# Managing Your Events Has Never Been Easier

Overseeing the logistics and reporting for all of the meetings and events for your organization can be time consuming and difficult to manage. To help you save time and increase productivity, TargetSolutions features the Events application. With this tool, administrators and assigned supervisors now have the ability to create, schedule, track, and access reports on events such as:

■ Instructor-led classroom training

■ Online meetings and webinars (using TargetSolutions Web Events)

■ New hire orientations

■ Recurring department meetings, and more
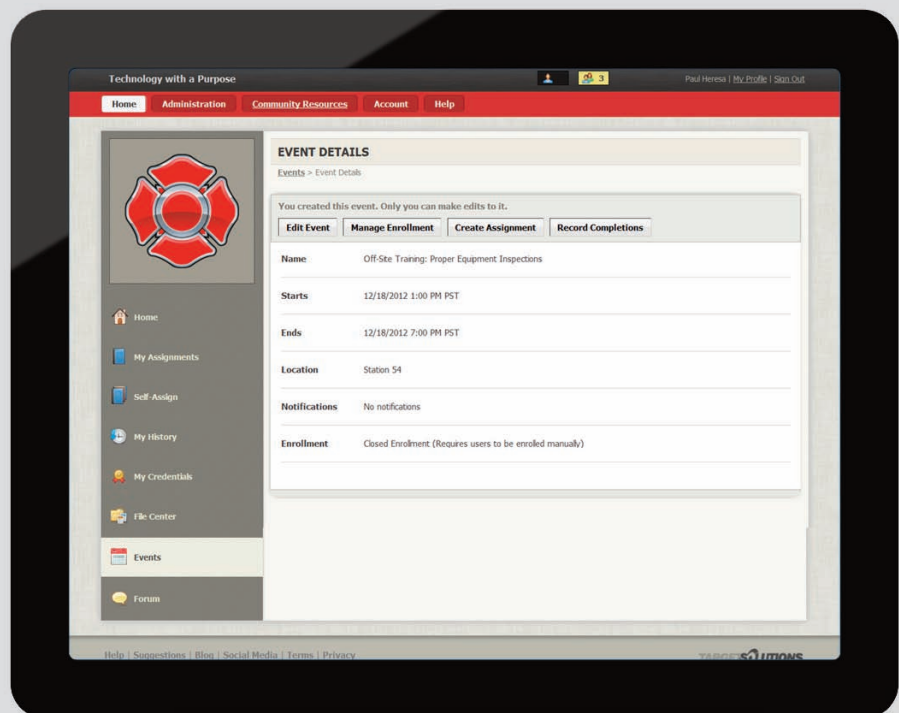
Events allows you to easily access user registration and attendance records. You can set up confirmation and reminder e-mails so that employees never miss a meeting, and employees can easily enroll and view upcoming event details. The best part is, administrators and employees can do all of this without leaving the TargetSolutions platform.

Benefits

■ Easily maintain compliance with organizational, state and federal training schedules.

■ Invite, track, and maintain records on participants for training and other compliance activities.

■ Quickly determine which employees have attended required training events.

■ Easily manage invitations, registrations, and enrollment and attendance reports. Improve efficiency and communication.

■ Track all meetings and events within TargetSolutions, eliminating the need to utilize a separate computer program or inefficient manual methods such as emails, spreadsheets and hardcopy sign-up sheets.

■ Streamline training and event communication with employees, even those in remote locations.

Scheduling Events the Easy Way

Features

An easy-to-use application, TargetSolutions Events is available to all clients at no additional charge and gives administrators and assigned supervisors the ability to create, schedule and track events

- Streamline logistics for events such as instructor-led classroom training, online presentations and webinars, and other organizational meetings
- Manage invitees, limit the number of participants per event, and adjust event dates and times
- Users can quickly view meeting details from within TargetSolutions

Send Automated Event E-mails

- The organizer can choose to send automated confirmation and/or reminder emails to enrolled participants

Assign a Custom Activity or Course to Participants

- Follow up a training session with an assignment
- Activities can be assigned to both attendees and non-attendees

Record Online Presentations

- Meetings held using TargetSolutions Web Events can be easily recorded for later review and distribution

Run and Export Reports

- Enrollment
- Attendance
- Duration of participation (if using Web Events)