

The screenshot displays the AirEvents dashboard for ACME Creative Agency. The top navigation bar includes the logo, version (v10 BETA), agency name, and a user profile (QA Bot). A left sidebar lists various modules like Dashboard, Documentation, Favorites, Clients, Digital Assets, Website, and a list of modules including AirBeta, AirBlog, AirBook, AirCatalog, AirChat, AirDAM, AirDoc, AirEvents (selected), AirForms, AirGallery, AirMail, AirMembers, AirPage, and AirPlan. The main content area features a header with the AirEvents logo and a '+ New Event' button. Below this is a summary section with four cards: Events (1), Published (1), RSVPs (0), and Tickets Sold (0). A table lists the event 'ACME Creative Fall Showcase 2026' with columns for Event, When, Where, Mode, Status, and Manage. The event details include 'Data management leaders, practitioners & partners — one day in LA. /dama-la-fall-2026', the date 'Oct 9, 2026', the location 'Downtown LA Conference Center, Los Angeles', and buttons for 'RSVP + Tickets', 'Published', and 'Manage'.

EVENT	WHEN	WHERE	MODE	STATUS	MANAGE
ACME Creative Fall Showcase 2026 Data management leaders, practitioners & partners — one day in LA. /dama-la-fall-2026	Oct 9, 2026	Downtown LA Conference Center, Los Angeles	RSVP + Tickets	Published	Manage →

AirEvents

AirEvents lets you create and manage events — from simple RSVP-only gatherings to fully ticketed conferences with pricing tiers, discount codes, and online payment. When published, each event gets its own branded public page where guests can register, buy tickets, and view the schedule.

Key Features

- **Event Dashboard:** See all your events at a glance, with live totals for RSVPs and tickets sold. For ACME Creative Agency, this might show an upcoming client showcase alongside a team-only workshop — each tracked separately.
- **Flexible Registration Modes:** Choose RSVP-only, paid ticketing, or both — depending on what the event calls for.
- **Ticket Tiers & Pricing:** Create multiple ticket types (Early Bird, General Admission, VIP) with time-windowed pricing that automatically changes on a date you set.
- **Discount Codes:** Generate codes for percentage off, fixed-dollar discounts, complimentary (free) tickets, or a set price — with optional limits on how many times each code can be used.
- **Guest List Management:** Add guests individually or import from a CSV file. Track RSVP

status (confirmed, pending, declined) and party size. Send invitation emails in bulk or one at a time.

- **Agenda & Speakers:** Build a full session schedule with tracks and rooms. Add speaker profiles with photos and bios.
- **Sponsors:** Organize sponsors into named tiers (Gold, Silver, etc.) and display their logos on the public event page.
- **Attendee Check-In:** On event day, mark attendees as checked in from the Orders tab. For group purchases, buyers can assign names to each seat via a secure personalized link.
- **Team Collaboration:** Invite team members or external vendors to manage specific parts of an event — such as the speaker list or agenda — without giving them full account access.
- **Public Event Page:** Every published event gets a branded microsite covering the overview, agenda, speakers, sponsors, venue, and registration.

How to Use

1. Open **AirEvents** from the sidebar and click **New Event**.
2. Enter the event name, date, venue, and pick a registration mode (RSVP, Tickets, or Both).
3. Add a hero image, description, and SEO details so the public page looks polished.
4. Go to the **Tickets** tab to create ticket types and set pricing. Add time-based price windows (e.g., Early Bird ends August 31) if needed.
5. Use the **Discount Codes** tab to generate promo codes for clients, partners, or staff.
6. In the **Guests** tab, add your invite list and send invitations by email.
7. Build out the **Agenda** and **Speakers** tabs to give attendees the full picture.
8. Click **Publish** to make the event live, then share the public event URL with your audience.
9. On event day, use the **Orders** tab to check attendees in as they arrive.

Tips

- The **group discount** field applies a percentage off automatically when someone buys multiple tickets in a single order — great for team registrations.
- The stat cards on the dashboard are clickable: tap **RSVPs** to filter to events with confirmed responses, or **Tickets Sold** to sort by sales volume.
- For internal events where you don't want public sales, set the mode to **RSVP Only** and send invitations directly from the Guests tab.
- Collaborator invite links are event-scoped — they grant access only to one event and the specific sections you choose, keeping the rest of your account private.