

Autodesk Global Event Platform

User Manual

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Created by: Onemedia

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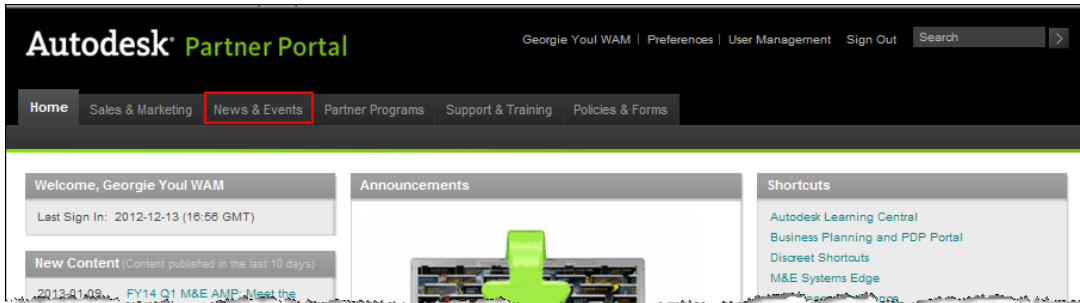
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Accessing the tool

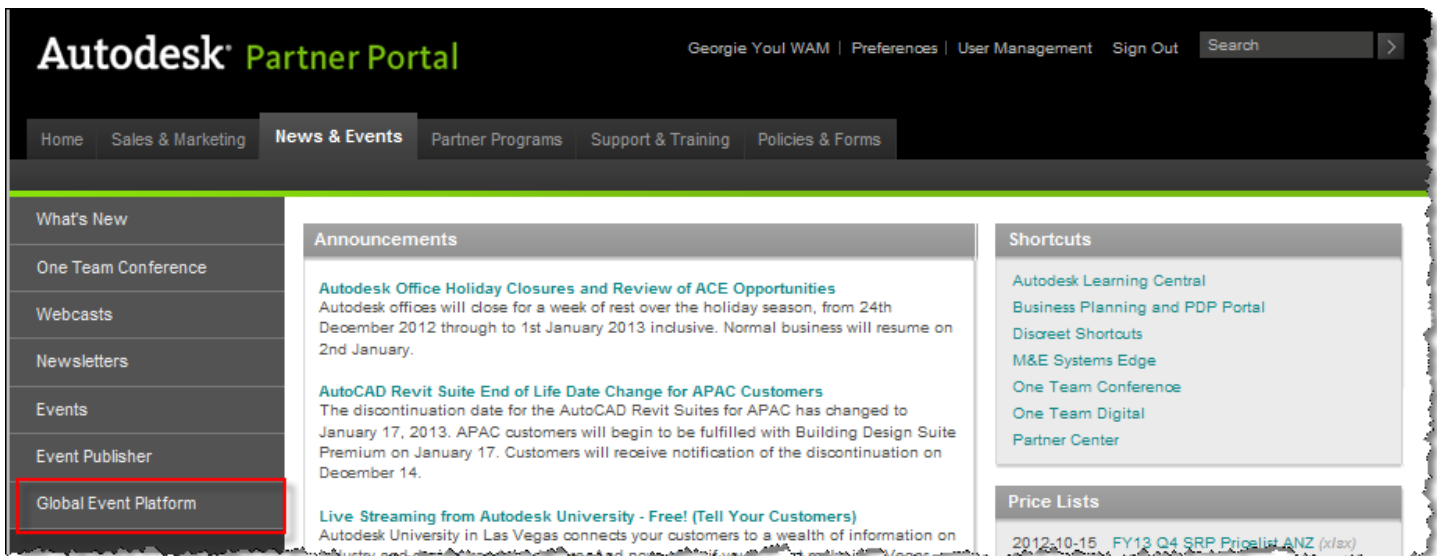
For Autodesk Partners, Login is from the Autodesk Partner Portal.

Accessing the tool – Autodesk Partners

1. Login to partner Portal, using your regular Partner Portal Login
2. select “News/Events”



3. select “Global Event Platform”



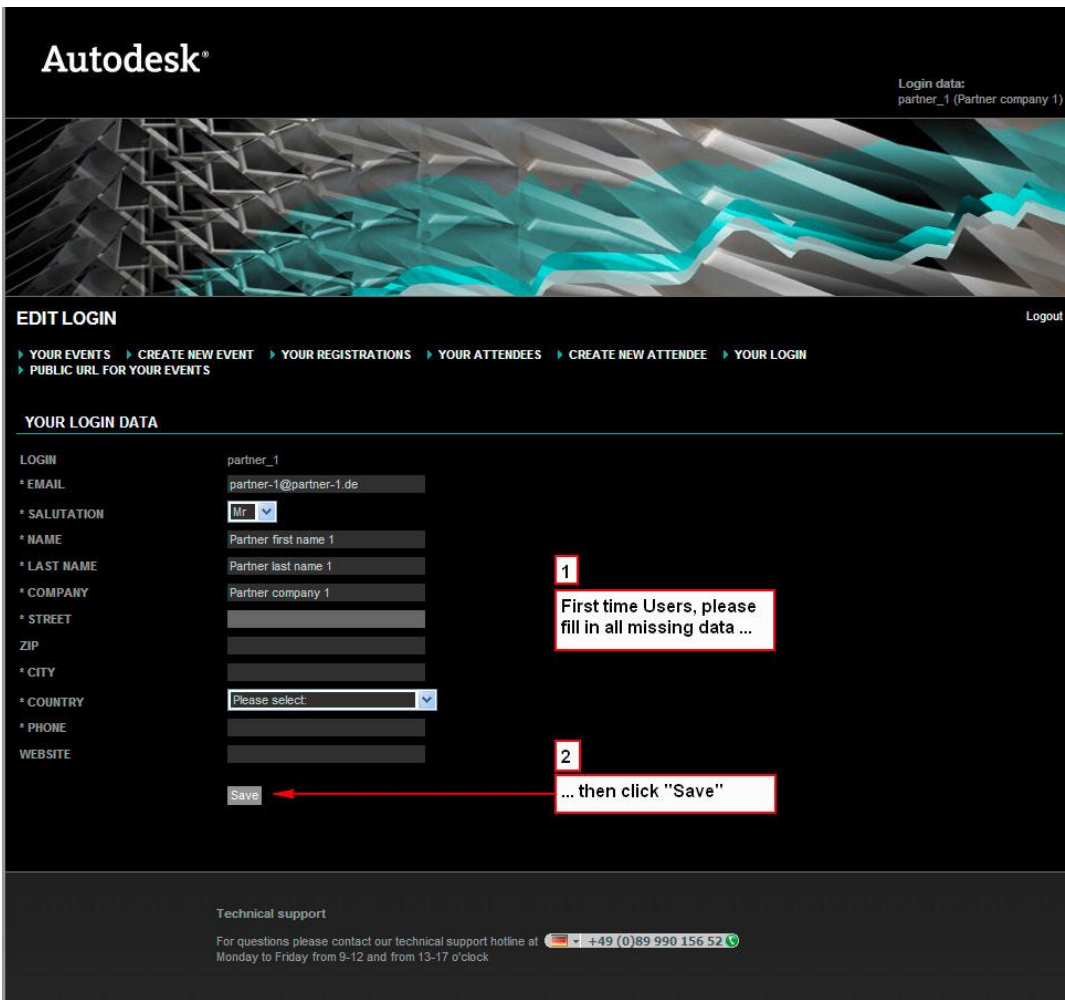
4. Select “Create, edit, view events”

Tip: Here you will find the link to the new tool to create and manage your events. You will also find additional supporting information.

Accessing the tool – Autodesk – Logging in for the first time.

When you login for the first time, you will be asked to fill in missing information. This information is required to manage your events. See screenshot below.

You only need to complete this step once: next time you login, the fields will be populated with the information you provided.



Availability of the Tool (NEW)

In 2012 the Event platform was available to the following countries:

- UK, Sweden, Norway, Netherlands, Finland, Denmark
- DACH, France, Italy
- Spain, Middle East, Poland, Portugal

In 2013 the Event Platform has been extended to the following countries:

- USA, Canada, Brazil, Peru, Chile, Columbia, Argentina, Mexico
- Korea, Japan, Australia, New Zealand
- Turkey, Czech Republic, Slovakia, Hungary, Romania, Serbia, Bulgaria, Bosnia, Montenegro, Slovenia, Croatia, Russia

Navigation Bar

› YOUR EVENTS › CREATE NEW EVENT › YOUR REGISTRATIONS › ADD REGISTRATIONS › IMPORT › ARCHIVE › YOUR LOGIN
› PUBLIC URL FOR YOUR EVENTS

Your Events

The events page gives you an overview of your events. From here you can check the details of individual events, edit, delete, or duplicate an event, see how many people have registered and export these details as an Excel report or as a .pdf file.

Create New Event

This is where you create a new event.

Your Registrations

Here you can manage your registrants, you can delete registrations, and mark which registrants attended the event. You can filter your registration lists and download registrants in an Excel file.

Add Registrations

On this page you can manually enter your own registrations (e.g. registrations by fax or phone) to an event, or you can import registration details from an Excel file.

Import

The import page lets you bulk import registrations for a specific event.

Archive

The archive contains a view of archived events for January 1 to December 31 of the previous year. Events will be automatically archived after one year or on special request after the end of a fiscal year.

Your login

Your account details are here. This is where you can change your password, contact details including address etc.

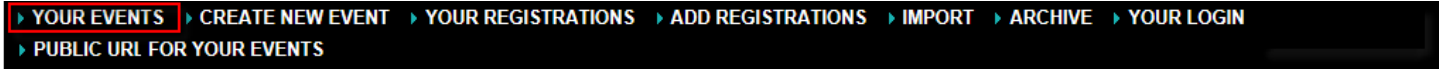
Public URL for your Events

This shows the URL for your event, you can use this URL when you want to link direct to your events, e.g. from a promotional banner on your website.

Your Events

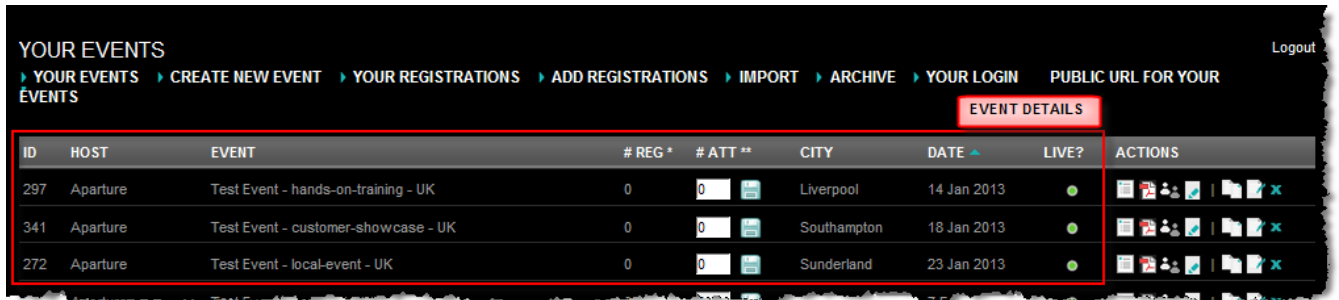
To manage your existing events select “Your Events”.

TIP: if you have multiple events, you can use the event filter at the bottom of this page, to show only the events you are interested in.



a) Event Details:

You can see a summary of your existing event(s) details.



	<p>ID: Your unique event number(s), auto-generated by the system.</p>
	<p>HOST: The name of the company that created the event(s).</p>
	<p>Event: the event name(s).</p>
	<p># REG: number of registrations currently existing for the event.* <i>*TIP: you cannot delete an event that has registrations. To delete an event with registrations, please select the registration icon for your event (see below), download any registrations, delete the registrations, then you can delete your event. You should use your registration download list, and notify your registrants, the event has been cancelled.</i></p>
	<p># ATT: you can add and save the number of attendees to your event.</p>
	<p>CITY: the city where your event is located.</p>
	<p>DATE: the live event date. <i>TIP: select the blue arrow to change the event date sorting.</i></p>
	<p>LIVE?: the status of your event, green means it's online, red means its offline.</p>

b) Event Actions:

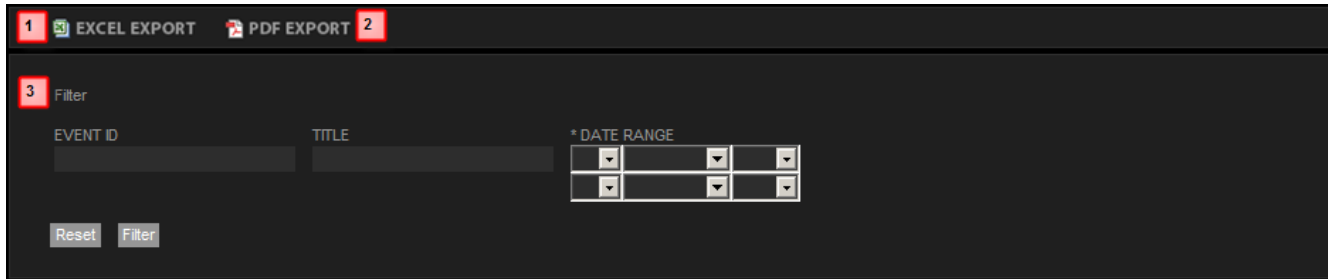
You can perform a number of actions on your existing event(s).

ID	HOST	EVENT	# REG *	# ATT **	CITY	DATE	LIVE?	ACTIONS
297	Aparture	Test Event - hands-on-training - UK	0	0	Liverpool	14 Jan 2013	●	[Icons for Details, PDF Export, Registrations, Internal Registration, Duplicate, Edit, Delete]
341	Aparture	Test Event - customer-showcase - UK	0	0	Southampton	18 Jan 2013	●	[Icons for Details, PDF Export, Registrations, Internal Registration, Duplicate, Edit, Delete]
272	Aparture	Test Event - local-event - UK	0	0	Sunderland	23 Jan 2013	●	[Icons for Details, PDF Export, Registrations, Internal Registration, Duplicate, Edit, Delete]

	Details: Display a summary of your event details.
	PDF Export: Download a PDF with all the details of your event. If customers have already registered, the PDF will also contain the registrants. <i>TIP: this is useful if you want to send someone internally a summary of your event.</i>
	Registrations: Manage your registrations for a specific event.
	Internal Registration: Display your event registration form. This is your internal URL for event registrations, this shows you how your registration form will look, to people visiting the event listing.
	Duplicate: Duplicate an event. You can duplicate an existing event listing, to create a new event. All details you entered will be stored in the new event. Go to edit and make the changes you need to change to the new event, e.g. the date. <i>TIP: this is useful if you are running an event series, with the same details and new dates.</i>
	Edit: Edit your event details, including Venue, Date, Time, Event name.
	Delete: Delete your event.

c) Filtering and Exporting Event Listings

You can filter your event search results, and export your events as an excel csv file.



1. **Excel Export:** Download the displayed events as a csv file.
2. **PDF Export:** Download the displayed events as a PDF file.
3. **Filter:** Filter your event listings by Event ID, Title or Date Range.

TIP: use the "Event Title" field to search for multiple events with titles containing specific key words (e.g. search for "Meet the Experts" to get events "Meet the Experts: Autodesk & Crystal CG" AND "Meet the Experts: Autodesk & Digital District")

Create a New Event

To create a new event select “Create New Event”

▶ YOUR EVENTS ▶ **CREATE NEW EVENT** ▶ YOUR REGISTRATIONS ▶ ADD REGISTRATIONS ▶ IMPORT ▶ ARCHIVE ▶ YOUR LOGIN
▶ PUBLIC URL FOR YOUR EVENTS

To create a new event, you need to complete the following event sections:

- Event
- Additional Training Information (only displayed where event type is “Hands on Training” or “Online Training”)
- Organizer
- Event Venue
- Event Details

a) Event:

The screenshot shows a form for creating a new event. The fields are numbered as follows:

- 1: * EVENT TYPE (dropdown)
- 2: * EVENT SERIES (dropdown)
- 3: * TITLE (text input)
- 4: * INDUSTRY (checkboxes for BUILDING, INFRASTRUCTURE & PLANT; MANUFACTURING; MEDIA & ENTERTAINMENT; CROSS INDUSTRY)
- 5: SHOW ADDITIONAL CHECKBOX WITH THIS TEXT (checkbox)
- 6: * START DATE (date picker)
- 7: * END DATE (date picker)
- 8: * BEGINNING (time picker)
- 9: * END (time picker)
- 10: TIMEZONE (dropdown)
- 11: PUBLISH EVENT ADDITIONALLY IN (checkboxes for AMERICAS, APAC, ARGENTINA, AUSTRALIA, AUSTRIA, BELGIUM, BRAZIL, CANADA, CHILE, COLOMBIA, CZECH REPUBLIC, DENMARK, EMEA, FINLAND, FRANCE, GERMANY, HUNGARY, IRELAND, ITALY, JAPAN, MEXICO, NETHERLANDS, NEW ZEALAND, NORWAY, PERU, POLAND, PORTUGAL, REPUBLIC OF KOREA, RUSSIA, SOUTH AFRICA, SPAIN, SWEDEN, SWITZERLAND, TURKEY, UNITED STATES)
- 12: PUSH EVENT LIVE? (checkbox, checked)
- 13: EVENT FULLY BOOKED? (checkbox)
- 14: HIDE EVENT? (checkbox, with warning icon)

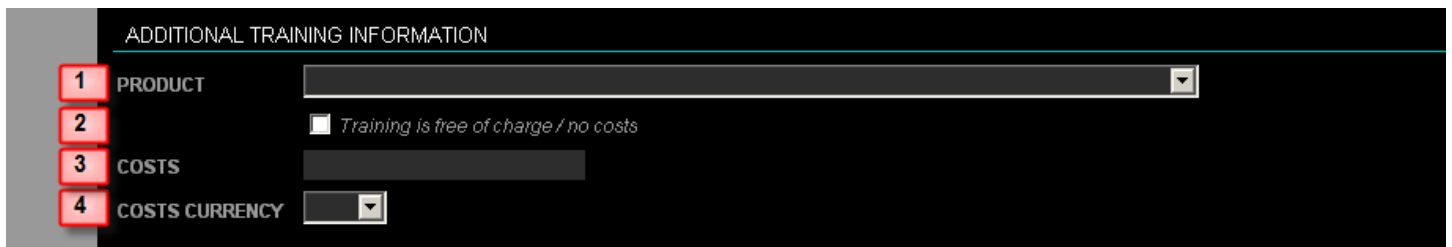
- Event Type:** Select your event type:
Local Event, for physical event(s) Webcast, for online event(s).
Tradeshow / Exhibition and Customer Showcase for Autodesk only events and seminars. Hands on Training for physical training event(s). Online Training for online training event(s).
- Event Series:** If your event is related to an Autodesk campaign (e.g. Launch events for AEC) please select the related event series. By selecting the appropriate event series, you ensure, that your event will also be listed in campaign specific event search results.
- Title:** Enter your event title as it should be shown on the Autodesk event pages/Event searches.
- Industry (UPDATED FEATURE):** Select the event industry. **Multiple industry selections are now available.**
If your event is not aligned to a specific industry (e.g. an AutoCAD event), select Cross Industry.
TIP: The industry field determines how your event shows up in search results so try to be specific.
- Show additional checkbox with this text:** You can add an additional yes/no question to your event registration form.
- Start date:** Please select the start date here. Month, Day, Year.

7. **End date:** The end date is prefilled with the start date you selected. If your event is a two or more day event, please select the end date here.
8. **Beginning:** The time your event starts, e.g. 9:00h
9. **End:** The time your event ends, e.g. 17:00h
10. **Timezone (UPDATED FEATURE):** Enter your local event timezone, where event will be hosted.
11. **Publish Event additionally in (NEW FEATURE):** In addition to publishing your event on the local site, you can make it available to event searches from other regions, by selecting **additional** countries here.
12. **Push Event Live?:** This Button is preselected. When this is selected, as soon as you save your event it is live and able to receive registrations. If you uncheck this box, you can edit your event details but keep the event offline (e.g. until it's approved).
13. **Event Fully Booked?:** Check this box, when your event is fully booked. The event will remain visible in event searches, but will show as fully booked and not accept any new registrations.
e.g. Visitors can see the event details and if interested can view the event contact details to query if there are similar events planned.
14. **Hide Event?:** If this option is activated the event registration won't be displayed in the frontend search and will only be accessible via a direct link.
e.g. Use this for invite only events, where you don't want the event available in searches.

Additional Training Information

Where the event type is “**Hands on Training**”, or “**Online Training**”, you will get an extra section called “**Additional Training Information**”.

Here you can add the related product, any cost for the training (or no cost), and the currency for this cost.



The screenshot shows a form titled "ADDITIONAL TRAINING INFORMATION" with the following fields:

- 1. **PRODUCT**: A dropdown menu.
- 2. **Training is free of charge / no costs**: A checkbox.
- 3. **COSTS**: A text input field.
- 4. **COSTS CURRENCY**: A dropdown menu.

1. **Product:** select the lead product for your event.
2. **Training is free of charge / no cost:** select this option if your event is free.
3. **Costs:** if there are costs for your event, enter them here.
4. **Costs Currency:** if there are costs for your event, enter the local currency for payment here.

b) Organizer

This section is pre-filled through your login, with **Company Name, Address** etc.
You can edit these details.

The screenshot shows a form titled "ORGANIZER" with the following fields and values:

Field	Value
* COMPANY	Onemedia
* SALUTATION	Mrs
* NAME	Jacky
* LAST NAME	Onassis
* STREET	Haydnstr. 7
* ZIP	80338
* CITY	München
* COUNTRY	Germany
STATE	
* EMAIL	j.onassis@onemedia.de
EMAIL FOR NOTIFICATIONS	j.onassis@onemedia.de
PHONE	089/65481321
WEBSITE	http://www.onemedia.de

1. **Company /Name / Address:** this is prefilled from your login
2. **Email for Notifications:** If you want to receive an email each time someone registers, please add your email address here. If this field is blank, you will not receive any email notifications. It could be your personal email or a specific email for your events, e.g.events@partner.com
3. **Website:** you can revise this link to go direct to a promotional page about your event.

c) Event Venue

This section is hidden by default, if the event venue is different from the organizers address, you can select the checkbox next to "Differing from Host Address", then add it here.
e.g. A Conference Venue Address.

The screenshot shows a form titled "EVENT VENUE" with the following fields and values:

Field	Value
<input checked="" type="checkbox"/> DIFFERING FROM HOST ADDRESS?	
* COMPANY	
STREET	
ZIP	
CITY	
COUNTRY	
STATE	
EMAIL	
PHONE	
WEBSITE	

1. **Event Venue:** Company /Name / Address, enter your venue details here.
TIP: You can include an additional link to the venue website where appropriate.

d) Event Details

1. **Reseller Logo:** Here you can upload a logo. It could be your company logo, or an event specific logo. Select **“Browse”** and select the logo, you want to be displayed with your event.
2. **Description:** Enter your event description here. The details will be shown on the public Autodesk event search page, on the event summary PDFs, (available to customer on the event search page, and in your event registration form), in the event confirmation email received by registrants, and in the admin area under **“Your Events”**.
3. **Additional Access Information:** Where the event type is **“Webcast”**, you will get a extra section called **“Additional Access Information”**. Here you enter your webcast access details, e.g. the Webcast URL and Conference Call numbers. This information is not shown on the public Autodesk event search page, but will be distributed to the registrant with their event registration confirmation and reminder emails.
4. **Save / Save and Add / Cancel:** When you have completed your event details, select **“Save”**. To continue creating additional events, select **“Save and Add”**, this will save your event and open a new empty form to create an event. To stop creating your new event, select **“Cancel”**.
TIP: If the “PUSH EVENT LIVE” option is checked, when you save, your event will be live immediately.

e) Email Notification

1. When you setup an event, you will receive an **email notification**, that the event has been created. This email includes the **“public URL”** to promote your events, for your reference.
2. After your event is complete, if your event has registrations, you will receive an **email reminder**, to update your attendee numbers.

Your Registrations

To manage your company / event registrations select “Your Registrations”.

[▶ YOUR EVENTS](#)
[▶ CREATE NEW EVENT](#)
[▶ YOUR REGISTRATIONS](#)
[▶ ADD REGISTRATIONS](#)
[▶ IMPORT](#)
[▶ ARCHIVE](#)
[▶ YOUR LOGIN](#)
[▶ PUBLIC URL FOR YOUR EVENTS](#)

This gives you a list of all customers registered to your event. You can view all registrations, add / delete registrations and download registrations as an excel file (for reference or follow up actions).

a) Registration Details:

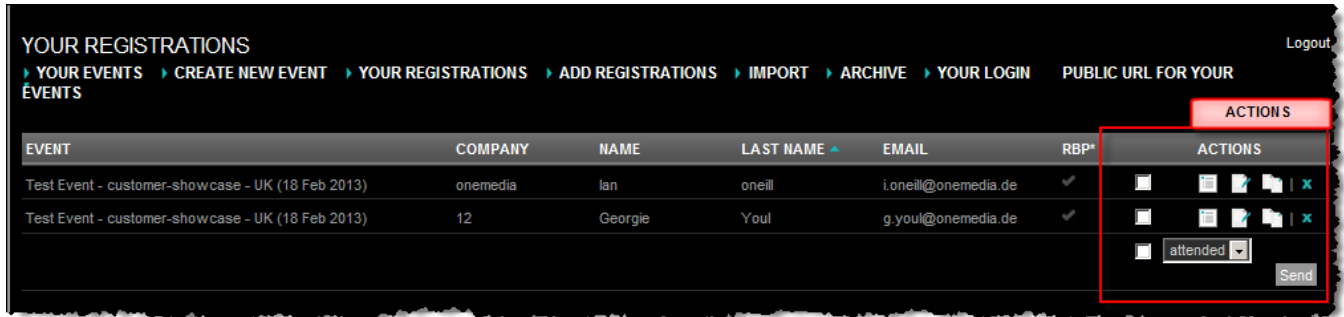
You can see a summary of your existing registration details.

EVENT	COMPANY	NAME	LAST NAME	EMAIL	RBP*	ACTIONS
Test Event - customer-showcase - UK (18 Feb 2013)	onemedia	Ian	oneill	i.oneill@onemedia.de	✓	[Icons]
Test Event - customer-showcase - UK (18 Feb 2013)	12	Georgie	Youl	g.youl@onemedia.de	✓	[Icons]

<table border="1"> <thead> <tr> <th>EVENT</th> </tr> </thead> <tbody> <tr> <td>Test Event - customer-showcase - UK (18 Feb 2013)</td> </tr> <tr> <td>Test Event - customer-showcase - UK (18 Feb 2013)</td> </tr> </tbody> </table>	EVENT	Test Event - customer-showcase - UK (18 Feb 2013)	Test Event - customer-showcase - UK (18 Feb 2013)	Event: the event name, the registration belongs to.						
EVENT										
Test Event - customer-showcase - UK (18 Feb 2013)										
Test Event - customer-showcase - UK (18 Feb 2013)										
<table border="1"> <thead> <tr> <th>COMPANY</th> <th>NAME</th> <th>LAST NAME</th> </tr> </thead> <tbody> <tr> <td>onemedia</td> <td>Ian</td> <td>oneill</td> </tr> <tr> <td>12</td> <td>Georgie</td> <td>Youl</td> </tr> </tbody> </table>	COMPANY	NAME	LAST NAME	onemedia	Ian	oneill	12	Georgie	Youl	Company: The name of the company that the registrant belongs to.
COMPANY	NAME	LAST NAME								
onemedia	Ian	oneill								
12	Georgie	Youl								
<table border="1"> <thead> <tr> <th>COMPANY</th> <th>NAME</th> <th>LAST NAME</th> </tr> </thead> <tbody> <tr> <td>onemedia</td> <td>Ian</td> <td>oneill</td> </tr> <tr> <td>12</td> <td>Georgie</td> <td>Youl</td> </tr> </tbody> </table>	COMPANY	NAME	LAST NAME	onemedia	Ian	oneill	12	Georgie	Youl	Name: registrants first name(s).
COMPANY	NAME	LAST NAME								
onemedia	Ian	oneill								
12	Georgie	Youl								
<table border="1"> <thead> <tr> <th>COMPANY</th> <th>NAME</th> <th>LAST NAME</th> </tr> </thead> <tbody> <tr> <td>onemedia</td> <td>Ian</td> <td>oneill</td> </tr> <tr> <td>12</td> <td>Georgie</td> <td>Youl</td> </tr> </tbody> </table>	COMPANY	NAME	LAST NAME	onemedia	Ian	oneill	12	Georgie	Youl	Last Name: registrants last name(s).
COMPANY	NAME	LAST NAME								
onemedia	Ian	oneill								
12	Georgie	Youl								
<table border="1"> <thead> <tr> <th>LAST NAME</th> <th>EMAIL</th> <th>RBP*</th> </tr> </thead> <tbody> <tr> <td>oneill</td> <td>i.oneill@onemedia.de</td> <td>✓</td> </tr> <tr> <td>Youl</td> <td>g.youl@onemedia.de</td> <td>✓</td> </tr> </tbody> </table>	LAST NAME	EMAIL	RBP*	oneill	i.oneill@onemedia.de	✓	Youl	g.youl@onemedia.de	✓	email: registrants contact email address
LAST NAME	EMAIL	RBP*								
oneill	i.oneill@onemedia.de	✓								
Youl	g.youl@onemedia.de	✓								
<table border="1"> <thead> <tr> <th>LAST NAME</th> <th>EMAIL</th> <th>RBP*</th> </tr> </thead> <tbody> <tr> <td>oneill</td> <td>i.oneill@onemedia.de</td> <td>✓</td> </tr> <tr> <td>Youl</td> <td>g.youl@onemedia.de</td> <td>✓</td> </tr> </tbody> </table>	LAST NAME	EMAIL	RBP*	oneill	i.oneill@onemedia.de	✓	Youl	g.youl@onemedia.de	✓	RBP*: a check confirms this person was registered direct by the partner.
LAST NAME	EMAIL	RBP*								
oneill	i.oneill@onemedia.de	✓								
Youl	g.youl@onemedia.de	✓								
<table border="1"> <thead> <tr> <th>EVENT</th> <th>COMPANY</th> </tr> </thead> <tbody> <tr> <td>Test Event - customer-showcase - UK (18 Feb 2013)</td> <td>onemedia</td> </tr> <tr> <td>Test Event - customer-showcase - UK (18 Feb 2013)</td> <td>12</td> </tr> </tbody> </table> <p>2 registrations</p>	EVENT	COMPANY	Test Event - customer-showcase - UK (18 Feb 2013)	onemedia	Test Event - customer-showcase - UK (18 Feb 2013)	12	Registration Summary: a summary of your total registrations is included at the bottom of this page.			
EVENT	COMPANY									
Test Event - customer-showcase - UK (18 Feb 2013)	onemedia									
Test Event - customer-showcase - UK (18 Feb 2013)	12									

b) Registration Actions:

You can perform a number of actions on your existing registrations.



	<p>Attendance: After the event, you can mark a registrant as attendee, if they attended the event. This gives you the full picture of the registrant/attendees. <i>TIP: Use this feature, to do specific follow up actions with registrants who attended and those who did not attend.</i></p>
	<p>Details: Display a summary of the event registration.</p>
	<p>Edit: Edit your registration details including first and last name and contact details.</p>
	<p>Duplicate: Duplicate a registration. You can duplicate an existing registration, to create a new registration. All details you entered will be stored in the new registration. Go to edit and make the changes you need to change to the new registration, e.g. update first and last name. <i>TIP: this is useful if you receive additional registrations via a direct contact.</i></p>
	<p>Delete: Delete the registration.</p>

c) Filtering and Exporting Registrations

You can filter your registration search results, and export your registrations as an excel csv file.

The screenshot shows a dark-themed user interface. At the top left, there is a red square with the number '1' and a document icon, followed by the text 'EXCEL EXPORT'. Below this is another red square with the number '2' and the text 'Filter'. The filter section contains several input fields: 'EVENT' (a dropdown menu), 'NAME' and 'LAST NAME' (text input fields), 'COMPANY' (text input field), 'EMAIL' (text input field), 'EVENT ID' (text input field), 'EVENT TITLE' (text input field), 'COUNTRY' (a dropdown menu), 'DID ATTEND' (a checkbox), and '* DATE RANGE' (a date range selector with three dropdown menus). At the bottom left of the filter section, there are two buttons: 'Reset' and 'Filter'.

1. **Excel Export:** Download the displayed registrations as a csv file.
2. **Filter:** Filter your registration listings by Event, Country, Attendance, Date Range.
TIP: use the "Event Title" field to search for registrations belonging to multiple events with titles containing specific key words (e.g. search for "Meet the Experts" to get registrations for the event "Meet the Experts: Autodesk & Crystal CG" AND "Meet the Experts: Autodesk & Digital District")

Add Registrations

To add registrations select “Add Registrations”.

› YOUR EVENTS › CREATE NEW EVENT › YOUR REGISTRATIONS › **ADD REGISTRATIONS** › IMPORT › ARCHIVE › YOUR LOGIN
› PUBLIC URL FOR YOUR EVENTS

Here you can enter registrants, who have contacted you directly (e.g. Phone or Fax). You don’t need to go to the public registration form. Registrants you enter here will be marked as “**Registered by Partner**” in your event registration list.

The screenshot shows a web form titled "Add single" under the "Excel import" section. The form contains several fields for entering registrant information, each with a red callout number: 1 points to the "Add single" link; 2 points to the "EVENT" dropdown menu; 3 points to the "NAME" field; 4 points to the "DID ATTEND THE EVENT?" checkbox; and 5 points to the "Save and add" button. Other fields include "SALUTATION", "LAST NAME", "COMPANY", "STREET", "ZIP", "CITY", "COUNTRY", "EMAIL", "PHONE", "FAX", and "MOBILE". At the bottom, there are buttons for "Cancel", "Save and return", and "Save and add".

1. **Excel Import:** this is a quicklink to the “Import Registrations” page.
2. **Event:** select the event you want to upload registrations for.
3. **Name, Salutation, Address:** enter the contact details for your registrant.
4. **Did Attend the Event:** If you are adding registrations after the event, select this option for event attendees.
5. **Cancel / Save and Return / Save and Add:** When you have completed your registration details, select “**Save**”.

To continue creating additional registrations, select “**Save and Add**”, this will save your registration and open a new empty form to create another registration. To stop creating your new registration, select “**Cancel**”.

*TIP: for bulk listings use the “**Import Registrations**” option.*

Import

To import your own list of registrations select “Import”.

» YOUR EVENTS » CREATE NEW EVENT » YOUR REGISTRATIONS » ADD REGISTRATIONS » **IMPORT** » ARCHIVE » YOUR LOGIN
» PUBLIC URL FOR YOUR EVENTS

Here you can import your own event registrations for an event.

The screenshot shows the 'IMPORT REGISTRATIONS' page. At the top, there is a breadcrumb trail: » YOUR EVENTS » CREATE NEW EVENT » YOUR REGISTRATIONS » ADD REGISTRATIONS » **IMPORT** » ARCHIVE » YOUR LOGIN. Below this, there is a sub-breadcrumb: » Excel import » Add single **1**. The main heading is 'IMPORT REGISTRATIONS'. Below the heading, there is a note: 'To import registrations via Excel please use the provided template. If the import fails adjust your data according to the given notice.' Below the note, there is a link: 'Download Excel import template' **2**. Below the link, there is a form with two fields: '* * EVENT' with a dropdown menu labeled 'Please select:' **3**, and '* * IMPORT FILE' with a 'Browse...' button **4**. At the bottom of the form, there is an 'Import' button **5**.

1. **Add Single:** this is a quicklink to the “Add Registrations” page
2. **Download Excel Import Template:** Download the Excel template, and paste in your bulk event registrations.
3. **Event:** select the event you want to upload registrations for
4. **Import file:** browse to the excel import template
5. **Import:** select import, and your file will be uploaded.
TIP: for single registrations, use the “Add Single” option.

Archive

To view previously archived events select “Archive”.

▶ YOUR EVENTS ▶ CREATE NEW EVENT ▶ YOUR REGISTRATIONS ▶ ADD REGISTRATIONS ▶ IMPORT ▶ **ARCHIVE** ▶ YOUR LOGIN
▶ PUBLIC URL FOR YOUR EVENTS

Events will be automatically archived after one year or on special request after the end of a fiscal year.

Your Login

To edit or update your contact details select “Your Login”.

▶ YOUR EVENTS ▶ CREATE NEW EVENT ▶ YOUR REGISTRATIONS ▶ ADD REGISTRATIONS ▶ IMPORT ▶ ARCHIVE ▶ **YOUR LOGIN**
▶ PUBLIC URL FOR YOUR EVENTS

You can change your login details - email, address etc. on this page

USERNAME	partner01
* EMAIL	<input type="text" value="test@test.de"/>
* SALUTATION	<input type="text" value="Mrs"/>
* NAME	<input type="text" value="Test"/>
* LAST NAME	<input type="text" value="Test"/>
* COMPANY	<input type="text" value="Onemedia"/>
* STREET	<input type="text" value="Labstr. 1"/>
* ZIP	<input type="text" value="51789"/>
* CITY	<input type="text" value="Lindlar"/>
* COUNTRY	<input type="text" value="United Kingdom"/>
* PHONE	<input type="text" value="089/65481321"/>
* WEBSITE	<input type="text" value="http://www.aparture.co.uk"/>
DISTRIBUTOR	<input type="text" value="Please select"/>
VISIBILITY FOR MY VAD	<input type="checkbox"/>
	<input type="button" value="Cancel"/> <input type="button" value="Save"/>

Public URL for your events

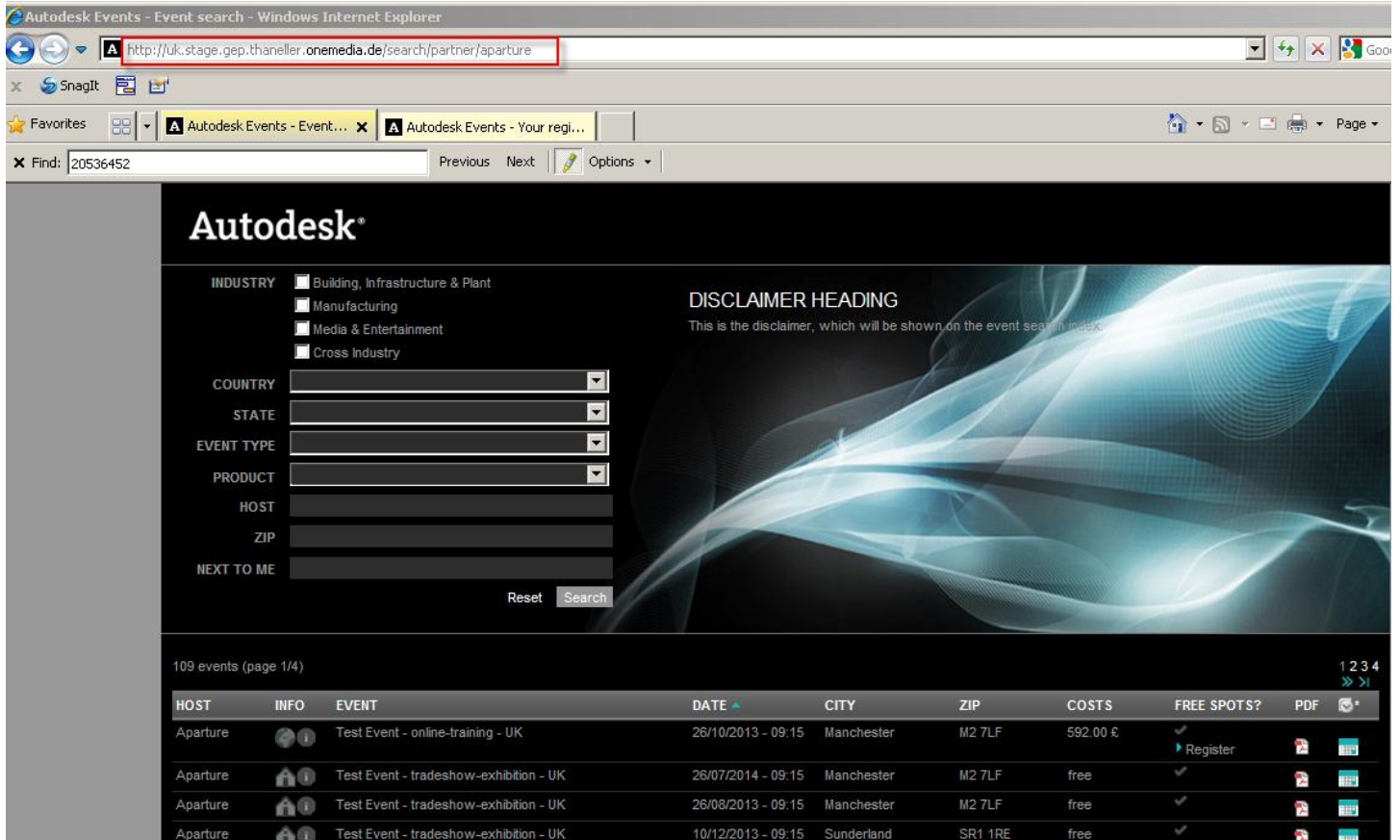
To view your unique partner page select “Public URL for your events”.

▶ YOUR EVENTS ▶ CREATE NEW EVENT ▶ YOUR REGISTRATIONS ▶ ADD REGISTRATIONS ▶ IMPORT ▶ ARCHIVE ▶ YOUR LOGIN
▶ PUBLIC URL FOR YOUR EVENTS

This view shows a list of **ONLY** your company events, and the link to the registration page for each event.

*TIP: Copy the URL and use this direct link to promote **Your Company Events** to your contacts.*

Contacts can still filter within your company events to find specific events.



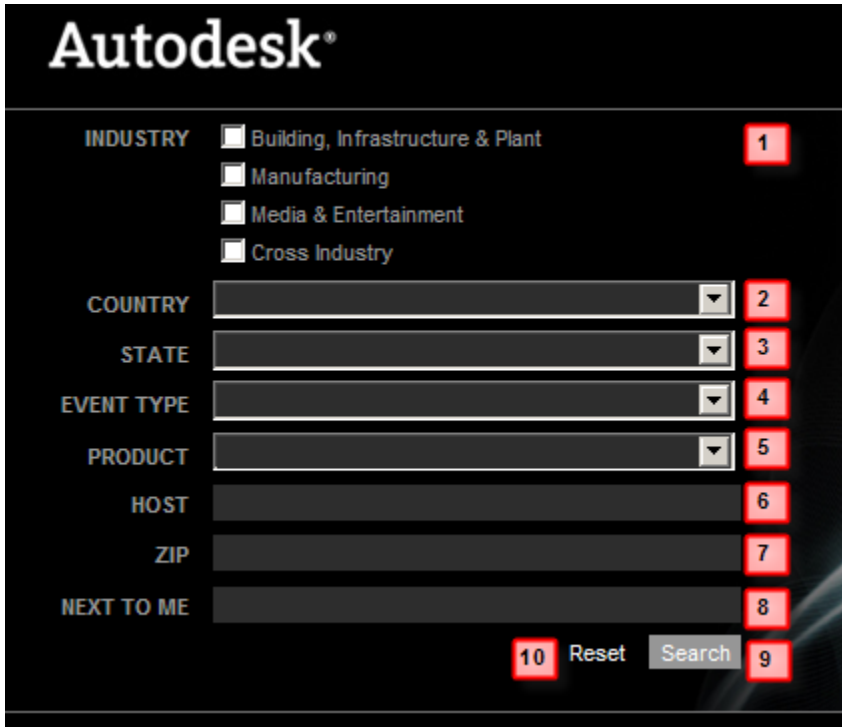
The screenshot shows a web browser window with the URL <http://uk.stage.gcp.thaneler.onemedia.de/search/partner/apature> highlighted in the address bar. The page features the Autodesk logo and a search filter sidebar on the left. The sidebar includes filters for Industry (Building, Infrastructure & Plant; Manufacturing; Media & Entertainment; Cross Industry), Country, State, Event Type, Product, Host, ZIP, and Next to Me. A disclaimer heading is visible on the right side of the page. Below the filters, there is a table of 109 events (page 1/4). The table has columns for Host, Info, Event, Date, City, ZIP, Costs, Free Spots?, PDF, and a plus icon. The first four rows of the table are as follows:

HOST	INFO	EVENT	DATE	CITY	ZIP	COSTS	FREE SPOTS?	PDF	+
Aparture		Test Event - online-training - UK	26/10/2013 - 09:15	Manchester	M2 7LF	592.00 £	Register		
Aparture		Test Event - tradeshow-exhibition - UK	26/07/2014 - 09:15	Manchester	M2 7LF	free			
Aparture		Test Event - tradeshow-exhibition - UK	26/08/2013 - 09:15	Manchester	M2 7LF	free			
Aparture		Test Event - tradeshow-exhibition - UK	10/12/2013 - 09:15	Sunderland	SR1 1RE	free			

Searching for Events (Updated)

Autodesk super Users determine which search fields are available, by region.

Visitors to the Event Platform can use these search fields, to filter the event results.



The screenshot shows the Autodesk event search interface. At the top left is the Autodesk logo. Below it are several search fields, each with a red numbered callout:

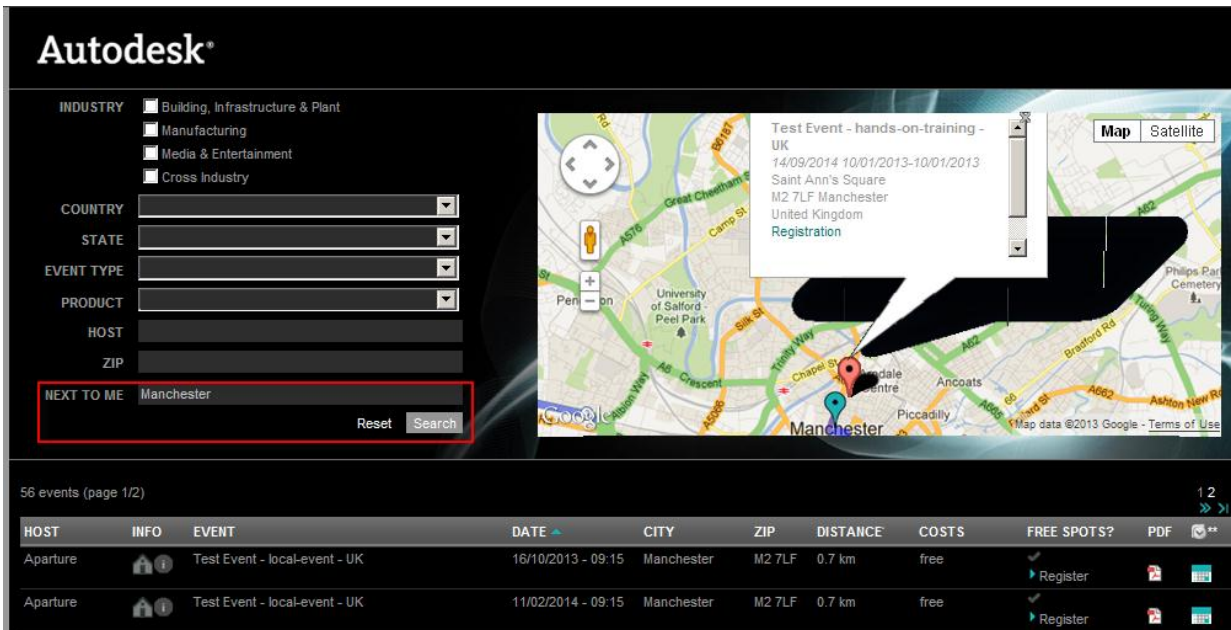
- INDUSTRY** (1): A checkbox group with four options: Building, Infrastructure & Plant; Manufacturing; Media & Entertainment; and Cross Industry.
- COUNTRY** (2): A dropdown menu.
- STATE** (3): A dropdown menu.
- EVENT TYPE** (4): A dropdown menu.
- PRODUCT** (5): A dropdown menu.
- HOST** (6): A text input field.
- ZIP** (7): A text input field.
- NEXT TO ME** (8): A text input field.
- Reset** (10): A button.
- Search** (9): A button.

1. **Industry:** select one or more industries to search by.
2. **Country:** select a single country from the country drop down.
3. **State:** select a single state from the country drop down.
4. **Event Type:** select a single event type including webcast and local events.
5. **Product:** select a single product from the product list.
6. **Host:** enter a preferred host name
7. **Zip Code:** enter the visitors zip code.
8. **Next to me:** enter street, city or country to activate the google based event search, see details below.
9. **Search:** submit the search criteria
10. **Reset:** reset the search criteria











Searching for Events – Next to Me (Updated)

Visitors can use a location based search filter called “Next to Me” this is integrated with Google Maps.

1. The visitor types in their street, city or Zip code.
2. This opens a google Map, and updates the event listings to include a column called “Distance” that shows the event locations relative to the visitors search location.
3. The visitor’s location is shown as a blue marker.
4. The surrounding events are shown as red markers.
5. Event markers are clickable, to display the event summary and a registration link.
6. When the visitor clicks an event marker, they see also the recommended google route.
7. The visitor is also able to register via the text event listings below.



The screenshot displays the Autodesk event search interface. On the left, there are filters for Industry (Building, Infrastructure & Plant; Manufacturing; Media & Entertainment; Cross Industry), Country, State, Event Type, Product, Host, and Zip. The "NEXT TO ME" filter is set to "Manchester" and is highlighted with a red box. Below the filters are "Reset" and "Search" buttons. The main area shows a Google Map of Manchester with a blue marker for the user's location and a red marker for an event. A pop-up window for the event "Test Event - hands-on-training - UK" is displayed, showing details like dates (14/09/2014 - 10/01/2013 - 10/01/2013), location (Saint Ann's Square, M2 7LF Manchester, United Kingdom), and a registration link. Below the map, there is a table of 56 events (page 1/2) with columns for Host, Info, Event, Date, City, Zip, Distance, Costs, Free Spots?, and PDF. The table shows two events, both hosted by "Aparture" and titled "Test Event - local-event - UK", with dates 16/10/2013 - 09:15 and 11/02/2014 - 09:15, both in Manchester, M2 7LF, at a distance of 0.7 km, and free of cost. Each event has a "Register" button and a PDF icon.

HOST	INFO	EVENT	DATE	CITY	ZIP	DISTANCE	COSTS	FREE SPOTS?	PDF
Aparture	 	Test Event - local-event - UK	16/10/2013 - 09:15	Manchester	M2 7LF	0.7 km	free	 Register	 
Aparture	 	Test Event - local-event - UK	11/02/2014 - 09:15	Manchester	M2 7LF	0.7 km	free	 Register	 

Event Display (Updated)

Visitors can see a summary of the event details, and perform some actions on the event listings, as outlined below.

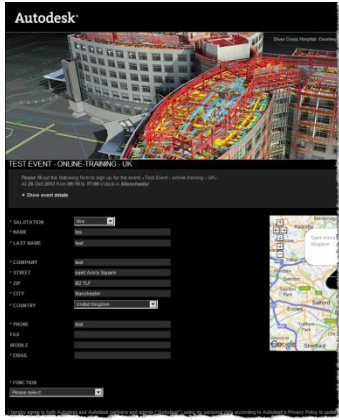
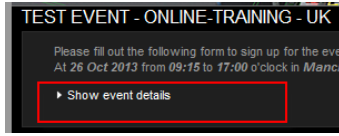


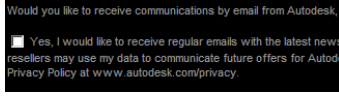

The screenshot shows a table of event listings. At the top left, it says '200 events (page 1/7)' with a red box '12' next to it. The table has columns: HOST, INFO, EVENT, DATE, CITY, ZIP, COSTS, FREE SPOTS?, PDF, and ICS. Three rows of event data are visible. Red boxes with numbers 1-12 point to specific elements: 1 (HOST), 2 (HOST), 3 (INFO), 4 (EVENT), 5 (DATE), 6 (CITY), 7 (ZIP), 8 (COSTS), 9 (FREE SPOTS?), 10 (PDF), 11 (ICS), and 12 (page number).

HOST	INFO	EVENT	DATE	CITY	ZIP	COSTS	FREE SPOTS?	PDF	ICS
Aparture	 	Test Event - online-training - UK	26/10/2013 - 09:15	Manchester	M2 7LF	592.00 €	✓		
Aparture	 	Test Event - tradeshow-exhibition - UK	26/07/2014 - 09:15	Manchester	M2 7LF	free	✓		
Grün GmbH	 	Test Event - webcast - UK	02/12/2013 - 09:15	Online	-	free	✓		

1. **HOST:** The name of the company that created the event(s).
2. **INFO – Event Type Icon:** A globe icon shows the event is online and available to anyone from any location, a house icon shows the event is a physical event, at a physical location, e.g. a training session or local event.
3. **INFO – information Icon:** Visitors can roll over the information icon, to see the event summary.
4. **Event:** the event name(s).
5. **DATE:** the live event date.
6. **CITY:** the city where the event is located.
7. **ZIP:** the Zip code where the event is located.
8. **COSTS:** Any Costs associated with the event.
9. **Free Spots?:** A tick and “Register” link show places are available.
10. **PDF:** Downloadable PDF of the event summary.
11. **ICS:** Downloadable calendar reminder of the event date.
12. **Search Results Summary:** displays the number of search results, and results pages. Visitors can click between the search result pages.

Event Registration Forms (Updated)

Visitors register for events using a standard short form, as defined by the Autodesk Super Users.

	<p>Registration Form: Visitors complete pre-defined marketing questions and contact details.</p>
	<p>Show event details: Visitors can view a summary of the event details, download the event summary as a PDF, and download an ICS calendar reminder.</p>
	<p>Interactive Map: Visitors can view a map of the event location, this automatically updates as the visitor enters their registration details.</p>
	<p>Preferred Reseller: Where Autodesk has created an event and added this optional field, the visitor can select their preferred reseller.</p>
	<p>Opt in to email: the visitor can opt in to receive promotional emails from Autodesk and Autodesk Partners. The Autodesk Super Admin determines if opt in is checked or unchecked by default.</p>
	<p>Share Features: the visitor can share the event listing via Twitter or Facebook.</p>

Event Notifications (Updated)

When a visitor registers for an event, they receive a series of notifications:

1. **Registration Confirmation (Web Page):** when a registration is submitted the user lands on an event confirmation page.
2. **Automated emails (Email Automessages):**
After registering, the registrant receives a series of branded, automated email messages containing the event details, the event summary PDF and an ICS calendar reminder.
Confirmation Email : as soon as the visitor is registered, they receive the confirmation email.
24 hour Reminder : they receive an automated reminder message 24 hours before the event.
1 hour Reminder : they receive an automated reminder message 1 hours before the event.

** Previously only event type online webinars had the additional 1 hour reminder email, now this is active for ALL event types. This replaces the 4 hour reminder for all event types.*

New Features

Below is a summary for existing Event Platform users (EMEA Autodesk and Partners), of the **NEW** features and updates for the 2013 release.

Creating a New Event

The following features are New / Updated:

The screenshot shows a dark-themed event creation form. On the left side, there are fields for 'EVENT TYPE', 'EVENT SERIES', 'TITLE', and 'INDUSTRY'. The 'INDUSTRY' section is highlighted with a red box and a '1', showing a list of industries: 'BUILDING, INFRASTRUCTURE & PLANT', 'MANUFACTURING', 'MEDIA & ENTERTAINMENT', and 'CROSS INDUSTRY'. Below this is a 'SHOW ADDITIONAL CHECKBOX WITH THIS TEXT' section. At the bottom left, the 'PUBLISH EVENT ADDITIONALLY IN' section is highlighted with a red box and a '3', showing a grid of checkboxes for various regions: AMERICAS, APAC, ARGENTINA, AUSTRALIA, AUSTRIA, BELGIUM, BRAZIL, CANADA, CHILE, COLOMBIA, CZECH REPUBLIC, DENMARK, EMEA, FINLAND, FRANCE, GERMANY, HUNGARY, IRELAND, ITALY, JAPAN, MEXICO, NETHERLANDS, NEW ZEALAND, NORWAY, PERU, POLAND, PORTUGAL, REPUBLIC OF KOREA, RUSSIA, SOUTH AFRICA, SPAIN, SWEDEN, SWITZERLAND, TURKEY, and UNITED STATES. On the right side, there are date and time fields: 'START DATE', 'END DATE', 'BEGINNING', and 'END'. The 'TIMEZONE' field is highlighted with a red box and a '2', showing a dropdown menu.

1. **Industry (UPDATED FEATURE):** Select the event industry. **Multiple industry selections are now available.**
2. **Timezone (UPDATED FEATURE):** Enter your local event timezone, where event will be hosted.
3. **Publish Event additionally in (NEW FEATURE):** In addition to publishing your event on the local site, you can make it available to event searches from other regions, by selecting **additional** countries here.

Automatic Notifications to Publisher of Events

An additional notification feature has been added, when new event(s) are published.

When you setup an event, you will receive an **email notification**, that the event has been created.

This email includes the “public URL” to promote your events, for your reference.

1. When you setup an event, you will receive an **email notification**, that the event has been created. This email includes the “public URL” to promote your events, for your reference.
2. After your event is complete, if your event has registrations, you will receive an **email reminder**, to update your attendee numbers.

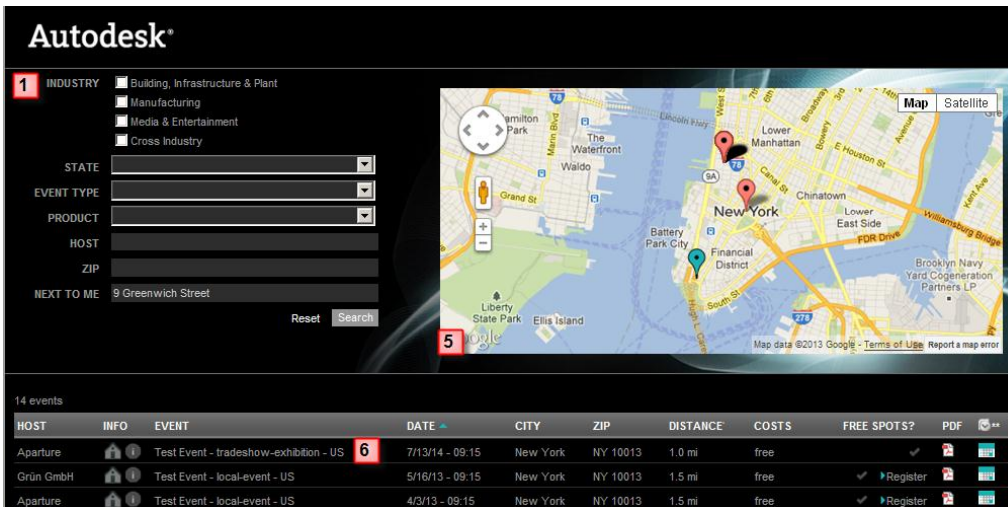
Event Registration

The deadline for registering for **Online events** (only) has been extended.

1. **Prolonged deadline for online events**, visitors can now register up until one hour before the online event.

Updates to the Front End – Event Search Page

A number of updates have been made to the front end, to improve usability.



1. Enable **multi-industry searches**
2. Only show **offline events** for “**next to me**” search function
3. Option to display **unique disclaimer copy** on registration form (region based)
4. **New graphic** for Event Search homepage
5. Decrease height of **page header** and **Google map** for “next to me” searches
6. Increase font size, **Improve readability** of text in the search results listing.
7. **Hide Google map** for “next to me” searches that yield **online events only**
8. Make search **form fields** look **active**
9. Add **search event results display**, and ability to navigate between search page results using backwards and forwards arrows.

Updates to the Front End – Event Registration Page

Social Media Share functions have been added to all events.



1. Enable **Social media Share** via **Twitter Tweet** / **Facebook Recommend**.