



Core Event Logistics Feature Summary

Event Creation

- Create University or Professional Events
- Ability to separate/filter/highlight diversity events
- Ability to create "Notes" (details or news items that are not actual events)
- Ability to easily transfer ownership of events
- Events can span multiple days and/or time zones
- The maximum volunteer feature helps limit volunteering
- Custom volunteer approvals increase efficiency
- Ability to specify events as RSVP only
- Events can be posted internally, externally, or both
- Track source codes by event or school/host
- External, internal, and super-user notes allow for different messaging
- Events can be filtered by sub-type, focus, candidate level, and diversity
- Manage shipping details
- Automate logistical information to shippers or vendors
- Advanced funding management helps fund non-funded events
- Ability to split costs across multiple organizations
- Manage registration, payment, and supplies
- Event approvals can be added to ensure that events are approved
- Ability to Save/Finish Later - users can come back and enter details when they have them

Login/Authorization

- Ability to integrate with SSO (Single Sign On) systems
- Ability to grant access to outside contractors
- Mixed-mode authentication

User Profiles

- Custom setup questions can filter users by group, location, type, training, etc.
- Capture shirt/training information easily
- One-time user setup helps minimize user entry
- Ability to add Management approval based on user level
- Store "Alternate" information
- Integrate HRIS data (department #'s, addresses, etc.)
- Manage employee costs for direct labor (hourly expenses)
- Track Alma Mater information
- Integrate Alumni data, preferences, etc. (optional add-on)

Access Management

- Grant/revoke access



- Ability to grant special access by location, division, department, and/or function
- Control approval communications
- Track user access

Event Reminders

- Custom filters allow specified users to track important details (due dates, payments, etc.)
- Easily track event status
- Users can see all events they are attending or have attended with one click

User Management

- Easily manage all user data
- Custom views based on role (administrators and managers have different portal views)

Finding Events

- Powerful search capability, including global keyword searching
- Customized display lists ensure that events show only what your company needs
- Ability to view event results in a list or calendar format
- Users can access all event functions available to them on one screen (less clicking)

Volunteers

- Optionally include separate instructions or eligibility by location or division
- Manager approval can be stored on a per-volunteer basis
- Ability to approve multiple volunteers at the same time
- Ability to volunteer someone after the event occurs
- View volunteer hourly rates, ratings, comments, and alternates before approving them
- Ability to deny volunteers - you can optionally have volunteers see the event as "full"

School/Host Management

- Manage schools and other organizations by Target/Tier, category, diversity, location and more
- Ability to assign owners to manage the school
- Store contacts, default addresses, campus ambassadors, executive champions, campus liaisons and more
- Ability to specify custom user roles (data entry capability) based on role
- View all activity on a single page
- Ability to enter "notes", such as accomplishments, donations/grants, visits, scholarships, etc.
- Track funding and costs
- Ability to upload Action Plans and School Profiles (view custom view/edit privileges)

Supplies

- Manage supply resources by type, part order #, quantity, cost, etc.
- Ability to upload images for each item
- Optional ability to track quantity on-hand (if not vendor managed)
- Ability to send automatic orders to vendors when events are created



Reporting

- Quick access to the most common reports
- Ability to export all data (events, volunteers, schools, etc.) to excel
- Powerful search/filter capabilities
- Volunteers can provide short or detailed feedback on events
- Event Owners can provide more comprehensive feedback, including feedback about the volunteers and the supplies
- Ability to store metrics about resumes, attendees, interviews, hires, etc.
- Optional ability to upload resumes by function or degree

Students

- Brand all communications
- Seamless integration with your external career site(s)
- Students can easily see events at their school
- Capture e-mail address and information such as major, year in school, degree, etc.

Communications

- Volunteer approvals can be configured as Outlook or iCal events (events can be added to the users' calendar)
- Emails can be customized for each action desired (more than 20 emails can be customized)
- Optionally send short SMS reminders to students of upcoming events

Above all

- EventPA.com can be customized to fit your needs exactly.
- If there is something you need done for your organization, we can provide it, fast and efficiently.

Hot Solutions is a web-based technology provider of custom HR solutions. If there is something you need the tool to do, we can make it happen. Services such as custom reports, integration with ATS data, integration with candidate/resume data, interview scheduling, localization, and more can be added (at additional cost).

Contact: steven@hotsolutions.com (808 885 9774)