



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.



Calendar Assistant

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've all heard – and now 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 ("Is Hall D open on May 5th?", "What's the status of the Tradeshow in September?"). By automatically publishing and updating event calendars through the internet 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.



Task Assistant

Have You Ever Missed a Deadline?

You're going about your work day and feeling fine when suddenly... you realize that you forgot to do something really important. Yesterday. Oh, that sinking feeling. If only someone had reminded you!

Task Assistant Keeps You on Track

In our fast-paced world full of distractions, it's easy to let deadlines slip off your radar. The Task Assistant is like a to-do list that knows when to give you a nudge. After you set up the criteria for notifications, the Task Assistant automatically sends email reminder notifications to you and any other need-to-know users that certain Tasks are upcoming, about to start or (gulp!) overdue.

How It Works (Hint: You Don't Need to Do Much)

You set the Task Assistant's schedule for scanning your EventPro data looking for upcoming, started and overdue tasks. The tasks in EventPro Software have already been assigned to the correct users or user group when created.

Start the Task Assistant and it runs on the set intervals, looking for tasks that need attention and emailing you or any assigned user(s) a reminder notification. Overdue tasks can be followed up with automated repeat notifications until the task is done. That's it!

Nothing Falls Through the Cracks Again

Stay in the loop and make sure tasks get done! With the safety net of EventPro's Task Assistant, you can banish "We missed the deadline?!" and many more exclamations of dismay from your office vocabulary forever.

The Benefits of Task Assistant

In addition to reducing stress, the Task Assistant also delivers these benefits to you, your staff, and your clients:

- Everyone who needs to know will get reminder emails. (No more "No one told me!" excuses.)
- Tasks get done on time - and done correctly.
- No more missed deadlines.
- No more annoyed clients, suppliers, or other people waiting on your promised action.

BONUS: All this reminding is done without any extra time or effort by you (i.e. no extra emails, no panicked last-minute texts, no desperate phone calls). Task Assistant is an automatic task notification service that runs in the background while you get down to important work.

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Change Notification Assistant

Is Change in the Air? Now You'll Know

Do you hear "I didn't know about that!" around the office too often?

When you're planning events, details can change in an instant: catering is added, a new contact is entered, the event moves to a different room, attendance numbers change, and so on. If a need-to-know person isn't informed of the change, the whole planning process can fall apart.

If only people could be automatically notified of any changes in event management... Well, what do you know – that's exactly what EventPro's automated change notifications do!

When a defined change occurs in EventPro, the Change Notification Assistant automatically sends a notification email to the relevant user and/or department. Who defines the change or the "relevant" user? You do! You can choose what kind of change triggers the notification – event catering added, new event created, new contact entered, or pretty much anything else you can think of – and direct the notification to the user or department that needs to know.



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*Contact us today for a
free demonstration*



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