

Online registration, payments and certification capabilities for “in person” training events and course catalogs of any size

Acteva Learning Registration & Management is an end-to-end online solution for in person training events, supporting registration, e-commerce and marketing. With Acteva Learning Registration & Management, your organization can offer one site where users can register and pay for multiple training events.

Acteva Learning Registration & Management is capable of handling both basic and advanced registration requirements, incorporating powerful marketing tools, multiple forms of payment and easy-to-use administrative tools.

Discover the power of using a single, affordable system to help you deliver unprecedented results. There's nothing to install. No server to buy. You access Acteva Learning Registration & Management from any Internet connection, using a standard web browser.

Put simply, Acteva Learning Registration & Management will transform the way your organization publishes, promotes, sells and manages training-related events.

Acteva Learning Registration & Management At-A-Glance:

- Easy and secure web-based registration for your live training events
- Online course catalogues allow registration for multiple events
- E-commerce accepting all major credit cards
- Powerful administrative tools for setting-up, reporting, tracking and marketing events

Publish your course catalog to the Web and start taking payments — in hours, not weeks or months

Acteva Learning Registration & Management is an affordable and practical way to publish and maintain your entire course catalog online, quickly and easily. You can set up and categorize events efficiently – by date, location or other criteria — for automatic display within one or more course catalogs.

The screenshot shows a web page titled "Which Courses Are Right For Me? BigFix Customer Training Registration Site". It features a search filter section with "Class Type" and "Location" dropdown menus. Below the filters, search results are displayed in a table format.

Search results 1 - 10	Location
BigFix Basic Training [Mar 3, 2008]	Burlington, MA
BigFix Administration [Mar 4, 2008]	Burlington, MA
BigFix Solution Development Fundamentals [Mar 5-6, 2008]	Burlington, MA
BigFix Advanced Solution Development [Mar 7, 2008]	Burlington, MA
Operator Pak [Mar 3-4, 2008] (BigFix Basic Training + BigFix Administration)	Burlington, MA

Publish your course catalog to the web

Benefits

- Instantly accept Visa, MasterCard, American Express and Discover cards
- Reduce the workload and costs associated with maintaining your course catalog online
- Increase the number of sales by making it easy for buyers to find what they are looking for and make a purchase
- Increase the size of each sale by making it easy for buyers to purchase multiple courses for multiple attendees
- Eliminate headaches by relying on Acteva to help handle refund requests, chargeback inquiries and fraud issues
- Instantly capture registration and payment data
- Receive unlimited phone and email support for you and your attendees

Acteva Learning Registration & Management includes robust capabilities

Dynamic catalog and course registration page publishing:

- Multiple course catalogs, each with their own unique URL
- Support for multi-day, multi-track events
- Complete flexibility for questions and participant data capture
- Recurring courses (e.g. one course with multiple dates, times and locations)
- Quick course duplication (ability to quickly clone an existing course)
- Dynamic CSS — Acteva can upload your CSS into Acteva Learning Registration & Management
- Single sign-on to multiple accounts

E-commerce designed with training organizations in mind

- Flexible price lists based on attendee types (e.g. members and non-members) and dates (e.g. early-bird pricing)
- Ability to create training packages or event bundles
- Self service portal to allow attendees to come back in later and edit their order
- Recurring orders to help manage subscriptions and memberships
- Easy administration of refunds and credits
- Online statements with remittance payment status

About Acteva

Acteva is the trusted leader in online event registration, ticketing and payment management services. Since 1998, over 16,500 customers have used Acteva to manage more than 300,000 events and process more than 5.1 million registrations. Acteva's customers include Bausch & Lomb, Pfizer, SAP, Girl Scouts of America, Whole Foods, Craigslist Foundation, BMW/MINI, NASA, VMware, Apple, DHL, PG&E and thousands of small to large-sized businesses and organizations. Let Acteva help make your events a financial success by managing your event registration and payments online.