

Acteva Plus Selectable Features & Special Options

Add More Value to Your Acteva Plus Account

Selectable Features allow you to add offline registration and payment capabilities to your event, ensuring that you capture every registration opportunity and maximize revenue.

In addition to Selectable Features, you may also wish to consider four Special Options: Membership Module, Assignment Center, MultiVent and Ticketing. Each Acteva Plus Account includes the option to add one Selectable Feature or Special Option at no charge, per year.*

Selectable Features

Selectable Features are priced separately and require an additional contract. Selectable Features incur an annual fee, which can be waived or discounted with the purchase of an Event Pack. There are two kinds of Selectable Features: Selectable Registration Features and Selectable Payment Features. Both are described in detail below.

Selectable Registration Features

While online registration remains the easiest, most efficient way to register, some attendees may require offline registration. As a complement to online registration, Acteva can provide you with telephone, fax and mail-in registration features.

Selectable Registration Features	
Acteva Phone Registration Service	Do you want to give attendees the option to register by phone? If so, Acteva can provide a toll free phone number for attendees to call during normal business hours. An Acteva Customer Support Representative, knowledgeable about your event, will handle phone registrations on your behalf.
Acteva Fax Registration Service	Some event registrations require a signature or other written proof. In other cases, attendees find it most convenient to fax in their registration information. Acteva will accept these registrations on your behalf, eliminating the extra work associated with manually entering and processing the registration data yourself.
Acteva Mail-in Registration Service	Some attendees may not have access to a computer or fax machine to register for your event. In other cases, event registration may require a signature or other written proof. This feature allows attendees to mail their registration information directly to Acteva for processing.

Selectable Payment Features

Acteva Plus instantly accepts Visa, MasterCard, Discover and American Express payments online. However, in order to accommodate all your prospective attendees, Acteva also provides you with the ability to offer additional payment methods including checks and purchase orders.

Selectable Payment Features	
Acteva Check Processing Service	Attendees send checks directly to Acteva. Acteva then manages the payment on your behalf and processes any refund, chargeback and fraud issues.
Pay-By-Check	Attendees are asked to send their checks directly to you. It is your responsibility to manage the attendee payment status and process any refund, chargeback and fraud issues.
Purchase Order	Many corporations, schools, hospitals or government agencies do not allow direct payments. They require a Purchase Order to be issued by them in order to pay any money due. Acteva Plus can be defined to accept Purchase Orders as a payment option; you can then mark these attendees as paid once you have received payment.

Call Today:

Please call Acteva Sales at **(877) 933-4730** so we can help you determine which Selectable Features and Special Options make the most sense for you.

Each Acteva Plus Account is eligible for a maximum of one Selectable Feature or Special Option at no charge, per year.*

"Whether they pay by credit card, check or purchase order, Acteva makes it all happen."

Steve Lewis |
HighEdWebDev
Conference CoChair



*Additional transaction costs may apply

Special Options

Four Special Options are also available to Acteva Plus customers: Membership Module, Assignment Center, MultiVent and Ticketing . These Special Options require additional setup time and use fees. One Special Option is included at no extra charge.

Special Options	
Ticketing	Acteva's Ticketing Option is a turnkey solution for printing and mailing professional-looking tickets to your attendees. Acteva handles all the hard work for you—there's no need to stock inventory or worry about delivery.
MultiVent	MultiVent is an affordable solution for running multiple, recurring events. Do you run multiple events on an ongoing basis or wish to offer a series of events within a specific time period or season? If so, MultiVent may be your ideal solution.
Membership Module	During registration, non-members can instantly purchase a membership and receive preferred pricing. Members can view and update their profile in the private membership directory. Organizers can send email invitations and updates based on membership status.
Assignment Center	This option allows Organizers to sell table sponsorships and manage table seating. It is particularly helpful in assigning 'types' of tables - such as VIP tables.

Experience that counts:

Acteva is the trusted leader in online event registration, ticketing and payment management services. Since 1998, over 14,000 customers have used Acteva to manage more than 260,000 events and process more than 4.6 million registrations.