

## IET Communities Volunteer Briefing: The Plus! for Events Tool

### Summary

Plus! for Events is an online event registration tool. This briefing will give you an overview of the tool and try to answer some of your questions. If you have any further questions please email the Communities Team on [communities-support@theiet.org](mailto:communities-support@theiet.org)

### Why should I use online registration?

Online registration has a number of benefits to you as an event manager but also the IET. It can make the whole process of organising an event and advertising it easier. It can also make the delegate experience much better with easier registration and joining instructions.

By using Plus! for Events you are ensuring that the IET can record who is attending your events. This means that we are able to send them information about other IET services that they have expressed an interest in, including membership and professional registration. Using Plus! for Events also means that all of the delegate data can be used by your community for future marketing – this is true for members and non-members.

When you use Plus! for Events you are also helping us to monitor the success of our activities which helps us make a strong business case to make some activity available in new areas. For example, Lifeskills events have been available free of charge to communities in the UK for many years, we are currently running a pilot in Australia and New Zealand to assess whether we can roll-out Lifeskills to the rest of the world. We can only do this by managing the registrations through Plus! for Events, so that staff can support easily from the UK, and we can gather the data to prove its success.

### What functions does Plus! for Events have?

**Easy promotion:** You can create an event registration URL for use when promoting your event.

**Monitor registrations:** See how many people are coming to your event making it easier to manage logistics with your venue.

**Manage a waiting list:** Set maximum capacity and when it is reached any further delegates will be placed on a waiting list. Any place that becomes available can be automatically allocated.

**Online or mobile:** It is quick and easy for people to register for your event wherever they are.

**Use social networks:** Share your event registration URL and let your community promote your event to their social networks on Engineering Communities, Facebook, Twitter and LinkedIn.

**Manage the delegate experience:** Each delegate automatically receives a booking confirmation email. You can use delegate data to contact them with updates and using this data to send a reminder email before your event can help reduce last minute drop outs.

Record attendance: You can generate an attendance sheet to tick your delegates off as they arrive, and record delegate numbers after the event.

Request feedback: You can use the system to request and record feedback from your delegates, helping you assess how successful your event was and assist in planning for the future.

Free to use: Plus! for Events is always free for IET volunteers organising free to attend community events. If you are organising a fee-paying event then an alternative system needs to be used. This is managed by staff so contact your Community Event Producer if you wish to discuss this option further.

### **How do I get access to Plus! for Events?**

Please contact your Community Manager or Community Event Producer.

### **Do I have to undertake any training?**

You will need to complete data protection training before accessing the system and you should read the Plus! for Events Procedure Notes which will be provided to you by your Community Event Producer.

### **Can I use other online event registration tools?**

We understand that some LNs currently use other websites for event registration. If you currently use an external website we would like you to contact your Community Manager or Community Event Producer who can talk to you about moving over to Plus! for Events.

**Have you got something to say on this subject? Would you like to connect with other IET Communities volunteers? Then go to the IET Volunteers Community on [www.theiet.org/vc](http://www.theiet.org/vc)**

**You can view the latest version of this briefing on [www.theiet.org/running-events](http://www.theiet.org/running-events)**

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