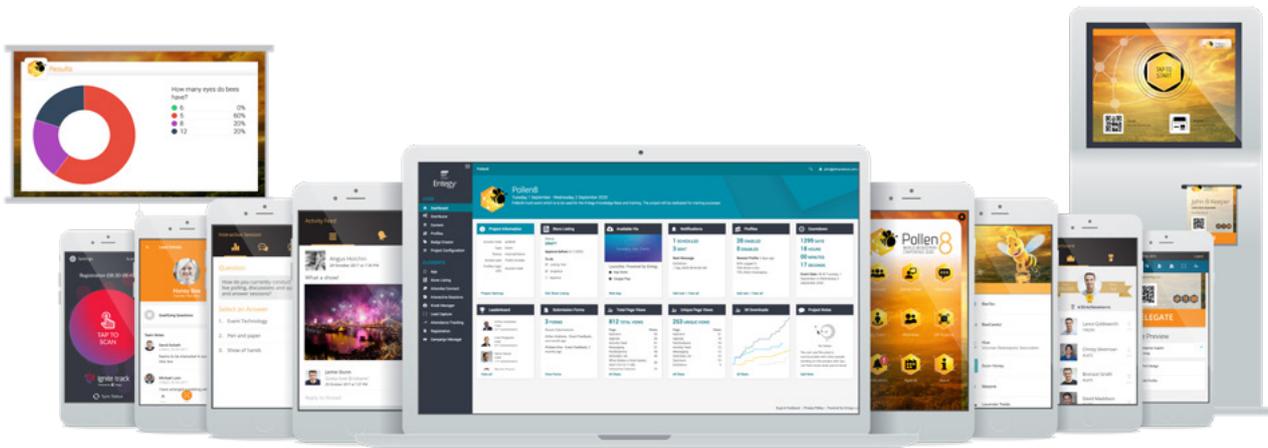


Feature List

An in-depth look at the Entegy Suite's
Element feature sets.



Entegy Suite Feature List

Entegy is a modular technology suite used by event professionals to streamline communications, strengthen engagement and simplify logistics. The Entegy Suite consists of a set of powerful Elements that work independently or together to deliver remarkable experiences at events of all sizes and budgets

The Entegy Suite makes it easy to utilise powerful technology at any event and includes event apps, attendee social and networking features, audience response, attendance tracking, exhibitor lead generation, attendee registration and innovative onsite registration kiosks. The Entegy Suite provides organisers with everything needed to empower staff, inspire attendees and reward stakeholders.

This document provides you with an in-depth look at the feature sets of the elements within the Entegy Suite

Overview

Core CMS	4	Profile authentication options.	9	Lead qualifying questions	14
Attendee profile management	4	Activity Feed	10	Notes	15
Dynamic content management	4	Messaging	10	Exhibitor teams	15
Live reporting and analytics.	4	Gamification	10	Manage, view and export scanned leads	15
Event Apps	5	Points	10	Kiosk Manager	16
Convenient Access	5	Achievements and Leaderboard.	10	Multiple 'Check-in' options	16
Flexible page templates	5	Interactive Sessions	11	Kiosk Companion App	16
Push Notifications	5	Live Polling	11	Integrated registration forms	16
Popup Messages	5	Ask a Question	11	Manage check-in	16
Banners	6	Live Discussion	11	Range of hardware options.	16
Submission forms	6	Display Screen	12	Custom branding	16
Ask a question	6	Facilitator Panel	12	Registration	17
QR scanner	6	Stats and reporting	12	Fast drop and drag form builder	17
My app	6	Attendee access	12	Create multiple forms	17
In app badge	7	Attendance Tracking	13	In-app registration with immediate user login.	17
Smart redirects	7	Track App	13	Integrates with Kiosks for on-site registration.	17
Custom main menu	7	Automated scanning stations	13	Payment options	17
Stats and usage	7	Session access rules	13	Confirmation.	17
Sponsorship opportunities	7	Attendee self scanning	13	Badge Creator	18
Password and security options	8	Check in information.	13	Badge Template Creator	18
Design & appearance	8	Live data and reporting.	13	QR Codes.	18
Session reminders	8	Lead Capture	14	Dynamic layers	18
Data and updates.	8	Capture App	14	Badge generation and printing	18
Schedule builder	8	Attendee self scanning	14		
Attendee Connect	9	Digital passport competitions	14		
Profile List	9	Customise app theme	14		
Profile customisation	9	Exhibitors and sponsor ROI	14		
Profile account settings.	9				

Core CMS

Summary

- Attendee profile management
- Dynamic content management
- Live reporting and analytics

Features

Attendee profile management

Easy to manage live attendee profile information that interconnects with every element

- Bulk import and export
- Custom fields for additional information and demographics
- Automated profile generation with Entegy Registration element or integrated registration systems

Dynamic content management

Flexible content management system that centralises your event information and powers all Elements

- Templates to create common page types
- Content page editing tool
- Bulk content importer
- Ability to embed external content
- Page redirection to help with complex navigation

Live reporting and analytics

Get a bird's eye view of your event from the project Dashboard

- Live statistics on app use
- View content, sessions and exhibits getting the most attention
- View and moderate user submitted content including activity feed and page comments
- Monitor and review new registrations

Knowledge base: <https://support.entegy.com.au/hc/en-us/categories/202721917-Using-the-Core>

Event Apps

Summary

- Convenient access
- Flexible page templates
- Push notifications
- Popup messages
- Banners
- Submission forms
- Ask a question
- QR Scanner
- My app
- In app badge
- Smart redirects
- Custom main menu
- Stats and usage
- Sponsorship opportunities
- Password and security options
- Design and appearance
- Data and updates
- Schedule builder

Features

Convenient Access

Native for Apple and Android phones and tablets with a web version for desktops, laptops and other devices.

- Content viewable offline
- Notes and bookmarks stored offline

Flexible page templates

- Markup language to format text
- Templates for common page types
- Content importer
- Embed external content
- Page redirection to create complex navigation

Push Notifications

Keep attendees up-to-date and highlight sponsors

- Push Notifications to Android and iOS devices
- Text or image notifications
- Ability to link through to content page or feature in the app:
 - Reward sponsors (link to page or website etc.)

- Link to a survey or feedback form, for example:
 - pre event surveys
 - post event
 - post session
- Unread icon shown on menu (even if notifications disabled)

- Send notifications immediately or queue them to be sent at specific times
- Create categories to send to specific attendees
- Categories can be setup to allow the attendee to opt in or out
- View read counts of notifications

Popup Messages

Highlight information to app users when they navigate to pages in the App

- Simple messages with title and text or title and image attached to pages
- Can link to app or online content
- Can be triggered in different ways, for example:



- On first view of a page only
- Every time a page is viewed
- Linked to a menu icon or smart redirect
- Can be used as a welcome message to the app/first open
- Link to a pre-event survey
- Disclaimer
- yes / no fields
- upload image field
- Allow single or multiple submissions
- Submissions can be set to:
 - Anonymous
 - Attendee's choice of anonymity
 - Linked to a profile

Banners

Highlight app sponsors or important pages

- Add clickable banners to most pages. Can target pages/features within the app, for example:
 - Reward sponsors (link to their page/competition form/website/brochure/sponsored session)
 - Link to features for quick access (inbox/activity feed/interactive sessions)
- Alternatively set as display only
- Banners may be global, per section, or specific to individual pages
- View total and unique click-through rates
- Submissions can be forwarded to multiple email addresses instantly
- Submissions can allow the attendee to include their location (longitude/latitude)
- Export submissions as excel files
- View submission data grouped by submission or aggregated by question
- Feedback for sessions/speakers/sponsors/exhibitors
- Multiple uses for forms, for example:
 - Competitions
 - Feedback
 - Report a problem
 - Expressions of interest
 - Register for an event
 - Request for more details
 - Submit an idea/question/topic

Submission forms

Collect feedback, create competitions and gather information

- Drag and drop editor:
 - headings, separators and body copy
 - set required fields
 - short and long text fields
 - multiple choice fields with min and max selections
 - take options directly from app content e.g. favourite speaker/session/exhibitor booth
 - star rating

Ask a question

Allow attendees to submit questions prior to sessions

QR scanner

Used for attendee badges, session check-in, scanning exhibitors or accessing hidden pages

My app

Enables attendees to export session notes and manage bookmarked pages



Entegy® | Event App Features

- Bookmark pages – attendees can create a personal schedule (local only, not synced between devices)
- Take notes against sessions (local only)
- Bookmark other attendees (local only)
- Export notes and bookmarked attendees direct to email address
- Add bookmarked sessions to device calendar (iOS and Android only)
- Manage profile account details and push notification categories (with Attendee Connect enabled)

In app badge

Enable attendees to have their lanyard in the palm of their hand

- View unique QR code within the app
- Can use QR data from any system with proper validation
- Integrates directly with Attendee Connect, Lead Capture, Attendance Tracking and Kiosk Manager
- Attendees can scan other attendee's codes to connect

Smart redirects

A powerful tool that allows for unique or personalised content to be managed in the event app

- Redirect attendee navigation based on profile fields, for example:
 - Show exhibitors a different schedule to the attendees
 - Different feedback forms for single day attendees vs full attendees
 - Show information about buying a gala dinner ticket / dinner information if already purchased

- Different hotel information for different attendees

Custom main menu

For easy navigation and staggered content release all menu icons can be rearranged, hidden and released when your content is ready to go live.

- Drag and drop interface for main menu to reorder and activate icons
- Link main menu items to almost any content page or feature within the app
- Direct to sponsor pages, websites or competitions
- Upload custom icons and change menu titles

Stats and usage

Monitor page views, return visits, interactions, app downloads and device types.

- Downloads by platform/over time
- Downloads by operating system
- Downloads by phone model
- View count for each page (unique and total)

Sponsorship opportunities

Sell sponsorship levels, sole app sponsor or a la carte options

- App splash screen
- Custom icon in the main app menu
- Clickable banners throughout the app
- Sponsored page headers or program session pages
- Push notifications and pop up messages to direct to sponsored content

Password and security options

Require a login to access the app or keep it open to anyone.

- Global Access – no authentication required to use app
- Shared password – same password for all attendees to access the app
- Profile Login
 - Global – must be logged in to view the entire app
 - Partial – pages can have individual settings as to whether they require a attendee to be logged in before viewing
- Page passwords – additional passwords on specific pages

Design & appearance

- Set colours and generic header graphics
- Skinnable menu design
- Sponsorship opportunities

Session reminders

- Remind attendees that a session they have bookmarked will start in (x) minutes
- Force a session to remind all attendees whether they have bookmarked it or not

Data and updates

- Regularly checks for new data in Core and updates app
- Force attendees to update their app from app store

Schedule builder

- **Session pages** Customisable to suit the needs of your event and schedule size.
- **Session groups** Group sessions together to show different breakouts or concurrents.
- **Streams/Tracks** Differentiate session types in the schedule using colours and visual pills
- **Session segments** Used to show segments inside a session i.e. display an abstract listing
- **Categories** Help with filtering search results
- **Session types** Allow for additional filtering capabilities and minor changes to session view in the schedule
- **Additional links** Schedule sessions linked to speaker profiles, abstracts, rooms, feedback forms, notes and reminders

Knowledge Base: <https://support.entegy.com.au/hc/en-us/categories/204347788-App-Element->

Attendee Connect

Summary

- Profile list
- Profile customisation
- Activity feed
- Messaging
- Gamification

Features

Profile List

View a list of attendees in-app with customisable privacy and display fields

- View list of attendees who agreed to be in the attendee list
- Select which fields of profile data will show in the list (e.g. name, company, position OR name, attendee type, company)
- Search by displayed fields

Profile customisation

Allows attendees to tailor their profile by uploading an image or altering their privacy settings

Profile account settings

- Attendees can update profile fields (as allowed by profile settings in the Core)
- Privacy options for:
 - Visibility in profile list
 - Visibility for phone and email details in profile
 - Allow other attendees to message
 - Desired Notifications categories

- Upload profile image
- Individual profile pages
- View attendee profiles and details as per their permissions
- Direct message other attendees
- View points, rank and achievements
- View statuses posted by the attendee on the activity feed

Profile authentication options

- Log attendees into the app with various authentication types (with one or two of the following)
 - System generated access codes
 - External reference
 - Email address
- Attendee set password
 - Initialized with default
 - Stored securely to leading cryptography standards (salted and hashed)
 - May be reset, but never recovered after set
- Recover access code via email
- Deleted/inactive profiles denied app access



Activity Feed

Create an in-app social community of image and status posts.

- Private social network – option to require login
- Post statuses and photos - other attendees can comment on
- Comment on sessions, speakers, sponsors and or exhibitors – can be individually enabled and disabled, comments displayed in Activity Feed
- Attendees can report comments, if required
- Organiser moderation through the app and Core

Messaging

Allows seamless interaction before, during and after event

- Private attendee to attendee messaging – cross platform
- New messages pushed as notifications when not in app

Gamification

Award points and achievements based on in-app or suite wide actions and display leaderboard status in-app

Points

- Points are earned as attendees use and explore the app. A wide variety of in-app actions trigger points, including:
 - Posting or commenting in the activity feed
 - Participating in interactive sessions
 - Commenting on pages
 - Sending private messages

- Viewing notifications
- Updating profile info
- Adding a profile image
- Visiting a page for the first time
- Submitting a feedback form within the app
- Attending sessions (for events using Attendance Tracking element)
- Unlocking achievements for bonus points
- Each action gives a predefined number of points, event organisers can update if desired.
- Points can be manually given to an attendee at any time via the Core.

Achievements and Leaderboard

- Achievements reward attendees for performing actions multiple times. E.g. “Post 5 Statuses”.
- An attendee is awarded the usual number of points for each of the five statuses plus bonus points for earning the achievement. There are no limits to how many achievements can be set for each action, for example you may wish to include achievements for posting 5, 10, 25 and 50 statuses.
- Push notifications received when achievements awarded
- Points and Achievement status trackable on in-app leaderboard
- Simple setup for default achievements
- Customisable achievements and point allocations
- Reporting & stats
- View usage stats for messaging, logged in, visible, leaderboard etc.

Interactive Sessions

Summary

- Live polling
- Q&A
- Live discussion
- Display screen
- Facilitator panel
- Stats and reporting
- Attendee access

Features

Live Polling

Engage the audience with polling questions and break down results with demographic data

- Push question to the attendees to with real time results
- Multiple question type:
 - Yes/no
 - Star rating
 - Multiple choice with custom answers
- Results displayed within app in real time
- Create questions via the Core ahead of time, or on the fly from the facilitator panel
- Display results by demographics from profile fields
- Allow anyone to vote, or only those logged in
- Show results on display screen as bar graph or pie chart

Ask a Question

Gather insight from the audience, replacing the need for roving microphones

- Allow users to submit questions
- Display question on the display screen
- Create an instant live polling question from the 'ask a question' section
- Allow anonymous questions

Live Discussion

Create interaction between speakers and attendees with in-session discussion

- Allow users to view real time discussion/chat room
- Post as moderator
- Display comments to the display screen
- Create an instant live polling question from comments
- Requires login



Display Screen

From polling, Q&A or discussion on the big screen and directly on attendee devices

The Display Screen web interface may be shown on any screen and display:

- Live polling questions
- Live polling results as bar graphs or pie charts
- Submitted questions
- Discussion comments
- Custom messages
- Custom background/holding screen
- Sponsorship/brand opportunity

Facilitator Panel

Moderate on the fly with the easy-to-use interface

- Run from a phone, tablet, laptop or desktop
- Easy-to-use interface to control what users can see and do
- Start voting and control states:
 - Visible
 - Start voting
 - View results

- Close question
- Create voting questions and answers from scratch or using live discussion comments and submitted questions
- See live results before pushing to the display screen
- View previous results
- Enable/disable live discussion
- Bookmark discussion comments and submitted questions for easy reference/access
- Create queues of questions and comments to cycle through on the display screen
- Change status of the current session
- Show custom message on the display screen

Stats and reporting

View In-session statistics and download data spreadsheets for custom reporting

Attendee access

- Link directly to sessions within the app
- Show a full list of interactive sessions and their status
- Set status to disable, allow access or show post session results only

Knowledge Base:

<https://support.entegy.com.au/hc/en-us/categories/201854798-Interactive-Sessions-Element>

Attendance Tracking

Summary

- Track app
- Automated scanning stations
- Ticketing mode
- Attendee self scanning
- Check in information
- Live data and reporting

Features:

Track App

Turn mobile devices into a badge scanner for attendance tracking

- BYO devices – stand-alone app available from the App Store
- View and search scanned and not yet scanned attendees
- Manually check-in delegates who can't be scanned
- Scan QR codes on Badges (QR data generated from Core profiles or external system)
- Manage attendance and monitor delegate movement in real time

Automated scanning stations

Use the event schedule to create automated scanning stations

- Create session groups to run rooms automatically
- Shows 'Scanning Closed' when there are no current sessions
- Create offset times to open and close sessions ahead of time

Session access rules

Set access rules based on attendee profile types or fields

- Create rules based on profile fields to deny access to people who shouldn't attend

Attendee self scanning

Enable attendees to scan themselves into sessions using the event app

- Use QR scan points on rooms for delegates to scan in

Check in information

Enable attendees to track session attendance from the event App

- Attended sessions show a tick within the event App
- Enable attendees to check themselves into sessions from the event App

Live data and reporting

See what sessions and speakers are getting the most attention and export tracking data to validate and award CPD points

- View and export by session or profile

Knowledge Base: <https://support.entegy.com.au/hc/en-us/categories/204356287-Attendance-Tracking-Element>

Lead Capture

Summary

- Capture app
- Attendee self scanning
- Live data
- Digital passport competitions
- Customise app theme
- Exhibitor and sponsor ROI

Features

Capture App

Turn exhibitor mobile devices into a badge scanner to capture lead data

- Lead generation app for exhibitors to scan attendees using their own mobile device
- Scan QR codes from almost any system
- Data synced to Core - profiles
- Can run without an internet connection – leads are stored locally until a connection is available

Attendee self scanning

Enable attendees to scan themselves into exhibitor booths

Live data

See which exhibitors are getting the most attention and attendee scanning results for each exhibitor

- View and search scanned leads
- View lead profile and image

Digital passport competitions

Incentivise exhibitor booth attendance

- Users can see which exhibitors they have and haven't visited within the event app
- Print scan points for attendees to scan within the event app
- Manually add scans via the Core

Customise app theme

Match to your event branding

- Select highlight colour
- Include event icon

Exhibitors and sponsor ROI

Lead qualifying questions

Set default questions for all exhibitors and enable exhibitors to add their own lead qualifying questions

- Allow exhibitors to create a survey/qualification process for leads



Notes

- Take notes against leads

Exhibitor teams

Generate team leads and view performance

- Team members can be pre-registered or register through app to join team
- Set up exhibitor teams from the Core with the team wizard
- Leads are shared amongst all members of an exhibitor team in real-time
- Can export leads as individual or team
- View data on team or individual performance

Manage, view and export scanned leads

Exhibitors can export leads, add custom qualifying questions and notes

- View and search scanned leads
- View lead profile and image
- Export leads as excel file to email address
- Can export at any time, as many times as you like
- Exported fields come directly from profiles in the Core
- Only export fields selected by event organiser
- View and export reports and number of leads by exhibitor or individual

Knowledge Base: <https://support.entegy.com.au/hc/en-us/categories/204356267-Lead-Capture-Element>

Kiosk Manager

Summary

- Multiple 'check-in' options
- Kiosk companion app
- Integrated registration forms
- Manage registration
- Custom branding

Features

Multiple 'Check-in' options

Print badges on-site with touchscreen technology and QR ticket scanners.

Multiple ways for delegates to check-in and/or print their badge:

- QR codes allow delegates to scan in, from paper, app or registration email
- Scan a code on the kiosk screen using the app (requires user to be logged-in)
- Staff assisted check-in via the Kiosk Companion
- Register on-site (uses registration forms from within the Core)

Kiosk Companion App

Enable registration staff to assist attendees with live profile updates

- Staff control panel
- Runs on smart devices
- View statistics regarding kiosk usage
- Manage last minute changes: adjust profile fields (e.g. name, company) and reprint badges directly to kiosks

Integrated registration forms

Integrates with the Registration element to enable on-site sign-up

Manage check-in

- Manage on-site queues with multiple kiosks
- Utilise separate kiosk configurations for priority check-ins, for example:
 - Speaker check-in
 - Exhibitor check-in
 - Full delegate check-in
- View live registration data from anywhere

Range of hardware options

Leverage the Ignite network or run on standard hardware for a range of deployment options

- Standard hardware accessible in technology stores

Custom branding

Kiosks can be custom designed to match your brand or event theme

- Fully branded screens – upload your own screen assets and select configurations from the Core
- Add sponsor logos

Registration

Summary

- Fast drop and drag form builder
- Create multiple forms
- In-app registration with immediate user login
- Integrates with Kiosks for on-site registration
- Payment options
- Confirmation

Features

Fast drop and drag form builder

- Set default fields
- Custom label names
- Required fields
- Add text and formatting options
- Add header image and set highlight colours
- Uses fields directly from profiles instantly available in the Core

Create multiple forms

- Create multiple registration forms within the same project

In-app registration with immediate user login

- Can be used within app to login immediately

Integrates with Kiosks for on-site registration

Payment options

- Accept payment through eWay or PinPayment gateways
- Immediate access to funds with no registration fees to Entegy
- Securely hosted to high industry standards

Confirmation

- Customise email for payment details
- Send customised responder emails

Knowledge Base: <https://support.entegy.com.au/hc/en-us/categories/204347848-Registration-Element->

Badge Creator

Summary

- Badge template creator
- Dynamic layers
- Printer and Kiosk integration

Features

Badge Template Creator

- Create multiple badge templates:
 - Text
 - Images
 - Custom PDF background
 - Colour blocks
 - QR codes
 - Create any size (A6 default)
 - Create multiple badges designs
 - Sponsorship opportunities
 - add sponsor logo
 - Two sided

QR Codes

Add to badges to enhance networking and gather attendee data

- System generated QR codes or import from another system
- Use with Attendance Tracking to monitor session attendance and traffic flow
- Use with Lead capture to exchange information with exhibitors and sponsors
- Use with Attendee Connect for attendee messaging, contact details and gamification

Dynamic layers

Can be shown, hidden and change colour based on profile multi-choice fields, for example:

- Change text and rectangle colours by delegate type
- Show and hide icons for events like gala dinners or social events
- Use any profile field to populate the badge

Badge generation and printing

- Generate badges with dynamic content directly from profile data
- Integrates with Kiosk element
- Print directly from the Core with Entegy Print software
- Generate print ready PDF files
- Include crop marks for print ready files

Knowledge Base: <https://support.entegy.com.au/hc/en-us/categories/202529688-Badge-Creator>