KEEP IN MIND

If you have any questions during the exercises, feel free to contact us.

EasySignup
Online exercises

Your **shortcut** to getting the most out of EasySignup

EASY SIGNUP

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*This **icon** is your clickable shortcut to the Contents page. The icon is top right on all exercise pages.*

Welcome

Our mission is to provide an easy and user-friendly online signup system, that can help you when hosting events. We understand that it's going to take some time until using a new system feels comfortable.

That's why we have created these exercises, to equip you for creating events in EasySignup

You can also visit our support area, where you can find helpful guides to almost all features in EasySignup

If you need help, we are ready to help you through our support email.
support@easysignup.com

Have fun working on the exercises

Best regards from Jacob and the EasySignup team

Exercice 1 – Basic event

This exercise is about the most basic features in EasySignup.

Start by logging in to your EasySignup account. Then read the exercise description below and work on the exercise at your own pace.

Please keep in mind that the events you create will actually become visible to others. So remember to cancel any test signups and delete or set the events to not be publicly visible, when done working with the exercises.

Exercise description

You are responsible for promotional events at EasySignup and plan to do a presentation on how to host better events.

The event takes place December 1st 2020 at 8:00 AM to 4:00 PM and takes place at Miami Beach Convention Center, 3000 NW 125th Street, Opa Locka, FL 33167. It is an event open to the public and it is free to attend. The room can accommodate 80 attendees. Registration deadline is November 25th 2020 at 4:00 PM.

In order for you to follow up on the event, you would like each attendee's mobile phone number. We also want to find out if an attendee represents a company.

Exercise steps

1. Create an event based on the above details through the 5 step wizard
   - See how to do it: www.easysignup.com/support/guides/9

2. Once your event has been created, locate the link to the signup page and see how it looks from an attendee's perspective.

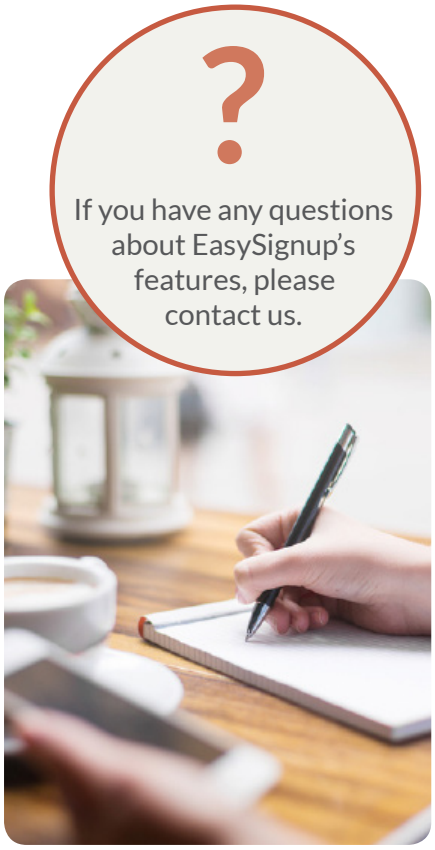
   Click on the "VIEW SITE" button in the top of the menu bar to see your public event list. Click to see the event description and discover how your attendees will see the signup page.

3. Now that you can see the event from an attendee's perspective, try signing up one or two attendees to experience the signup process.

   Use email addresses that you actually have access to.

Exercise 2 – Edit event

This exercise is about editing an existing event in EasySignup. Start by logging in to your EasySignup account. Then read the exercise description below and work on the exercise at your own pace.



Exercise description

It has become necessary to modify your event. Demand is now estimated to be so considerable that it is necessary to relocate to a larger room. The new room has a capacity of 240 people instead of the original 80 people. It is still free to attend.

It has been decided that all attendees will receive a small gift. During signup each attendee must select between receiving either a book or a goodiebag.
There is a maximum of 200 pieces of each gift.

Exercise steps

1. Edit your event from Exercise 1 in accordance with the changes mentioned above. Change the number of tickets that are available, and create an additional service to let attendees chose which gift they wish to receive. It is optional whether they wish to receive a gift or not. - See how to create an additional service here: www.easysignup.com/support/guides/19

2. When you have made the necessary changes, save the event and once again find the signup page to see it from an attendee's perspective.

3. Sign up yet another attendee to see the entires process.

Exercise 3
– Status and communication

This exercise is about status for an event, invitations and reminders. Those are your tools to get an overview of your event and ensure efficient and timely communication between you and your attendees. Start by logging in to your EasySignup account. Then read the exercise description below and work on the exercise at your own pace.

If you have any questions about EasySignup's features, please contact us.

Exercise description

You have now created and modified your event. It is now time to send out invitations via email to potential attendees and later follow up on their status.
Some attendees signed up while the event was still located at the smaller room. You wish to notify them about the change of location through EasySignup. You also have a collection of email addresses for people that you would like to see attending your event and want to invite.
It is your plan to send a reminder to those who are invited but have not yet decided to sign up, one week before the presentation. Your boss has requested a daily update with number of attendees – preferably without you having to check it first and then send an email. On the day before the presentation it is your job to create a complete list of attendees that will be used to document who participated in the event.

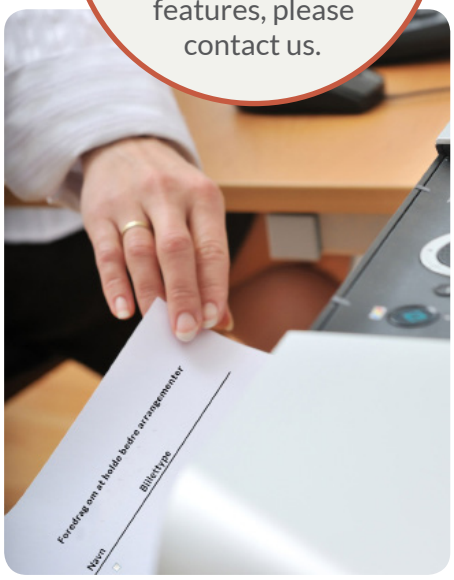
Exercise steps

1. Contact current attendees to notify them about the change of location
   - See how to contact attendees here: www.easysignup.com/support/guides/37
2. Create an email invitation and send it to 2 email addresses. Preferably email addresses that you have access to and not yet signed up with.
   - See how to create an email invitation here: www.easysignup.com/support/guides/56
3. Take a look at one of the email invitations that you have just sent out, and follow the link to sign up.
4. Send a reminder to the invited persons, who have not yet signed up.
   - See how to send out a reminder here: www.easysignup.com/support/guides/59
5. Manually register gift requests for attendees signed up during exercise 1 (before the additional service was added). You decide which gift each attendee receives.
   - See how to edit attendee information here: www.easysignup.com/support/guides/61
6. Locate the link to your external statistics page
   - See how to find it here: www.easysignup.com/support/guides/32
7. Export all attendee information to an Excel spreadsheet
   - See how to export all information here: www.easysignup.com/support/guides/43

Exercise 4 – Print

This exercise is about printing lists and other documents in EasySignup. The system can automatically generate various documents such as attendee lists and name tags. Start by logging in to your EasySignup account. Then read the exercise description below and work on the exercise at your own pace.

If you have any questions about EasySignup's features, please contact us.



Exercise description

On the day before the presentation, when the signup deadline has passed, you can now take care of the last preparations. You have chosen to print out an attendee list with name and ticket type in order to check in guests when they show up.

You're considering printing name tags for everyone, which will be helpful when networking.

Exercise steps

1. Export and save a complete attendee list as a PDF file ready for printing.
2. Export and save name tags with logo. Eight per page, with information about name and company.
3. Export and save name tags without logo. Three per page, with information about name and company.

   See how you can print out an attendee list here:
   www.easysignup.com/support/guides/45

   and name tags here:
   www.easysignup.com/support/guides/46

Exercise 5 – Edit General settings

This exercise is about editing your general settings for your EasySignup account. Here you can make it clear to your customers who you are and ensure that you give them a professional impression of you. Start by logging in to your EasySignup account. Then read the exercise description below and work on the exercise at your own pace.

Exercise description

You want to make sure that your general settings are set up to give a professional impression and that your settings match your needs from the beginning.

This could be the language settings and whether or not attendees should be able to modify their registration options themselves.

Exercise steps

1. Go to your general settings via Account -> Settings and make sure your company or organisation name is shown the way you want it to be.

2. Write a short description of your company or organisation.

3. The rest of the settings on the page will apply to all your events. Go through them all to check if anything needs to be changed according to your needs.

4. Remember to click "Save settings" in the right side of the screen to save the changes.

Exercise 6 – Advanced settings

This exercise is about the more advanced settings in EasySignup. These settings are not used for simple events, but allow you to manage events with a more complex setup through EasySignup. Start by logging in to your EasySignup account. Then read the exercise description below and work on the exercise at your own pace.

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Exercise description

Your scheduled presentation has experienced considerable interest, and you have decided that you wish to host several similar events. You have planned to do an entire series of presentations. You quickly find out that each presentation has a number of individual circumstances that you need to consider

A presentation on December 5th 2020 at 8:00 AM to 4:00 PM has a maximum capacity of 150 attendees and due to the great demand, it is only allowed to sign up for 4 seats at a time.

A presentation on December 9th 2020 at 8:00 AM to 4:00 PM has a maximum capacity of 120 attendees. Your assistant also needs to be updated whenever a new signup is registered. She would like to receive a copy of the email notifications sent to organizer. You also wish to make the attendee list public so that guests can see who is already attending the presentation before they sign up.

Exercise steps

1. Make your existing event part of the event series "Fantastic presentations"
   - See how to create an event series here: www.easysignup.com/support/guides/15

2. Copy your existing event 2 times, while choosing a different date for the new event, so that you now have 3 identical events on different dates
   - See how to copy an event here: www.easysignup.com/support/guides/49

3. Edit the event for December 5th so that it has a max capacity of 150 attendees and so that you cannot sign up for more than 4 seats at a time
   - see how to do that here: www.easysignup.com/support/guides/20

4. Edit the event on December 9th so that it has a max capacity of 120 attendees, a public attendee list
   - (see how you can set that up here: www.easysignup.com/support/guides/17)

   As well as extra notifications to your assistant
   - (see how to do that here: www.easysignup.com/support/guides/23)

Exercise 7 – Waiting list

This exercise is about how to use a waiting list for events in EasySignup. The system is capable of maintaining a waiting list, so you can offer available seats to people on the waiting list in case of cancellations or if you change the event's capacity. Start by logging in to your EasySignup account. Then read the exercise description below and work on the exercise at your own pace.

Exercise description

Your presentations are very popular and lots of people are signing up.

Especially the presentation on December 5th is in great demand, and you choose to offer a waiting list for this event.

You want to make sure that the event is fully booked even in case of cancellations, and you also wish to assess the need for an extra event, if particularly many sign up on the waiting list.

Exercise steps

1. Edit the event on December 5th. Adjust the maximum number of attendes to 0 (in order to simulate a fully booked event) and activate the waiting list.

2. Sign up for the waiting list on the event's signup page.

3. Go to the event's status page and offer a seat to the first person on the waiting list.

4. Accept and complete your registration by following the instructions in the email you receive.

   You can find more information about how the waiting list works here: www.easysignup.com/support/guides/2

Exercise 8 – Conference

This exercise is about how you can use EasySignup when managing conferences. Start by logging in to your EasySignup account. Then read the exercise description below and work on the exercise at your own pace.

Exercise description

You are responsible for managing signups to an HR conference and is about to create and set up the event in EasySignup. It takes place from Friday October 23rd 2020 9:00 AM to Sunday October 25th 2020 5:00 PM and takes place at Miami Beach Convention Center, 3000 NW 125th Street, Opa Locka, FL 33167. The conference can accommodate 200 attendees. There is a number of workshops during the conference, that each attendee can choose among.

During Saturday all attendees must participate in workshops morning and afternoon. Sunday's workshop is optional. On Saturday evening there is a formal dinner, where you need to know which main course each attendee prefers. They can choose between veal, fish or vegetarian.
In addition, each attendee must choose accommodation during the two nights. They can choose a shared double room (remember to ask who they are going to share the room with), a single room, or dormitory.

Saturday morning
1. A better job interview
2. Salary and working conditions
3. Privacy data in practice

Saturday afternoon
1. Knowledge sharing
2. When an employee calls in sick

Sunday morning
1. Performance leadership
2. HR strategy

If you have any questions about EasySignup's features, please contact us.

Exercise steps

1. Create the event like described above.
   For tips see our guide here: www.easysignup.com/support/guides/9

2. Edit your event and create the necessary additional services including workshops, dinner and accommodation. Remember to make the services required if guests need to select one of the options.
   See how you can do that here: www.easysignup.com/support/guides/19

3. Once you have completed and saved your event, go to the signup page so you can see it from your attendees' point of view.

4. Try signing up and see if everything works as intended.