

Online Event Management

Plan your event with amiando and hold it in Spread

Spread and amiando are offering a comfortable combination for managing participants (incl. payment) and holding an online event.

By the integration of Spread and the event management solution amiando the organization of your online meeting becomes easier and much more effective.

Your advantages

→ You only have to pay what you really need

Determine the number of participants and thereby the required size of your meeting room previously and buy the suitable licence.

→ Advertise the registration for your event

Publish your online event in your marketing media (website, social media platforms, flyer, etc.) and thereby increase your customer reach.

→ Planning of events with payment function possible

→ Easy import of participants data into Spread

Registered participants can be imported into your Spread meeting with little clicks.

Planning your online event on amiando

1 amiando Registration

Create a account (cost-free) on the event platform amiando:

www.amiando.com.

2 amiando event planning

Create a new event in amiando. Invite all interested parties or publish the event in your marketing media.

3 Participants registration

Your participants are registering via amiando for your planned online meeting.



Registration direct on your website: amiando provides solutions for the integration into your website. Thereby the registration can be linked with your webinar calendar.

An example can be visited on www.spread.tv by opening the registration of an event.

Events without or with costs: amiando is free of costs for gratis events. For planned events with payment function a small provision incurs per sold ticket. The payment for your event will be arranged by amiando.

Setup and hold your online event in Spread

For Spread users

4 Login

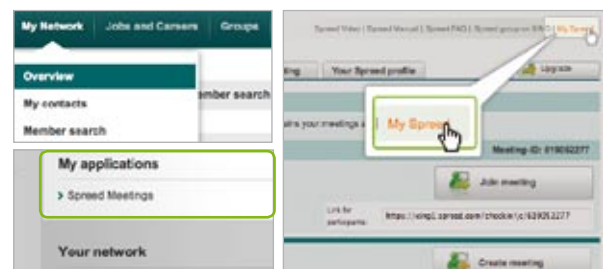
→ Log-in on www.spread.com



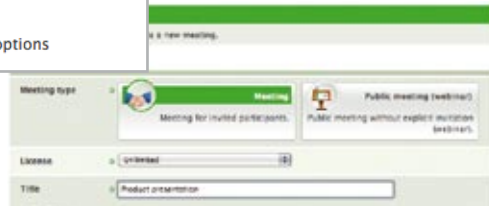
For XING users

4 Open "My Spread"

→ Start the Spread App in XING and click on "My Spread" in the menu bar



Create new meeting and set date, title, in options



5 Create new meeting

→ Create a new meeting to connect it afterwards to your amiando event

6 amiando Import

→ Change to the participants list
→ Click the button "amiando Import"



7 Connect to amiando Event

- Enter your login data to connect to your amiando account
- Choose the amiando event whose participants you want to import
- Import participants into your Spread meeting
- Send the Login information for your Spread Meeting to your participants

i **Events with payment:** Only participants that have already payed will be imported into the Spread participants list. In this regard the receipt of the payment on the side of the host of the meeting does not play a role. Relevant is the payment of the participant.

Gratis events: All registered participants will be imported into your Spread Meeting.

8 Send the login data

By sending invitations to the imported participants they receive the login data for your meeting room. Thereby they can enter the meeting room at the planned time.

9 Hold the meeting

Plan and hold your meeting as used in Spread.

Good luck!

Further information are available on the following websites or in the XING group:

→ www.spread.com

→ www.amiando.com

→ www.xing.com/group-45270.c57ab3



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Further questions?

Click here. We call you in a few seconds at our cost - worldwide. Please keep your phone ready!

[Call now](#)