



eventure

congress registration software

manual

participant registration on internet

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1 Introduction

Eventure offers you, and your congress participants, the option of registering via the Internet.

You first set-up your congress in Eventure, as explained in Section 4 'Setting up a congress in Eventure (Conf)', of the *Eventure Participant Registration Manual*. You then produce the Internet registration form on the Internet using the congress data you have set-up in Eventure and make the Internet registration form accessible to your participants. When a participant fills-in and submits an Internet registration form the data is downloaded into Eventure from the Internet. You can now process the registration data in exactly the same way as you would if it had been filled-in manually.

This Manual guides you through the procedure for processing registrations via the Internet. It includes the following sections:

- Setting-up the Internet registration,
- Configuring the registration form,
- Downloading and processing the registration data in Eventure.

2 Setting-up Internet registration

In this section we will look at the steps that must be taken to set-up the registration form on the Internet.

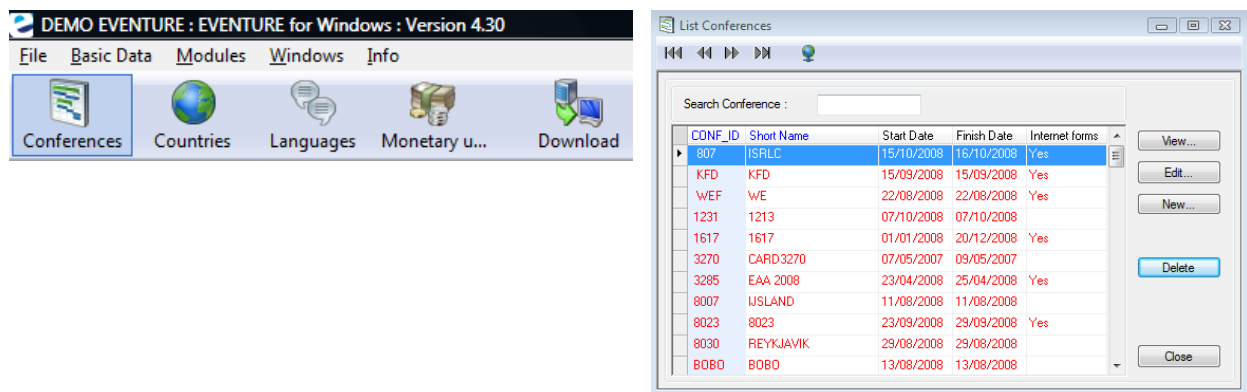
Before you can start setting-up the Internet registration you must set-up the entire congress in Eventure. How to set-up a congress in Eventure is explained in the *Participant registration in Eventure Manual* Section 3, 'Preparing to set-up your congress in Eventure' and Section 4, 'Setting-up a congress in Eventure'.

This section deals with the following topics:

- Preparing a participant registration form on the Internet,
- Log in screen administration page.

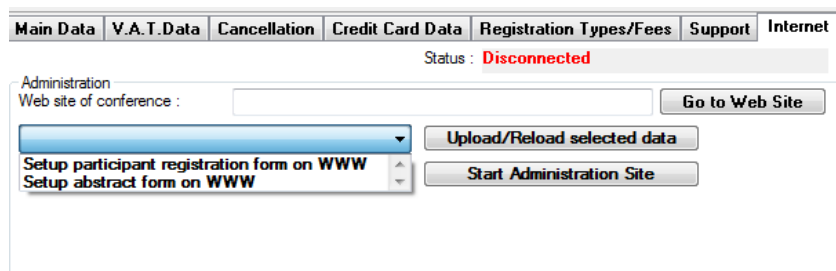
2.1 Preparing an Internet participant registration form

In Eventure you first select 'Basic Data' and then select 'Conferences'. You can also click on the 'Conferences' icon in the menu bar.

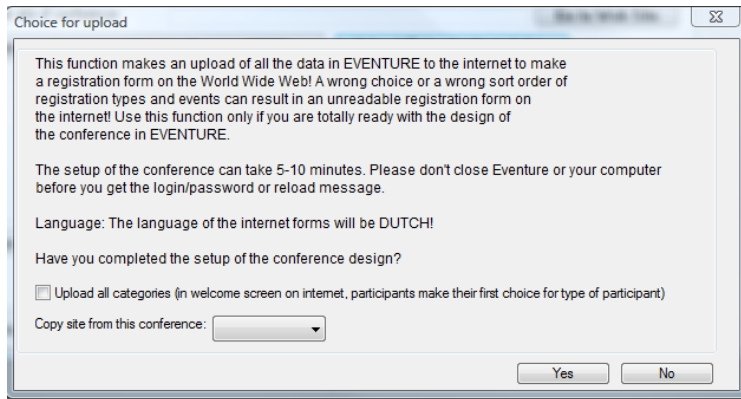


The 'List Conferences' screen appears. Select the congress for which you want to prepare an Internet registration form.

The screen below includes the 'Internet' tab-sheet in the 'Edit Conference Data' screen.



To prepare an Internet registration form, click on the 'Set-up Participant Registration form on WWW' button. The following message appears:

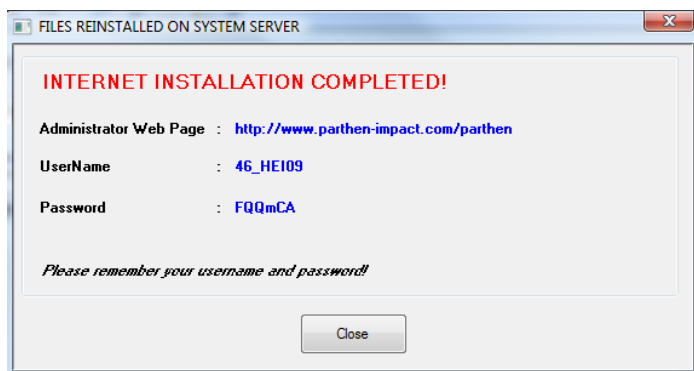


The 'Starting internet upload' message reminds you that you must have set-up the entire congress in Eventure before you can start preparing the Internet registration form.

When you have the module 'Categories on internet', you can check or uncheck the box if you want or don't want to upload the categories to the internet.

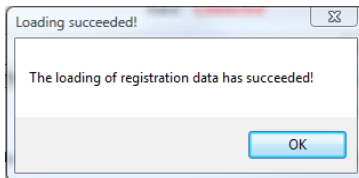
When you want to make a copy of another conference, please select in the lower part of the screen the conference which has to be copied. The whole conference as it is on the internet will be copied and used as base for the new conference. With this option all colour changes but also text changes, additions of text, logos etc. will be copied to the new conference. After the new conference is placed on the internet, you can make more changes. These new changes will only have effect on the new conference.

If you answer the question with 'Yes' Eventure will copy all the congress data to the Internet and you see the 'Internet Installation Completed' message as shown in the illustration below. If you have chosen Dutch as the congress language (Main language) the text will appear on the Internet in Dutch. If you have chosen Swedish, and you have the multi-lingual module, the text will appear on the Internet in Swedish. As a standard the other languages show the text in English on the Internet. You do have the option of adapting the text at a later date.

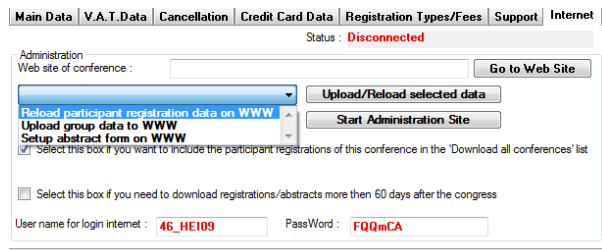


The screen displays an overview of the Internet address where the registration form can be found (Administrator Web Page), the user name (User Name) and the password (Password). Make sure you keep a note of the user name and password in a safe place.

If you also are also handling the abstracts via the Internet and have already set up the abstract registration form with the help of the *Abstract handling on the Internet Manual*, the screen above does not appear. This is because you already have a user name and password – you were given it when you set-up the abstract registration form. In this case the following message appears.



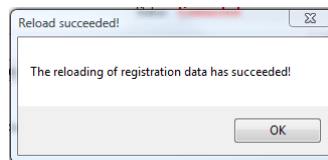
Click on 'Close' or 'OK' and the screen below appears.



a.

Start Administration Site

b.



c.

Some of the elements on the 'Internet' tab-sheet have changed and some additional elements have appeared.

- The 'Upload/Reload selected data' drop-down menu and button':
In this drop down menu (a) the 'Set-up Registration form on WWW' has changed to 'Reload participant registration data on WWW'.
- **Tip:**
When you upload to the Internet again only new elements will be added to the site. If you have changed the names of events in Eventure the names will not be changed on the Internet. The labels you confirmed earlier will remain.
- 'Start selected Administration site' button:
This screen (c) appears after you have successfully prepared the Internet registration form. Click on button (b), to start your computer's standard browser and you will be taken to the participant registration form log in page, paragraph 2.2, 'Log in screen Administration page (Log in)'.
- 'User name for log in':
This field shows the user name you must use to access the administration page of your Internet registration form.
- 'Password':
This field shows the password linked to your user name. You need this password to access the administration menu of your Internet registration form.

2.2 Log in screen administration page

Click on the 'Start Administration Site' button (b) and you will be taken, via your browser, to the screen below (a).

a.

b.

- 'Name':
Here you type in the user name shown on the 'Internet' tab-sheet as described earlier. You must be very accurate about using capital letters or lower case letters.
- 'Password':
Here you type in the password shown on the 'Internet' tab-sheet as described earlier. You must be very accurate about using capital letters or lower case letters.

Click on the 'OK' button to log in to the administration page of the Internet registration form.

3 Configuring registration forms

When you have logged in to the administration page of your registration form you can configure the registration form. The following registration form configuration elements will be dealt with in the following order:

- Administration menu,
- Welcome page,
- Registration index,
- Personal data participant,
- Accompanying persons index,
- Registration details,
- Transport,
- Hotels and Hotel booking specifications,
- Way of Payment index,
- Completed Registration form,
- Thank you for your registration,
- E-mail registration confirmation,
- E-mail password forgotten,
- Colours and typefaces (Page preferences),
- Registration status.

When a participant registers he or she is taken through screens 2 to 11, in the order as listed above. Although this order is the most efficient, participants can use the Registration index to view the screens in a different order.

3.1 Administration menu

When you log in the Internet registration form administration menu appears. The administration menu screen is divided into three sections:

- Parthen banner
- Internet module choice
- Congress data / PCO data

The screenshot displays the 'eventure Congress registration software' interface. At the top, there are logos for 'eventure' and 'Parthen the meeting services company'. The main navigation bar includes 'PCO', 'Congresses', 'Statistics', and 'Log out'. A sidebar on the left lists menu items: 'participant', 'abstract', 'review', 'sc', 'public', 'group', and 'report'. The main content area is titled 'Aruba 2' and shows 'Congress: ARUB2' with details: 'Parthen Impact by 99999999 Extended'. Under 'Congress settings:', there are sections for 'Properties:' and 'General settings:'. The 'Properties:' section includes: 'Status congress: Active', 'Language: EN', 'Currency: EUR', 'Currency HTML: EUR' (with a text input field), 'Entry date: 24-07-2008', 'Exit date:', 'Start date congress: 23-03-2009', 'End date congress: 25-03-2009', 'Deposit flag: true', and 'VAT flag: true'. The 'General settings:' section includes: 'Hide "password forgotten" on Welcome screen: ', 'Enable e-mail check on login screen: ', 'Use initials/firstname/never in e-mail: - use firstname, - use initials, - use neither', and 'Text for browser title' (with a text input field).

Participant settings:

Online payment test:

Maximum number of REvents (0 is no limit): 0

Maximum number of rooms (0 is no limit): 0

Maximum total number of rooms (0 is no limit): 0

Number of Transport pages: 1

Only show 'pay different' when balance is 0:

Check to hide event when max number is reached:
(Unchecked shows stated text)

Check to hide room when max number is reached:
(Unchecked shows stated text)

Payment method: standard

Restrict hotel dates:

Continue with registration after choice of hotelroom:

Show phone prefix:

Abstract settings:

Show pulldown with keywords in Abstract-module:

Maximum number of Co-authors (0 is no limit): 0

Allowed upload extensions:
(e.g. ".doc,.pdf,.csv". Leave empty to allow all)

Show submitted/not submitted abstracts in separate lists on abstract submission page:

Reviewer settings:

Hide PDF symbols on abstract reviewing page:

Group settings:

Allow creating groups:

URL leaving group page:

	open	finished
Participants:	17	10
Abstracts:	0	6
Authors:	15	-

3.1.1 Parthen banner (Parthen The Meeting Services Company)

The screen print-out shown above is the administration menu you see when you log in. At the top of the screen is the Parthen banner, The Meeting Services Company and a picture.

3.1.2 Internet module choice (participant)

In the left hand section of the screen you can select the module you wish to prepare. In this example only the 'participant' option is available. If you are also handling abstracts via the Internet with the help of the *Abstract handling via the Internet Manual*, and are setting up the abstract registration form, both the 'participant' and 'abstracts' options will be available. The same applies for the 'review', 'sc' (Scientific Committee) and 'public' modules.

	PCO
participant	Aruba
abstract	
review	
sc	Con
public	Pro
group	
report	

3.1.3 Congress Settings

The name of the congress 'Test Congress Eventure' is in the middle part of the screen. The Congress Settings are below the name. There are three groups of settings:

- Properties
- General settings
- Module settings (in the example these are participant settings)

By adapting these settings you can influence how the registration site works and its layout in certain areas.

3.1.3.1 Properties

This is an overview of the basic information you have entered in Eventure. You can also see the Status of the Congress. When you first enter congress details this is 'Status congress: New'. This means participants cannot yet access the congress registration form. You can read how to make your congress accessible to participants in paragraph 3.16 'Registration Status'.

'Language' shows the language selected for the congress. 'Currency' shows the currency chosen for the congress. In 'Currency HTML' you can indicate how the currency must be shown on the internet. The html code for the € sign is €

The 'Entry date' and 'Exit date' show the date on which a congress will be put on the internet and the date on which Parthen IMpact will close the congress page. The first day and last day of the congress are shown under 'Start date congress' and 'End date congress'.

'Deposit Flag' and 'VAT' flag respectively indicate the choices made for hotel deposit (true or false) and whether VAT is applicable for this congress.

3.1.3.2 General settings

The general settings indicate several settings that apply for the entire internet module.

'Hide "password forgotten" on Welcome screen' enables you to ensure that only pre-registered participants can log in. This can also apply for both abstract authors and participants you have entered in advance (If you would like to know more about entering participants in advance contact the Eventure Helpdesk).

'Use Initials/firstname/neither' in e-mail gives you the choice of using the initials, the first name, or neither in the confirmation e-mail.

The text you fill out at the 'Text for browser title' will be shown above each page and will be shown to the participant or author.

3.1.3.3 Module settings

In module settings you can select various settings for the different modules. The options for each module are grouped together. The modules appear when you have activated a particular module by uploading it from Eventure.

As this section of the manual deals with Participant registration we will only deal with the different settings for the participant module here. We will go into more detail about the settings for abstract handling in the 'Abstract Handling on the Internet' section.

If you are using credit card payment via the internet you can test the on-line payment by ticking the 'Online payment test' checkbox. As soon as the test has been successful delete the tick from the checkbox and every on-line payment for this congress will be executed.

The 'Maximum numbers of REvents' pull-down menu enables you to specify the maximum number of REvents a participant may select on the Registration Details page. When you click on the arrow a list of numbers appears. The number you click on is the maximum number of REvents a participant may select. If you select 0, there is no limit.

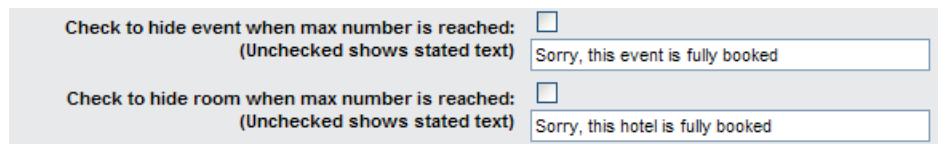
If you have the hotel module you can influence the number of hotel rooms that a participant may select. The pull-down menu next to 'Maximum number of rooms' works in the same way as described above.

'Number of transport pages' enables you to increase the number of transport pages and fields. This is an extra additional option in the package. If you would like more information about this option contact the Eventure helpdesk.

If the checkbox "Only show 'pay different' when balance is 0" is checked, then on the 'Way of payment' screen the option 'I will send payment separately' will only be visible for the participants who doesn't have to pay. The participants who has to pay don't see it and have to choose another way of payment.

On the internet you can specify a maximum number of participants for an REevent (registration details). This counter only works for registrations via the internet.

You can also decide whether an event should just disappear from the screen if it is full or whether a text stating the event is full should appear.



The image shows a screenshot of a web form with two rows of controls. Each row consists of a checkbox, a label, and a text input field. The first row has a checkbox that is not checked, the label "Check to hide event when max number is reached: (Unchecked shows stated text)", and a text input field containing "Sorry, this event is fully booked". The second row has a checkbox that is not checked, the label "Check to hide room when max number is reached: (Unchecked shows stated text)", and a text input field containing "Sorry, this hotel is fully booked".

Put a tick in the 'Check to hide event when max. number is reached' checkbox and an event that is full will disappear automatically.

The 'Check to hide room when max. number is reached' checkbox works in the same way for hotel rooms.

It is also possible for the event or hotel to remain visible if it is full but with a text behind it saying it is full. To do this the 'Check to hide' checkbox must be empty.


Type in the text you want to appear in the field next to '(Unchecked shows stated text)'. You could, for example, type in 'Sorry, this event is full' or, for the hotels, 'Sorry, this hotel is full'.

How to use the counters per event and per hotel, you will see in paragraph 3.6.1 Event counter and hotel counter.

'Payment method' tells you the way you handle the payments.

Put a tick in the 'Restrict hote dates' checkbox and the participants can only book a room in the period you have registered in your hotel contracts in Eventure. They are not able to book a room one day earlier or one day later.

3.1.3.4 Other

Click on the  button to save the changes you have made.

At the bottom of the screen you see an overview of the registration statistics. Here 'Open' means registrations that have been started but not completed. 'Finished' means the number of completed registrations.

3.1.4 Registration form administration menu

Click on 'Participant' on the left hand side of the screen and the following screen appears.

The screenshot shows the Eventure software interface. At the top left is the Eventure logo and 'Congress registration software'. At the top right is the Parthen logo and 'the meeting services company'. Below the logos is a navigation bar with 'PCO', 'Congresses', 'Statistics', and 'Log out'. On the left side, there is a menu with 'Back to Congress', 'Page preferences', and 'Query'. The main content area is titled 'participant' and contains a table with columns 'Available', 'Active', and 'Form'. The table lists various registration forms and their status. To the right of the table, it says 'Congress: ARUB2', 'Parthen Impact by 9999999', and 'Extended'. Below the table, there is a 'Go to login' link and a 'Module status: Active' indicator. At the bottom, there is a table with columns 'Active', 'Register', 'View', and 'Closed', and rows for 'New registrées accepted', 'New registrations accepted', and 'View completed registrations'.

Available	Active	Form
yes	yes	Event overview page
yes	yes	Welcome screen
yes	yes	Free text
yes	yes	Registration index
yes	yes	Personal data delegate
yes	yes	1. Accompanying persons index
		2. Add accompanying person
		3. Change accompanying person
yes	yes	Registration details
yes	yes	Transport
yes	yes	1. Hotels
		2. Hotel booking specifications
yes	yes	1. Way of payment index
		2. On-line payment
		3. Fax form credit card
		4. Billing address form
		5. Bank payments
yes	yes	Filled Registration form
yes	yes	Thanks page
yes	yes	E-mail participant submission
		E-mail password forgotten

Go to login: http://www.parthen-impact.com/eventure/welcome.do?type=participant&congress=4_ARUB2

Module status: Active

	Active	Register	View	Closed
New registrées accepted	Yes	No	No	No
New registrations accepted	Yes	Yes	No	No
View completed registrations	Yes	Yes	Yes	No

In the left hand section of the screen you see the following menu:

The screenshot shows the left-hand menu of the Eventure software interface. It includes a 'PCO' label at the top right of the menu area. The menu items are 'Back to Congress', 'Page preferences', and 'Query', each with a dotted line underneath it.

'Back to Congress' takes you back to the general congress data.

'Page preferences' enables you to change the colours of, for example, the participant module. This is explained in paragraph 3.15 'Editing colours and fonts (Page preferences)'.

'Query' shows you which people are in the database. This is dealt with in paragraph 3.15 'Overview of who has registered (Query)'

The right hand section of the screen is where you can configure the registration form. The modules that are not included in your version of Eventure are shown on this form as follows:

Available	Active	Form
yes	yes	Event overview page
yes	yes	Welcome screen
yes	yes disable	Free text
yes	yes disable	Registration index
yes	yes	Personal data delegate
yes	yes disable	1. Accompanying persons index
		2. Add accompanying person
		3. Change accompanying person
yes	yes disable	Registration details
yes	yes disable	Transport
yes	yes disable	1. Hotels
		2. Hotel booking specifications
yes	yes disable	1. Way of payment index
		2. On-line payment
		3. Fax form credit card
		4. Billing address form
		5. Bank payments
yes	yes	Filled Registration form
yes	yes	Thanks page
yes	yes	E-mail participant submission
		E-mail password forgotten

In the table above the 'Transport' module is not included.

It has 'no' next to it in both the 'Available' and 'Active' columns and the name is not shown as a link. To hide modules from participants in a congress for which certain information is not required, click on 'disable' in the 'Active' column. Participants will then not be able to see the relevant module and related registration form.

For example: if you are not offering hotel reservation for a congress hide the 'Hotels' and 'Hotel booking specifications' modules (see a. below) by clicking on 'disable' in the 'Active' column. The screen is refreshed and now the 'Active' column shows 'no' ('[enable](#)') (see b. below).

yes	yes	disable	1. Hotels
			2. Hotel booking specifications

a.

yes	no	enable	1. Hotels
			2. Hotel booking specifications

b.

To make a module visible to participants again click on 'enable' and 'Yes' ('[disable](#)') will appear in the 'Active' column (see a. above).

In the administration menu you select the registration form components you want to configure. In this manual the components are dealt with in the same order as they appear on the screen. Although you do not have to follow this sequence, it might be advisable to do so the first time you set up participation registration via the internet.

3.2 Welcome

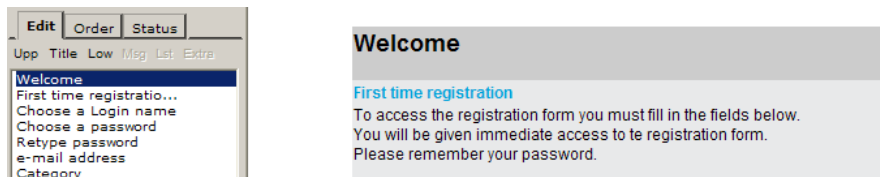
The 'Welcome' page is the first screen your participants will see when they want to register via the Internet. The data the participant fills-in is safeguarded via a user name and password chosen by the participant. This user name and password can be used later to view or amend the registration data. A print out of the welcome screen you can configure is shown below.

The image shows a screenshot of a web application interface. On the left is a configuration sidebar with tabs for 'Edit', 'Order', and 'Status'. Below these are links for 'Welcome', 'First time registration...', 'Choose a Login name', 'Choose a password', 'Retype password', 'e-mail address', 'Category', 'Continue', 'Registered users', 'Login name', 'Password', 'Category', 'Continue', 'Have you forgotten&nbs...', 'Login name', 'e-mail address', and 'Continue'. At the bottom of the sidebar are tabs for 'Fields', 'Reg.items', and 'Forms', along with links for 'Page preferences', 'back to module', and 'back to congress'. The main content area is titled 'Welcome' and is divided into three sections: 'First time registration' with fields for login name (max 16 characters), password (min 6, max 10 characters), retype password, e-mail address, and a category dropdown; 'Registered users' with fields for login name, password, and category; and 'Have you forgotten your password?' with fields for login name and e-mail address. Each section has a 'Continue' button.

The screen is divided into two sections. You can use the left hand section to set up the fields. The 'back to module' link takes you back to the registration form administration menu. The 'back to congress' link takes you back to the general congress data. The right hand section of the screen shows you the screen as it will appear to visitors to the site.

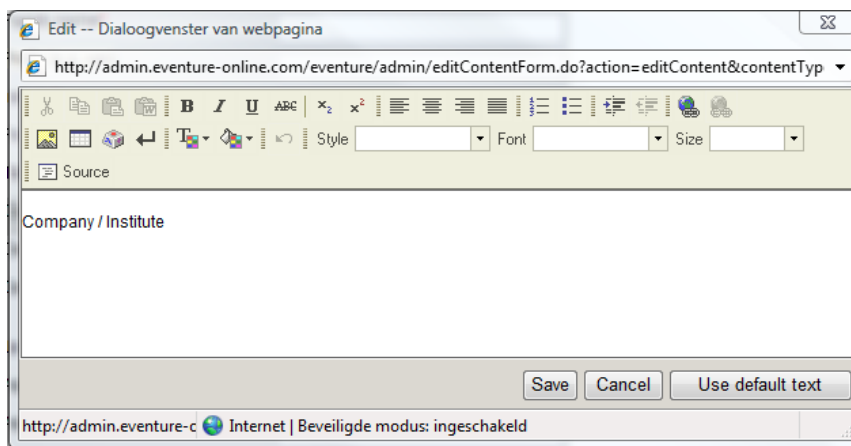
The right hand side of the 'Welcome' page is divided into three sections. The top section is for people who have not yet registered. The centre section is for participants who have registered but who want to view or change their registration data. The bottom section is for participants who have forgotten their password and want it to be sent to them again.

3.2.1 Preparing the text



When you click on 'Welcome' in the left hand section of the screen a grey area appears around the title 'Welcome' in the right hand section of the screen. Now click on 'Title' in the left hand section of the screen.

A new screen appears. This is the configuration screen in which you can type in the title you want to appear on the Welcome screen. The print out below shows the configuration screen for the 'Title'.



The 'Edit – Web page dialogue window' screen shown above is the same for every element of a form that can be configured.

The 'Edit – Web page dialogue window' screen contains the following components:

- The buttons:



From left to right: cut, paste, copy, delete.



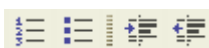
From left to right: make the selected text bold, italic, underlined.



These soft keys can be used to put text in subscript or superscript.



From left to right: justify the selected text left, centralise the text, justify right, or fill out.



From left to right: summaries with bullet points, numbers, indent, reverse indent.



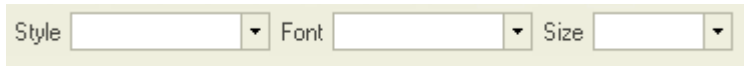
From left to right: add an Internet link and delete an Internet link.



From left to right: insert a picture, insert a table, insert symbols, insert a hard return.



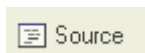
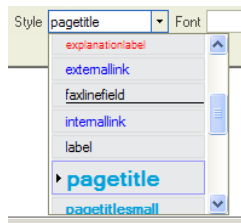
From left to right: changing the text color, changing the background color, undo.



From left to right: changing the text style, changing the font, changing the font size.

Tip:

You can use 'Page preferences' to specify the colour and typeface in which you wish an item or text to appear. For example, if you wish to specify a particular colour or typeface for the page title (in this example the word 'Welcome') Click on 'Page preferences' select the colour and typeface you wish, then select 'pagetitle'.



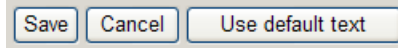
This soft key stand for view the default text and view the html-code.

- 'The text block':

Welcome

In this example screen 'Welcome' is the page title. Each item is called by the same name as it is called in the form. Here you can amend the text and/or add text.

- 'Buttons at the bottom of the screen':

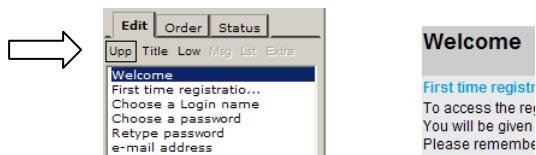


Clicking on the 'Save' button confirms the changes you have made. The main screen, in this case the welcome screen title, is reloaded with the amended data. Clicking on the 'Cancel' button annuls the changes you have made. If you want to use the standard text for this item, click on the 'Use default text' button.

3.2.2 Adding text above or below an item

Adding text above an item:

If you want to add text above an item, for example a short explanation of the item, for example, 'Fill in your chosen log in name and password below', select the item above which you wish to insert the text and then click on 'Upp'.



A new 'Edit – Web page dialogue window' screen is opened. This screen works in the same way as described earlier.

Adding text below an item:

If you want to add text below an item, first select the item under which you want to add the text then click on 'Low' in the screen shown above. Use the 'Edit – Web page dialogue window' screen to add the text as described earlier.

- **Tip:**
Use the hard return to insert an empty line in your text, for example to separate different topics and make your form clear and easy to read.

3.2.3 Creating a message screen (Pop-up message)

When you configure a button an additional menu item appears: 'Msg'.



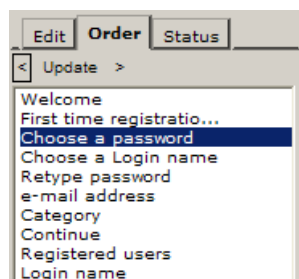
When you click on 'Msg' in screen (a) sub-screen (b) appears. You can use this sub-screen to give a message or warning to the participant. The participant must comply with the message before the action of the button is carried out. For example: when a participant has filled-in all the fields in a form and clicks on the 'Continue' button, a message can appear asking if the participant whether he or she is sure all the information has been filled-in correctly. The participant can confirm this by clicking on 'OK' or, if in doubt, click on 'Annul' and re-check the information. The exact wording on the buttons depends on the language used by the browser. The illustration below shows an example.



- **Tip:**
Use the 'Pop-up messages' sparingly. Participants can find continuously having to confirm what they have done very irritating.

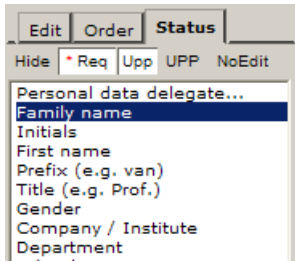
3.2.4 Moving an item

If you want to change the order in which items appear click on 'Order' in the screen below.



Select the item you wish to move and click on '<' to move the item up or '>' to move an item down. When you have all the items in the order you want, click on 'Update' to save your changes.

3.2.5 Changing the status of an item



If you want to change the status of an item click on 'Status' in the screen above. The example shows the status of 'Family name'.

- 'Hide':
This hides the item from the participant. If the participant does not have to fill-in this item on the registration form it will not appear on the registration form the participant sees.
- '* Req':
This tells the participant whether or not this field **MUST** be filled-in. If you give an item the 'Req' status the participant must fill-in the field before he or she can go on to the next step. If you do not select 'Req' for an item you are telling the participant that filling it in is not obligatory.
On the registration form the participants see, 'Req' items have a red asterisk next to them. The form should include a text that tells participants that a red asterisk means they must fill-in this information.
This option is used in the registration index, paragraph 3.3, 'Registration index', to indicate that certain forms must be filled-in before a registration can be completed.
- 'Upp':
This is where you indicate whether or not the information that is filled-in must begin with a capital letter. If you select 'Upp' the first letter of the information will automatically be made a capital letter.
- 'UPP':
If you select 'UPP' all the letters that are filled-in will automatically be made into capital letters.
- 'NoEdit':
The 'NoEdit' option is only applicable in the case of an external log in. How this works is not covered in this Manual.

3.3 Registration index

When you have configured all the information in the welcome screen, click on 'Forms' at the bottom of screen (a) below and screen (b) appears.

a.

b.

In screen (b) select 'Registration index'.

The screen below appears. This is the screen your participants will see when they have logged in.

Registration index

Registration index
* required forms

[Personal data delegate*](#)
[Accompanying persons](#)
[Registration details](#)
[Transport](#)
[Hotels](#)
[Complete registration](#)

The 'registration order' summarises the various components of the registration form as they will be shown at the moment your participants are logged in.

The left hand section of the screen allows you to configure each item in the screen separately. If you indicate, with a red asterisk, that a particular item is obligatory (see section 3.2.1, 'Preparing the text'), the 'Confirm registration' option is not available until the participant has filled-in all the obligatory information.

After you have configured the 'Registration index' screen you can configure each separate form in the summary by clicking on 'Forms' at the bottom of the left hand section of the screen.

If you have indicated in the participant summary screen of the registration form that a module is not applicable for the congress, this is displayed as shown below.



a.

In this example of the participant summary screen (b), the 'Transport' module is switched out and shown in grey in the configuration menu in the left hand section of the screen (a). This means you cannot configure the item and 'Transport' does not appear in the 'Registration index'.

3.4 Personal data participant

If you click on 'Forms' and then select 'Personal data participant' the screen below appears. In this screen you can configure the participant personal data and registration category form as explained earlier in paragraph 3.2.1, 'Preparing the text' to paragraph 3.2.5, 'Changing the status of an item'.

The screenshot shows the 'Personal data delegate' form. On the left, there is a sidebar with a menu of fields to be included in the form, such as 'Family name', 'Initials', 'First name', etc. Below the menu are tabs for 'Fields', 'Reg.items', and 'Forms'. The main content area contains the following fields and options:

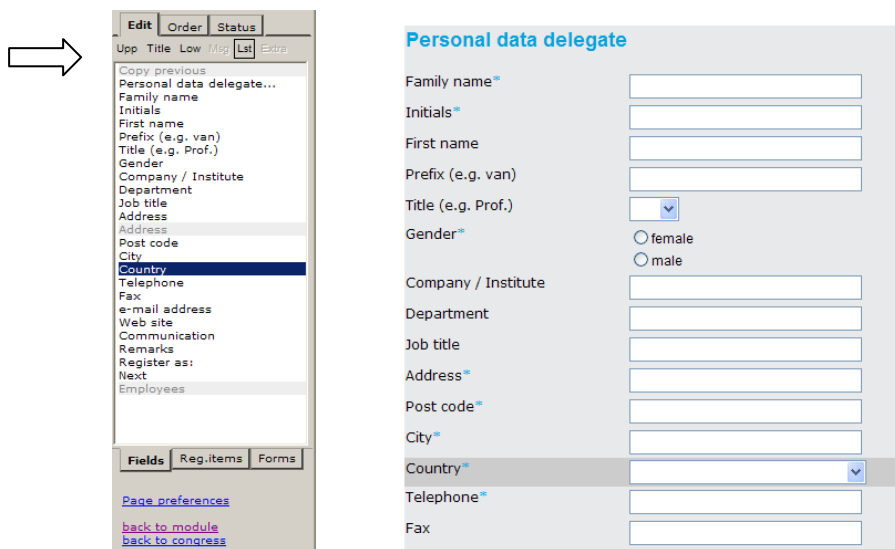
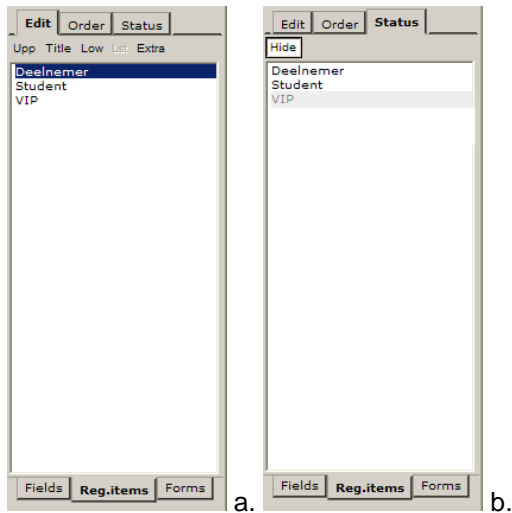
- Family name*
- Initials*
- First name
- Prefix (e.g. van)
- Title (e.g. Prof.)
- Gender* (radio buttons for female and male)
- Company / Institute
- Department
- Job title
- Address*
- Post code*
- City*
- Country* (dropdown menu)
- Telephone*
- Fax
- e-mail address*
- Web site
- Communication* (radio buttons for 'preferably by post' and 'by E-mail')
- Remarks (text area)
- Register as*:

	31-07-2008/ 24-12-2008	25-12-2008/ 25-03-2009
<input type="radio"/> Participant	EUR 150.00	EUR 200.00
<input type="radio"/> Student	EUR 125.00	EUR 175.00
<input type="radio"/> VIP		

A 'Next' button is located at the bottom of the form.

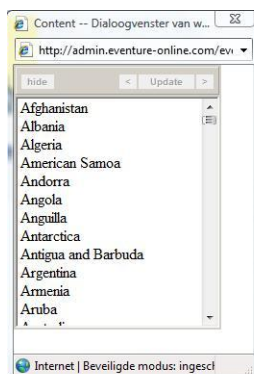
To give you another example, in this case regarding the 'Vip' item in the category of registration section at the bottom of the 'Personal data participant' screen.

In Eventure there are four registration categories set-up including the 'Vip' category. 'Vip' participants do not have to pay for their participation. If you want to register the VIPs yourself and allow your participants to choose from the other categories – 'Speaker', 'Participant' and 'Student' - you can switch off the 'Vip' option by first clicking on the 'Reg.items' tab at the bottom of screen (a) and then clicking on the 'Status' tab at the top of screen (b). In the 'Status' tab-sheet select the 'Vip' event and click on 'Hide'. The 'Vip' item is no longer available to your participants.



The configuration screen of the 'Country' item offers you an extra option – you can remove countries from the list from which the participants can make their selection.

Select the country in the left hand section of the screen then click on 'Lst' and the following screen appears.



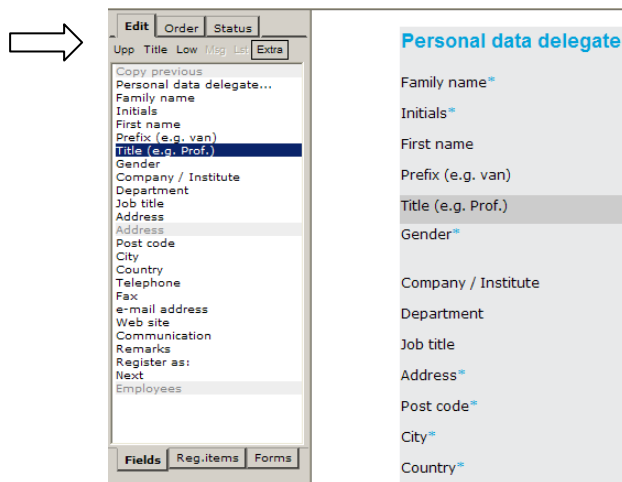
If you want to hide a country from participants, select the country in the screen above and then click on 'Hide'.

To move a country, select the country and click on '<' to move it up the list, or '>' to move it down the list. When you have put all the countries in the order you want, click on 'Update' to save the new order.

After configuring the participants' personal data form, click on the 'Forms' tab. The next step we are going to look at is configuring the form for accompanying persons - the 'Accompanying persons index'.

3.4.1 Pull-down menu for a field

On the administration site you can make a pull-down menu for every text field. This means you can dictate the options from which a participant can choose for a particular field. (We have used the 'Title' field in the example). On the internet go to the 'Personal data delegate' page. Select the 'Title' field and click on 'Extra'.



The following screen appears.



In the screen above you can choose whether you want to use the field as a free text field or a pull-down menu. You make your choice by selecting 'Text Field' or 'Pull-down Field'.

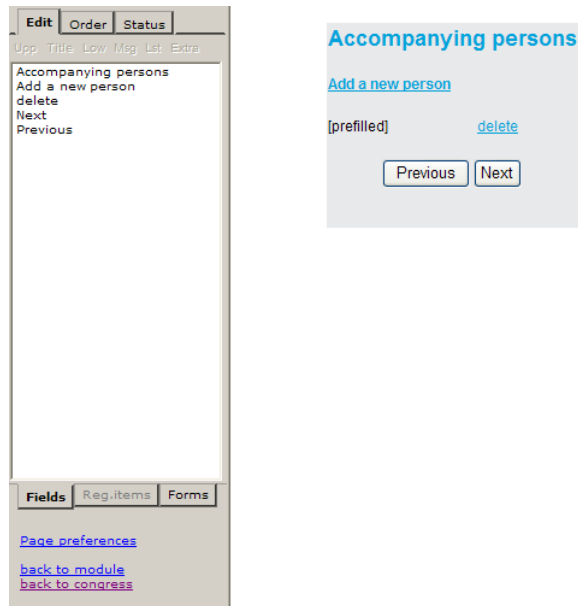
If you opt for a 'Pull-down Field' you can type in the choices you want available to participants. Hit the enter key when you have typed in an item to indicate it is the end of the item.

The participant will see the example above as follows:

The participant cannot enter the text he or she wants but must choose one of the items in the pull-down menu. Just like a 'normal' text, the selected text can be changed off-line in Eventure where there is no pull-down menu.

3.5 Accompanying persons index

The participant can use the 'Accompanying persons index' form to register who will be coming with them. The illustration below shows the 'Accompanying persons index' screen as it appears to you when you want to configure it.



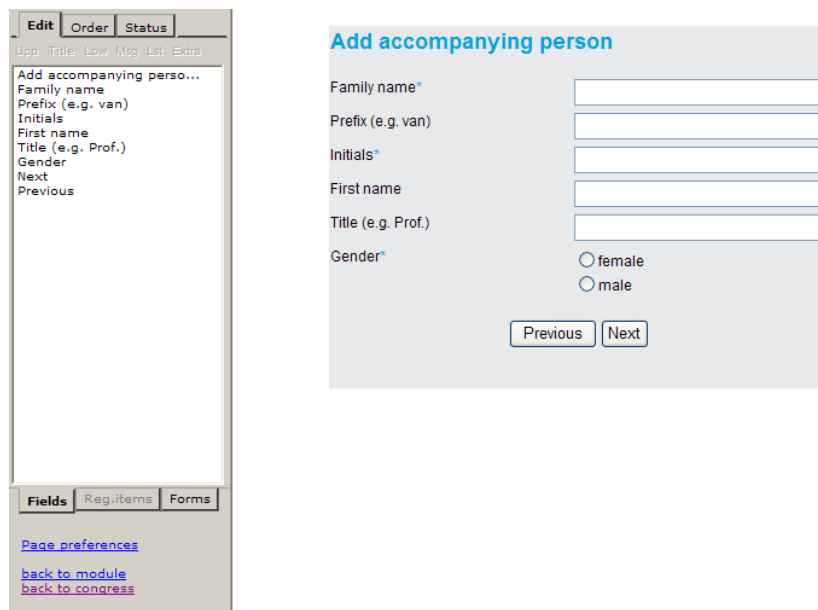
a.

You configure the items in the same way as explained earlier. As soon as an accompanying person has been entered their name is shown instead of the word '[Prefilled]' (a).

Click on 'Forms' then select 'Add accompanying person' and the 'Add accompanying person' screen (b) will appear.

3.5.1 Add accompanying person

In the 'Add accompanying person' screen shown below you can configure the form with which participants register accompanying persons.



b.

After configuring the 'Add accompanying person' screen click on 'Forms' then select 'Change accompanying person'.

3.5.2 Change accompanying person

The 'Change accompanying person' screen allows participants to change the data about their accompanying persons. The accompanying persons data they have already entered is already filled-in on the form. When you, as the administrator, are configuring the form the word '[prefilled]' appears in the fields that are filled-in automatically.

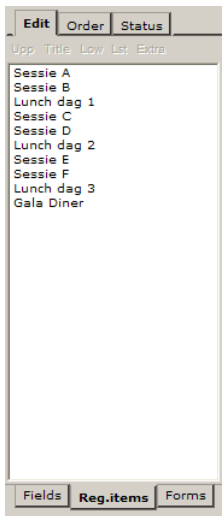
You should make sure that the fields and field names remain the same as in the 'Add accompanying person' screen. When you have configured the screen, click on 'Forms' and select 'Registration details'.

3.6 Registration details

When you click on 'Forms' and select 'Registration details', the screen in which you can configure the events appears. This screen is called 'Registration details'.

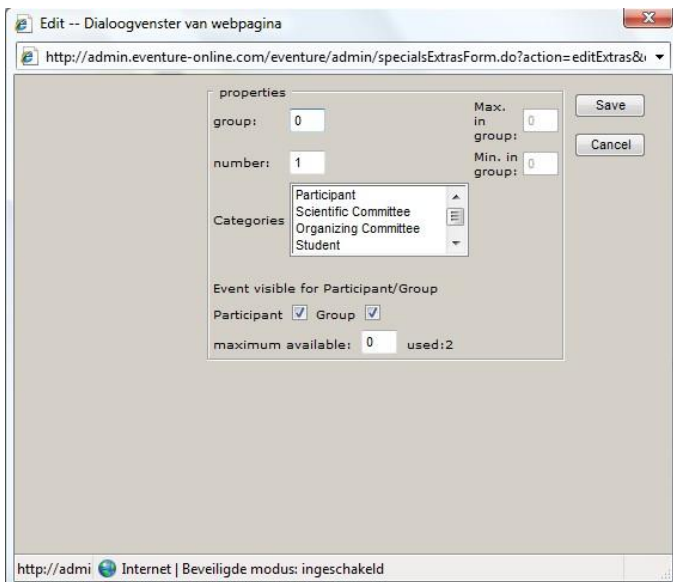
The events are listed in the numerical order of the event code, paragraph 4.2.1, 'Setting-up events (Events)', *Participant registration in Eventure Manual*. When you change or add events the sequence of the events codes determines the order in which they are listed.

When you click on 'Reg.items' in the screen below you can configure the events.



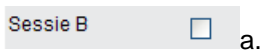
Using 'Upp', 'Title' and 'Low' you can configure the text above the item, the title of the item and the text below the item respectively as explained earlier.

Click on the 'Extra' option and the screen below appears.



You can include an event in an event-group. A participant may only select one event from each event-group. You indicate this in the 'group' field.

In the 'number' field you can specify the maximum number of times this event may be ordered. If you type in 1 the option becomes a checkbox on the screen (a.) and this event may only be chosen once. If you fill in another number, for example 3, the option becomes a drop-down menu on the screen (b.) and may be ordered a maximum of three times.



a.



b.

'Categories' and 'Group'

When you use the module 'Categories on Internet' you can indicate per 'Event' which one will be shown per category.

For example:

You have a group 'Vip'. You want this group of participants to register, but you don't want to show the prices for this group. This is what to do. Make an VIP event in Eventure (offline). Add no price to this event. Reload the participant data to the internet. On the administration page you have to go to the 'Registration Details' page and select the event with the price. Go to the option 'Extra'. Select at 'Categories' the participant categories who have to see the price (for example 'Member' and 'Non-member'). Press the 'Save' softkey. Do the same at the VIP event without the price. Now select the VIP category and press the 'Save' softkey.

When a VIP participant will register and has selected the VIP category in the welcome screen, only the VIP event without price will be shown. For all the other participants the event with the price will be shown.

It is also possible to make questions which have an open answer. You can use the fields 'Free field1', 'Free field2' etc. The data of the fields will be in Eventure in the 'Free fields' tab at the participant data.

3.6.1 Event counter and hotel counter

On the internet you can specify a maximum number of participants for an REvent (registration details). This counter only works for registrations via the internet.

You can also decide whether an event should just disappear from the screen if it is full or whether a text stating the event is full should appear.

On the congress settings page on the internet you see the following components.

Check to hide event when max number is reached: (Unchecked shows stated text)	<input type="checkbox"/>	Sorry, this event is fully booked
Check to hide room when max number is reached: (Unchecked shows stated text)	<input type="checkbox"/>	Sorry, this hotel is fully booked

Put a tick in the 'Check to hide event when max. number is reached' checkbox and an event that is full will disappear automatically.

The 'Check to hide room when max. number is reached' checkbox works in the same way for hotel rooms.

It is also possible for the event or hotel to remain visible if it is full but with a text behind it saying it is full. To do this the 'Check to hide' checkbox must be empty.

Type in the text you want to appear in the field next to '(Unchecked shows stated text)'. You could, for example, type in 'Sorry, this event is full' or, for the hotels, 'Sorry, this hotel is full'.

When you have finished making the changes confirm them by clicking on the update button.

Update

You can prepare the event and hotel texts separately.

To do this you make two new items in the 'Preference' page. The 'CSS on the internet' manual tells you how.

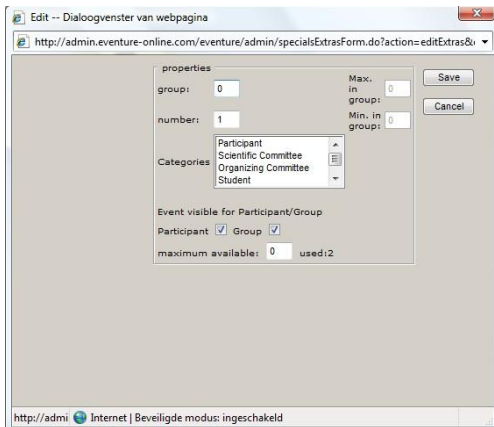
The name for the event counter text is textMaxREvent.

The name for the event counter text is textMaxRoom.

When you go to the 'Registration details' page you can fill in the maximum number of participants per event. On this page go to the 'Reg.Items', select the event for which you want to set a maximum and click on 'Extra'

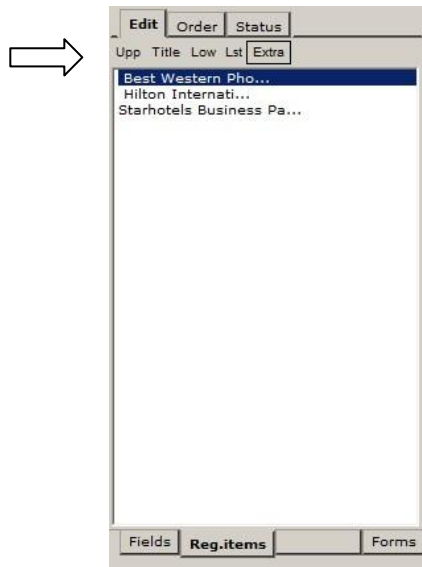


The screen below will appear.

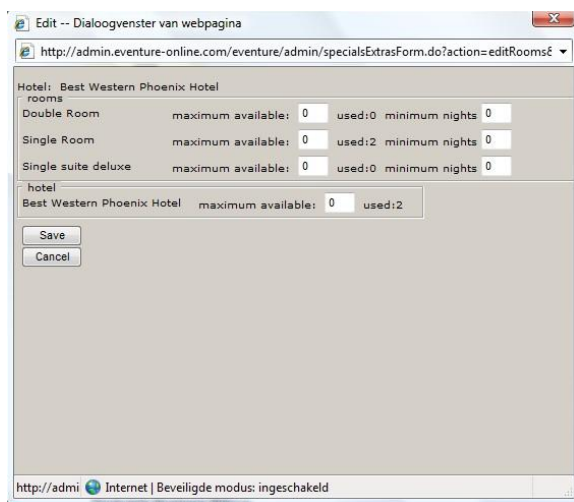


In this screen you can specify the maximum number of participants for an event by typing in a number next to 'Maximum available'. In the example you can see after the maximum available 'used; 2'. This means that two participants have already registered for this event on the internet. Be careful, these could be participants who have started to register but not yet finished registering. If a participant does not complete his or her registration within half an hour or so, his or her 'booking' of any event with a maximum number of participants will be cancelled. This is to prevent people filling places at an event although they will not be attending. If the maximum is '0' this means there is no maximum number for a particular event.

You set the maximum for hotels in the 'Hotels' page. There are two different hotel counters. The first is used when the hotel has rooms in an allotment. To set this select 'Reg.Items' and select the hotel. Then click 'Extra'.



You see a screen similar to this:



Do not fill out anything in the hotel room counters. Just put the maximum for the entire hotel next to 'maximum available'.

In the example screenshot you see that there has been 5 double rooms selected and one single. The maximum for the hotel is 7 so there can be one more room selected. This can be either a single or a double room.

When you do not work with an allotment; just set the maximum for a particular room in the same way as you do with the events. A maximum of 0 (default) means there is no maximum for that room.

3.7 Transport

If you click on the 'Forms' tab and then select 'Transport', the screen in which you can configure the transport data appears. This screen is titled 'Transport'

In the 'Transport' screen (shown below) you can configure the form via which the participants can register for transport to and from the congress.

The sidebar menu on the left contains the following items:

- Transport
- Arrival
- Date: [dropdown]
- Time: [dropdown]
- Type of transport: [dropdown]
- Origin
- Destination
- Time2
- Booking ref.
- E-ticket
- Date2
- Flight number
- Remarks:
- Departure
- Date: [dropdown]
- Time: [dropdown]
- Type of transport: [dropdown]
- Origin
- Destination
- Time2
- Booking ref.
- E-ticket
- Date2
- Flight number
- Remarks:
- Next
- Previous

At the bottom of the sidebar, there are tabs for 'Fields', 'Reg.items', and 'Forms'. Below the tabs are links for 'Page preferences', 'back to module', and 'back to congress'.

The main form is titled 'Transport' and is divided into two sections: 'Arrival' and 'Departure'.

Arrival

Date: [3] - [Mar] - [2009]

Time: [15] : [05]

Type of transport: [dropdown]

Remarks: [text area]

Departure

Date: [3] - [Mar] - [2009]

Time: [15] : [05]

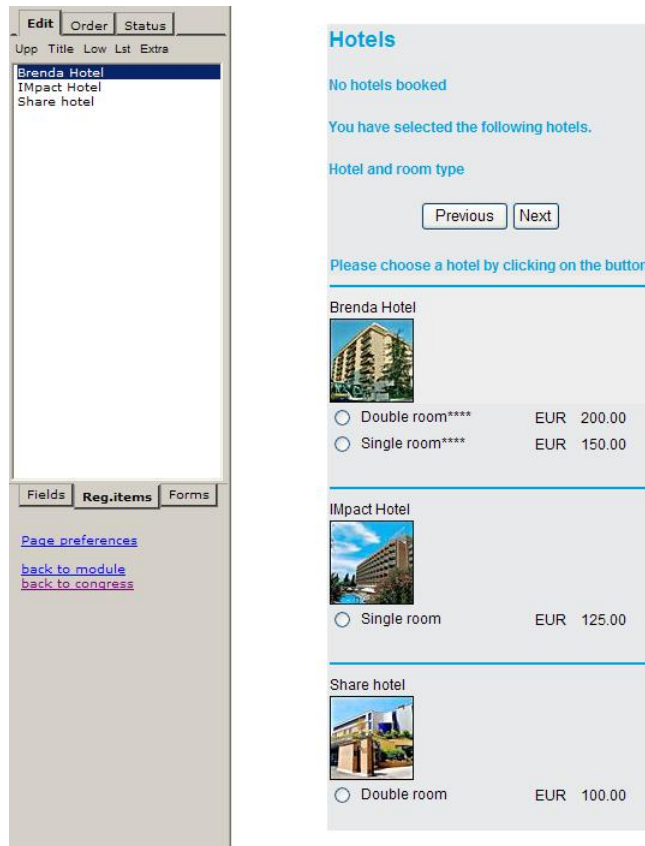
Type of transport: [dropdown]

Remarks: [text area]

At the bottom of the form are 'Previous' and 'Next' buttons.

3.8 Hotels

The 'Hotels' screen enables you to configure the hotel form. You access this screen by clicking on 'Forms' and then on 'Hotels'. The illustration below shows the 'Hotels' screen.



The screen is divided into two sections. The top section shows what the participant sees if he or she has already booked a hotel room. The bottom section shows what the participant sees if he or she has not yet booked a hotel room.

The available hotels are listed with the highest starred hotels at the top of the list. The other sort option available is in the order of the hotel numbers you have entered in Eventure.

By clicking on the circle the participant sees the 'Hotel booking specifications', screen paragraph 3.8.1, 'Hotel booking specifications', via which he or she can book a room in the selected hotel.

After you have configured the necessary components you can configure the hotel booking specifications.

In the above screen is an example of added pictures of the hotels. When the participant clicks on one of the pictures, the internet site of the hotel will be opened.

It is also possible to set a maximum number of participants per hotel. This works in the same way as at the r-events. How to use this can be read in paragraph 3.6.1 Event counter and hotel counter

3.8.1 Hotel booking specifications

To configure the details of the hotel booking, click on 'Forms' and then 'Hotel booking specifications'. The 'Hotel booking specifications' screen appears as shown below'.

The following components of this screen deserve special attention:

- 'Fill-in for':
If the participant has chosen a hotel the name of the hotel and room type is shown here.
- 'Number of nights':
Next to this field is the message '*To annul your reservation enter nil as the number of rooms'. This enables the participant to annul the hotel reservation in the following way.
When the participant goes back to the 'Hotels' screen the hotel where a room has been booked is selected in the first section of the screen. The participant arrives in the 'Hotel booking specifications' screen and selects '0' in the 'Number of rooms' drop-down menu.

3.9 Way of payment

Click on 'Forms' and then 'Way of payment index' and the 'Way of payment' screen appears. This screen shows an overview of the different payment methods you can configure. The participant sees this screen when he or she has clicked on 'Confirm registration' in the 'Registration index' screen'. The 'Way of payment' screen is shown below.

The various methods of payment are dealt with in the following order:

- On-line credit card payment (On-line credit card),
- The possibility of printing-out a fax form for the credit card details (Credit card fax form)
- Pay via an invoice (Via invoice)
- Pay via another method.

After going through one of these ways of payment the participant sees an overview of the registration data, see section 3.10, 'Filled-in registration form'.

The fourth option 'Pay via another method' takes the participant directly to the registration data overview. By doing this the participant indicates that payment will be via a different method, such as bank transfer.

3.9.1 On-line credit card

The on-line payment via credit card option is only available if you have an arrangement with a company that processes credit card payments via the Internet. Parthen Impact can provide information regarding such an arrangement.

3.9.2 Credit card fax form

The second payment method option offered is a fax form that the participant can print out, fill in and fax. The 'Credit card fax form' screen is shown below.

You can configure the components in the screen above separately so that you have a fax form that fulfils your requirements.

If the participant opts to use the fax form, the following information is filled-in automatically by the application:

- 'Congress name':
The title of the congress.
- 'Participant':
The participant's family name, initials and, if applicable, prefix.
- 'Amount to pay':
The total amount the participant must pay for the congress.
- 'Log in name':
The user name the participant filled-in when he or she logged in to the system.

Tip:

You must still fill-in your fax number in the explanatory text at the top of the fax form.

3.9.3 Invoice address

The participant may also ask to be sent an invoice for the amount he or she must pay. You can specify the information you wish to receive from a participant who asks for an invoice in the 'Invoice address' screen shown below.

Billing address

Company / Institute

Department

Title (e.g. Prof.)

Initials*

Prefix (e.g. van)

Family name*

Address*

Address

Post code*

City*

Country*

Telephone*

Fax

e-mail address

VAT number

Next Previous

A participant who opts to pay via an invoice sees the form above with all the data already filled-in automatically by the system. The participant can, if necessary, make changes to the data.

3.10 Filled-in registration form

After the participant has worked through all the way of payment screens, an overview of all the data he or she has filled-in appears – the ‘Filled-in registration form’ screen shown below.

Your registration form
To print your registration form use the print option in your browser.

Participant

Family name [prefilled]
Initials [prefilled]
First name [prefilled]
Prefix (e.g. van) [prefilled]
Title (e.g. Prof.) [prefilled]
Gender [prefilled]
Company / Institute [prefilled]
Department [prefilled]
Job title [prefilled]
Address [prefilled]
Post code [prefilled]
City [prefilled]
Country [prefilled]
Telephone [prefilled]
Fax [prefilled]
e-mail address [prefilled]
Web site [prefilled]
Communication [prefilled]
Remarks [prefilled]

Accompanying persons
[prefilled]

Transport data
[prefilled]

Selected items

bookings	number	EUR	Price Excl. VAT
prefilled	##	EUR	###,##
Total excl. VAT		EUR	###,##
Total VAT		EUR	###,##
Total		EUR	###,##

Billing address

Company / Institute [prefilled]
Department [prefilled]
Title (e.g. Prof.) [prefilled]
Initials [prefilled]
Prefix (e.g. van) [prefilled]
Family name [prefilled]
Address [prefilled]
Address [prefilled]
Post code [prefilled]
City [prefilled]
Country [prefilled]
Telephone [prefilled]
Fax [prefilled]
e-mail address [prefilled]
VAT number [prefilled]

I accept all booking and cancellation conditions

Previous Next

This screen comprises three sections. The top section contains the participant’s personal details. The middle section lists the events for which the participant has registered.

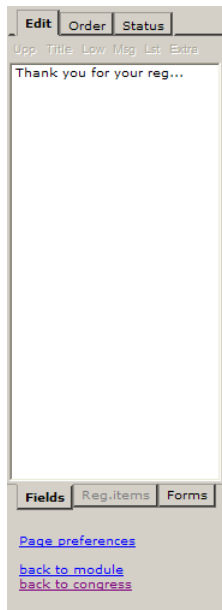
The bottom section shows the invoice address the participant has given. If the participant has not filled-in any invoice address data, this section is not visible.

When, after checking all his or her registration data, your participant clicks on the ‘Register’ button, the registration is definite. From this moment on the participant may view his or her registration details but not change them.

You can alter some of the component labels. The labels you cannot alter, such as the labels for the personal details and the invoice address are shown in the same way as the labels you have configured in paragraph 3.4, ‘Personal data participant’ and paragraph 3.9.3, ‘Invoice address’

3.11 Thank you for your registration

After the participant has finished registering for your congress he or she sees a 'Thank you' screen as shown below.




Thank you for your registration

Your registration has now been completed
You can still use your login name to enter the registration application.
However, you can only get an overview of your registration form - you cannot make any changes.

[Back to site](#)

In the 'Thank you for your registration' screen you can configure both the title and the text. You can then configure the 'Back to congress site' link. As a standard this link is to <http://www.parthen.nl>. To change the link, type in a different url link via the 'Low' text 'Thank you very much for your

registration' by selecting the current link and clicking on  .

Once you have configured the thank you, you can configure the e-mail confirmation.

3.12 E-mail registration confirmation

You access the screen below via 'Forms' and 'E-mail registration confirmation'.

The screenshot displays an email registration confirmation interface. On the left, there is a sidebar with tabs for 'Edit', 'Order', and 'Status'. Below these tabs is a list of fields: 'impact@parthen.nl', 'BCC', 'Register submission', 'Dear Mr.', 'Dear Mrs.', 'Dear Mr./Mrs.', 'You have submitted the...', 'Accompanying persons', 'Transport data', 'Selected items', and 'Billing address'. At the bottom of the sidebar are links for 'Page preferences', 'back to module', and 'back to congress'. The main content area shows a preview of an email with the following structure:

To: [prefilled]
 From: impact@parthen.nl
 BCC: BCC
 Subject: Register submission

Dear Mr.,
 Dear Mrs.,
 Dear Mr./Mrs.,

You have submitted the following data:

Family name	[prefilled]
Initials	[prefilled]
First name	[prefilled]
Prefix (e.g. van)	[prefilled]
Title (e.g. Prof.)	[prefilled]
Gender	[prefilled]
Company / Institute	[prefilled]
Department	[prefilled]
Job title	[prefilled]
Address	[prefilled]
Post code	[prefilled]
City	[prefilled]
Country	[prefilled]
Telephone	[prefilled]
Fax	[prefilled]
e-mail address	[prefilled]
Web site	[prefilled]
Communication	[prefilled]
Remarks	[prefilled]

Accompanying persons
 [prefilled]

Transport data
 [prefilled]

Selected items

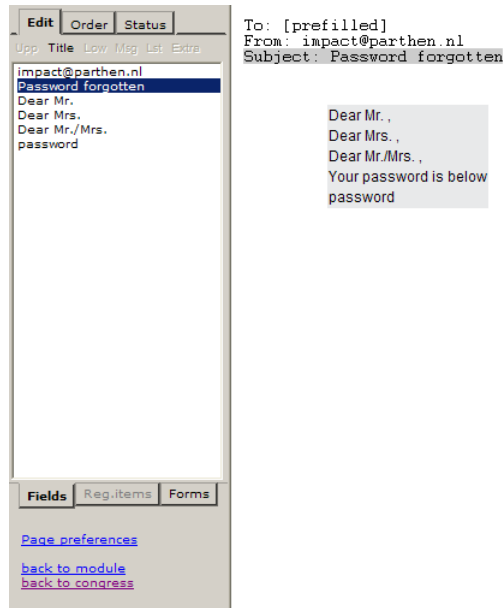
	number		Price Excl. VAT
bookings			
prefilled	##	EUR	### #
Total excl. VAT		EUR	### #
Total VAT		EUR	### #
Total		EUR	### #

This screen shows an overview of the data that will be included in the e-mail sent to participants who have completed a registration.

You can alter some of the component labels. The labels you cannot alter, such as the labels for the personal details and the invoice address are shown in the same way as the labels you have configured in paragraph 3.4, 'Personal data participant' and paragraph 3.9.3, 'Invoice address'.

3.13 E-mail password forgotten

The last component you can configure is 'E-mail password forgotten'. The screen below appears.



This screen shows the data that will be included in the e-mail sent to participants who have indicated that they have forgotten the password they entered in the 'Welcome screen', paragraph 3.2, 'Welcome'.

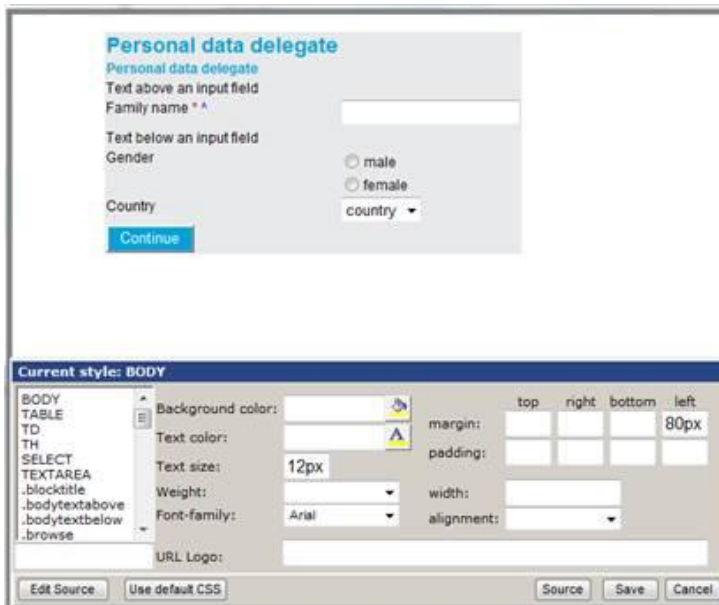
You can change the labels of the various components.

3.14 Colours and typefaces (Page preferences)

The 'Page preferences' screen enables you to change the typeface, colour and background of the forms. You access this screen by clicking on 'Page preferences' in the administration menu.

Available	Active	Form
yes	yes	Event overview page
yes	yes	Welcome screen
yes	no enable	Free text
yes	no enable	Registration index
yes	yes	Personal data delegate
yes	yes disable	1. Accompanying persons index
		2. Add accompanying person
		3. Change accompanying person

The 'Page preferences' screen is shown below.



The 'Page preferences' screen is divided into two sections. In the top section you see the effects of your changes. The bottom section allows you to change the settings per component. Some settings do not affect some components. For example, you cannot change the typeface of a picture.

On the screen

Background colour
Text colour
Text size
Weight
Font-family
Margin (top, right, bottom, left)
Padding

Width
Alignment

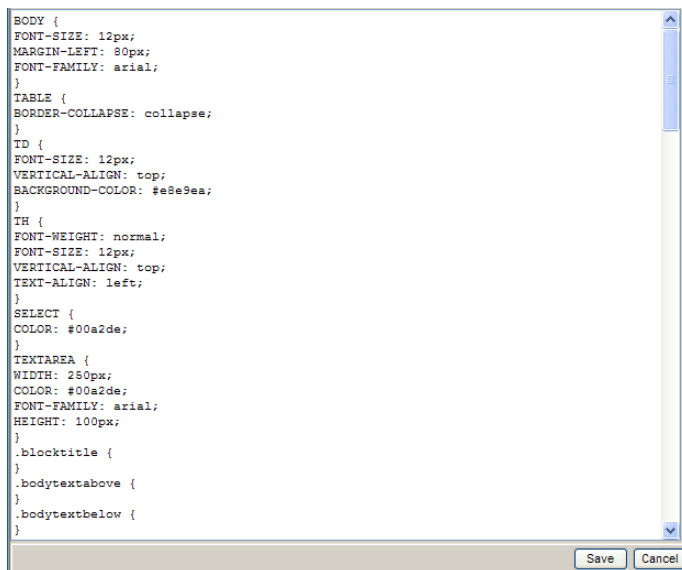
Meaning

Background colour
Text colour
Text size
Text regular or bold
Typeface
Margin (top, right, bottom, left)
the space between the edge and content of a component
Width of the item
Justification

BODY	Layout of the background, such as colour, margins and justification
TABLE	Layout of the text of an entry field and the area containing all the fields and texts. Excl. justification
TD	Layout of the text next to an entry field and the area containing all the fields and texts. Incl. justification
TH	Layout of fields next to checkboxes, e.g. registration date
SELECT	Layout of the drop-down menus, e.g. country list
TEXTAREA	Layout of a text box, e.g. remarks
.blocktitle	Layout of the block titles, e.g. Have you forgotten your password?
.bodytextabove	Layout of the text above the options in registration details
.bodytextbelow	Layout of the text under the options in registration details
.browse	Layout of the text and background of fields where there are "fields" for data
.button	Layout of buttons, e.g. continue
.checkbox	Layout of checkboxes, e.g. events
.currency	Layout of currencies, e.g. EUR
.date	Layout of the date in entry fields, e.g. date of birth
.dates	Layout of the date for p-events
.email	Layout of the e-mail entry fields
.explanationable	Layout of the additional explanatory text by a field, e.g. max 100 words, or (to delete select 0)
.externallink	Layout of the link to an external page, e.g. the link if you have filled

	everything in
.faxlinefield	Layout of the lines on the credit card fax form
.hotel	Layout of the hotel name
.internallink	Layout of the links to one of the registration pages, e.g. the links in the registration index
.label	Layout of the text for an entry field, e.g. family name
.logo	The Internet address of the logo, e.g. http://www.parthen-impact.com/images/logo_beheer.gif
.pagetitle	Layout of the page title, e.g. registration Index
.pagetitlessmall	Layout of the headings in the summary page, e.g. selected items
.password	Layout of the password field on the welcome page
.pevent	Layout of the p-events
.price	Layout of prices, e.g. 100,00
.pricelabel	Layout of the text by a price, e.g. the price is:
.radio	Layout of a radio button, e.g. sex
.registerbox	Layout of the area behind the categories of registration and the relevant prices. The same for events and hotels
.required	Layout of the obligatory field indication, e.g. “**”
.revent	Layout of the r-events
.submit	Layout of the confirmation buttons, e.g. continue
.text	Layout of the entry fields

Click on the “Edit Source’ button and the following screen appears.



```

BODY {
  FONT-SIZE: 12px;
  MARGIN-LEFT: 80px;
  FONT-FAMILY: arial;
}
TABLE {
  BORDER-COLLAPSE: collapse;
}
TD {
  FONT-SIZE: 12px;
  VERTICAL-ALIGN: top;
  BACKGROUND-COLOR: #e8e9ea;
}
TH {
  FONT-WEIGHT: normal;
  FONT-SIZE: 12px;
  VERTICAL-ALIGN: top;
  TEXT-ALIGN: left;
}
SELECT {
  COLOR: #00a2de;
}
TEXTAREA {
  WIDTH: 250px;
  COLOR: #00a2de;
  FONT-FAMILY: arial;
  HEIGHT: 100px;
}
.blocktitle {
}
.bodytextabove {
}
.bodytextbelow {
}

```

In the bottom half of the screen you can make changes directly in the html code.

- Tip:**

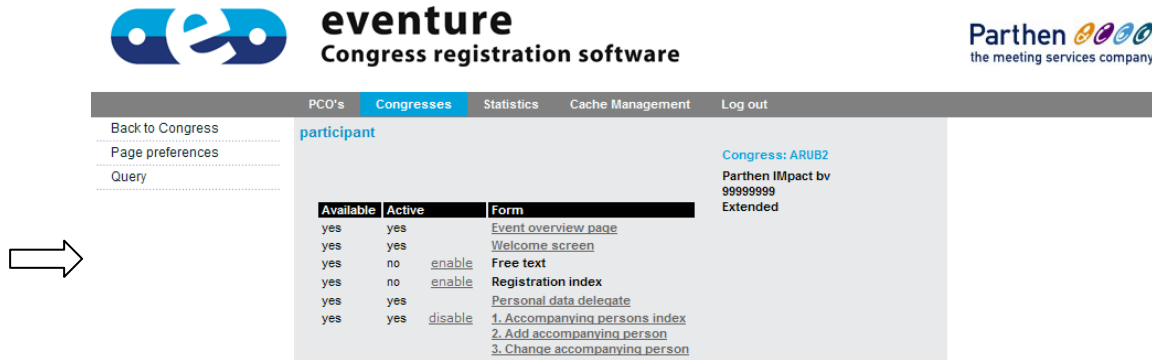
Changes made directly in the html code must be very precise. Before you start make a copy of the settings you have already entered by clicking on the 'Edit Source' button, selecting all the text on the screen and then copying and pasting it, for example into a Word file.

You can also select the entire contents and copy them, for example you can copy the participant registration page and paste it into the abstract registration page.

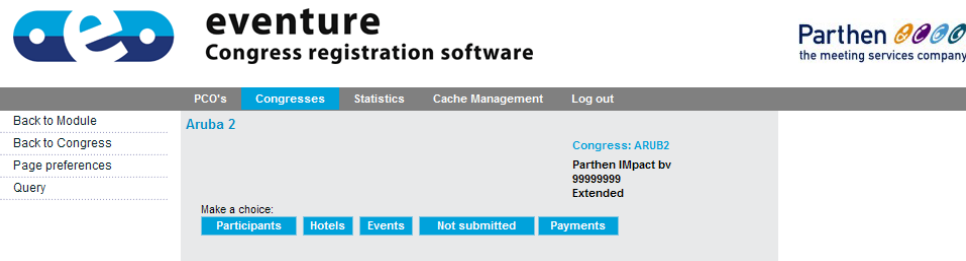
This means you need only prepare a lay-out once because you can then use it for the entire congress.

3.15 Registered participants summary (Query)

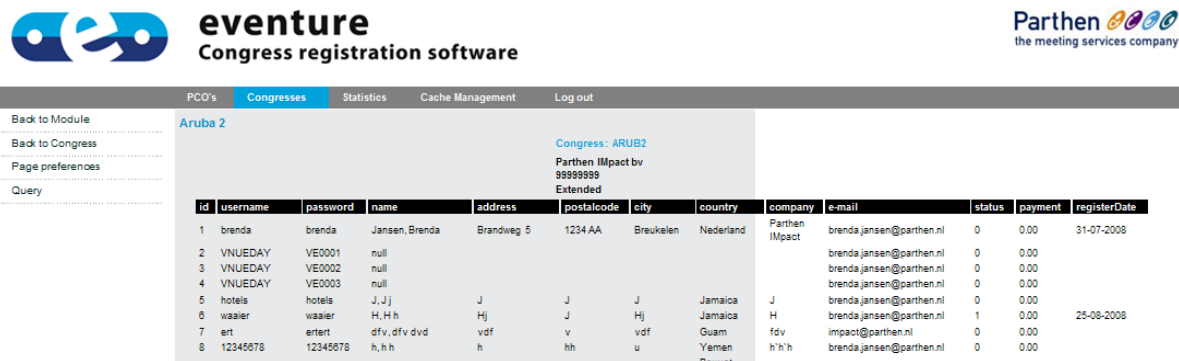
The 'Query' screen allows you to view the database on the Internet. You access the 'Query' screen by clicking on 'Query' in the administration menu.



In the 'Query' screen you can view the data related to the 'Participants', the selected 'Hotels' and the selected 'Events' per participant.



Below is an example of the 'Participants' summary. The status column indicates whether or not the participant has definitely registered (1) or has yet to submit a registration (0).



3.16 Registration status

You can specify the status of the registration at the bottom of the registration form administration menu. When you have only just set up a congress nothing has yet been activated. At the bottom of the screen you see 'Module status: New'.

The screenshot shows the 'participant' management page. At the top, there are navigation tabs: PCO's, **Congresses**, Statistics, Cache Management, and Log out. On the left, there is a sidebar with links: Back to Congress, Page preferences, and Query. The main content area is titled 'participant' and shows 'Congress: ARUB2' and 'Parthen IMpact bv 99999999 Extended'. Below this is a table with columns 'Available', 'Active', and 'Form'. The 'Form' column lists various settings like 'Event overview page', 'Welcome screen', 'Free text', 'Registration index', etc. At the bottom, there is a 'Module status: Active' section with a table showing registration statistics.

Available	Active	Form
yes	yes	Event overview page
yes	yes	Welcome screen
yes	no	enable Free text
yes	no	enable Registration index
yes	yes	Personal data delegate
yes	yes	disable 1. Accompanying persons index
		2. Add accompanying person
		3. Change accompanying person
yes	yes	disable Registration details
yes	yes	disable Transport
yes	yes	disable 1. Hotels
		2. Hotel booking specifications
yes	yes	disable 1. Way of payment index
		2. On-line payment
		3. Fax form credit card
		4. Billing address form
		5. Bank payments
yes	yes	Filled Registration form
yes	yes	Thanks page
yes	yes	E-mail participant submission
		E-mail password forgotten

Go to login: http://www.parthen-impact.com/eventure/welcome.do?type=participant&congress=4_ARUB2

Module status: Active

	Active	Register	View	Closed
New registrees accepted	Yes	No	No	No
New registrations accepted	Yes	Yes	No	No
View completed registrations	Yes	Yes	Yes	No

To activate the site for participants, click on 'Active'. The first message (a) will appear. Answer the question 'yes' by clicking on OK and the page is activated for your participants. The 'Module Status:' changes to 'Active' (b). The 'Active' button text is bold as is the text below the button. Answer the question 'no' by clicking on the 'Annul' button and you will return to the registration form administration menu without anything being changed.



b.

The status section of the screen includes a table. Reading horizontally you see the status of the registration form. Reading vertically you see the variables that determine the status. The status will be explained in paragraph 3.16.1 Status explanations.

To view the registration page as the visitors will see it, click on the link behind 'Go to log in:'. You will first see a message saying that you are logged-out.



A new Internet site is now opened in your browser and the full address of the registration form for your congress can now be seen in the Internet address bar – for example:

http://parthen-impact.com/eventure/welcome.do?type=participant&congress=4_EVENTL.

- **Tip:**

You should inform your congress website administrator the Internet address so that a 'link' to the registration form can be set-up.

The last component on the administration screen we are going to look at is the screen with which you can configure the status of the registration process.

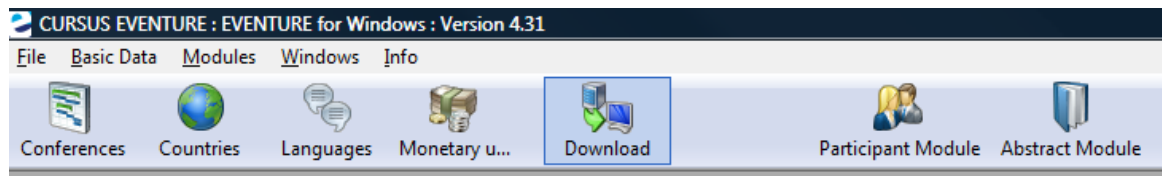
3.16.1 Status explanations

Now you know about the most important screen data we will explain the four different statuses of the registration form.

- 'Active':
Your participants can request a user name and password so they can view, enter, add to or change their registration data.
- 'Register':
Your participants may no longer request a user name and password. Participants who have already done so may view, add to or change their registration data.
- 'View':
This means your participants may only view their registration data by logging in using their user name and password.
- 'Closed':
This is how you close the entire registration. No more user names and passwords may be requested and participants may no longer view, add to or change their registration data.

4 Importing Internet registration data into Eventure

The data your congress participants have registered via the Internet can be downloaded into Eventure at any time. Select 'File' from the menu and then 'Download from Internet'. You can also click on the icon in the menu (see below).

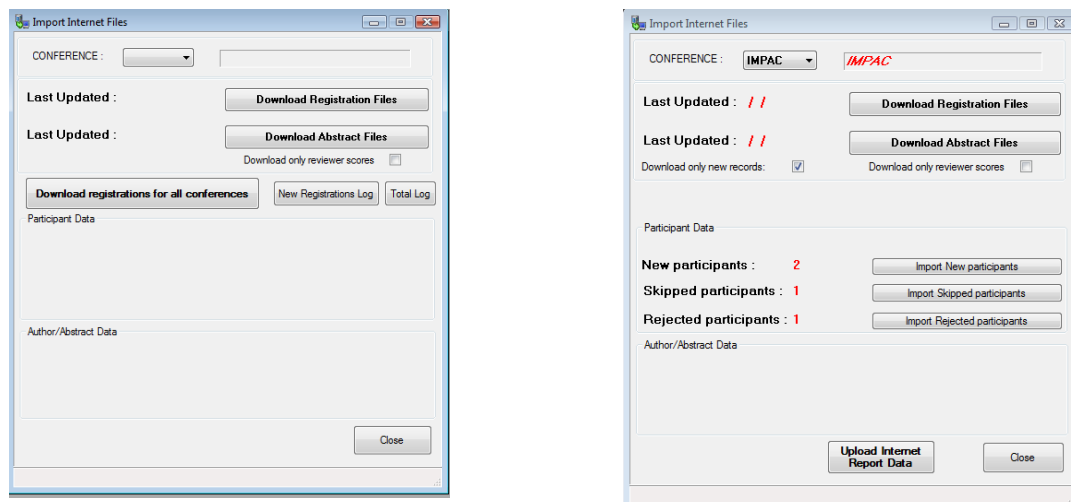


The following topics are dealt with in this section:

- Downloading Internet registration data into Eventure,
- Evaluating registration data.

4.1 Downloading Internet registration data into Eventure

When you want to download Internet data and have either selected 'File' from the menu and then 'Download from Internet' or clicked on the icon, the 'Import Internet Files' screen appears as shown on the left below.



The 'Import Internet Files' screen comprises four components:

- Choice of congress (Conference):
You use this drop-down menu to select the congress for which you want to download the registration data from the Internet.
- Downloading registration data from the Internet:
In this section of the screen you can start the download by clicking on the 'Download Registration files' button. When it has been downloaded the registration data is stored in a buffer. You can then decide whether or not you wish to import individual registrations into Eventure.
The field next to the 'Last Updated' label shows the date on which you last downloaded data as shown in the right hand illustration above.
- Status of the downloaded participant registration data (Participant Data):
This section shows the status of the downloaded participant registration data. This section can show three different types of data: New participants, Skipped participants and Rejected participants.
The box next to the 'New participants' label shows the number of new registrations that have been downloaded this time.

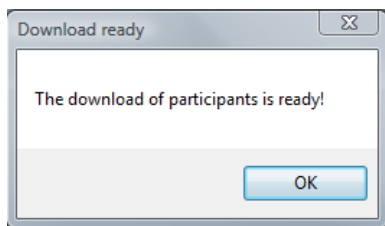
The box next to the 'Skipped participants' label shows the number of registrations that you have temporarily skipped for reasons you have specified.

The box next to the 'Rejected participants' label shows the number of registrations you have rejected.

By clicking on the 'Import New participants', 'Import Skipped participants' and 'Import Rejected participants' buttons you can view the registration data and decide whether to accept the data, reject it or skip it temporarily (Skip), see paragraph 4.2, 'Evaluating registration data'.

- Status of the downloaded abstract registration data (Author/Abstract Data):
This shows the status of the downloaded abstract data. Downloading this data is dealt with in paragraph 6.1, 'Downloading Internet abstract data into Eventure' in the *Abstract handling on the Internet Manual*.

When Eventure has downloaded the registration data from the Internet you will see the following message.



Clicking on 'OK' will enable you to view and evaluate the registration data per registered participant.

4.2 Evaluating registration data

The screen showing the registration data comprises six tab sheets and a number of fixed items of information that always remain on the screen when you switch from one tab sheet to another.

Import data: CHANGED DATA OF ALREADY REGISTERED PARTICIPANT

Records still to read: 3 Records accepted: 0 Records skipped: 0 Records rejected: 0

Participant Data | Events | Hotels | Accompanying Persons | Transport | Payments

Internet_Id : 1 M/F : Male

Family Name : Stam

Initials : D Infix :

Title :

Firstname : Daniel

Function : Support Engineer

Company/Institute : Parthen Impact

Department :

Address : Bloys van Treslongstraat 30-2

Postal Code + City : 1056 XB AMSTERDAM

Country : THE NETHERLANDS

Telephone : 020-5899999

Telefax :

E-mail : daniel.vanderstam@parthen.nl

Import
 Per Record
 All at once

Import Data in EVENTURE

Skip Data

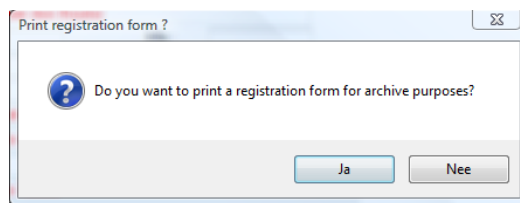
Reject Data

Close/Stop

The following are the fixed items of information:

- 'Records still to read':
The number of participant registrations still to be processed.
- 'Records accepted':
The number of participant registrations that you have accepted and imported into Eventure.

- 'Records skipped':
The number of participant registrations you have skipped.
- 'Records rejected':
The number of participant registrations you have rejected.
- 'Import':
Here you can indicate whether you want to import the participant registrations one at a time (Per record) or all at the same time (All at once).
- 'Import Data into Eventure' button:
Click on this button to import the selected participant registrations definitively into Eventure. You have the option of producing a print-out of the form as the participant filled it in on the Internet whilst it is being imported into Eventure. The following screen appears.



Answer the question by clicking on 'Yes' and the form shown below will be printed-out.

PARTICIPANT INTERNET REGISTRATION
REGISTRATION NO: 4

Conference : Test congres voor Eventure

Internet id : 1

Name	Jansen
Initials	B.N.
Prefix	
Firstname	Brenda
Title	
Gender	F
Jobtitle	Programmer
Company	Eventure
Department	
Address1	Postbus 75803
Address2	
Zipcode	1070 AV
City	AMSTERDAM
Country	Nederland
Telephone	020 5727333
Telefax	020 5727344
E-mail	brenda.jansen@parthen.nl
URL	
Birthday	/ /
Birthcity	
Passport.#	
Nationality	
Sofinumber	
Photo	

EVENTS:

1	(P0005)	Deelnemer (voor 21/01/2005)
1	(R0100)	Sessie A ochtend
1	(P0005)	Deelnemer (voor 21/01/2005)
1	(R0300)	Sessie C

- 'Skip Data' button:
Clicking on this button puts the selected participant registration back in the buffer.
- 'Reject Data' button:
Click on this button to reject the participant registration.

The 'Import data' screen includes the following tab-sheets:

- 'Participant Data';
- 'Events';
- 'Hotels';
- 'Accompanying Persons';
- 'Payments';
- 'Transport'.

4.2.1 Participant Data

The first tab-sheet is the 'Participant Data', tab-sheet shown below.

Import data: CHANGED DATA OF ALREADY REGISTERED PARTICIPANT

Records still to read: 3 Records accepted: 0 Records skipped: 0 Records rejected: 0

Participant Data Events Hotels Accompanying Persons Transport Payments

Internet_Id : 1 M/F : Male

Family Name : Stam

Initials : D Infix :

Title :

Firstname : Daniel

Function : Support Engineer

Company/Institute : Parthen Impact

Department :

Address : Bloys van Treslongstraat 30-2

Postal Code + City : 1056 XB AMSTERDAM

Country : THE NETHERLANDS

Telephone : 020-5899999

Telefax :

E-mail : daniel.vanderstam@parthen.nl

Import
 Per Record
 All at once

Import Data in EVENTURE

Skip Data

Reject Data

Close/Stop

This tab-sheet shows the data the participant has filled-in on the 'Personal data participant' screen, paragraph 3.4, 'Personal data participant'.

4.2.2 Events

After viewing the participant's personal data click on the 'Events' tab. The 'Events' tab-sheet shows the events the participant has selected from the 'Registration details' screen, paragraph 3.6, 'Registration details'.

Import data: CHANGED DATA OF ALREADY REGISTERED PARTICIPANT

Records still to read: 3 Records accepted: 0 Records skipped: 0 Records rejected: 0

Participant Data Events Hotels Accompanying Persons Transport Payments

Registered Events by Participant

Code	Event name	Number
P0001	Member (before 22/07/2008)	1

Import
 Per Record
 All at once

Import Data in EVENTURE

Skip Data

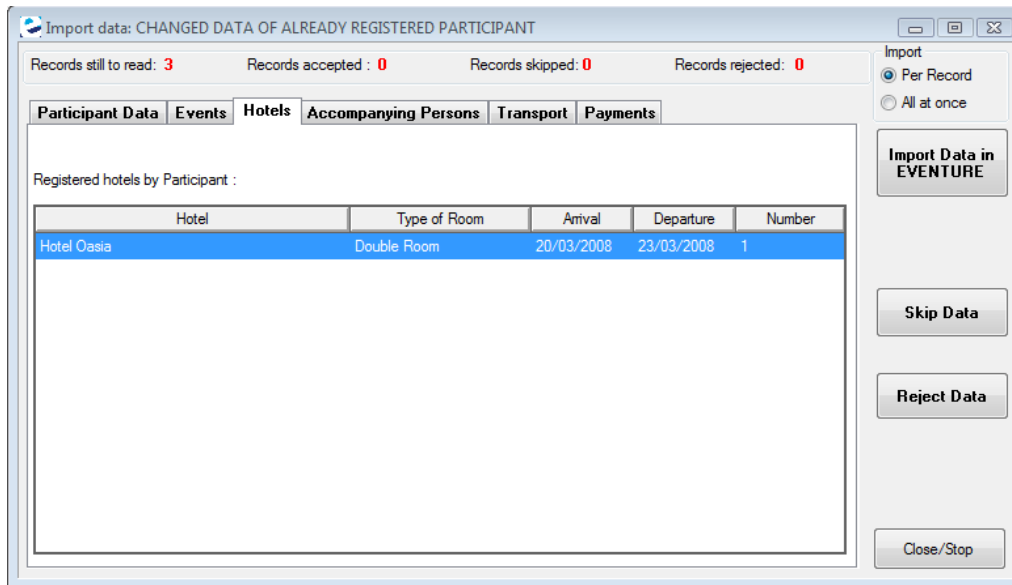
Reject Data

Close/Stop

The event code (Code), event name (Event name) and quantity of the event the participant has ordered are shown here.

4.2.3 Hotels

After viewing the events for which the participant has registered, select the 'Hotels' tab-sheet.

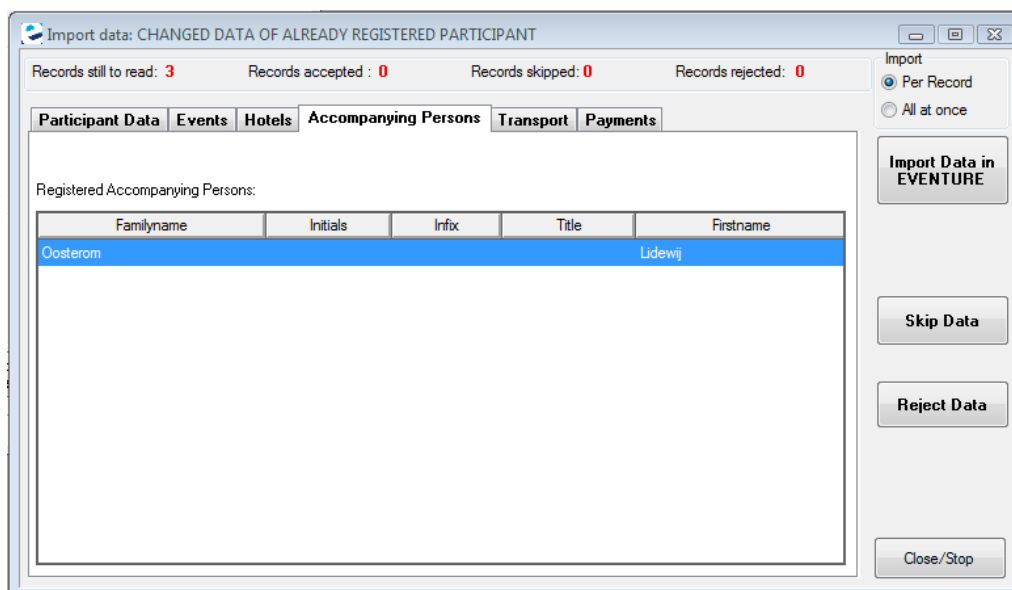


This tab-sheet shows the information related to a hotel booking the participant entered on the 'Hotels' and 'Hotel booking specifications' screens, paragraph 3.8, 'Hotels' and 3.8.1, 'Hotel booking specifications'.

The screen shows the name of the hotel (Hotel), the type of room (Type of Room), arrival date (Arrival), departure date (Departure) and the number of rooms (Number).

4.2.4 Accompanying Persons

After viewing the hotel booking select the 'Accompanying persons' tab-sheet.



This tab-sheet shows the information regarding accompanying persons the participant entered on the 'Accompanying persons' screen, paragraph 3.5.1, 'Accompanying persons'.

4.2.5 Transport

The following tab-sheet is 'Transport'.

Import data: CHANGED DATA OF ALREADY REGISTERED PARTICIPANT

Records still to read: **3** Records accepted: **0** Records skipped: **0** Records rejected: **0**

Participant Data Events Hotels Accompanying Persons **Transport** Payments

Registered transport by Participant:

ARR/DEP	DATE	TIME	TYPE	REMARKS/FLIGHT NO:
ARRIVAL	19/03/2008	13:24	Aeroplane	KL 375
DEPARTURE	24/03/2008	16:00	Aeroplane	KL 374

Import
 Per Record
 All at once

Import Data in EVENTURE

Skip Data

Reject Data

Close/Stop

This tab-sheet contains the data related to transport to and from the congress the participant entered on the 'Transport' screen, paragraph 3.7, 'Transport'.

4.2.6 Payments

The final tab-sheet is 'Payments'.

Import data: CHANGED DATA OF ALREADY REGISTERED PARTICIPANT

Records still to read: **3** Records accepted: **0** Records skipped: **0** Records rejected: **0**

Participant Data Events Hotels Accompanying Persons Transport **Payments**

Registered Payments by Participant:

EVENTS PAYMENT	HOTEL PAYMENT	WAY OF PAYMENT	DATE OF PAYMENT
600,00	400,00	CC online	01/01/2008

Import
 Per Record
 All at once

Import Data in EVENTURE

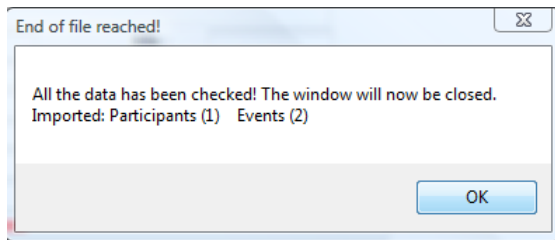
Skip Data

Reject Data

Close/Stop

This tab-sheet contains the information related to the participant's on-line credit card payments. The amount the participant has paid on-line with the credit card for the events (Events payment) and the hotel (Hotel payment) is shown.

When you have viewed all the data you can decide what you want to do with the registration, as explained in paragraph 4.2, 'Evaluating registration data'. When you have processed all the downloaded registrations the following message appears.



The 'Import Data' screen is closed and you are returned to the 'Import Internet Files' screen. Your participant registration via the Internet is complete. The registration data is now stored in Eventure in exactly the same way as if you had entered the information by hand and can be processed in exactly the same way.