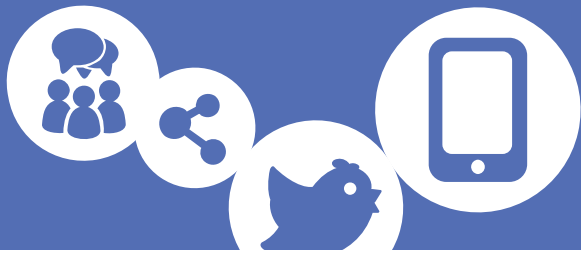




How to:





















Edit your content using the text editor

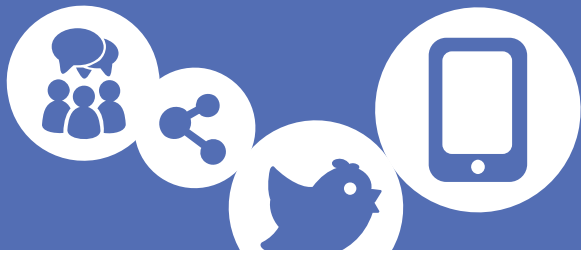
EventReference User Guide #11



EventReference allows you to format the text you enter for your messages, pages and emails, etc by using a simple text editor.

The controls are similar to those found in common word processing software. If you are not sure what functions the controls perform, hover the mouse cursor over the icon and the name of the function will be shown to assist you.

 Source	View the html code. If you prefer to format your messages/pages/emails in this way, click this button to edit the code directly.
	Cut
	Copy
	Paste
	Paste as plain text
	Paste from word
	Spell check as you type
	Undo
	Redo
	Find
	Replace
	Select all
	Remove format
	Image
	Table
	Insert horizontal line
	Insert special character
	Insert page break for printing
Styles 	Formatting styles
Normal 	Paragraph format



	Font name
	Font size
	Text colour
	Background colour
	Maximise
	Show blocks
	Bold
	Italic
	Underline
	Strike through
	Subscript
	Superscript
	Insert/remove numbered list
	Insert/remove bulleted list
	Decrease indent
	Increase indent
	Align left
	Centre
	Align right
	Justify
	Link
	Unlink
	Anchor
	Placeholder – you can use this option to add data fields from your event to your content to personalise it

EventReference



Event Registration



Paid Registration



Event Management



WebBadging



Event Reporting



WebScanning

YOUR EVENT. YOUR WAY.

Self-service registration & badging

"I've signed up for EventReference"

"I can't believe how easy it is to get all the reports I need"

"I found it to be fast, powerful and easy to use for my event"


"I was able to extract the information easily, which is perfect"

"Being able to target abandoned registrations helped drive my registration numbers up"

What our customers say...

"We have been using EventReference through RefTech for over two years now and in this time we have seen it develop and progress constantly. As a small, independent conference organiser, Opening Doors & Venues needed a straightforward, pay-per-event platform for gathering registrations, that would be easy to manage in-house - it is exactly what EventReference offered us. We use the platform for both free-to-attend and paid-for registrations with multiple attendee types and varied fee structures and find the interface very user friendly, whether it is for building a landing page or formatting the registration form. We must also applaud the RefTech staff for their patience and promptness in providing the support we constantly require - even though at times we ask the oddest of questions!"

Madalina Marincas, OPENING DOORS & VENUES

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 support@eventreference.com