# Automated Registration Process Workshop

## ¿Why automate registration processes?

When creating an event, either online or on-site, registration processes have a tendency to be a very manual system. Oftentimes, one or more people need to be full-time dedicated to the registration process itself, from inviting people, to getting their personal information and gathering more intel on them as to support logistics, marketing and more internal teams that need the data.

Automating processes frees this people's hands, to have them involved in more business-driven tasks and not such simple and repetitive situations.

ARPW demonstrates the capabilities of Microsoft 365's online services and the power of the simplest automation, in order to kickstart an amazing digital transformation era in every organization

## Microsoft 365 Service Integration

OnSolution Services' solution integrates the following Microsoft 365 services:

- **Microsoft Forms:** collects data from participants in an automated manner
- **Microsoft 365 Apps:** Microsoft Excel Online acts as a simple repository to store a list of all the registrations
- **Power Automate:** automates the process of sending confirmations, calendar files and event invites to every participant that registers
- **Microsoft Teams:** front-end for checking the registration process on real-time, in a multi-team effort to make the event logistics a success.

## Who should attend the workshop?

Every collaborator that is involved in the logistics of events, registration to such events and logistics, such as:

- Marketing

- Sales

- Customer Service

- Talent Recruitment

- Management