

Registration Software Checklist

No two registrations are alike. Use this checklist to make sure that the registration software you purchase has the features you need.

	ShowRunner	_____	_____
Determine what attendee data will be collected	✓	<input type="checkbox"/>	<input type="checkbox"/>
Capture profile, demographic or other data	✓	<input type="checkbox"/>	<input type="checkbox"/>
Handle accompanying family or guests	✓	<input type="checkbox"/>	<input type="checkbox"/>
Multiple registration types and prices	✓	<input type="checkbox"/>	<input type="checkbox"/>
Registration type can limit event selection	✓	<input type="checkbox"/>	<input type="checkbox"/>
Early-bird registration	✓	<input type="checkbox"/>	<input type="checkbox"/>
Members-only registration	✓	<input type="checkbox"/>	<input type="checkbox"/>
Different fees for different events	✓	<input type="checkbox"/>	<input type="checkbox"/>
Different fees for the same event (depending on registration type)	✓	<input type="checkbox"/>	<input type="checkbox"/>
Enforce signup limits (both by count and date)	✓	<input type="checkbox"/>	<input type="checkbox"/>
Prevent selection of overlapping events	✓	<input type="checkbox"/>	<input type="checkbox"/>
Waitlisting of oversubscribed events	✓	<input type="checkbox"/>	<input type="checkbox"/>
Bundle hotel reservation into events	✓	<input type="checkbox"/>	<input type="checkbox"/>
Meeting room and facility assignment	✓	<input type="checkbox"/>	<input type="checkbox"/>
Accept hotel reservations	✓	<input type="checkbox"/>	<input type="checkbox"/>
Enforce accommodation limits	✓	<input type="checkbox"/>	<input type="checkbox"/>
Enforce check-in/out dates	✓	<input type="checkbox"/>	<input type="checkbox"/>
Handle room sharing	✓	<input type="checkbox"/>	<input type="checkbox"/>
Accept payment over the web by credit card	✓	<input type="checkbox"/>	<input type="checkbox"/>
Full accounts receivable	✓	<input type="checkbox"/>	<input type="checkbox"/>
Extensive reporting (attendee, events & financial)	✓	<input type="checkbox"/>	<input type="checkbox"/>
Print rosters for courses	✓	<input type="checkbox"/>	<input type="checkbox"/>
Print certificates for courses with CEUs	✓	<input type="checkbox"/>	<input type="checkbox"/>
Print badges and event tickets, in bulk or individually and on conventional printers or badge printers	✓	<input type="checkbox"/>	<input type="checkbox"/>
Control web registration contents and layout	✓	<input type="checkbox"/>	<input type="checkbox"/>
Email blast facility	✓	<input type="checkbox"/>	<input type="checkbox"/>
Automatic email confirmation after web registration	✓	<input type="checkbox"/>	<input type="checkbox"/>
Extensive activity monitoring and reporting on the web	✓	<input type="checkbox"/>	<input type="checkbox"/>
Full barcode support	✓	<input type="checkbox"/>	<input type="checkbox"/>
Onsite registration for walk-ins and changes	✓	<input type="checkbox"/>	<input type="checkbox"/>
Import attendee lists from other sources	✓	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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