

Brightly Event Manager™

# Schedule, Organize and Promote Your Events.

With all their moving parts, events can quickly become a headache for your organization. However, event management doesn't have to be a drain on your resources and time.

Event Manager is a cloud-based platform that helps you schedule, organize and promote all of your organization's events from start to finish. From the time a facility request comes in to when you're running reports on the event afterward, Event Manager is your easy-to-use platform for every task.



## Centralized visibility.

Give your team anytime, anywhere access to the information and tools they need to do their jobs on our cloud-based platform. Manage all public and private event requests, location availability and event activity in one central location with improved communication.



## Streamline workflows.

Build a stronger connection with your community while saving time and utilize an all-in-one, centralized solution for your event management needs. More than just a room scheduling tool, make your team's work easier with request automation, event booking conflict management and customizable approval routing.



## Publish and promote.

Share all upcoming events on your own branded online calendar with best-in-class, built-in online promotion tools. Allow your users to tap into their favorite social network to share upcoming events and drive community engagement.



## Data-rich dashboard.

Know the current state of your events and plan your day while also strategizing for the future. See breakdowns of pending events, most active requesters, event registrants, revenue and more.

“

In my line of work, I really only get feedback when something breaks or doesn't work. It has been a month since we launched our new events calendar, and we have received zero complaints. With a student body of 95,000, that speaks volumes.

”

Lone Star College

## Product Packaging

Your choices with a Brightly **Event Manager** annual subscription

	Basic	Professional	Enterprise	Add-on Options
<b>Scheduling &amp; Publishing</b>				
Custom Event Submission Forms	✓	✓	✓	Additional Sites External Calendar Import Tool
Master Calendar with 10 sites	✓	✓	✓	
Branding, Sharing, Importing	✓	✓	✓	
Basic Approval Workflow	✓	✓	✓	
Conflict Checking	✓	✓	✓	
Event Registration, Ticketing, Merchandising with Online Payment	✓	✓	✓	
Event Satisfaction Survey	✓	✓	✓	
<b>Event Management</b>				
Event Setup and Breakdown Options		✓	✓	Additional Sites External Calendar Import Tool Connect Athletics Custom Calendar URLs
Advance Approval Workflow		✓	✓	
Quick Form		✓	✓	
Task Management		✓	✓	
Room Configurations		✓	✓	
Reporting		✓	✓	
Invoicing		✓	✓	
Online Payment for Invoicing		✓	✓	
Organization Management		✓	✓	
Work Order Integration		✓	✓	
<b>Community Use</b>				
Custom Public Request Form			✓	Additional Sites External Calendar Import Tool Connect Athletics
Community/Public Request Portal			✓	



## Technical Requirements

We suggest the latest version of all browsers for the best experience. Please consult with your IT department to ensure that all browsers are up to date and capable of supporting our event solution.

### Internet browser (latest version recommended):

- Google Chrome
- Microsoft Edge
- Mozilla Firefox
- Opera
- Safari (Mac OS)

### Integrations

- Connect Athletics
- Connect BigTeams

## Product Features

<b>Scheduling and Publishing</b>	Master calendar with private and public calendar sites
	Upload specific schedules, such as classes and/or athletic events, to reserve space and display
	Customizable color, fonts and logos to match your branding
	Event filtering by category, location and/or keywords
	Registration and ticketing for paid or free events
	Event promotion via email or social media with built-in designs
	SEO-friendly with Google Analytics integration available
	Social referral features for many of the largest social media channels



<b>Event Management</b>	Check availability based on locations or time
	Include setup and breakdown times
	Customize the workflow for internal event approval process
	Manage event-related tasks while seamlessly communicating with the proper service providers
	Online payment using our preferred providers: Stripe, PayPal and more
	Pre-selected options for rooms/sites to be configured upon arrival of rented space
	Create, send and track invoice
	Establish fee packages based on organization type
<b>Community Use</b>	Request portal for community requests to utilize your institution's facilities
	Ability for community to search using keywords
	Custom branding to best highlight your facilities availability for public usage
<b>Reporting</b>	Easily collect and communicate critical information about your events and facility usage
	Use select reports to identify event scheduling conflicts, facility utilization, event-related support tasks and more
	Benchmark progress and uncover trends to inform future decisions



<b>Survey Tool</b>	Customize surveys to gather feedback from community and event attendees
	Optimize future facility experience
	Build templates and aggregate data from repeated questions or surveys
	Analyze and report on your findings
<b>Integration</b>	Seamlessly communicate event needs to your maintenance team by utilizing an integration with Asset Essentials or Maintenance Essentials Pro
	Simplify scheduling with Google, iCal and XML
	Streamline athletic scheduling with additional functionality



## Implementation and Support

We provide our best service so you can do your best work.

<b>Legendary support team</b> <b>Included</b>	All Brightly Software clients have unlimited access to our Legendary Support Team
	Reach support via phone, email or chat for immediate answers
<b>Implementation support</b> <b>Included</b>	One-on-one implementation consultation with your client engagement team member
	Orientation call to establish objectives and answer questions
	Project collaboration tool for implementation management
	Unlimited Access to our Brightly Learning Management System

## About Brightly

Brightly Software, a Siemens company, enables organizations to manage the entire lifecycle of their assets, facilities and infrastructure. As the global leader in intelligent asset management solutions for more than 25 years, Brightly's sophisticated cloud-based platform is expertly designed to improve capital planning through smarter, data-driven decision making, empower technicians to predict, prioritize and manage preventative maintenance activities, and support organizations to achieve sustainability, compliance and efficiency goals. Combined with award-winning training, legendary support and managed services, more than 12,000 clients worldwide depend on Brightly to optimize their teams, operations and strategic planning initiatives. For more information, [brightlysoftware.com](https://brightlysoftware.com).

