

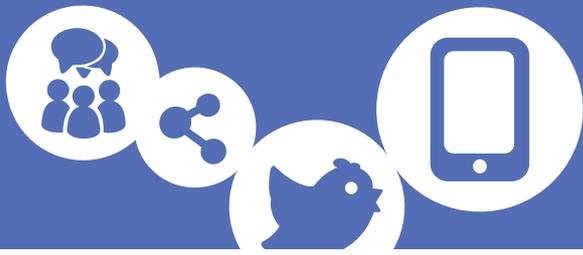


# How to:

## Log in to EventReference

EventReference User Guide #2





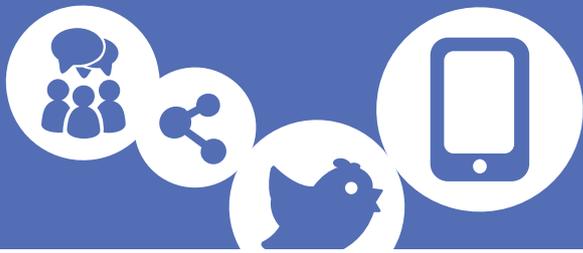
1. In your web browser, go to [www.eventreference.com](http://www.eventreference.com)
2. You will be taken to a login page. Enter your e-mail address and password, then click

A screenshot of the EventReference login page. The page has a dark header with the word "Login" in white. Below the header, there is a light gray box containing the text "Please enter your E-mail Address and Password and then click 'Login'". There are two input fields: "E-mail Address" and "Password". Below the "Password" field, there is a "Stay logged in" checkbox and a link that says "Forgotten your Password?". At the bottom of the form is a "Login" button.

3. You will then see a list of the events you have on your account. Double click on the event you want to use to select it.
4. If you need to reset your password, click

A screenshot of the EventReference "Forgotten Password" page. The page has a dark header with the text "Forgotten Password" in white. Below the header, there is a light gray box containing the text "Please enter your E-mail Address and click 'Send Reset E-mail'". There is one input field labeled "E-mail Address". At the bottom of the form are two buttons: "Send Reset E-mail" and "Cancel".

5. Enter your e-mail address and click
6. Click on the link in the email and enter your new password.
7. Log in with your new email and password.

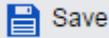


## Two Factor Authentication

You can further secure your EventReference account by enabling Two Factor Authentication.

To set this up, log in to your EventReference Account and click on 

A screenshot of the EventReference web application. The page title is 'EventReference'. On the left, there is a navigation menu with 'My Events' and 'Account Details' (selected). The main content area shows a 'Save' button at the top. Below it are input fields for 'Full Name', 'E-mail Address', and 'Mobile Number'. There is also a 'Last Login' field showing '09:52 Thu 28th Jul 2016' and a 'Subscription' section with the text 'Package 2 @ £59.95 per month. If you wish to cancel your subscription, please [Contact Support](#)'. Below these are 'Change Password' and 'Two Factor Authentication' tabs. Under the 'Two Factor Authentication' tab, there are two options: 'Google Authenticator' (checked) and 'Yubikey', each with a 'Default' radio button.

Select the method you want to set up and then click 

### Google Authenticator

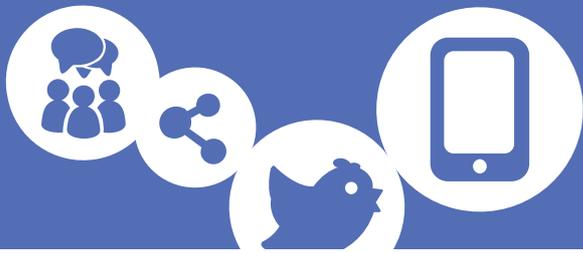
If you have selected to use Google Authenticator, the next time you log in, you will be shown a QR code that you can scan with the app to set it up for your account.



Alternatively, you can set it up by typing in the code under the QR code.

Next, you will be asked for a Verification code. You just need to type in the code that is showing in your Authenticator app. Tick Remember this for 30 days and you won't need to give another verification code for 30 days, unless you log in from a different browser or computer.

A screenshot of a form titled 'Account Verification - Google Authenticator'. The form asks the user to 'Please enter your verification code.' There is an input field for the 'Verification Code'. Below it is a checkbox labeled 'Remember this for 30 days'. At the bottom of the form is a 'Proceed' button.



## Yubikey

If you have selected to use a Yubikey, follow the instructions on screen to set this up.

Known Systems    **Two Factor Authentication**

Google Authenticator     Default

..... attach your Yubikey and press the button to complete set-up     Default

Click  Save

Either after 30 days have passed or if you log in from a different browser or computer, you'll be asked to verify your account.

Click in the box and then press the button on your Yubikey.

**Account Verification - YubiKey**

Please click the "Verification Code" box and press the button on your YubiKey

Verification Code    .....  
Remember this for 30 days   

Proceed

Remember this for 30 days and you won't need to verify again for 30 days, unless you log in from a different browser or computer.

# EventReference



Event Registration



Paid Registration



Event Management



WebBadging



Event Reporting



WebScanning

## YOUR EVENT. YOUR WAY.

*Self-service registration & badging*

*"I've signed up for EventReference"*

*"I can't believe how easy it is to get all the reports I need"*

*"I found it to be fast, powerful and easy to use for my event"*

*"I was able to extract the information easily, which is perfect"*

*"Being able to target abandoned registrations helped drive my registration numbers up"*

### What our customers say...

"We have been using EventReference through RefTech for over two years now and in this time we have seen it develop and progress constantly. As a small, independent conference organiser, Opening Doors & Venues needed a straightforward, pay-per-event platform for gathering registrations, that would be easy to manage in-house - it is exactly what EventReference offered us. We use the platform for both free-to-attend and paid-for registrations with multiple attendee types and varied fee structures and find the interface very user friendly, whether it is for building a landing page or formatting the registration form. We must also applaud the RefTech staff for their patience and promptness in providing the support we constantly require - even though at times we ask the oddest of questions!"

*Madalina Marincas, OPENING DOORS & VENUES*

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