

Dynamic attendee registration and communication

This workflow automatically manages attendee registration processing and sends personalized communications based on registration type, ticket tier, and special requirements. It streamlines the attendee onboarding experience while reducing manual administrative tasks.

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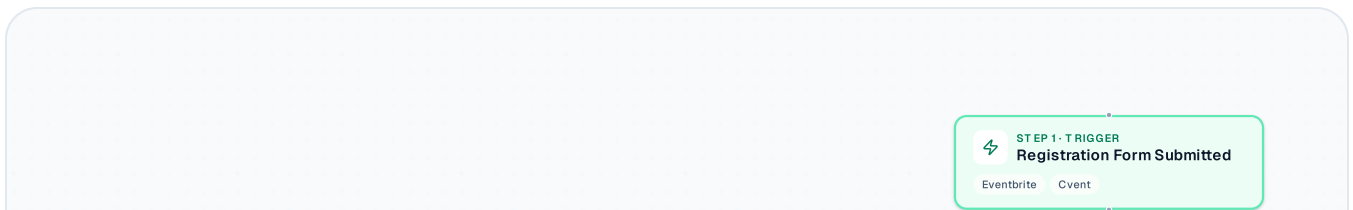


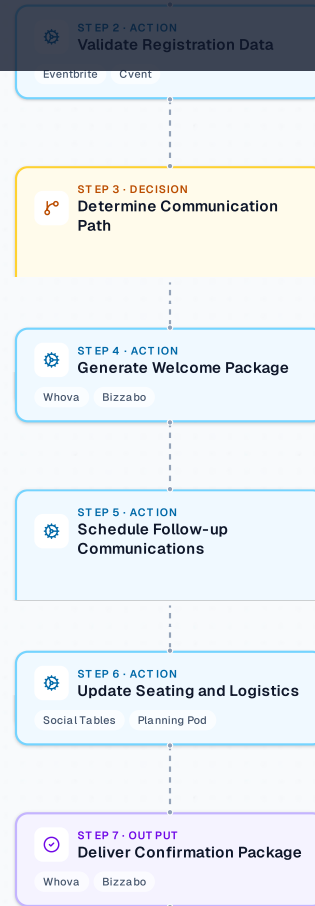
WORKFLOW TRIGGER

New attendee completes event registration form

Visual Flow

Each node represents an automated step. Connections show how data and decisions move through the workflow.





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Step-by-Step Breakdown

Detailed explanation of each automated stage in the workflow.

1

⚡ TRIGGER

Registration Form Submitted

Attendee submits registration form with personal details, ticket type, and special requirements. System captures all registration data and begins

2

 ACTION

Validate Registration Data

System validates attendee information, processes payment, and checks for duplicate registrations. Creates unique attendee ID and assigns to appropriate registration category.

Eventbrite

Cvent

3

 DECISION

Determine Communication Path

Evaluates attendee ticket tier, VIP status, and special requirements to determine appropriate communication sequence. Routes to standard, premium, or accessibility-focused workflows.

Planning Pod

4

 ACTION

Generate Welcome Package

Creates personalized welcome email with event details, agenda, networking opportunities, and tier-specific benefits. Includes QR code for event app access.

Whova

Bizzabo

5

 ACTION

Schedule Follow-up Communications

AI Business OS

Sets up automated email sequence including pre-event reminders, networking suggestions, and post-event surveys. Customizes timing based on attendee preferences.

Whova

Bizzabo

6

 ACTION

Update Seating and Logistics

Automatically assigns seating based on preferences and networking goals, updates catering counts, and coordinates special accommodations with venue partners.

Social Tables

Planning Pod

7

 OUTPUT

Deliver Confirmation Package

Sends complete registration confirmation with personalized itinerary, venue maps, parking instructions, and mobile event app credentials. Updates attendee database with final details.

Whova

Bizzabo



Outputs

- Personalized attendee confirmation email

- Updated seating chart and logistics plan
- Automated follow-up communication schedule

AI Business OS



Key Metrics

- Registration completion rate
- Welcome email open rate
- Attendee satisfaction score



Tools & Integrations

- Eventbrite
- Cvent
- Planning Pod
- Whova
- Bizzabo
- Social Tables

AI Business OS

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