Certain

Event Setup Wizard

**Time-saving builder for simple events**

Certain

Event Setup Wizard

The Certain Event Setup wizard is a quick and easy way to create a new event, from scratch, with minimal previous knowledge or training on the Certain platform. Perfect for a one-time event registration process to register attendees and collect fees

How to use it:

- From the Event List page in your Certain account:
  - Click "Add Event" at the top-right, and then "create an event using the Event Setup Wizard:
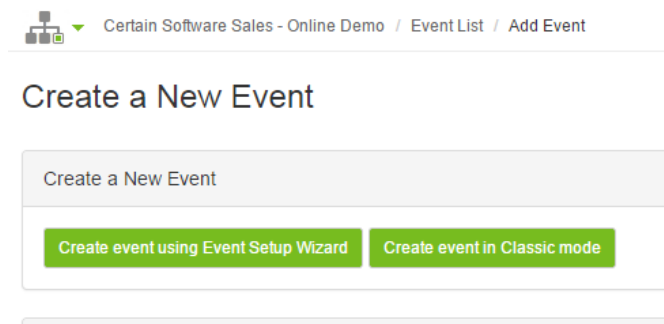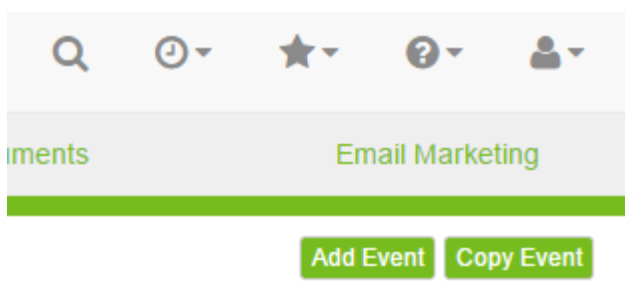
Note: Application may take a few moments to load.

Get Started

Menu will show all standard and optional areas for the event. Check or uncheck the ones you need. Then click the "get started" tab on the bottom-right

Get Started
Let's build your event. To begin, select the optional areas you need for this event.

Standard Areas

Personal Info
You can now pick what personal info you want your attendees to enter when they respond.

Confirmation
Configure the attendee verification and confirmation pages and confirmation email.

Display
Now, design your site. Use a logo and your specific colors and fonts for that special look-and-feel.

Website
Set the rules for publishing your unique website and registration form for this event.

Optional Areas

Questions
You can create questions to collect preferences, special needs, and more.

Collect Fees & Payment
Activate the collection of fees for categories and agenda items, and configure payment options.

Attendee Types
Create the types of attendees coming to your event with optional unique fees.

Agenda Items
Create sessions, functions, and other items with inventory and optional fees.

Get Started »

And then build your event!

- **Progress bar on the right shows where you are!**

Add custom display and website

Color picker and graphics upload, and your custom event is done. It's that easy!

And That's it! Some Quick Tips:

- 1. When creating an item in the Event(question, agenda item, attendee type, etc.) be sure to click on the Create or update button to actually create the item before clicking on Save and Continue.

- 2. To continue on from the Attendee type or Agenda Item page, you may need to click on an agenda item/Attendee type that is already created first, before clicking on Save & Continue

- 3. Once the Event is created, you can get the Form and Website URLs, as well as edit the event(add new questions, agenda items, attendee types, and fees) by going into Plan->Event Setup->Dashboard.

- 4. With your new event created, if you want even more flexibility and control, you can change the event to "Classic" mode by clicking on the link in the Dashboard to do so. From there the entire range of Certain customization options are available.