

Event Management



Feature Highlights

- Scheduled emails around event
- Scheduled "set and forget" tasks
- People management
- Send invites wizard
- Stationary merge



Available in

- Event/Training Provider Package
- Membership & Events Package



03303 800 601



1A HIGH STREET, STUDLEY, WARWICKSHIRE, B80 7HN

Overview

OscarOnline® (Oscar) has been designed to be simple to learn and easy to use, aimed at meeting the needs of UK small businesses.

The Event Management module is ideally suited for businesses that organise events with multiple delegates at specific dates and times. It allows you to communicate with delegates automatically as the event approaches, making sure everyone attending has all the right information.

The Event

You can create an event in Oscar by providing an event name, venue and a user defined event type. Events can be given a start date/time and an end date/time. More information can be provided for the event which can be merged into communication or displayed on your website e.g. price info, agenda web link, map link and hotels link.

Send Invites

You can promote your event to all of your Oscar contacts using the mailing wizard covered in the Contacts & Marketing Datasheet. Mailings sent from the event can merge in information relating to the event such as venue, pricing info, start date, end date etc.

Manage People

Organising people for your event is easy in Oscar. Simply search for their contact by name or company etc. and add them to the list. Once added they can be marked as any or all of the following; delegate, booker (the person at a company making the booking), speaker (or other special guest), confirmed (confirmed they will be attending) and no show (didn't turn up).

You can record individual communication about the event against each contact and also see any emails they have been sent relating to the event.



03303 800 601



1A HIGH STREET, STUDLEY, WARWICKSHIRE, B80 7HN

Scheduled Emails

Never forget to keep your delegates informed again, by using Oscar's scheduled emails. As soon as you create the event you can setup your scheduled emails or copy them over from a previous, similar event to save time.

To create a scheduled email, simply choose how many days before or after the event the email should go, pick the email template and decide who should receive it from the options used when managing people i.e. delegate, booker, speaker, confirmed and no show.

Once a schedule is in place, if you add a new person to the event they will get the email providing they match the options chosen and the time to send the email has arrived.

Scheduled Emails

As an event approaches there are things that you will need to remember to do. With Oscar you can assign your staff the event management role and they will get tasks that are scheduled for events. When a task becomes due they will receive a dashboard reminder which will stay there until the task is marked as complete against the event.

To create a scheduled task you simply need to give the task a subject e.g. "book caterers" and pick how many days before or after the event the task should show up.

Stationery

If you need to run off name badges, certificates or other stationery for your event, Oscar has a great tool to help you. Using stationery templates that can be created using Microsoft Word Oscar can merge your delegate list to the stationery to save you time.

It's possible to pick individual delegates or select multiple based on criteria i.e. confirmed attending and delegate, booker, speaker or no show.



03303 800 601



1A HIGH STREET, STUDLEY, WARWICKSHIRE, B80 7HN