



Eventix App:	Events	Schedules	Meetings	Payments	Notes
Functionality					
Managing Events					
Basic Event Information	✓	✓	—	—	Event details and dates
Event Planning Requirements	✓	✓	—	—	All event requirements
Schedule Multi-dates/times per Event	✓	✓	—	—	Event date(s) and start/end times
Ability to Copy Events (templates)	✓	—	—	—	Create multiple events
Create Event Templates	✓	—	—	—	Easy setup / used by event copy
Event Planning Checklists	✓	✓	—	—	Pre/during/post event
Event Agenda	✓	—	—	—	Overview of day(s)
Event Attendee Registration	✓	—	—	—	Individual & groups
Multiple Attendee Fees/Discounts	✓	—	—	—	Pricing per event
Multiple Attendee Capacities Per Event	✓	—	—	—	e.g. Attendee, VIP, Staff
Create/Track/Require Event Invitation	✓	—	—	—	Created from marketing lists
Manage Event Waiting List	✓	—	—	—	For sold out events
Catalog of Courses Offered	✓	—	—	—	Events can linked to a course
Event Catering Orders	✓	—	—	—	For breaks / meals plans
Attendee Accommodations	✓	—	—	—	e.g. Hotel room blocks
SDK for Attendee Web Registration	✓	—	—	—	Integrate into your website
Managing Resources					
Staff Resource Information	✓	✓	—	—	Employees or contractors
Venue Resource Information	✓	✓	—	—	Internal or external (e.g. hotel)
Equipment Resource Information	—	✓	—	—	Owned or rented equipment
Resource Scheduling Wizards	—	✓	—	—	For staff, venue, equipment
Schedule Staff Plans	—	✓	—	—	Single or multi-day plans
Schedule Venue Plans	—	✓	—	—	Single or multi-day plans
Schedule Equipment	—	✓	—	—	Single or multi-day plans
Resource Unavailable Dates	—	✓	—	—	Time off, holiday, repair
Set Holiday Calendar Per Resource	—	✓	—	—	Assign by country / world region
Managing Meetings					
Meeting Requests	—	✓	✓	—	Prioritized requests
Scheduled Meetings	—	✓	✓	—	With agenda and participants
Meeting Participants	—	✓	✓	—	Contact & account details
Meeting Agenda Listing	—	✓	✓	—	Topics to be covered in meeting
Meeting Catering Orders	—	✓	✓	—	For breaks / meals plans
Invoicing & Payments					
Event Attendee Invoicing	✓	—	—	—	Attendee registration invoices
Payment Tracking	✓	—	—	✓	Credit Card/Checks/Bank wire
Process Credit Card (e.g. Authorize.Net)	✓	—	—	✓	Optional (additional fee)
Apply a payment to Invoice(s)	✓	—	—	✓	Single or split invoice payments
Calculate Invoice Balance Due	✓	—	—	✓	Invoice amount less payment(s)
Ability to reverse an invoice	✓	—	—	✓	For incorrect invoices
Track and apply credit memos	✓	—	—	✓	Created by invoice reversal
Revenue Unearned/Earned date/amt.	✓	—	—	✓	Revenue recognition per item