

Event Software Comparison Scorecard

Compare up to three platforms, general or association-specific, against 10 criteria that show whether a platform truly knows your members.

How to use it

1 Write the vendor names in the three columns.

2 Ask each vendor to **show** the item live, not describe it.

3 Tick the box only if you saw it work. One tick = 1 point.

Criterion		Vendor A	Vendor B	Vendor C
1	Members are recognized at registration, without discount codes → Ask them to show you... a member registering with their own login or email	☐	☐	☐
2	Member, non-member and tier pricing is applied automatically → Ask them to show you... a member and a non-member buying the same ticket	☐	☐	☐
3	Registrations and attendance land on the member record, no exports → Ask them to show you... the member profile right after a test check-in	☐	☐	☐
4	Tickets, dues and donations are processed in one system → Ask them to show you... where a ticket payment and a dues payment both appear	☐	☐	☐
5	In-person, virtual and hybrid events share one registration flow → Ask them to show you... one hybrid event, with no separate webinar list	☐	☐	☐
6	You can list members who stopped attending → Ask them to show you... members who skipped every event in the last 6 months	☐	☐	☐
7	Total yearly cost stays predictable as attendance grows → Ask them to show you... the price at today's attendance and at double it	☐	☐	☐
8	Past event history can be imported from your current platform → Ask them to show you... how they import your exported registrations	☐	☐	☐
9	Support comes from a team that knows associations → Ask them to show you... your named contact and the onboarding plan	☐	☐	☐
10	Your team can run it without merging data after each event → Ask them to show you... the weekly admin time for an event like yours	☐	☐	☐
Total score (out of 10)				

8–10
Strong fit

5–7
Workable: probe the gaps before you sign

Under 5
Keep looking

True cost worksheet

The subscription is only part of what you'll pay. Estimate the full yearly cost for each vendor.

	Vendor A	Vendor B	Vendor C
Per-ticket fees at your yearly attendance			
Annual subscription or license			
Separate tools still needed (webinars, email, payments)			
Payment processing fees (estimated per year)			
Onboarding / migration fee			
Staff time merging data: ___ hrs/event × ___ events × \$___ /hr			
Estimated total yearly cost			

Notes from the demo

	Vendor A	Vendor B	Vendor C
Strongest point			
Biggest gap or concern			
Open questions to follow up			

Decision Shortlisted vendor: Next step / date:

Want to score Melora Connect against this checklist?

Book a walkthrough and we'll run your next event through the platform live.

meloraconnect.com/demo →