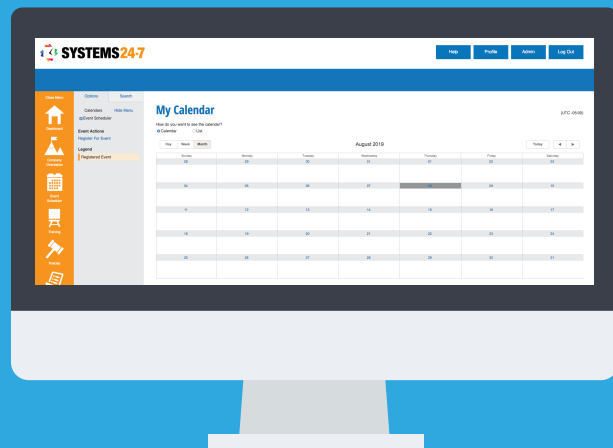


EVENT SCHEDULING PROGRAM



1 Create events



8 Download attendance sheets

2 Add wait lists



9 Upload sign-in records



3 Confirm attendance



10 Save records on Systems 24-7

4 Communicate with registrants



11 Easy reporting



5 Email certificates



12 Attach a passing or failing score

6 Add external facilitators



13 Document why an attendee missed an event



7 Change event visibility so only certain groups can register



14 And more!