



8 Commerce Drive | Bedford | NH | 03110 | 800.888.3188

Seminar REGISTRATIONS

CaLLogix seminar reservation service allows you to focus on the aspects of your business that you do best, while we focus our attention on what we do best!

Callogix created www.seminarregistrations.com to give our customers the RSVP features they told us they wanted.

We provide you with **your own 800 number.**
No extensions



Your 800 number is answered by a courteous, professional “live” voice, 24 x 7, in your company name or per your request.



Attendance proves to be higher when RSVPs are made with a live person versus a machine.

RESERVATIONS: captured by CaLLogix; always accessible to you

- We give you a website specific to your account allowing you to add and edit seminar data, view reservations, cancellations and wait lists. You can also edit existing names, addresses and phone numbers. You can also add your own reservations online.
- We capture the caller’s name, phone number, address, names and phone numbers of other attendees, and date attending. We can also get a meal choice or ask any other question you might like us to ask your callers.
- Your RSVPs are entered into the seminar registrations database, giving you access to your account information on line, in real time and anytime!

REPORTS: via email

You will also receive a daily email of reservations; and prior to the seminar event, you will also receive an updated roster with every attendee’s name and phone number.

OPTIONS: reservations, waiting lists and cancellations

- You have the option of limiting the number of attendees for each seminar. Our system will automatically tally your reservations and will alert the CSRs (Customer Service Representatives) when a particular date or time is full. The caller will then be offered an alternate choice, if available, or their name will be added to a waiting list. You are updated with cancellations and waiting list names.

QUESTIONS: instant notification







Should the caller ask a question, which we are unable to answer, we take their name and phone number and tell them someone from the office will give them a call. An instant message is sent to you notifying you to call the caller.



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OBTAINING YOUR 800 # FOR

-  Call Beverly Pappas at **603-263-2620**.
 -  If you are not familiar with the way the reservation service works, Beverly will explain it to you.
 -  You will need to complete the **CaLLogix Company Information Form**. You can do this **on line** by going to www.callogix.net , go to services, click on RSVP Services, then click on Seminar Registrations – RSVP found at the left, then go to the bottom of the page and click on “apply online” under “establish a new account”.
 -  Once **CaLLogix** receives the completed Company Information Form, the 800 number will be provided to you. You will be given a four digit box number/DNIS (Dialed Number Identification Service), which identifies your account in our system. Please provide Beverly with this number when asking for assistance with your account.
 -  You will be alerted via email when your account is ready for you along with website instructions for adding your seminar data.
 -  **CaLLogix** will email you your Contract
1. Two Seminar Contracts must be printed and signed by the person whose name is on the Contracts, and mailed to our New Hampshire office. We will sign the Contracts and mail one back to you for your records.
- *These Contracts are between **CaLLogix** and the Corporation or individual responsible for payment for this account. If you list the business as a corporation, then an officer of the corporation must sign this Contract and that person’s name should appear on the Contract.*



If you need assistance once your account is active, please call your Account Manager: Beverly Pappas at 603-263-2620.



When you are no longer in need of **CaLLogix**'s service, please email or fax a note to Beverly (bpappas@callogix.net) stating that you wish to cancel your service with the effective cancel date.

Summary

1. Complete the Company Information Form on line *to receive your 800 number.*
2. Add your seminar data on line prior to the mail/or ad date.
3. Make sure the Contracts have been signed and mailed back to CaLLogix.



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CONFIRMATION CALL BACKS



CaLLogix offers confirmation call-backs as an extension to your seminar reservation service.



Confirmation calls will be made one to three days prior to your seminar.



View your confirmations at www.seminarregistrations.com
Click on Outbound Campaign.



Confirmation calls are charged at the rate of \$1.00 per attempt. *We will make up to three attempts to leave a message either with an individual or on an answering machine or similar device.*



To subscribe to this service, all you need to do is go on line to your account information at www.seminarregistrations.com.

- Pull up your first seminar date.
- Click a 'check' in the **outbound campaign box** and click the **submit** button at the bottom of the page.
- Repeat steps for each date.



*This must be done at **least** five business days prior to your needing the call-outs.*