

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"/>
Handle multiple registration types and prices	√	<input type="checkbox"/>	<input type="checkbox"/>
Registration type can limit event selection	√	<input type="checkbox"/>	<input type="checkbox"/>
Support early-bird registrations	√	<input type="checkbox"/>	<input type="checkbox"/>
Support members-only registrations	√	<input type="checkbox"/>	<input type="checkbox"/>
Support different fees for different events	√	<input type="checkbox"/>	<input type="checkbox"/>
Support separate exhibitor registration	√	<input type="checkbox"/>	<input type="checkbox"/>
Maintain exhibitor space assignments	√	<input type="checkbox"/>	<input type="checkbox"/>
Support “marketplace” appointment scheduling for exhibitors	√	<input type="checkbox"/>	<input type="checkbox"/>
Or, different fees for the same event (depending on registration type)	√	<input type="checkbox"/>	<input type="checkbox"/>
Enforce sign up limits (both by count and date)	√	<input type="checkbox"/>	<input type="checkbox"/>
Prevent selection of overlapping events	√	<input type="checkbox"/>	<input type="checkbox"/>
Waitlist oversubscribed events	√	<input type="checkbox"/>	<input type="checkbox"/>
Bundle hotel reservations into events	√	<input type="checkbox"/>	<input type="checkbox"/>
Track meeting room and facility assignments	√	<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"/>
Have full accounts receivable processing	√	<input type="checkbox"/>	<input type="checkbox"/>
Extensive reporting (attendee, events and 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"/>

SHOWRUNNER REGISTRATION SOFTWARE
 FROM PRINCETON CYBERNETICS, INC.
 301 N. HARRISON ST., #159
 PRINCETON, NJ 08540
 609-924-7114
 INFO@PRINCETONCYBER.COM

	ShowRunner	_____	_____
Extensive activity monitoring on the web	√	<input type="checkbox"/>	<input type="checkbox"/>
Ability to alter attendee choices as well as recording of payments, credits (refunds) or debits on the web	√	<input type="checkbox"/>	<input type="checkbox"/>
Full barcode support for badges	√	<input type="checkbox"/>	<input type="checkbox"/>
Onsite registration for walk-ins and changes	√	<input type="checkbox"/>	<input type="checkbox"/>
Import attendee names from other sources	√	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SHOWRUNNER REGISTRATION SOFTWARE
 FROM PRINCETON CYBERNETICS, INC.
 301 N. HARRISON ST., #159
 PRINCETON, NJ 08540
 609-924-7114
 INFO@PRINCETONCYBER.COM