

# Online Event Management

## Plan your online meeting with XING EVENTS

Spread and XING EVENTS offer a comfortable solution for you to manage your participants (including payment). That makes it much easier for you to manage and advertise your events.

### Your advantages

→ **You only have to pay for what you really need**

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

→ **Advertise your event**

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

→ **Paid events are possible**

→ **Easy import of participants data into Spread**

Registered participants can be easily imported into your Spread Online Meeting addressbook.

## Plan your online event with XING EVENTS

### 1 XING EVENTS Registration

Create an account on:

[www.xing-events.com](http://www.xing-events.com).

### 2 Create your event

Create a new event on [xing-events.com](http://xing-events.com). Invite all interested parties or publish the event on your website.

### 3 Participants registration

Your participants can register on the XING EVENTS website for your planned online meeting.



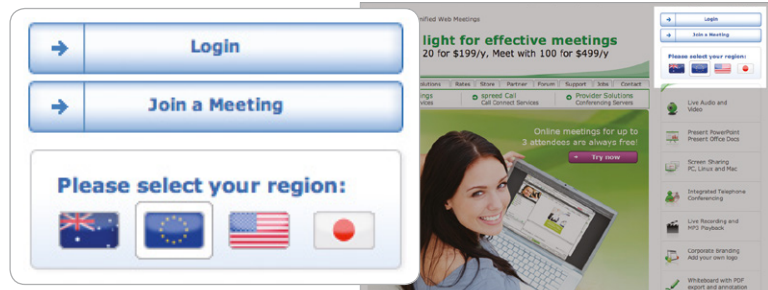
**Registration:** XING EVENTS provides solutions to easily integrate the registration into your website. You can see an example on [www.spread.tv](http://www.spread.tv) when registering for an online event.

**XING EVENTS pricing:** XING EVENTS is charging a registration fee per participant. When creating fee-based events, XING EVENTS will take care of the payment. In addition, a small commission per sold ticket is charged. Find out more about pricing on their website: <http://de.amiendo.com/pricing>.

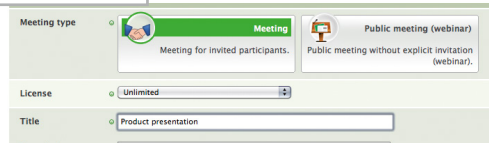
## Setup and hold your online event

### 4 Login

→ Log in on [www.spread.com](http://www.spread.com)



### 5 Create a new meeting and set date, title, options

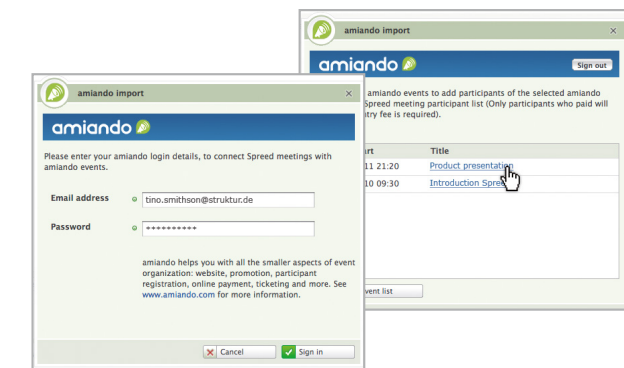
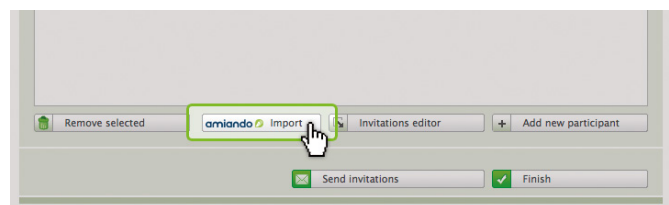


### 5 Create a new meeting

→ Create a new meeting and connect it to your XING EVENTS meeting

### 6 XING EVENTS Import

→ Go to the participant list  
→ Click on the button "amiando Import" (new name: XING EVENTS)



### 7 Connection to XING EVENTS

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

**i** **Paid events:** Only participants that have already paid will be imported into the Spreed participant 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.

**Free events:** All registered participants will be imported into your Spreed Online Meeting.

## 8 Send invitations

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

## 9 Hold the meeting

Plan and hold your meeting in Spreed.

Good luck!

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

→ [www.spreed.com](http://www.spreed.com)

→ [www.xing-events.com](http://www.xing-events.com)

→ <http://www.xing.com/net/spreed>



### Spreed Germany

Phone: +49-711-25 24 28 66

Email: [info@spreed.com](mailto:info@spreed.com)

Web: [www.spreed.com](http://www.spreed.com)

### Spreed United States

Phone: +1-800-96 98 776  
(Toll-free USA)

Email: [value@spreed.com](mailto:value@spreed.com)

Web: [www.spreed.com](http://www.spreed.com)



Brian Krause,  
Customer Care

## Further questions?

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

**Call now**