# Manage Events in ACEMAPP!

## Flexible Scheduling

Set up custom events such as orientations, career fairs, training sessions, and more.

Schedule each event at any time and include as much or as little detail as you would like.

Attendees can view and register for the event in ACEMAPP.

## Public & Private Settings

Make your event public so it may be seen by anyone with an ACEMAPP account, or limit your event to members affiliated with your organization. You may also make the event visible by member type (i.e. students, faculty, observer, etc.).

## Automated Reminders

Members will receive an email confirmation once they have registered for your event. They may also view the event details at any time from their account. Additionally, automated reminders will be sent one week and one day before the event.

## Attendance Verification

Generate a custom code in order to verify whether members attended your event. Each attendee will be able to enter the code after the event. You may also share an attendance link during or after your event which allows attendees to check-in virtually.

*Schedule a demonstration today at acemapp.org*