

registr



PRODUCT PRESENTATION: REGISTR

Digital, sustainable and contemporary registration & participant management from plazz AG for companies, associations and agencies that organise recurring events.

WHAT IS REGISTR AND WHAT IS IT USED FOR?

With the **flexible, web-based participant registration system** registr, you can easily organise guest management yourself. From sending out invitations to online registration and event check-in, the solution supports you in **organising and managing your guests** - online and in real time.

Registr is the ideal solution for the **management of external and internal events** and thus offers the right corporate solution for every type of event. Attendee data is protected by our state-of-the-art **security configurations**.

In addition to our own **ISO 27001 certification**, we also use an **ISO 27001-certified data centre with a server location in Germany** for hosting. We had our **TISAX assessment** renewed in 2024 and **regularly carry out penetration tests** to comply with the highest IT security standards and the GDPR.

All tools are **developed in-house** and can be managed worldwide via **a single content management system**. The application is **developed entirely in-house** by an independent team in Germany.



Secure
Data encryption



Strict compliance
with the General Data
Protection Regulation



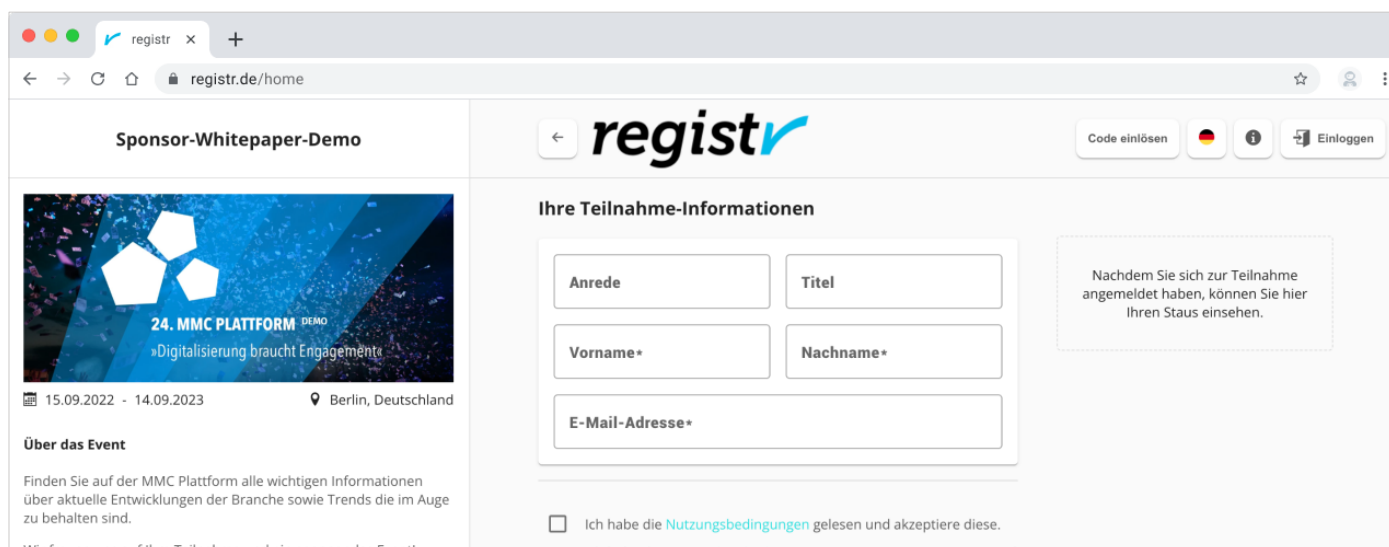
Anonymised
user data



Development and server
(optional on-premise) in
Germany

DSGVO-COMPLIANT PARTICIPANT MANAGEMENT

- Web-based **participant registration** registr in responsive design for all common and current browsers (Firefox, Internet Explorer, Google Chrome and Safari)
- Various **registration options**
 - Invitations to a closed circle of participants
 - Open registration
 - Accountless registration
- Specification of initial profile information
- Free creation & use of **questionnaires** for registration
- Use of **various mailings** such as personalised invitations, reminders or personal access codes
- Guest list in the backend with **filters** for login status
- Individual data protection provisions and declarations of use
- Customised **language selection** for the user (German, English, Spanish, French, Italian and Polish)
- Accessibility in accordance with DGUV Information 215-410 and implementation in accordance with the principles of DIN EN ISO 9241



CUSTOMISATION OPTIONS & DESIGN

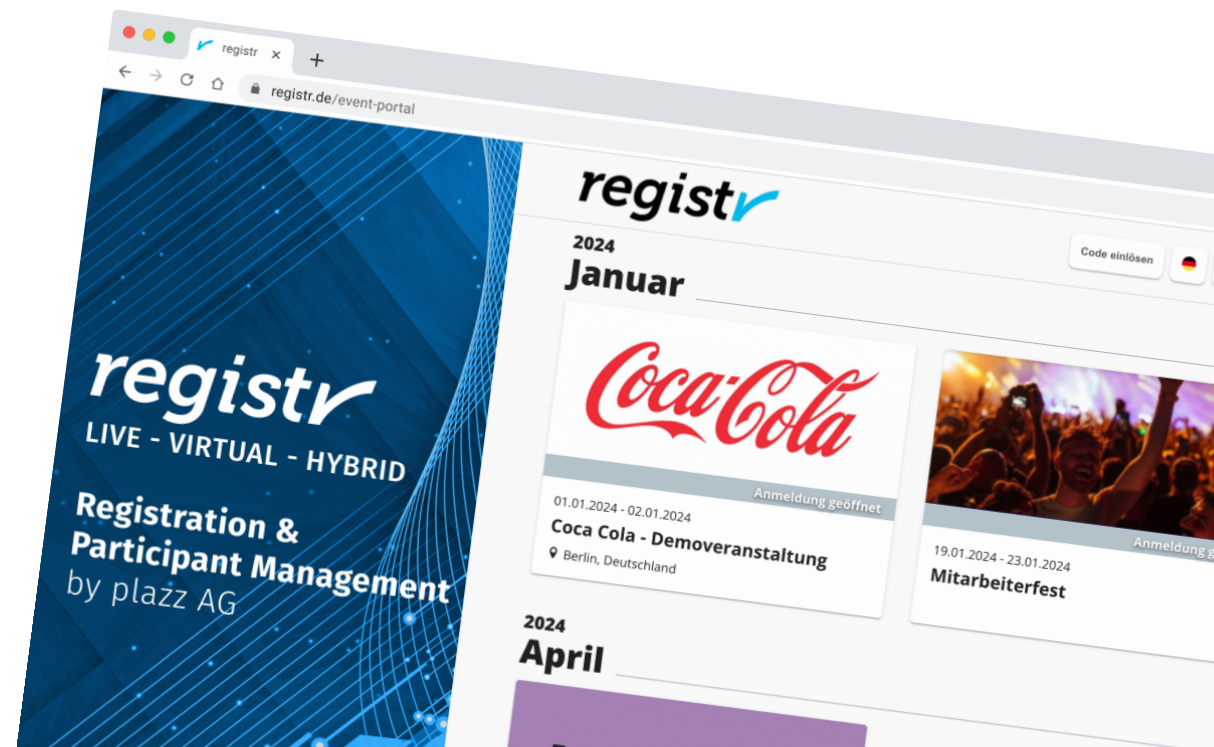
The user interface of registr is a web application that adapts **responsively** to the end device used.

As with our mobile event app, in registr you have the option of designing the user interface **according to your corporate colours** and displaying **individual images and logos** on the start screen. Furthermore, the **integration of various white label options**, such as the integration of an individual e-mail address or the use of your own URL, enables an even more personalised experience.

Registr is also a **multi-registration solution** that allows you not only to manage a single event, but also to **optimally advertise follow-up events** and seamlessly integrate them into the registration process.

For each individual event, you can also **work with your own event-specific graphics** and provide all the important information about the event.

In addition to the event name and date, you also have the option of creating **individual questionnaires** and **visualising the event location via Google Maps**, making it easier for guests to plan their route. Furthermore, **important documents can also be uploaded** in registr, such as directions, data protection regulations and other relevant documents that are available to your guests.

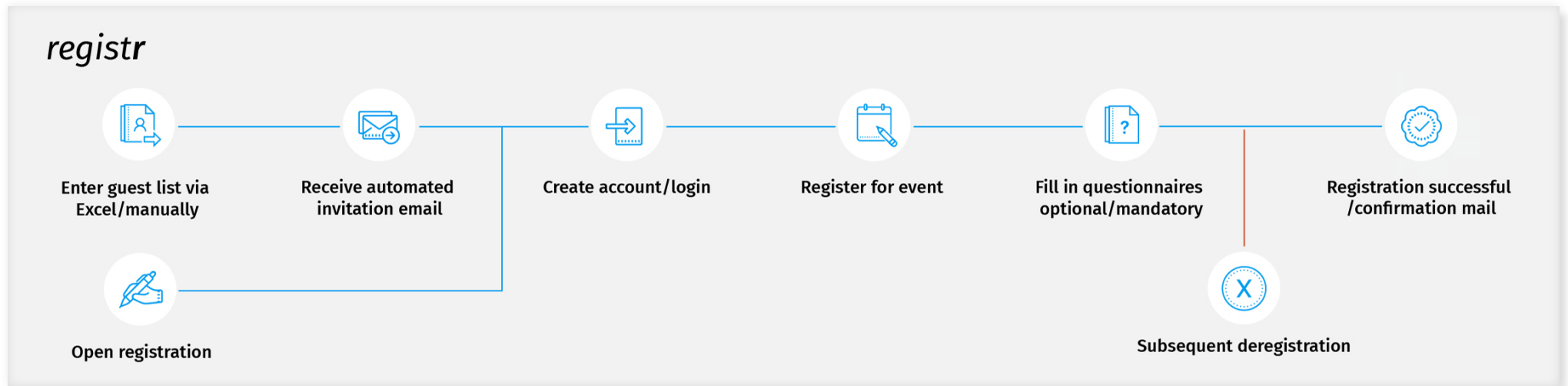


THE PROCESS (1/2)

Our registr tool can map an **open registration** as well as a registration for a **closed group of participants**. This allows you to customise each event registration **to your individual needs**. The following variants are possible:

- Closed registration based on **invitation**
- Closed registration based on **access codes/login**
- Open registration for any user
- Open registration based on invitation

Regardless of whether you use open or closed registration, every potential participant must **create an account** on the web-based registration homepage in order to register for the event. This involves **entering and verifying an e-mail address** and setting a **personalised password**. Once created, this account can then be used to **register for further events**, making future registrations much easier and quicker.

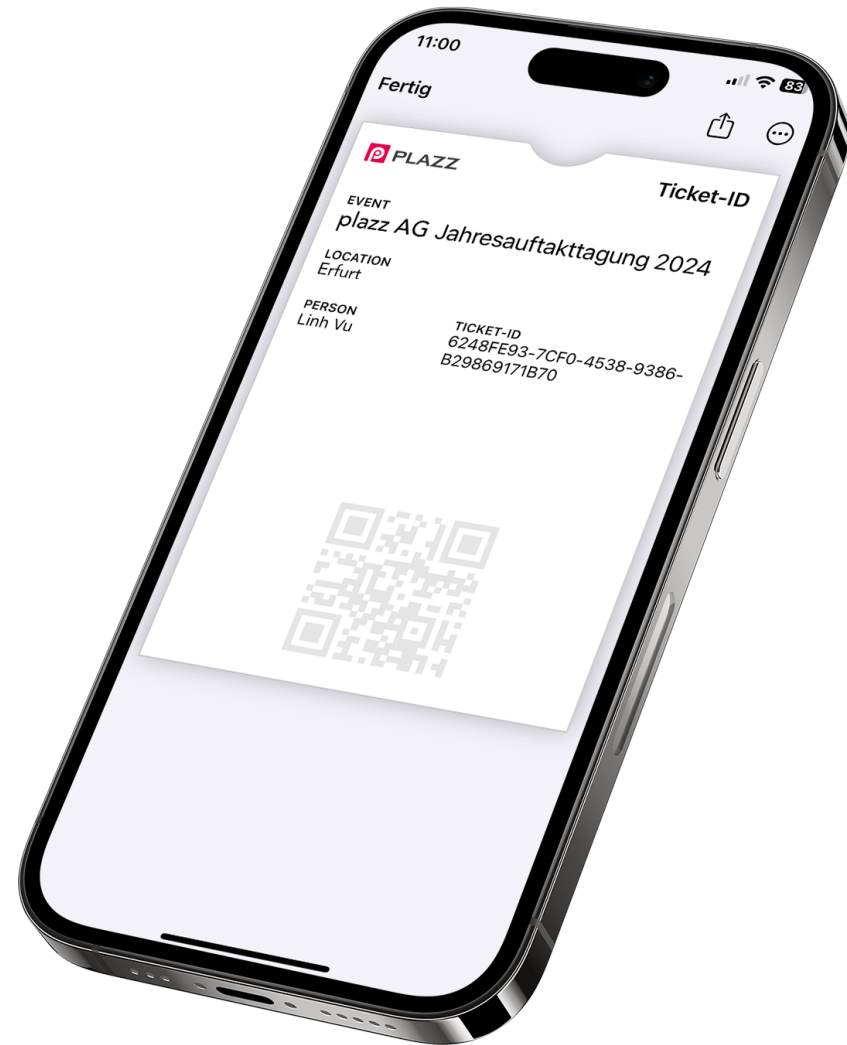


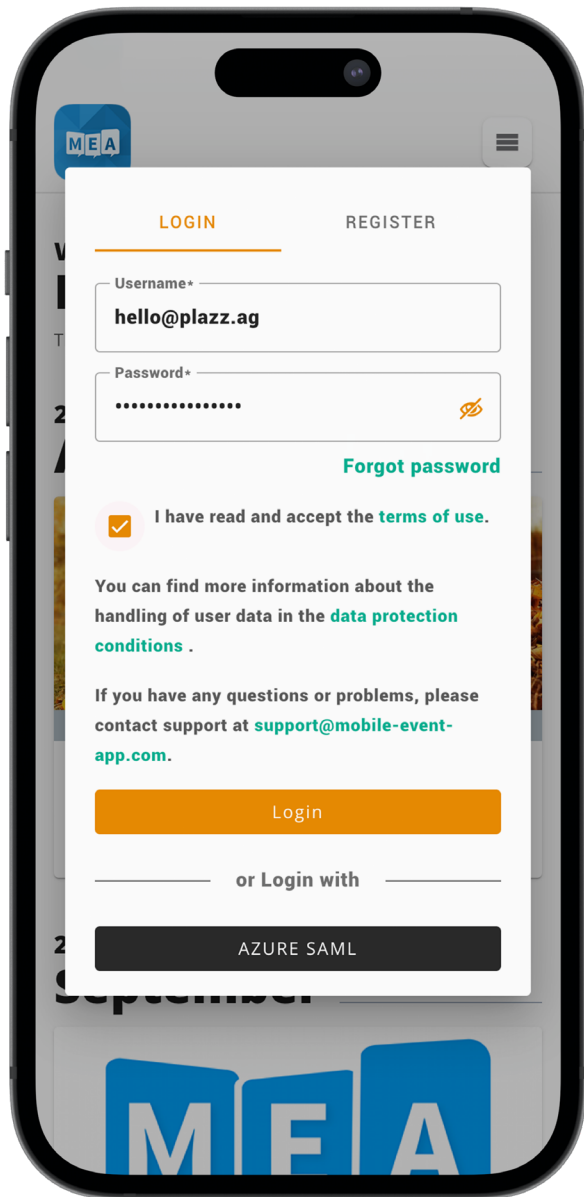
DER PROCESS (2/2)

Another option is **registration without an account**. Your guests can simply log in using their e-mail address without having to create a separate account. This makes the registration process much easier.

In addition, registr enables the **registration of accompanying persons**. These are recorded and displayed separately in the guest list to ensure a complete overview.

The account already created can be used to **register for further events via the login button**. In addition, each person who registers is sent an **individual QR code ticket** by email, which makes event organisation much easier. Thanks to the integrated wallet function, the QR codes sent can be conveniently stored in the **wallets of iOS and Android devices**.





THE PROCESS - CLOSED REGISTRATION

To display a closed participant registration, you can either draw the attention of potential participants to the event via **personal e-mail invitations** or work with the **visibilities and an event code** within the application.

Sending emails is an important part of communication between the event organisation and participants. In order to send personal invitations, you need to import your **participants' data** (first name, surname and email address) into our system beforehand. You can send different invitations to different groups of people.

The import can be carried out using a simple Excel list, CSV file or by entering the data manually. You will find an import template in our CMS that you can use at any time.

Participants then **receive individual token links via the invitation email**, which they can then use to register for the event. You can then use the guest list in the CMS to see exactly who has registered for the event, who has cancelled or who has not yet responded.

Alternatively, you can also work with an **event code** so that registration for the event is only possible by entering an event code. This option is particularly suitable if you want to give your potential participants the option of inviting colleagues to the event or nominating representatives.

THE PROCESS - OPEN REGISTRATION

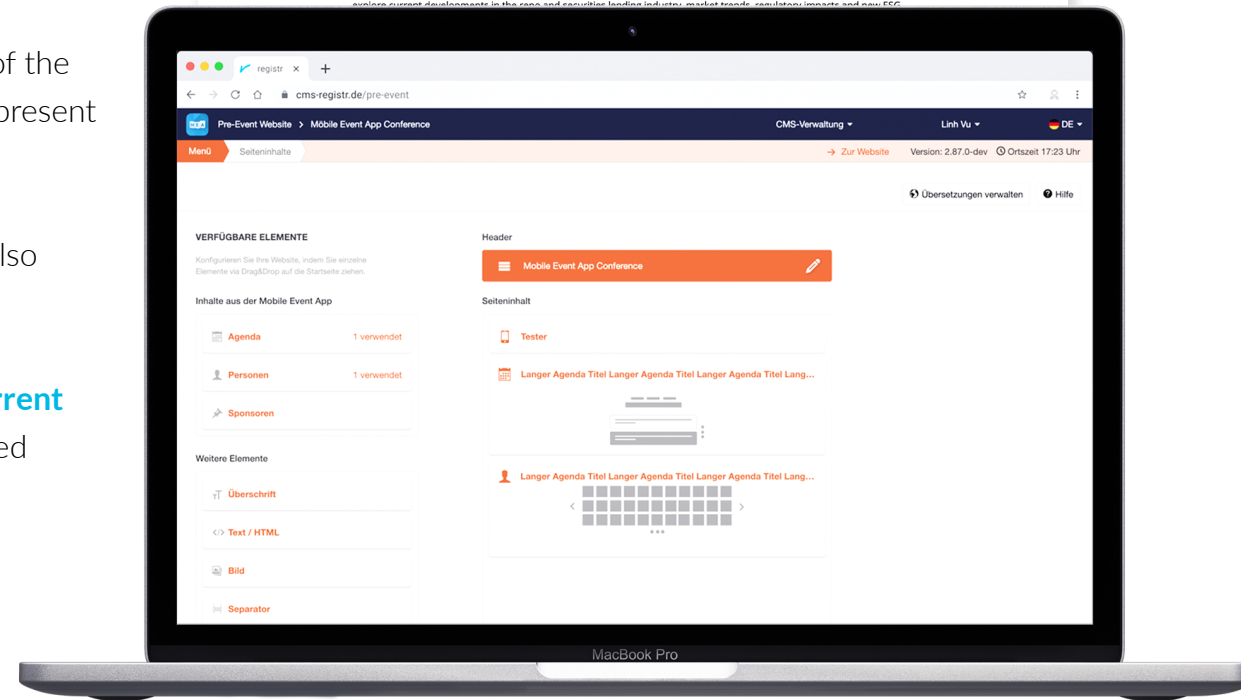
If you decide in favour of open registration, you have the option of including the **registration link** on an existing website or using our **pre-event page**.

With a customised pre-event page, you can **easily and simply** draw participants' attention to the event. The content can be easily combined using drag & drop and accesses **the same CMS as the event platform**.

By using various elements, such as the agenda for an overview of the programme or the introduction of the speakers, you can clearly present the **relevant content of your event in advance**.

A **connection** to the event registration and the event platform also simplifies project management for you.

Here, too, you can use the guest list in the CMS to track the **current status of registrations** at any time and also send out personalised invitations.



E-Mail-Optionen

E-Mails senden Ja

Darf diese Einladung von beliebigen Nutzern eingelöst werden? Nein

Individuelle E-Mail-Bestätigung Nein

E-Mail Text

Vorlage

Wählen Sie aus den Templates eine Vorlage, die Sie nutzen möchten. Der Text kann unten angepasst werden.

Absender [White-Label-Konfiguration](#)

Betreff * 9 / 998 Zeichen

Text & Platzhalter *

Dear %%FIRSTNAME%% %%LASTNAME%%,

We cordially invite you to participate at our event: %%EVENTDATE%%.

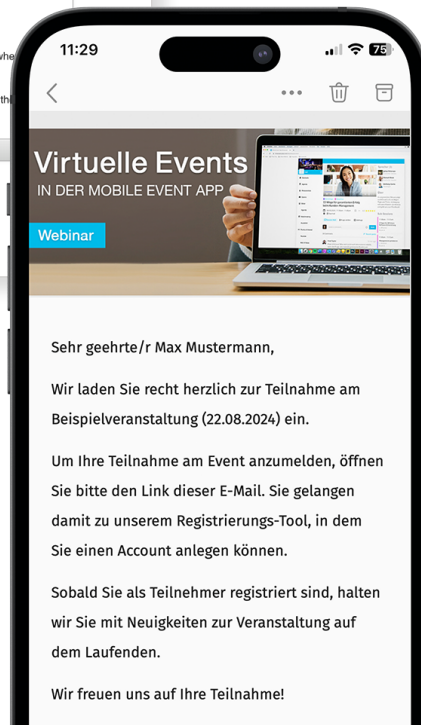
To enroll, please open the link in this email. You'll be directed to our registration tool where you can create an account.

Once you're a registered participant we will keep you up to date with news regarding the event.

We look forward to your participation!

Link-Ziel *

Geben Sie an, auf welche Seite der Nutzer durch den Einladungslink geleitet werden soll.



MAILINGS

You can create **various mailings** and templates for the invitations in our CMS. If desired, the e-mails will be sent from your individual e-mail address.

When creating the mails, you can choose between the following e-mail types:

- Invitation
- Contact/reminder
- Automated confirmation mail
- Automated rejection mail
- Waiting list mail

The text of the e-mails can be **configured individually** and can be provided with placeholders such as name, salutation, titel or various links. It is also possible to send **e-mail attachments** such as PDF, DOC, PPT, XLS or ICS calendar entries.

The integrated **e-mail reporting** function also provides you with detailed information about when which guest received which e-mail. This ensures that your participants receive important information on time.

THE QUESTIONNAIRES

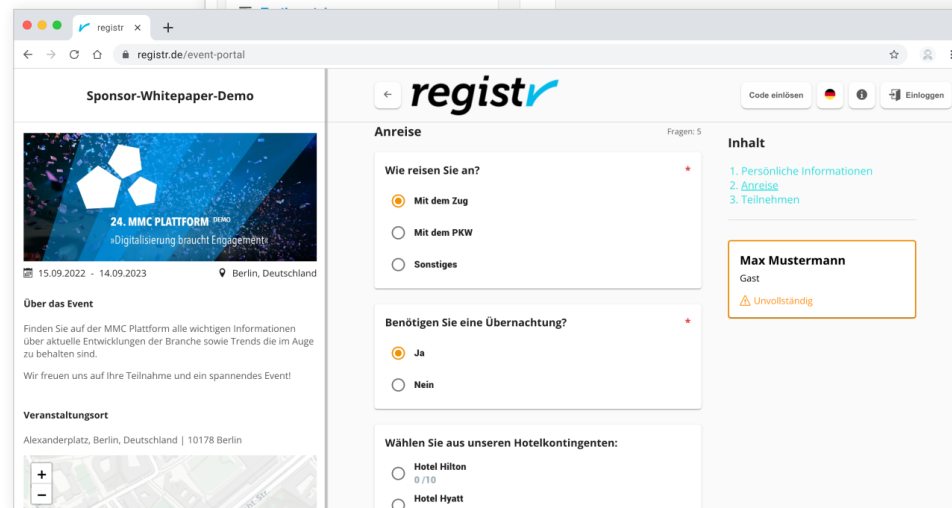
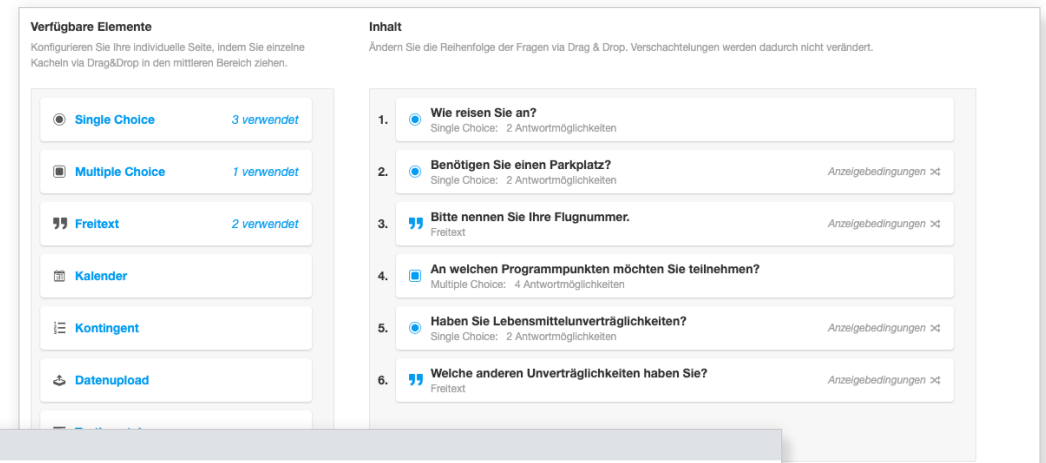
To obtain initial important information from your attendees before the event, you can easily create questionnaires **via drag & drop in the CMS** and integrate them into your event registration.

You can determine **individually for each questionnaire** whether it is visible to all potential attendees or only to certain groups of people.

When compiling the questionnaires, you can choose from the following functions:

- Single choice
- Multiple choice
- Dropdown
- Free text
- Calendar
- Contingents e.g. for workshops or hotel rooms
- Data upload

The questionnaires also allow you to **optimally query consents and data protection regulations** as well as **upload important documents** such as driving licences, passports or other relevant documents. You can also work with **display conditions** and define **mandatory fields**.

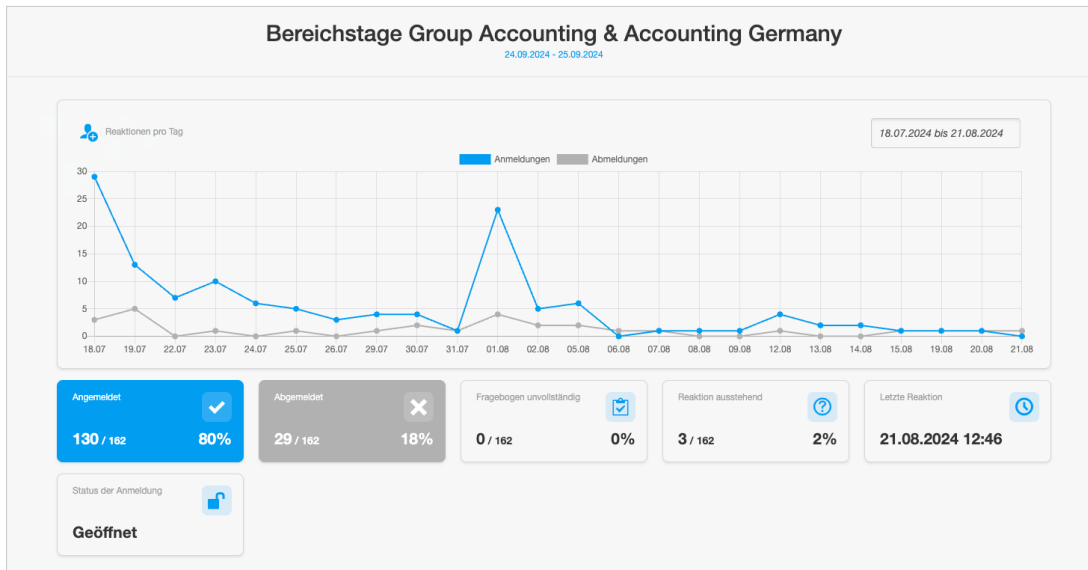


ANALYTICS OF THE LOGIN TOOL

Thanks to an unlimited number of CMS accesses, you have access to the backend and the data of your registrations at all times. This means you receive a **detailed analysis of the questionnaires at any time** and can track the registration status of your participants in **real time**.

Comprehensive filter options, such as filtering by questionnaires and groups of people, allow you to query and analyse specific data in real time. An **export comparison**, which highlights changes to participants in colour, allows you to create Excel lists with all relevant information and optimise your event planning based on this. In addition, administrators can use **inline editing** to customise answers or selections within the questionnaires to ensure even more precise data management. For a smooth and always up-to-date overview of participants, large amounts of data can be updated by simply **importing an Excel spreadsheet** into the guest list.

In addition, registr allows you to keep track of the status of your guests' stay by **automatically transferring check-in and check-out information to the guest list** if you use our check-in app.



Gäste einladen | Ausgewählte Gäste (0) | Export & Import

Spalten ausblenden (1) | Nur E-Mail Duplikate anzeigen | Reporting | Bedienungsanleitung | Gast oder Fragebogen Informationen

<input checked="" type="checkbox"/>	Gäste: 3				
	Vorname	Nachname	Datum der Einladung	Individuelle Pin-Codes	Check-in / Check-outs
<input type="checkbox"/>	Dana	Müller	26.07.2024 10:07		
<input type="checkbox"/>	Emil	Schmidt	26.07.2024 10:07	123	✓ Checked-in 26.07.2024 11:40
<input type="checkbox"/>	Thomas	Schröder	26.07.2024 10:07	456	✓ Checked-in 30.07.2024 09:45

VORTEILE DES EVENT APP BUNDLES

The Participant Registration registr can be used not only on its own, but also as a **complementary tool to the Mobile Event App (MEA)**.

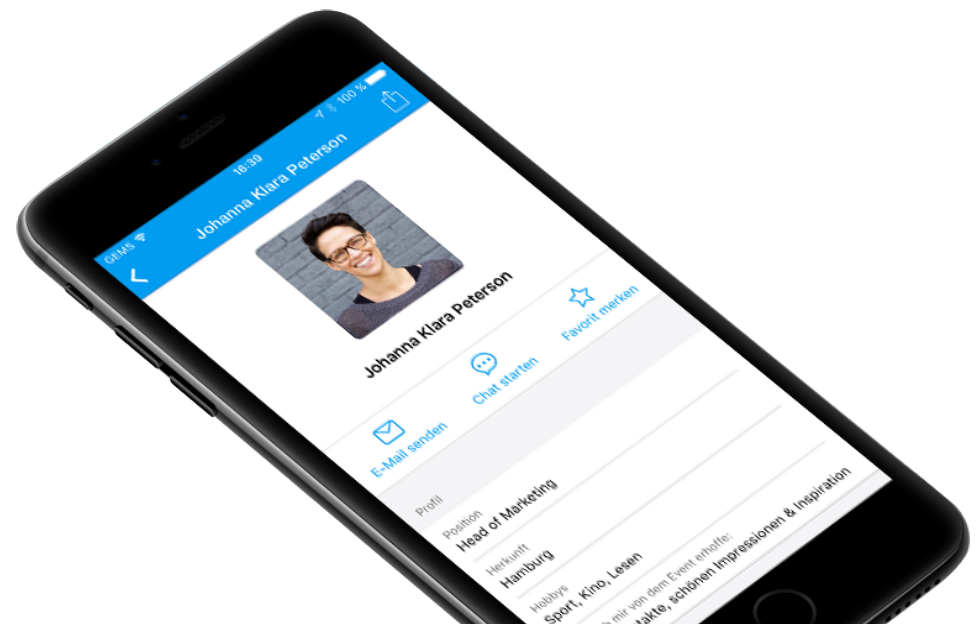
Since both systems are managed **via a common Content Management System (CMS)**, you as the event organizer only need one login to view and edit all information.

The common CMS offers even more advantages: Instead of maintaining extensive Excel tables, importing participant lists from one platform to the next or commissioning the costly development of an interface, with registr you benefit from the **seamless automatic transfer** of your participant data to the mobile event app.



Your advantages:

- Can be used as a multi event registration
- One-time registration of your participants in the system
- Seamless exchange of participant data between registr and MEA
- Low workload, little susceptibility to errors
- Cost-effective with the registr and MEA bundle
- Little implementation effort as no interface required



CONTACT US!

Promote communication and interaction at your events with the help of plazz AG's innovative tools!

If you have questions about the concept and the applications, you can always contact our sales team.

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