



EventPro®
Virtual Assistant suite
automation services for EventPro Software

Your Very Own Time-Saving Assistant to
Simply and Streamline Your Workflow

Calendar Assistant • Task Assistant • Change Notification Assistant
A/R Assistant • Event Assistant • Report Assistant • Invoice Export Assistant

CalendarAssistant

Easily Share Event Calendars Across Multiple Platforms

EventPro Calendar Assistant streams your EventPro event calendars to Outlook, Google Calendar, and a variety of other popular calendars that support iCal (.ics) subscriptions, making it easier than ever to share event information. The Calendar Assistant automatically updates your shared event calendars with new data from EventPro as you go about your daily work - no extra typing or updating involved.

Share, Connect & Inform with Calendar Assistant

Not only does the Calendar Assistant make sharing event information extremely easy, your online event calendars will help you connect with your community and save valuable time.

Connect with Potential Clients & Attendees

We all realize how important social media is for promoting your organization and events online. Providing online event calendars and creating RSS feeds for social media platforms are great ways to keep people informed, build interest about happenings at your organization, and drive attendance to events.

Keep Associates Informed - While Saving Time

You're a busy event professional with lots to do. You don't need the constant phone calls and emails from staff and associates looking for event information. By automatically publishing and updating online event calendars with Calendar Assistant, you empower your personnel and associates to find the information themselves at their convenience...conveniently also saving yourself from time-consuming interruptions.

Cost-Effective Way to View Event Information

The Calendar Assistant is a cost-effective option for providing information to many view-only users. The shared event calendars save you the cost of buying extra licenses for users who only require viewing access to events.

Different Audiences – Different Ways to Share

The versatile Calendar Assistant allows you to set up multiple shared electronic calendars, filtered by different criteria like status and locations, so you can tailor the exported calendars to different intended viewers or purposes.

You can use 3rd party applications to make your event calendars easily available for viewing and sharing, such as these examples:

- Streaming to major calendars such as Outlook (desktop/network or online), Google, MSN, Yahoo, and more. People can use their calendar applications to subscribe to your EventPro Event Calendar(s).
- Syncing the calendar online with your Smart Phone (iPhone, BlackBerry, Android, etc.) to keep on-the-go information at your fingertips while out of the office or traveling.
- Embedding the calendar into your website or Facebook page.
- Creating an RSS Feed that is embedded on your website or used to distribute information via social media sites like Twitter, Facebook, and others.



Report Assistant

Streamline the Information Sharing Process

The Report Assistant automatically sends email notifications with attached reports to specified recipients at scheduled intervals. Interval scheduling is as flexible as you need it to be – daily, weekly, monthly, every 3 days, Tuesday & Thursday of each week, the first Monday of each month, etc.

Monitor the Information You Need

You can select any report – system or custom – and apply extensive filtering options to narrow down the exact information you want delivered. For example, you could have a Daily Booking List sent to reception each morning. Perhaps you want an event setup/staffing/catering report automatically sent to event managers, or an outstanding invoice list sent to your finance department.

Keep Stakeholders Informed & Involved

Whether you need to send reports to managers, staff, or any other stakeholders, you have multiple recipient options – individual users at your organization, user groups, individual email addresses, or a combination of any of the above.

