



PreventionLink Event Manager

Overseeing the logistics and reporting for all of the meetings and events for your organization can be time consuming and difficult to manage.

To help you save time and increase productivity, TargetSafety introduces PreventionLink Event Manager. With this application, PreventionLink Administrators and assigned Supervisors now have the ability to create, schedule, track, and access reports on events such as:

- Instructor-led classroom training
- Online meetings and webinars (using PreventionLink Web Events)
- New hire orientations
- Recurring department meetings, and more!

PreventionLink™



Event Manager allows you to easily access user registration and attendance records. You can set up confirmation and reminder emails so that employees never miss a meeting, and employees can easily enroll and view upcoming event details. The best part is, administrators and employees can do all of this without leaving the PreventionLink platform.

Benefits include:

Easily maintain compliance with organizational, state and federal training schedules

- Invite, track, and maintain records on participants for training and other compliance activities.
- Quickly determine which employees have attended required training events.
- Easily manage invitations, registrations, and enrollment and attendance reports.

Improve efficiency and communication

- Track all meetings and events within PreventionLink, eliminating the need to utilize a separate computer program or inefficient manual methods such as emails, spreadsheets and hardcopy sign-up sheets.
- Streamline training and event communication with employees, even those in remote locations.



Features

An easy-to-use application, PreventionLink Event Manager is available to all PreventionLink clients at no additional charge and gives Administrators and assigned Supervisors the ability to:

Create, schedule and track events

- Streamline logistics for events such as instructor-led classroom training, online presentations and webinars, and other organizational meetings
- Manage invitees, limit the number of participants per event, and adjust event dates and times
- Users can quickly view meeting details from within PreventionLink

Send automated event emails

- The organizer can choose to send automated confirmation and/or reminder emails to enrolled participants

Assign a custom activity or course to participants

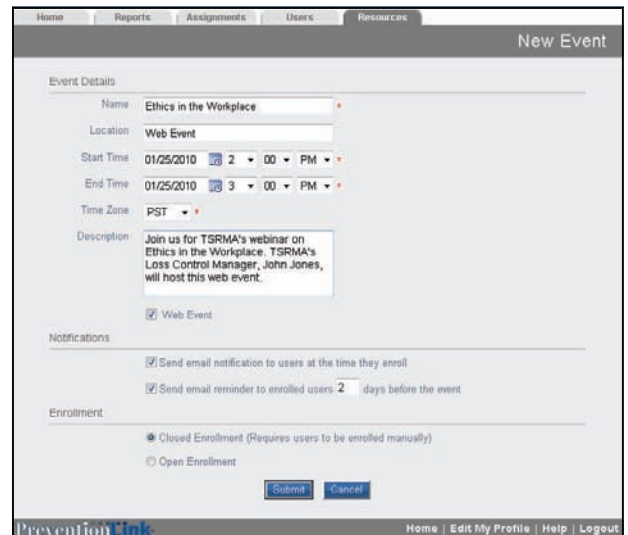
- Follow up a training session with an assignment
- Activities can be assigned to both attendees and non-attendees

Record online presentations

- Meetings held using PreventionLink Web Events can be easily recorded for later review and distribution

Run and export reports, including information about:

- Enrollment
- Attendance
- Duration of participation (if using Web Events)



Use the PreventionLink Event Manager to schedule a Web Events meeting. Attendees can then view the meeting details from within PreventionLink.



Employees can easily view event details and enroll in an event within the PreventionLink platform.

PreventionLink is a comprehensive suite of online risk management, training, communications, and compliance systems. Built on an exceptional technology platform and including powerful analytics, PreventionLink offers a wide range of solutions to meet the needs and budget of public entities at every level. Today over 2,500 public entities use TargetSafety's PreventionLink to realize their strategic, operational, financial, and compliance goals. Founded in 1999, TargetSafety is the leading provider of online enterprise risk management solutions to public entities in the United States. The company is headquartered in San Diego, California.

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