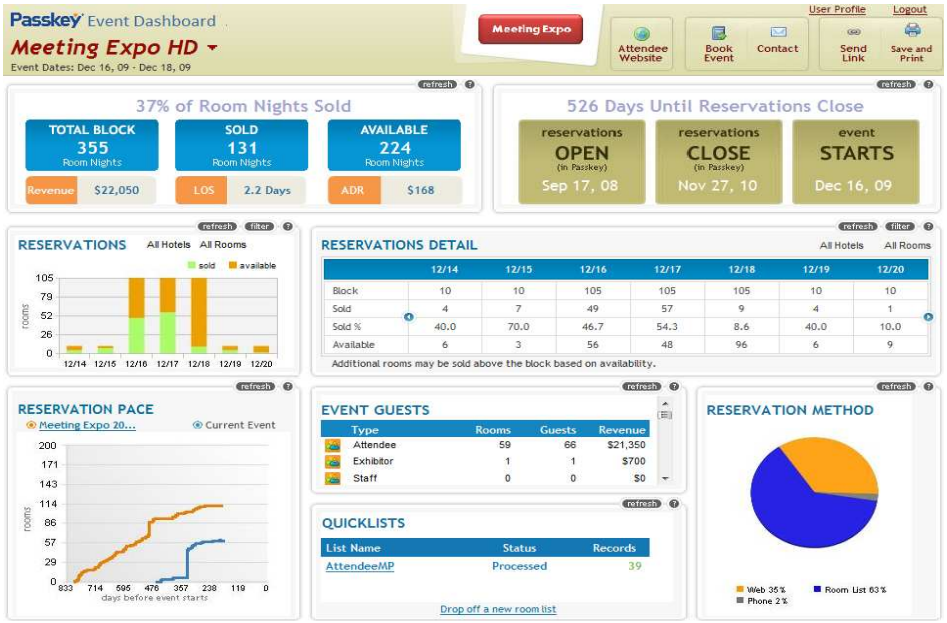
Live Event Dashboards

Real-Time Event Snapshots For Meeting Planners



Key Features

Event Dashboards is an innovative online tool that allows meeting planners to access the event housing information they need to reduce their attrition risk, ensure event success and enjoy peace of mind.

The Results

Hotels increase their efficiency while keeping planners informed, saving everyone time and effort and increasing planner satisfaction and retention.

Overall Block Information

At a glance you are able to see the total block, sold inventory, available room nights and overall pick-up percentage.



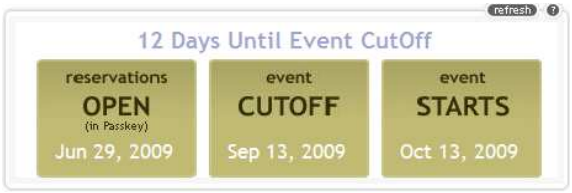
Header Links

The links located in the Dashboard header access the attendee website, allow it to be sent via email and save a copy offline.



Key Dates

This area will display the date when the event opens for reservations, when the event block cuts off and the start date of the event.



Event Dashboards - Key Features

Reservations

This graph displays night by night block pick-up and availability. Pass your mouse over the colors and you will see exactly how many rooms are sold/available. Use the "Filter" button to look at this activity for a specific room type.



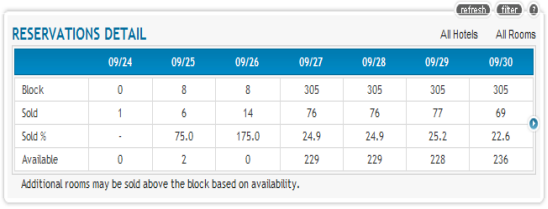
Reservation Pace

This graph tracks the pick-up pace of the group. Once you have logged in, you can compare the pace of your current event to the pace of any other event you have in Passkey.



Reservations Detail

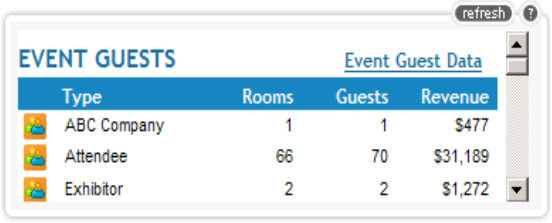
This breakdown displays the contracted block, rooms sold, percentage sold and available rooms for the event block on a nightly basis. Use the "Filter" button to look at a specific room type.



	09/24	09/25	09/26	09/27	09/28	09/29	09/30
Block	0	8	8	305	305	305	305
Sold	1	6	14	76	76	77	69
Sold %	-	75.0	175.0	24.9	24.9	25.2	22.6
Available	0	2	0	229	229	228	236

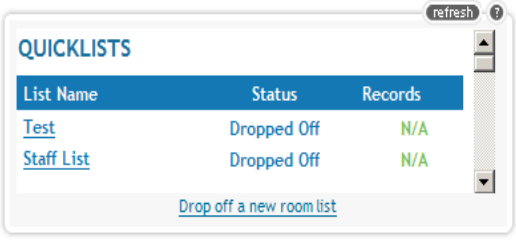
Event Guests

This section lists the attendee types and the block pick-up per attendee type. Once you have logged in, you can run an overall Delegate list via the "Event Guest Data" link, or click on the orange icon next to an attendee type to view a list for only that guest type.



Quicklists

Click on the "Drop off a new room" list link to securely send the hotel your rooming list. You can also track the progress of the list via the status column. Once the list has been processed, you can modify the reservations by clicking on the name of the list and begin editing.



Reservation Method

This pie chart provides a breakdown of each option that was available to book reservations and the total percentage of your attendees that booked in each category.

