

Guestminder is an online invitation system and guestlist manager. It was devised after many of our clients told us that the invitation and guest management process takes up far too much of their precious time. So now Guestminder does it all for them. www.guestminder.co.uk

Here's how it works... We set up the event on the Guestminder system and produce your event webpage complete with all your branding and pictures. The system then sends out an email inviting your guests on your behalf. They click on a link to your page, check out your conference, party, dinner, (or whatever it is you're promoting) and decide if they want to attend. All the relevant information is there for guests to view and you can even upload Pdfs or Word files containing support material. Guests can register for the event (and pay if required) and all of their information is gathered into a spreadsheet and reported back to you. Guestminder will send reminders during the run up to the event and ask for feedback afterwards. We're confident that once you've used Guestminder you'll never look back.



Guestminder is simple quick and painless
Here's a step by step guide:

- 1 You send us the event information, logo, images and a database of the people that you would like to invite.
- 2 We will set up your event on **Guestminder**. We'll ask for your approval of the webpage. *That's it for you!*
- 3 **Guestminder** will send an email to your guests informing them that you have invited them to an event.
- 4 Guests will click on a link to view the event on **Guestminder**. They either accept or decline your invitation.
- 5 Guests will receive a confirmation email. They can also go back at any time and change their mind
- 6 The client will receive regular reports showing who has declined and who has accepted.
- 7 Guests will receive email reminders. They will also receive a request for feedback after the event.

FAQ's

Will my event have it's own website?

We will generate a web page for your event. You will receive a unique url which will take the format www.guestminder.co.uk/youreventname

Can Guestminder collect payments for me?

Yes, we use Paypal at the moment and plan to introduce more payment partners in the future.

Can we use our own branding?

The system is very adaptable. You can upload a top banner containing your branding as well as a photograph and your logo. There are also lots of colours schemes to choose from.

Can I manage my own events?

At the moment we will manage your events for you. We are investigating the possibility of users being able to do this in the future.

Can I put a link on my website to my events?

Yes, we can set the event as a public event so that anyone can register and pay for an event.

Can you cap the amount of people that can accept an event?

Yes, this is an important basic setting.