Overview of
**Reunion Manager**
Website Services
Subject to change without notice please refer to our website for current features and functions

For Reunion Committees

Dated: January 22, 2015
Introduction

Feature – Function – Comparison Overview

Reunion Committees

The features and functions available to you as the manager/s of your reunion have been developed over the last 9 years based on actual Reunion feedback from those that used our site, and our own use of the system for our own Reunions.

The Reunion Manager is simple to use from both a Reunion Manager and Alumni registration standpoint.

Our goal is and always has been to provide a solution that is both simple to use, yet comprehensive, by providing the tools you need to operate and manage your Reunion & Alumni online.

Our Fee structure is simple – we charge a one time flat fee (please view our site for our current support fee). This means that you can use Reunion Manager for all your future reunions at no additional cost. Reunion Manager does not charge any annual fees.

Our Reunion Manager team is unique in that you should actually consider us an additional member of your Reunion Committee. We encourage you to call us at any time regarding logistics, ideas, experiences, and services for use at your reunion. We have been running our own reunions over the last 30 years, so understand what you go through when planning and running a reunion.

If you are new to running your reunion online chances are you have been maintaining your alumni contact information using an Excel spreadsheet. Reunion Manager takes the place of this entirely and all your alumni management can now be done online, by your alumni themselves via their Alumni accounts and can be updated simply by logging in to their accounts.

This overview document will highlight the main features and functions provide by the Reunion Manager system.

Please Note:

All information in our system is private and never shared, sold or distributed to any third parties ever.
**Reunion Manager Structure**

Reunion Manager system is separated into 2 distinct sections:
1. Reunion Manager Administrative Control Panel
2. Alumni Registration & Ticket Cart

**Reunion Managers**

Create a reunion website in our system and manage all Alumni information, ticket pricing & reunion events both now and in the future.

Creating a new Reunion/Alumni website takes about 10-15 minutes to complete and you can begin to sell your reunion tickets immediately.

Reunion Managers have the ability to edit any of this information at all times including all Alumni registrations via the Administrative Control Panel.

Reunion Manager provides Free Phone training and prior to releasing the link to your Reunion Web page, if you would like, we can also review everything to ensure it is ready to prior to launching.

**Alumni**

Alumni are members of your Alumni Reunion group and they create an Alumni account and then login.

Once logged in they can see any information that the Reunion Managers have provided including other Alumni in the Free online Reunion Yearbook. No other individuals can access your group information unless they have registered with your Reunion group first and have logged in. Reunion Managers have the ability to delete any registration at any time.
Reunion Website

This is how a typical Reunion Website would look. Instead of having to refresh your page for each section our Reunion Website page is designed to load once and uses a Tab structure to present all reunion related information. This means that alumni will only need to bookmark one page and with the unique website address we provide it won’t change over the years either.

Customize your Reunion Website

You have the ability to upload your own custom Header graphic at anytime that you have created. This allows you to add your colors or mascots etc.
Reunion Managers Control Panel

The Admin Control Panel is designed to allow you to quickly enter and maintain the information you need to get your reunion up and running fast.

Across the top of your admin control panel at all times a series of additional function menus, with sub menus that drop down when you move your mouse over them.

The main report bar is always shown on the right hand side for easy access:
Main Control Panel

When you first login after creating your Reunion group all you need to do is go through Tab 1-4, which are clearly marked, to get going selling your reunion tickets fast.

1 - Reunion Info Tab

![Main Control Panel Image](image)

All reunion group and contact information is entered in this tab including the link to your groups Facebook page if you have one.

The **Join Our Facebook** link (to your reunion groups Facebook page) is shown in the Alumni Registration and Account page encouraging them to join your page.

![Facebook Link](image)

If you already have a website for your Alumni group you can enter that as well and it will show as a link on the Registration and Account Page.
2 – Events Tab

In the Events tab you can create an unlimited number sub events for your reunion.

All sub events will display in chronological order with a pop up Live Google Map to each event location.
Adding sub events to your reunion is easy and takes less than a 1-minute to do.

Once created all your events will display in chronological under the **Event & Location Tab** within the Reunion Registration & Alumni Account area, each with a pop up Live Google Map for directions to all locations.
3 – Tickets Tab

The Ticket Tab in the Control Panel allows you to control what is being sold, how payments are accepted and payment related options.
Creating Reunion Tickets

Reunion Manager provides you with a simple and easy to use ticket-shopping cart in which to sell your Reunion Tickets online. You can accept paypal, all major credit cards, allow mail-in payments and provide for onsite ticket sales as well.

There are two types of Tickets that you can create:

- **Event Tickets** – for an Event
- **Item Tickets** – For any other type of things you may wish to sell (t-shirts etc.)

You can create an unlimited number of Tickets for each type.

In the Ticket shopping cart **Event** Ticket are displayed first and **Item** Tickets are listed second and Donations are shown last.

You can also show or hide any ticket – this allows you to have Early Bird special pricing and raise ticket prices multiple times if needed to encourage ticket purchase.

To add new tickets simply click on the **Add Ticket Icon** and a window will pop open.
You can even offer a ticket payment plan over 2-11 months, which will take the ticket cart total and divide it by the number of payments you want evenly.

Your ticket cart has the ability to access an overall extra convenience fee to the ticket total as well as a separate payment plan processing fee to help recoup credit card processing fees being charge per purchase.

Need a head count for dinner menus? Just create a separate ticket for each type of meal and within the ticket report you can instantly see all totals.

Additionally you also have the ability to accept donations of any size.

Many reunions now a days use graduated ticket pricing over time to encourage Alumnus to pay for their tickets as quickly as possible. The Reunion Manager system allows you to do this by showing or hiding tickets in the Ticket cart at will.

Within the Control Panel Reunion Managers can also contact at anytime all Alumni via a blast email to all those registered and have not yet paid for tickets informing them of upcoming ticket price increases and to make their purchase before the increase takes place.
4 - Website Tabs

You have a tremendous amount of flexibility in setting up your Reunion Website Tabs.

Editing your Tabs is as simple as using a Word Processor. You may also upload images, documents for Alumni to download, embed YouTube videos and much more.

If you have trouble doing this just call us and we can help you.
Reunion Manager provides all reunions websites with a free **custom link** (uniqueuname.reunionmanager.com) you would post this to your Alumni groups Facebook page, give to your local newspaper or include in any emails being sent to Alumni.

This makes it easy for Alumni to quickly view all reunion related information and to bookmark their reunion website address within their browsers. Since your Reunion website never expires holding future reunion is easy.

The next time you have a reunion all you will need to do is send out 1 email blast to your registered alumni informing them of the new reunion and ask them to login to their alumni accounts and purchase their tickets.

This is the reason you should encourage Alumni to register even if they cannot attend the current reunion.

**Reunion Made Easy**
6 - Expenses

Although this section is not too detailed it does allow you to track your sales vs. expenses so you know at all times how much more ticket sales volume you need to sell in order to cover your reunion expenses.

7 - Upgrades

Reunion Manager has other features your can add at anytime. All Upgrades are a 1-time cost only.
Reunion Manager maintains a listing of available Reunion related services you may be interested in using for your Reunion within your Schools home state. Helping to make your job easier.
Viewing a Reunion Service Listing provides you with all contact and location information. Along with highlighting any special they might be offering to Reunion Planners.

**Hampton Inn Boston/Woburn**

315 Mishawum Rd  
WOBURN, MA 01801

**Phone:** 781-935-7666  **FAX:** 781-933-6899

**Contact:** Kelly Phinney

**Reunion Special being offered**

The Hampton Inn Boston/Woburn has 93 rooms total and is conveniently located off of route 95. We offer complimentary hot breakfast 7 days a week from 6am to 10am. Please contact our sales manager to help with your reunion needs.

**We offer one complimentary room for 25 or more rooms booked**

**Directions**
Reunion Reporting

Registration Report

Reunion Manager provides all the key reports you need to always be on top of what is going on with your reunion registrations and tickets sales.

Our proprietary Quick Glance Report™ instantly tells you where your Reunion stands at any given point in time.

Instantly view all Alumni that have registered, who is going, and if they’ve paid. You can search or view just certain records via the filter option based on any of the 12 column headings to customize your own reports for printing. You can export all records to an Excel spreadsheet at anytime.
Admins have the ability to add & delete Registrations and Edit any Registrations at any time by clicking on the view button on the Alumnus record within the Registration Report.
Admins can upload current and before photos for each Alumnus record and also edit any photos uploaded by either you or an Alumni.

**Editing photos**

To edit a photo simply click on the thumbnail image

When you click on the image a Pop Up window will appear of the image:

![Image editor window]

Click the image again to see the Image Editor window pop open.
The **Image Editor** has 16 different tools you can use to change the uploaded image, the ones you will use the most are the **Cropping, Rotate & Resize** Tools.

Of the 13 filters you may use the **Greyscale** to convert color images to grey & white to save on ink as the before photo will print out on the nametags.

You can also use the Brightness Filter on images that are too dark to see well.

Experiment with all the tools to see what each does, the original image will not be changed until you click the Save button.
Payment Report

The Payment report will show all payments made in live to your reunion and payments are broken down to show you the Gross amount paid, per transaction fee (Credit Card) and the Net Amount due your reunion group.

From within the Payment report by viewing the individual transaction you can issue refunds if needed.

All payment transactions can be exported to an Excel spreadsheet.
**Ticket Report**

The Ticket Report will show you a breakdown of all event tickets ordered and can provide you with a Meal count or a breakdown of all items sold such as T-Shirt sizes or colors etc.

You can export this report and easily print it out at anytime.

<table>
<thead>
<tr>
<th>Event Date or by Item</th>
<th>Ticket # Description</th>
<th># of Orders Tickets/Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday October 18, 2014</td>
<td>Check • Banquet Ticket (Buffet) - $75.00</td>
<td>38 47</td>
</tr>
<tr>
<td>Saturday October 18, 2014</td>
<td>Check • Banquet Ticket (Vegetarian) - $75.00</td>
<td>2</td>
</tr>
<tr>
<td>Friday October 17, 2014</td>
<td>Saturday Golf Outing</td>
<td>9</td>
</tr>
<tr>
<td>Saturday October 18, 2014</td>
<td>Bus Ride</td>
<td>66</td>
</tr>
<tr>
<td>Saturday October 18, 2014</td>
<td>PayPal • Banquet Ticket (Buffet) - $78.00</td>
<td>36 51</td>
</tr>
<tr>
<td></td>
<td>PayPal • Banquet Ticket (Buffet) - $93.00</td>
<td>17</td>
</tr>
<tr>
<td></td>
<td>PayPal • Banquet Ticket (Vegetarian) - $93.00</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Check • Banquet Ticket (Buffet) - $90.00</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Check • Banquet Ticket (Vegetarian) - $90.00</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ticket ID # - Title</th>
<th>Order Date</th>
<th>Type</th>
<th>Qty</th>
<th>Alumni ID</th>
<th>First</th>
<th>Last</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1030 PayPal • Banquet Ticket (Buffet)</td>
<td>10/2/14 6:20 P</td>
<td>Event</td>
<td>1</td>
<td>Frank</td>
<td>B</td>
<td>Delete</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10/5/14 8:46 A</td>
<td>Event</td>
<td>1</td>
<td>Pamela</td>
<td>B</td>
<td>Delete</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10/6/14 12:31 P</td>
<td>Event</td>
<td>1</td>
<td>Diana</td>
<td>C</td>
<td>Delete</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10/18/14 2:38 P</td>
<td>Event</td>
<td>2</td>
<td>Debra</td>
<td>C</td>
<td>Delete</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10/4/14 5:17 P</td>
<td>Event</td>
<td>2</td>
<td>Barry</td>
<td>C</td>
<td>Delete</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10/8/14 4:09 P</td>
<td>Event</td>
<td>1</td>
<td>Michael</td>
<td>G</td>
<td>Delete</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10/8/14 4:17 P</td>
<td>Event</td>
<td>1</td>
<td>Michael</td>
<td>G</td>
<td>Delete</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10/12/14 6:57 P</td>
<td>Event</td>
<td>1</td>
<td>Debbie</td>
<td>G</td>
<td>Delete</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10/12/14 8:52 P</td>
<td>Event</td>
<td>1</td>
<td>Pat</td>
<td>H</td>
<td>Delete</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10/2/14 11:12 A</td>
<td>Event</td>
<td>1</td>
<td>John</td>
<td>J</td>
<td>Delete</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10/4/14 8 A</td>
<td>Event</td>
<td>2</td>
<td>dale and debbie</td>
<td>k</td>
<td>Delete</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10/2/14 3:11 P</td>
<td>Event</td>
<td>1</td>
<td>renee</td>
<td>R</td>
<td>Delete</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10/3/14 10:33 P</td>
<td>Event</td>
<td>2</td>
<td>Philippe</td>
<td>L</td>
<td>Delete</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10/5/14 10:22 P</td>
<td>Event</td>
<td>1</td>
<td>Pat</td>
<td>L</td>
<td>Delete</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10/8/14 5:48 P</td>
<td>Event</td>
<td>1</td>
<td>Roderick</td>
<td>R</td>
<td>Delete</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10/6/14 2:26 P</td>
<td>Event</td>
<td>2</td>
<td>Vicky</td>
<td>R</td>
<td>Delete</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10/14/14 6:34 A</td>
<td>Event</td>
<td>1</td>
<td>Mitch</td>
<td>W</td>
<td>Delete</td>
<td></td>
</tr>
</tbody>
</table>

| #1031 PayPal • Banquet Ticket (Vegetarian) | 10/2/14 2:52 P | Event | 1    | kathy | I     | Delete|
| #1032 Check • Banquet Ticket (Buffet)    | 10/16/14 3:58 P | Event | 1    | Ken   | B     | Delete|
Nametags

Nametags can be quickly printed and you have the ability to select those you want to print as well. There are 2 types of name tags you can print:

**Generic Name Tags**

Will print 8 name tags on a page and can be printed on any material your printer will allow.

**Avery 5392 Name Tags**

Are formatted to print on this template produced by Avery.

All Nametags will print with the uploaded before picture if uploaded to the alumni account. Admins are able to upload a before image to any alumni registration account. Many reunion groups will scan their yearbook pages and once alumni registers will upload their yearbook photo.

Those with a Maiden name different from their listed current last name will print with the current last name next to their first name and the maiden name will on the next line under it.

If holding a multiple year reunion the Class year will also print, along with the current City & St listed in their alumni account.

All guest name tags will also print a photo of the alumni they came with and below the picture and their name it will say: Attending with:

This way, awkward moments of trying to figure out who there are with can be eliminated.
Nametag Sample

Generic

**HINGHAM HIGH SCHOOL**

**Sheryl**
Current Last Name
Maiden Name
Hingham, MA USA

**Jeff**
1976
Concord, MA USA

**HINGHAM HIGH SCHOOL**

**Patti**
Current Last Name
Maiden Name
1976
Hingham, MA USA

**Paul**
1976
East Sandwich, USA

**HINGHAM HIGH SCHOOL**

**Mary Beth**
Current Last Name
Maiden Name
1976
Norwell, MA USA

**Carolyn**
Current Last Name
Maiden Name
1976
Hingham, MA USA

**Guest/Spouse Nametag**

**Linda Barton**
Attending with:
1976 - Stephen Barton
Underhill Center, VT USA
Check-in Sheets

There are 2 types of check-in sheet you print:

- Quick Check-in
- Detailed Check-in

The **Quick Check-in** sheet does not print out any information except names and gives you the ability to check alumni off quickly as they arrive.

<table>
<thead>
<tr>
<th>1976</th>
<th>No</th>
<th>Jeff</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No</td>
<td>Paul</td>
</tr>
<tr>
<td></td>
<td>No</td>
<td>Mary Beth</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td>Patti</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td>Aimee</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td>Carolyn</td>
</tr>
<tr>
<td></td>
<td>No</td>
<td>Linda</td>
</tr>
</tbody>
</table>
**Detailed Check-in Sheet**

This check-in sheet has all Alumni information included and allows you to manually write down and incorrect or changed information so you can update the registration later in the Reunion Manager system.

<table>
<thead>
<tr>
<th>Total: 160</th>
<th>First Name</th>
<th>Last Name (Maiden Name - Last Name)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Year: 1976</td>
<td>Jeff</td>
<td>A</td>
</tr>
</tbody>
</table>

Attending: No

<table>
<thead>
<tr>
<th>Pay Status:</th>
<th>Attended:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Class Year: 1976</th>
<th>Attending: No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Status:</td>
<td>Attended:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Class Year: 1976</th>
<th>Mary Beth</th>
<th>A</th>
</tr>
</thead>
</table>

Attending: No

<table>
<thead>
<tr>
<th>Pay Status:</th>
<th>Attended:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Class Year: 1976</th>
<th>Patti</th>
<th>A</th>
</tr>
</thead>
</table>

Attending: Yes

<table>
<thead>
<tr>
<th>Pay Status:</th>
<th>Paid</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Class Year: 1976</th>
<th>Not Attending</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Status:</td>
<td></td>
</tr>
</tbody>
</table>

Both check-in sheets are sorted by placing the maiden name first instead of a married name, which allows for faster check-in if no maiden name is entered they the current last name is used.
Email

You can send emails to your registration list and select those only individuals you want to receive them. Or you may quickly use the pre-define option of Email all or just those who have not paid yet but have registered. You can also include attachments with your message.
Photo & Video Albums

Reunion Manager Photo and Video Albums allow you to organize your photos and youtube videos into Albums making it easier for Alumnus to see the photos most important to them.

You can create an unlimited number of Photo & Video albums even on the fly.

The Admin section allows you to view – edit – assign album & delete any uploaded photos.
Alumni can upload an unlimited number of pictures at one time. Admin have the ability to add photos also in addition to having full overview & approval capabilities for all photos uploaded.

Each Photo Album can run a pop up Slide show of all the photo’s within that album.

**Slide Show**

All photos in all Albums can be displayed within the Slide Show feature of Reunion Manager. You have the ability to remove any photo from the Slide Show at any time.

If you have internet access during your reunion either through the venue or using a smartphone you can connect to a projector or Large screen display to run this slide show feature during your reunion. This assumes that you have the proper connections needed, most often this is a HDMI – RCA or USB type of connector depending on what you platform is for running the Slide show. The Slide Show will run using any browser and will run continuously.
You can start and stop the slide show at anytime.
Reunion Manager will provide a Free local professional photographer for your reunion at no cost to your reunion group.

If you elect to use this feature we will offer to your alumni a Large Reunion Memory Book with Individual photos of those that attended and multiple pages of candid shots taken throughout your reunion, Group Photo and a CD with 100 +- candid photos on it they can purchase. Again there is no obligation nor any minimum purchase requirements.

All products are mailed after the reunion to those who make purchase via stand US Mail.

Alumni may purchase these at anytime even after your reunion is long over.

Please visit our website to see a sample of a Memory Book

**Administrative Control Panel Summary**

Some other features and functions have not been reviewed within this document but this should provide you with a strong overview of the Reunion Manager Admin Control panel area of our site and its capabilities. Basically everything you need to run a reunion is provided. Typically one person can handle all registrations and ticket sales instead of in the past where it might have take multiple people.

All of the features and functions within the Admin area have been added based on actual feedback from Reunion Managers who have used our system in the past. This does not mean the system will meet everyone’s needs totally and we encourage you to let us know any features or functions you feel would enhance the over all services at anytime.
Alumni Registration Overview

The Reunion Manager registration is designed to be quick and simple.

Registration Process:

When you provide your members with the Unique Link we set up for your group it will take your alumni directly to your Registration custom page.

The registration process is as follows:

1. Create an Alumni Account
2. Login
3. Purchase Tickets

The Registration page will display all the information regarding your reunion in addition to the Free on-line Reunion Yearbook of those that have registered previously. Displaying Free Online yearbook is optional and until an alumni selects no in terms of attending every will display as Maybe so as not to discourage alumni from going. On the initial Registration page the Yearbook will only show first names until they have created an alumni account and logged in.

If you elect not to enter anything in the Reunion Information Tab as the admin then that Tab will not show at all.
Purchasing Tickets

Once alumni are logged in they will immediately see your custom Ticket Cart (you can have an unlimited # of Event tickets and items in your cart) and they can purchase their tickets at that time. Again this is a single tabbed page and except for viewing the Photo/Video albums (optional) they never have to leave this page and can see all reunion related information.

Alumni can pay for their tickets using all major credit cards or a PayPal account. PayPal processes the Credit Card transactions but **ALUMNI DO NOT NEED A PAYPAL ACCOUNT** in order to pay for their tickets.
**Cost**

Reunion Manager is easy to use and we also provide Free phone support if you feel you need it via our 800#. You will not find a lower processing rate than what Reunion Manager can provide for accepting credit cards online. Each transaction is charged 2.85% + .50 per transaction (by PayPal not Reunion Manager).

**Cost Comparison**

**Reunion Manager Cost & Comparison Chart**

<table>
<thead>
<tr>
<th></th>
<th>Reunion Manager</th>
<th>MyEvent</th>
<th>EventBrite</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Time Support Fee</td>
<td>$99.95+</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Reunion Ticket Credit Card Fee</td>
<td>2.85% (paypal charge)</td>
<td>5.00%</td>
<td>5.5%</td>
</tr>
<tr>
<td>Per Transaction Fee</td>
<td>$0.50</td>
<td>$0.75</td>
<td>$0.99</td>
</tr>
<tr>
<td><strong>Sample online Ticket Purchase</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Example Reunion Ticket Price</td>
<td>$50</td>
<td>$50</td>
<td>$50</td>
</tr>
<tr>
<td>Per Reunion Ticket Credit Card Fee</td>
<td>$1.93</td>
<td>$3.25</td>
<td>$3.75</td>
</tr>
<tr>
<td>Net Funds Received per Ticket</td>
<td>$48.07</td>
<td>$45.75</td>
<td>$45.25</td>
</tr>
<tr>
<td>Net Funds Received per 100 Tickets Sold</td>
<td>$4,807.00</td>
<td>$4,675.00</td>
<td>$4,625.00</td>
</tr>
<tr>
<td>Annual Fee</td>
<td>$0</td>
<td>$249*</td>
<td>$0</td>
</tr>
<tr>
<td>Other Fees</td>
<td>$0</td>
<td>up to $30 funds transfer fee</td>
<td>?</td>
</tr>
<tr>
<td><strong>Receive Reunion Ticket Money</strong></td>
<td>Deposited into your PayPal Acct</td>
<td>Delayed 5-7 days Check or Wire</td>
<td>7-10 days AFTER Event Check or Wire</td>
</tr>
</tbody>
</table>

* Pick the Value best for your Reunion * BEST VALUE Bad Value Worst Value

+ $99.95 is a one-time, lifetime, support fee. No annual charges EVER. The Support Fee is not due until after you have sold Reunion Tickets

* Premium Service with comparable level of services that Reunion Manager provides as standard.
Summary

We provide superior customer support to both you as a Reunion Manager and your Alumni via our toll free 800#.

Our Reunion Manager service is constantly evolving and we encourage your feedback at all times.

The best part about using our Reunion Manager service is the fact that we only charge a 1 time support fee – after you start selling your tickets not before – so you or your Reunion Committee do not have to foot the bill to get started. We will deduct the support fee from ticket sales as they come in.

The Reunion Manager website service is FREE for all future reunions or events you might hold for your alumni group, and a great way to maintain and manage your alumni information in between your reunions at all times.

The next time you have a Reunion or an event all you’ll need to do is send out 1 email via Reunion Manager to your registration list asking them to login to their account and buy tickets. Reunion Made Easy.

Reunion Manager
Reunions Made Easy

Please call us if you have any questions or need clarification on anything discussed in this document.

800-768-6024
reunionmanager.net

Click here to get your Free reunion Website started now!

https://reunionmanager.net/2014/create_new_reunion_website.php