

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 two Special Options: Membership Module and the ability to use your own Internet Merchant Account.

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 | |
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| 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 othercases, 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 | |
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| 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.

“Whether they pay by credit card, check or purchase order, Acteva makes it all happen.”
Steve Lewis | HighEdWebDev Conference CoChair



Special Options

Three Special Options are also available to Acteva Plus customers: Membership Module, Assignment Center and the ability to Use Your Own Internet Merchant Account. These Special Options require additional setup time and use fees.

| Special Options | |
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| Use Your Own Merchant Account (UYOMA) | Some organizers already have their own Internet Merchant Account and just need the comprehensive capabilities of Acteva Plus to accept registrations and assist with managing and reconciling payments. You can leave your current PayPal PayFlow Pro compliant merchant account intact and simply link it to Acteva Plus to take advantage of all the powerful marketing and management tools. |
| 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 12,500 customers have used Acteva to manage more than 215,000 events and process more than 3.4 million registrations.