend in the registration tool.

At each event, the user's current registration status is displayed as follows:

- **Registration is currently closed:** The user can view the event information, but cannot log in. This is the case if the organizer still wants to announce the event or if he closes the registration, because the contingent of the event has already been exhausted.
- **Registration open:** The user is not yet registered for this event, but has the possibility to do so.
- **Application incomplete:** The user has registered his or her participation in the event, but has not yet completed the necessary questionnaires.
- **Participation confirmed:** The user is already registered for this event and has completed all questionnaires, if available.

The registration is done by pressing a button on the event information screen. If questionnaires are stored for the user, they must be completed in full before the registration process is completed.





## Contact us!

If you would like to learn more about registr, please contact us! We provide you with an individual offer, which is tailored to your needs. Whether individually or in a package with the Mobile Event App: We will find the best solution for you for a successful event.

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