



# eventure

**congress registration software**

**manual**  
**participant registration**

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## 1. Introduction

Eventure is an IT tool for simplifying the organisation of congresses, conferences, symposia and other events. Providing an easy way of entering and processing participant data, confirmation of registrations, hotel reservations, administrative and financial reports and production of badges and labels, while allowing the status of the projects to be easily accessed, make Eventure an essential element when organising congresses.

Eventure comes from the two words 'event' and 'adventure'. Every congress is different and requires its own unique approach.

The word 'event' in Eventure is used to denote everything that could possibly happen during a congress event with respect to a participant and which needs to be recorded in his/her data file. Such as participation in sessions, but also the financial consequences for participation in such social activities as a golf tournament or a visit to a museum, as well as administrative charges.

During the development of Eventure, a clear distinction was made between the activities of the Professional Congress Organiser (PCO), setting up a congress and entering registrations. The package is constructed so that a person who only enters registrations can learn how to use it within 15 minutes. The PCO will be able to learn how to set up a congress using Eventure within a day.

This manual is intended to guide new users of Eventure through the setting up of a new congress and for users who will only be involved in registering participants. The manual may also be used as a reference work for existing users.

As a user of Eventure, you will be guided through a number of steps describing how you can successfully complete the registration of participants. Using hard copies of screen displays occurring in the program, you will be guided through the process of setting up a congress using Eventure. But before taking these steps, there is an explanation of the structure of Eventure in section 2. This includes the Eventure modules, navigation and frequently occurring display elements.

The following steps are used to complete the successful registration of participants using Eventure:

- Step 1:  
Careful preparation is half of the work is often said. In section 3, a number of preparatory tasks are described that are essential before setting up a congress using Eventure.
- Step 2:  
Is setting up the congress using Eventure. This includes entering the data for the congress, setting up events, setting up hotels, setting up participant categories and defining confirmation/invoices and other correspondence.
- Step 3:  
This guides you through the process of registering your participants. Data that can be registered for your participants include name, address, registered events, hotel reservations, transport possibilities and payments. People being trained for registration of participants only, will have sufficient skills after completing this section.
- Step 4:  
This step shows you how to print out data held in Eventure, such as Confirmation/invoices, cancellation letters, badges, labels, statements of presence, etc., but also lists with participant data, hotel reservations, event data, financial data, etc.

## 2. Structure of Eventure

The structure of Eventure includes the following components:

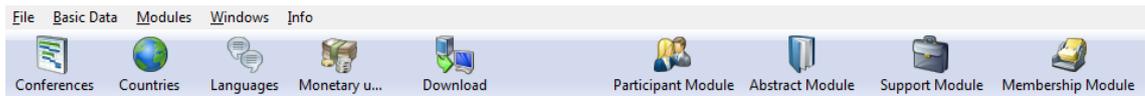
- The Modules of Eventure and
- The Navigation in and around Eventure.

### 2.1 Modules of Eventure

Eventure comprises three different types of module:

The 'Main module', the 'Participants module' and the 'Abstract module'.

- **Main module:**  
Whenever you start up Eventure you will start in the main module and the menu shown in the screen display below is presented.



The main module contains all the data that you can define before you begin to register participants.

- **Participants Module:**  
The participants module contains all the data relating to registration of participants, events, hotels and export of the data.



You access the participants module of Eventure by using the softkey labelled 'Participant Module' in the menu bar of the main module. When the participants module is opened, the menu shown below will be displayed.



- **Abstract Module:**  
The abstract module contains all the data related to processing of the abstracts, topics, authors, sessions, etc.



You enter the abstract module by using the 'Abstract Module' softkey of the menu bar in the participants module.

## 2.2 The Navigation structure

This section describes the structure of the navigation within Eventure. This is followed by descriptions of the structure of the menus and the frequently occurring display elements.

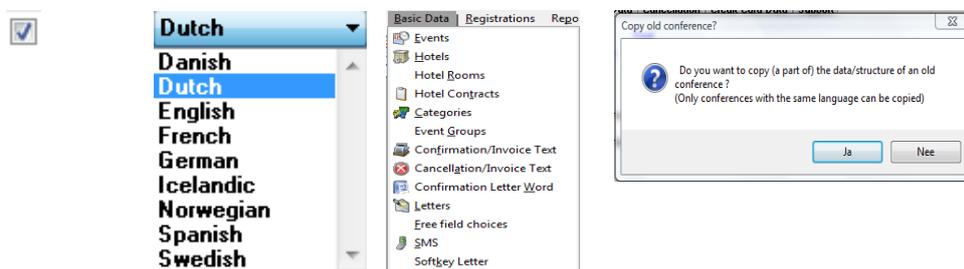
### 2.2.2.1 Menu structure of Eventure

The menu structure of Eventure is based on that used in Microsofts' Windows operating software. This increases the familiarity for the user and promotes easier operation.

A menu bar with quick links is added onto navigation, allowing fast access to important options. Examples of these menu bars were given in paragraph 2.1, Modules of Eventure.

A number of terms used in this manual are explained below..

Checkbox   Drop down menu   Pop up menu   Pop up screen



A checkbox is a square menu-item which is empty in its dormant state and which shows a tick or check when clicked. Operating the checkbox sets the associated function on (ticked) and off (empty).

A drop down menu is a rectangular menu box with an arrow on the right-hand side, which allows scrolling through a number of menu elements. Clicking on a menu element activates it.

The pop up menu is a menu which provides access to a second level menu choice when a menu item is clicked on. In the example given, clicking on the menu item 'Basic Data' results in the menu choices shown.

A pop up screen is a screen that is displayed when certain actions are taken in Eventure. It is used to give a warning and to ask yes/no questions.

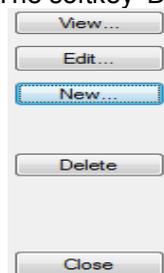
Many of the softkeys also have the quick link method displayed alongside the softkey, allowing you to navigate around the menu structure of Eventure.

An example is *Basic Data (Alt+b) -> Categories (t)*, which is used as follows: Basic Data is the menu item in the main menu. This can be accessed either by using the mouse to click on it or by using the quick link keys Alt + b pressed simultaneously. Categories is an item which can be selected by clicking on the menu item then displayed. The same can also be achieved by clicking on the quick link key 't'.

### 2.2.2.2 Frequently occurring screen elements in Eventure

The following screen elements occur frequently in Eventure. These elements are not defined within the Windows operating system navigation, but have been added to the program in order to increase the ease of operation:

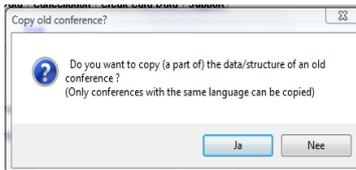
- The softkeys 'View', 'Edit', 'New' and 'Delete'.
  - 'View' allows you to look at the detailed data of the data selected.
  - 'Edit' allows you to change the details of the selected data..
  - The softkey 'New' allows you to define new data.
  - The softkey 'Delete' allows you to erase the selected data.



- 'Accept' en 'Cancel' softkeys:  
The 'Accept' and 'Cancel' softkeys appear throughout the whole program. Their operation is the same as the 'Ok' and 'Cancel' softkeys defined under the Windows structure. The softkey 'Accept' is used to save the data entered and the 'Cancel' softkey deletes the entry.



- The softkeys 'Yes' and 'No' in pop up screens.  
In the pop up screens described above, you often have the choice between 'Yes' and 'No'. The language of the text in the Yes/No softkeys, as in the example shown below depends on the language selected for Windows. If you have an English version of Windows, then the softkeys will show 'Yes' and 'No'.



- Drop down menu 'Conference ID', entry field 'Search', and 'Order':  
These three elements are to be found in every screen display on which a table with certain data is displayed.



- 'Conference ID':

You can select the congress on which you currently wish to work on by using the drop down menu 'Conference ID'.

- 'Search...':

This entry field helps you to search through a, frequently long, list of elements quickly. If you wish to look for the participant Barlo, for example, begin by typing in B after 'Search'. The selection moves through the data until it finds names that begin with 'B'. Now type in 'a', which causes the selection to move to those names beginning with 'Ba'. Use this method successively until you reach where you want to be. The label of the field changes whenever you make another choice in the drop down menu 'Order'.

- 'Order':

The drop down menu order gives you the possibility of sorting the list according to one of the data types in the list currently being displayed. You can also change the order by clicking on the title of the column. You can only change the order of the blue titles.

- Red and Blue texts:  
On almost every screen within Eventure there is data displayed in red or blue. Blue means that the data can be changed and red means that the data cannot be changed. Black text indicates the labels defining the data.
- Record - in the navigation menu:  
This is a menu allowing you to navigate within the lists of data.



The purpose of the softkeys is explained from right to left in succession. The first softkey jumps you to the last item in the list. The second softkey takes you to the following item in the list. The third softkey takes you back to the previous item in the list. And the last softkey jumps you back to the beginning of the list.

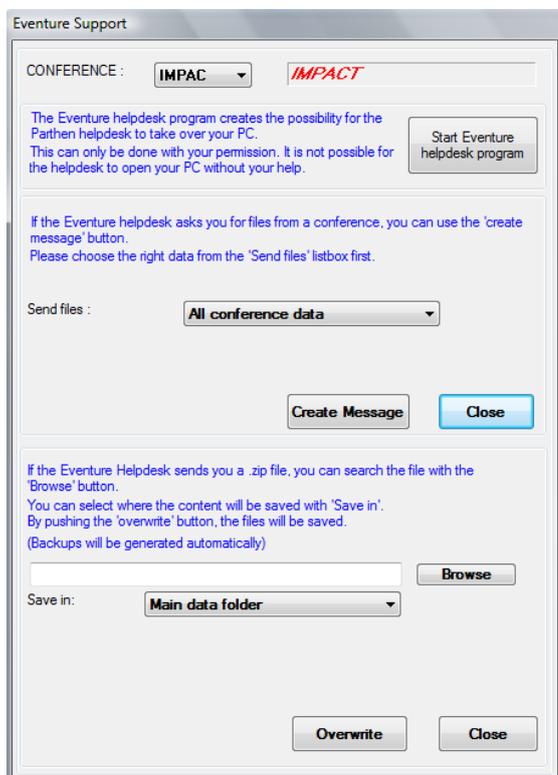
- Fast edit softkeys  
In some screens of Eventure are softkeys to have quick access to certain acts.  
Please see the example below.



Description softkeys	
	<b>Print badge softkey</b> With this softkey you can print a badge for the selected participant. (You will find information in chapter 7.6)
	<b>Print Certificate softkey</b> With this softkey you can print a certificate for the selected participant. (You will find more information in chapter 7.11)
	<b>Print Label</b> With this softkey you can print a label with for example the name and address information of the selected participant.
	<b>Create word letter softkey</b> With this softkey you can make a letter in Word for the selected participant. (You will find more information in chapter 7.5)
	<b>Print Empty receipt softkey</b> With this softkey you can print an empty receipt for the selected participant. (You will find more information in chapter 10)
	<b>Print Filled receipt softkey</b> With this softkey you can print the receipt for the selected participant. (You will find more information in chapter 10)
	<b>Print confirmation/invoice softkey</b> With this softkey you can print a confirmation invoice for the selected participant. (You will find more information in chapter 7.2)
	<b>Print Participant info</b> With this softkey you can print an overview of all the data of the selected participant.
	<b>Internet softkey</b> With this softkey you can go to the logon page of the administration site. (You will find more information in the handbook for internet registration)

## 2.3 The Helpdesk function

When you are in the 'Main module' the Eventure helpdesk may instruct you to use the 'Eventure Support' module'. Select 'Eventure Support' in the 'Info' model and the screen below will appear.



You can also access this screen via:  
*Info (Alt+i) -> Eventure Support (e)*

You can use the top section of the screen to download the helpdesk program – Netviewer. This program enables the Eventure helpdesk to 'take over' your pc. This can only be done if you have given your permission. The Eventure helpdesk can never take over your pc without your permission.

When you have followed the Eventure helpdesk's instructions and clicked on 'Start Eventure helpdesk program' the following screen appears.



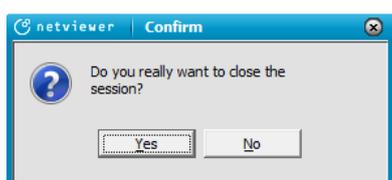
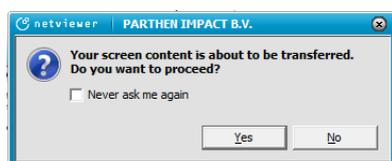
Click on 'Execute', to install Netviewer on your pc. Your Windows version may give you an extra warning before you can actually install the program. Click on 'Execute' in the screen below.



When the installation is complete you will receive a session number from the Eventure helpdesk. You type in this number in the screen below.



When you have typed in the number the screen below appears. You must confirm you agree that the Eventure helpdesk takes over your pc by clicking on 'Yes'.



As soon as the Eventure helpdesk has finished looking at your pc, it will close the Netviewer program and you can click on 'Yes' in the screen above. The Eventure helpdesk can no longer access your pc.

If the Eventure helpdesk has instructed you to do so you can use the option in the centre of the 'Eventure Support' screen to make a zip file (compressed file) of a particular congress.

You have the following options for this zip file:

- 'All conference data', all files related to the selected congress.
- 'Participant data', all files related to the relevant participant module of the selected congress.
- 'Abstract data', all files related to the abstract module of the selected congress.
- 'Conference Internet data', all internet files related to the selected congress.
- 'System data', all general Eventure files.
- 'All invoice files', all saved invoices related to the selected congress.
- 'All report files', all saved report files related to the selected congress.

When you have made your choice click on 'Create Message'. The selected data will be compressed and pasted into an e-mail for you to send to the Eventure helpdesk.

The last option enables you to allow zip files sent back to you by the Eventure helpdesk to be installed automatically in Eventure. Backups of existing files can be made at any time so you can always go back to the original situation before the amendment in your databases.

You use browse to navigate to where you have saved the zip file and then click on 'Save' and select where you wish the file to be installed. Finally, click on 'Overwrite'.

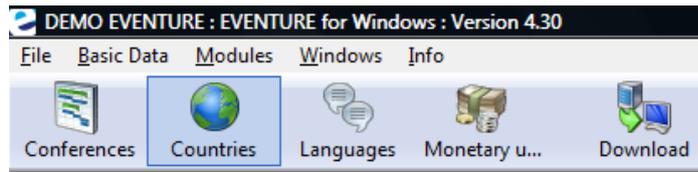
### 3. Preparation for setting up a congress using Eventure

Before we begin to set up a congress within Eventure, let us look at three possibilities which are important in the preparation for the set up:

- The countries list,
- The language list and
- The currency list.

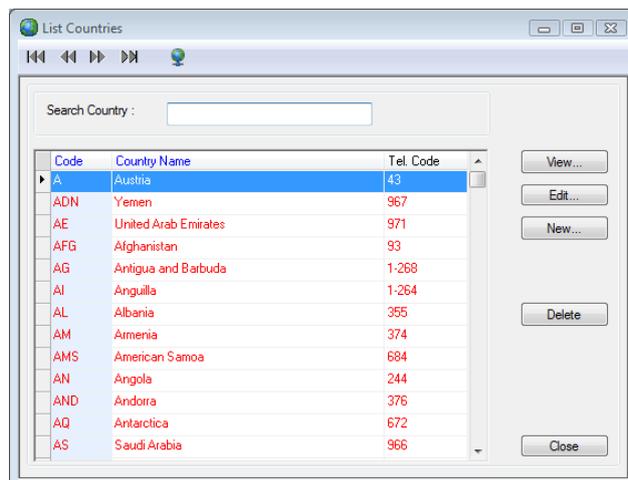
You are in the 'Main module'.

#### 3.1 Countries list



Using this icon on the menu bar, you call up the screen shown below, which gives data about the countries present in Eventure.

The screen 'List Countries' provides an overview of data in the list of countries present in Eventure when initially delivered. The data displayed here is used later in the program. It is important that this list of country data is always kept up to date with the latest change version.



This screen can also be reached via:  
Basic Data (Alt+b)-> Countries (t)

You can search in the countries list using 'Search Country' for such items as the international identity code of the country ('Code'), the name of the country ('Country Name') and the international telephone code ('Tel. Code'). Searching through the list is as described in paragraph 2.2.2.3, 'Frequently occurring screen elements in Eventure'.

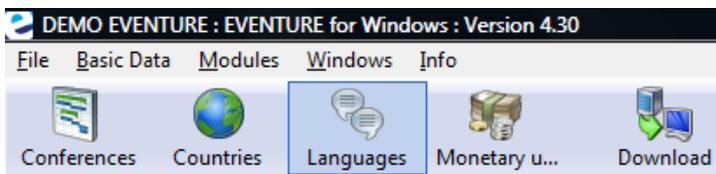
You may describe a country as you wish, but should bear in mind that the description you use will appear on invoices, confirmations, etc.

You obtain the screen below by using the softkeys 'View', 'Edit' en 'New'.

You can read, change or enter the country code, name and international telephone code in the screen 'View/Edit/New Country Data'. Use the checkbox 'Postal Code after City Name' if the postal code comes after the city name in the specified country.

The 'Delete Country' screen appears the moment that you select a particular country and push the 'Delete' softkey. If you confirm the action, all of the country data for the country selected is removed from the system and you return to the country list. If you answer 'No', you will return to the country list without changing anything.

### 3.2 List of Languages



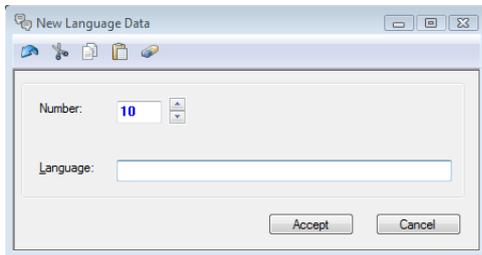
Pressing this icon in the menu bar calls up the screen display shown below, with all languages present in Eventure.

The screen 'List Languages' gives an overview of the data in the list of languages present in Eventure at delivery, namely Dutch, English, French, German, Spanish and Swedish. It is not possible to add a language by yourself. Whenever you add a language by following the instructions below, it is not possible to use this language in Eventure. This list gives which languages are present in the list now and allows you to make a selection at the time when you decide in which language the congress will be held, paragraph 4.1.1, 'The basis of the congress'. New language modules will be released by Parthen IMPact in consultation with you, if required.

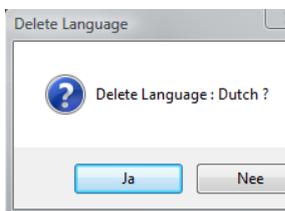
This screen can also be reached via:  
*Basic Data (Alt+b) -> Languages (l)*

Using 'Search Language' allows you to search through the language list. 'Number' is the number of the language in the list. 'Language' is the name of the language.

You get the following screen by using the 'View', 'Edit' and 'New' softkeys.

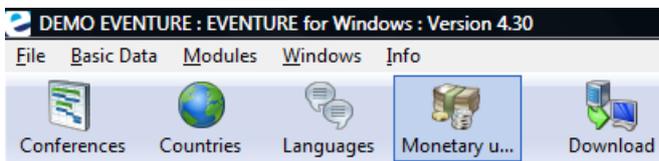


You can see, change or enter the number and name of the language using the 'View/Edit/New Language Data' screen.



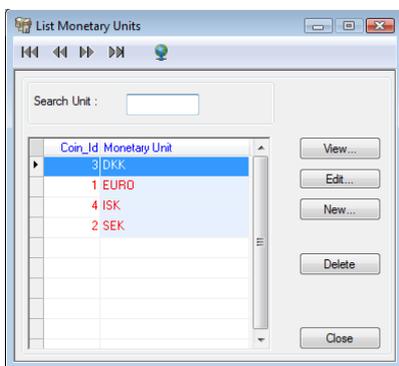
The screen 'Delete Language' appears when you have selected a particular language and pressed the 'Delete' softkey. If you confirm this action, the selected language is deleted from Eventure and you are returned to the language list. If you answer 'No', you are returned to the language list screen without anything being changed.

### 3.3 Currencies (Mon. Units)



You call up the screen display of all currencies present in Eventure, shown below, by using this icon in the menu bar.

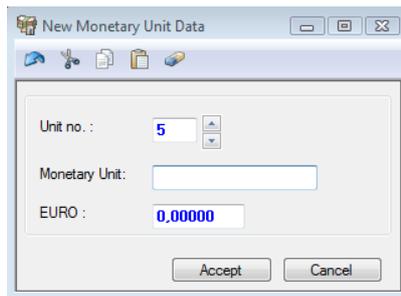
The 'List Monetary Units' screen gives an overview of data in the list of monetary units present in Eventure at delivery. The data that you enter here is used for calculation of budgets, invoices and such. It is therefore of utmost importance that this data is kept very much up to date.



This screen can also be reached via:  
Basic Data (Alt+b) -> Monetary Units (M)

You can search through the monetary units list by using 'Search Unit'. The list contains the number allotted to the monetary unit ('Unit No.') and the monetary unit itself ('Monetary Unit').

You arrive at the screen below using the 'View', 'Edit' and 'New' softkeys.



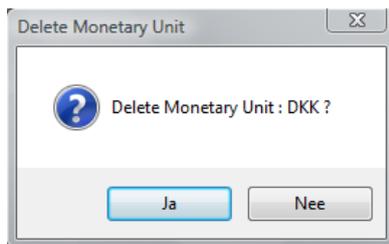
You can see, change and enter the abbreviations for the monetary units and their value when converted to Euros in this screen.

- **Tip:**

It is important that you enter the correct conversion factor for the selected currency in the entry field 'Euro'.

For countries in which the Euro has already been introduced, this is a fixed conversion factor. For example: 1 Dutch guilder divided by 2.20371 is 0.45378 Euro. Enter 0.45378 in the 'Euro' field.

In countries where the Euro is not yet introduced, divide 1 by the current exchange rate for the Euro against the selected currency. For example: the exchange rate on 26 October 2000 for the Euro against the US Dollar was 0.8257. 1 Dollar divided by 0.8257 is 1.21109 Euro. Enter 1.21109 in the 'Euro' field.

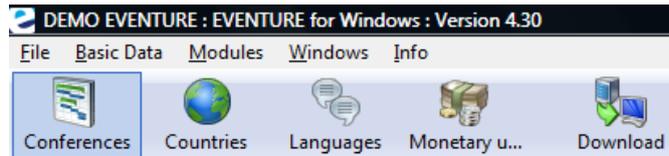


The 'Delete Monetary Unit' screen appears when you have selected a particular monetary unit and pressed the 'Delete' softkey. If you confirm this action, the selected monetary unit is deleted from Eventure and you are returned to the monetary unit list. If you answer 'No', you are returned to the monetary unit list without anything being changed.

## 4. Setting up a congress using Eventure (Conf)

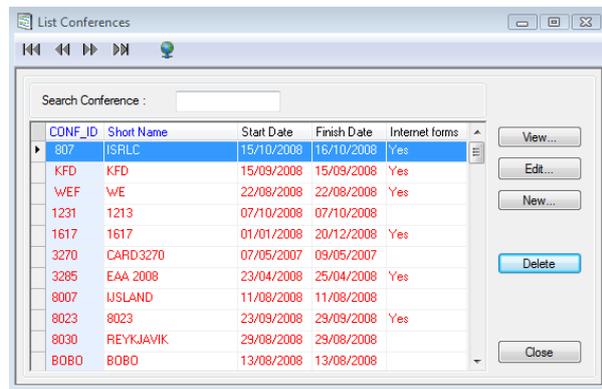
Setting up a congress using Eventure is done in a number of stages:

- Entering the data which form the basis of a congress.  
This includes such items as the name of the congress, the start and end dates, bank details, the language in which the congress is to be held, etc.
- Defining the events.
- Entering the hotels, hotel options and hotel contracts.
- Defining participant categories.
- Formulating confirmation, cancellation and other letter layouts.



Using this icon on the menu bar calls up the screen display showing all congresses currently held in the Eventure system.

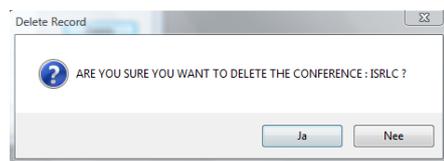
The screen 'List Conferences' gives an overview of all congresses currently set up in Eventure. You can obtain access to all the basis data of your congresses via this screen. When delivered, there are no congresses present in Eventure.



This screen can also be reached via:  
Basic Data (Alt+b) -> Conferences (c)

You can search through the list of congresses using 'Search Conference'. By typing in the 'Conference ID' the selection automatically jumps to the appropriate congress. The list contains the identity code of the congress ('Conf\_Id'), the abbreviated name of the congress ('Short Name'), the start date ('Start Date') and end date ('Finish Date') of the congress.

Using the 'View', 'Edit' and 'New' softkeys puts you in the screen 'View/Edit/New Conference Data', which is described in the following paragraph, paragraph 4.1, 'Basis of the congress'.



Use the 'Delete' softkey when you are in the 'List Conferences' screen if you wish to remove a particular congress. This causes the first screen 'Delete Record' to be displayed. If you confirm this action, the following 'Delete Record' screen asks whether you are sure that wish to delete the congress. This ensures that nothing is deleted by accident. If you answer 'Yes' all data relating to the congress is removed from the Eventure package. All participants, all events, all hotel reservations, etc. If you answer either one with a 'No', then you return to the list of conferences and nothing is changed.

- **Tip:**

When you delete a congress, all data relating to that congress is removed from the system. All data about participants, events, hotel reservations, etc. are lost. If you wish to use this data for another congress (the following year, for example) then it is better that you do not remove the congress from the system..

## 4.1 Basis of the congress

The basis of the congress comprises:

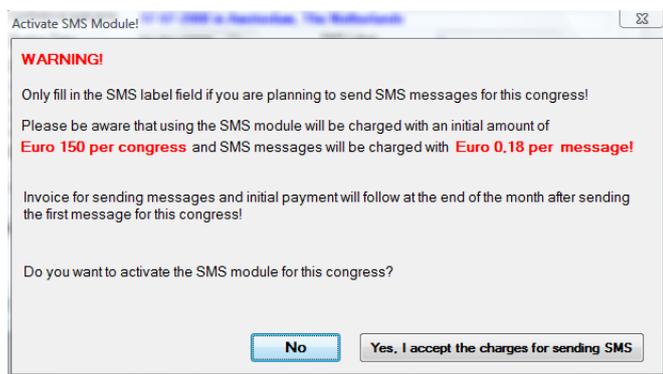
- Main Data: which includes name, congress language, start and end dates, etc.
- V.A.T. Data of the congress;
- Cancellation Data;
- Credit Card Data;
- Registration Types/Fees;
- Setting up the internet registration.

### 4.1.1 Main Data

The Main Data 'form' screen contains the following data:

- 'Conference ID':  
With this you allot a code to the congress. For example. EVE stands for the EVENTURE congress.  
This code is used in the confirmation/invoice and other letters. Think carefully about this code and its use. The code may contain a maximum of five characters. On the invoice, the code is followed by a '-' and the registration number of the participant. See appendices 15 and 16 for an example of a confirmation/invoice.
- 'Short name for conference':  
This is used to give an abbreviated name for the congress. It is this name that is used in the list of conferences in the 'List Conferences' screen. This name is used purely for reference purposes within the system.
- 'Conference Name':  
Enter the title of the congress. This title is used on all printouts, invoices and confirmations.
- 'Conference subname':  
This can be used to enter a sub-title for the congress.
- 'Starting Date':  
Enter the starting date of the congress. The date is given as day, month and year, e.g. 15/10/2000.

- **Tip:**  
Move the cursor to the beginning of the date window and begin typing the date in.
- **'Finishing Date':**  
Enter the ending date of the congress. The date is given as day. month, year, e.g. 15/10/2000.
- **'Check new participants with old conference':**  
Another congress can be coupled to this congress by using this drop down menu. This allows participant data from a previous congress to be copied, thereby saving much time and effort in entering the same data again.  
How this works in practice is explained in paragraph 5.2, 'Personal Data'.
- **'SMS Label':**  
When you want to use the SMS module, you can fill out the subject of the SMS in this field. At the moment you fill out something, you will get the following message. You have to accept the costs for the module before going on.



- **'Monetary Unit':**  
This drop down menu displays all the currencies that you entered under 'Monetary Units'. Select the currency which you wish to use for invoicing participants.
- **'Language':**  
This drop down menu allows you to select the language in which the congress will be held. The selected language will be used for fixed data which is used in confirmation letters, invoices, etc., e.g. name, date, standard phrases, etc.
- **'Confirmation/Invoice':**  
This drop down menu is used to define the format of the confirmation/invoice. A choice may be made from the following:
  - **'Without Hotel Voucher':**  
Choose this option for a confirmation/invoice without hotel voucher.
  - **'Attached Hotel Voucher':**  
Choose this option for a confirmation/invoice with a hotel voucher. This voucher is only shown if the participant has made a hotel reservation.
  - **'No Invoice':**  
Choose this option for a confirmation without invoicing data or hotel voucher.
  - **'No Invoice with Voucher':**  
Choose this option for a confirmation without invoicing data but with a hotel voucher.
- **'Bank Data':**  
Enter the details of the bank account for the congress in this field.  
This information appears in the lower part of the confirmation/invoice sent to the participants.

- 'Participants must pay total hotel fee instead of only deposit':  
This check box is activated when you want participants, who have reserved a hotel to pay the total bill instead of just a deposit.
- 'Print EURO total on Invoice':  
This check box is used to give the invoiced amounts in Euros also.
- **Tip:**  
Check the 'Monetary Units' list carefully, as described above in paragraph 3.3, (Currencies)'. Check with your system supervisor as to whether the printer you will be using can print the Euro symbol.
- 'Information':  
You can enter useful information, which is used only within the system, in this field. This information is not printed out.
- 'Active conference?':  
Use this check box to switch off a congress so that it is no longer displayed by the drop down menu 'Conference ID', as explained in paragraph 2.2.2.3, 'Frequently occurring display elements in Eventure', but it will continue to be displayed in the 'List Conferences' screen. This increases the efficiency of Eventure as non-active congress file details are no longer displayed.

#### 4.1.2 V.A.T. Data

The data pertaining to the V.A.T. percentages that you will be charging during the congress are given in the 'form' screen 'V.A.T. Data'.

The following fields need to be filled in:

- 'Calculate V.A.T. in prices and invoices?':  
Answer 'Yes' in this drop down menu when you wish to include V.A.T. in the invoice prices and 'No' when no V.A.T. is to be invoiced.
- 'V.A.T. Identification number':  
Enter your V.A.T. number.
- 'V.A.T. Low percentage':  
Enter the low V.A.T. percentage.
- 'V.A.T. High percentage':  
Enter the high V.A.T. percentage.

The V.A.T. percentages are used during the definition of events. You can define which V.A.T. percentage applies to the event for each event individually.

### 4.1.3 Cancellation Data

You can enter the data applying to the cancellation of a participant within a congress using the 'form' screen 'Cancellation Data'.

The following fields are displayed:

- 'Type of cancellation fee':  
This drop down menu allows you to define whether a fixed fee will be charged for the cancellation ('Fixed cancellation fee') or whether a percentage of the total fee will be levied ('Percentage of total debit').  
Once you have made a choice from these two options, it is no longer possible to enter a fixed amount or define a percentage.
- 'Cancellation Date 1', 'Cancellation Date 2' and 'Until':  
You have the possibility of entering two dates. These dates define until when a certain cancellation percentage applies.
- 'Cancellation fee' en 'Cancellation fee percentage':  
Use 'Cancellation Date 1' to define the fee or percentage that must be paid by the participant if a cancellation is made before or on the date given. Use 'Cancellation Date 2' to define the fee or percentage that must be paid by a participant if a cancellation is made between the date given by 'Cancellation Date 1' and 'Cancellation Date 2'. A cancellation after the second date, 'Cancellation Date 2', and up until the start of the congress will cost the participant the full 100% of the congress fee.

If you only wish to define one cancellation date, you must enter the same data for both cancellation dates. If you do not do this, calculation of the cancellation fee will not be processed correctly.

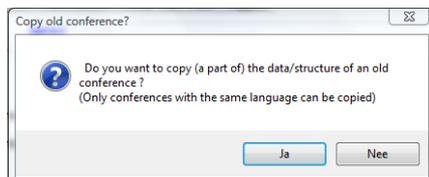
In the example shown, a participant pays € 150, - if a cancellation is made before or on 1/10/2000. The participant pays € 300, - if the cancellation is made between 01/10/2000 and 05/10/2000. The participant then pays the total invoiced amount if cancellation is made after 05/10/2000 and up until the start of the congress on 10/10/2000.

### 4.1.4 Credit Card Data

The 'form' screen 'Credit Card Data' contains the data for processing credit card payments. It is divided into two parts. The first part contains the details of the organisation and the second part contains the data for connecting to the credit card company.

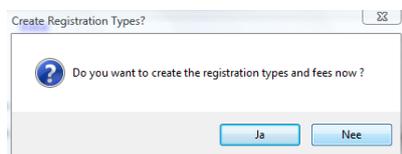
- **Organisation data:**  
Enter the name of your organisation, as recognised by the credit card company, in the field 'Organisation'. Enter your organisation's address, city and postal code. 'Contact' is the name of the contact person within your organisation who is recognised by the credit card company. 'Fax number' is the fax number of your organisation and 'Telephone' is the telephone number of your organisation.
- **Credit card company data:**  
Enter your 'Connection Number' for the credit card company. 'Fax Authorisation' is the fax number that is used by the credit card company for authorising credit card details. 'Fax Processing' is the fax number that is used by the credit card company processing credit card transactions. 'Reference Number' allows you to specify a reference number. 'Telephone' is the telephone number of the credit card company for transactions.

When creating a new congress only the four 'form' screens (Main Data, V.A.T. Data, Cancellation Data and Credit Card Data) are available. After entering the data into these forms, click the softkey 'Accept'. This results in the following question:



Screen a

If you answer 'No', you will see the next screen.



Screen b

This asks whether you wish to create the registration types and registration fees. If you confirm this action, a new 'form' is displayed with the title 'Registration types/fees'. If you answer 'No', the data of the four 'forms' will be saved and you are returned to the 'List Conferences' screen giving the list of all the congresses stored in the system.

When you confirm the question of screen a about copying the data of an old conference, you will see a new screen in which you can check the items you want to copy.

First you have to choose a conference of which you want to copy the data from. You can only choose from conferences with the same language.

With the checkbox 'Copy All' you can copy all the items per module.

You can copy the following items from the participant module: the categories ('Categories'), the p and r events ('Events (P and R, event groups, VAT)'), the badges ('Badge layout'), the cancellation invoice ('Cancellation Invoice'), the confirmation invoice ('Confirmation Invoice'), the confirmation via Word ('Confirmation via Word'), the letters ('Participant Word Letters') and the SMS letters ('SMS Letters').

From the abstract module you can copy the awards ('Awards'), the location ('Location'), the presentations ('Presentations'), the topics ('Topics'), the abstract book templates ('Abstract book(s)'), the abstract Word letters ('Abstract Word Letters') and the status letters, including the status levels and the connections ('Status letters (incl. status levels and connections)').

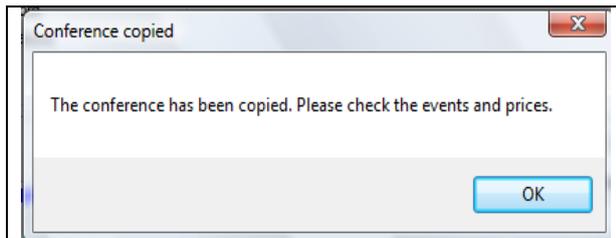
From the support module you can copy the categories ('Support categories'), the equipment and units ('Equipment and units') and the Word letters ('Support Word letters').

If you check the option 'Events', you will see in the left lower part of the screen the number of payment periods of the old conference. You have to fill out the date of the periods yourself.

If you have checked the option 'Cancellation Invoice', you will automatically get the type of cancellation fee of the old conference. You can change this. You have to fill out the cancellation dates of the cancellation percentages yourself.

If you want to copy anything from the support module, you will see the payment terms in the right lower part of the screen. Automatically the data of the old conference is copied, but you can change the data.

If you are finished and press the 'Save' softkey, all the data you want to copy will be copied from the old conference to the new one. If you press the 'Cancel' softkey, no copy will be made and you can make the registration types.



#### 4.1.5 Registration Types/Fees

Type	Fee Period 1	Fee Period 2	Fee Period 3	VAT (%)	
Member	200.00	300.00		0.00	New
Non member	400.00	650.00		0.00	Edit
Student	100.00	125.00		0.00	Delete

Payment Periods : 2

From : To :

Period 1 : 26/11/2008 To : 26/12/2008

Period 2 : 27/12/2008

Edit Period

The 'form' screen 'Registration types/Fees' contains data about the various registration types and associated fees

- Tip:**  
 It is important to define the payment periods before entering the registration types. If you define the registration types first and then the payment periods, the registration types are deleted.

##### 4.1.5.1 Definition of Payment periods

Payment Periods : 2

From : To :

Period 1 : 26/11/2008 To : 26/12/2008

Period 2 : 27/12/2008

Edit Period

The screen shown above is displayed when you click the 'Edit Period' softkey on the 'form' 'Registration types/Fees'.

'Payment Periods' is a drop down menu in which the number of payment periods can be defined, with a minimum of 0 and a maximum of 3. The number of payment periods displayed corresponds with the number defined.

If you chose two periods, for example, then for 'Period 1' and 'Period 2' you can define the dates between which the first, second and/or third payment periods fall. The last period is always between the date defined (the day after the last day or the previous period) and the start date of the congress. In the example shown, the second is from 06/10/2000 to 10/10/2000.

When a participant registers between 01/10/2000 and 05/10/2000, then the fee is € 100,-, for example. If the participant registers after 06/10/2000, then the fee is € 150,-, for example. You can consider this as early registration and late registration.

##### 4.1.5.2 Definition of Registration type

Registration Id. : 4 VAT (%) 16.00

Registration Type :

Fee Period 1 : 0.00

Fee Period 2 : 0.00

Cancel

Accept

Using the 'Edit' and 'New' softkeys you can define new registration types or modify existing registration types. Clicking one of the softkeys causes the screen shown above to appear under the registration type and next to the payment periods.

The 'Registration Id' is the sequence number given to a registration type. Registration types are represented as a sequence of increasing figures. You can define the number yourself.

'Registration Type' indicates the registration type. The number of registration definitions is dependent on the number of payment periods selected. Enter the fees that apply to 'Fee Period 1' and 'Fee Period 2' for the first period and second period, respectively. Using the drop down menu 'VAT (%)' you can define the V.A.T. percentage that needs to be levied on these registrations. the choice of none, low or high can be made, as shown on the 'form' 'V.A.T. Data'.

#### 4.1.6 Setting up support data

Eventure gives you the opportunity to automate the administration of your exhibition.

With Eventure you can link exhibitors to units, equipment and stand numbers and register stand staff, etc. You can also send invoices to each exhibitor, in installments if required, and you can handle sponsor registration.

The screen displayed above is of the 'Support' information. This is only showed when you have the Support Module.

Enter the details of the bank account for the congress in the 'Bank data' field.

This information appears in the lower part of the confirmation/invoice sent to the exhibitors.

'Payment Periods' is a drop down menu in which the number of payment periods can be defined, with a minimum of 0 and a maximum of 3. The number of payment periods displayed corresponds with the number defined. If you chose two periods, for example, then for 'Payment term 1' and 'Payment term 2' you can define the percentages by clicking on 'Edit Period or %'.

#### 4.1.7 Setting up internet registration

Eventure provides the possibility for processing abstracts and participant registration via the internet. If you have set up the congress and worked your way through Chapter 4 of this manual, you can define and configure abstract registration and participation registration on the Internet 'form' screen under 'Edit conference Data'.

You will see the screen display 'Internet', shown above, if you have not yet defined any abstract processing or participant registration via the internet.

- 'Website of conference':  
You can enter the internet address of the congress in this field. Using the softkey 'Go to Web Site' starts up your browser.

- 'Setup Registration form on WWW':  
This softkey allows you to begin laying out the registration form on the internet.
- 'Setup Abstract form in WWW':  
This softkey allows you to begin laying out the abstract form on the internet.

The actual configuration of both forms is explained in Chapter 7, 'Participant registration on the internet' and Chapter 8, 'Abstract processing on the internet'.

## 4.2 Entering events in Eventure

Events are entered in the 'Participants module'. Click on the icon 'Part. Mod', as shown below.

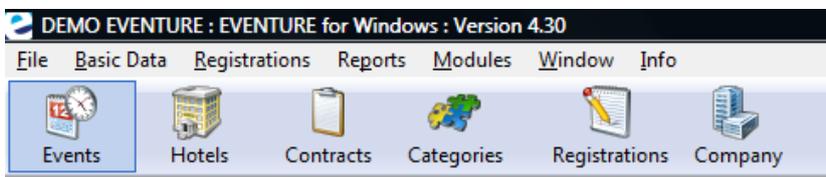


This brings you into the screen as described in paragraph 4.2.1, 'Entering Events'.

the process of entering events in Eventure involves the following elements:

- Initially the events are defined;
- Then the event groups are handled;
- And finally an explanation is given of how you can use the event groups in combination with events.

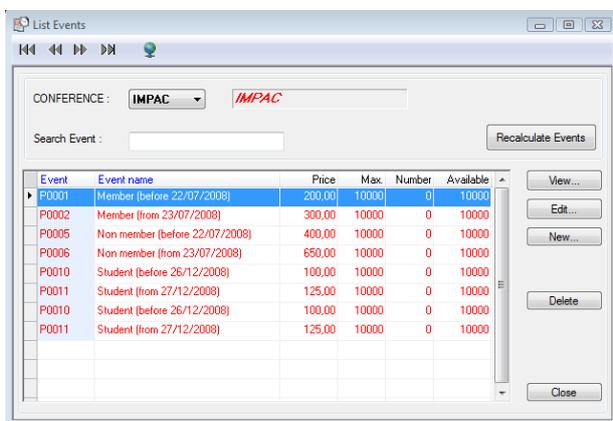
### 4.2.1 Entering Events



Using the icon on the menu bar calls up the screen shown, which contains the data about events for a particular congress present in Eventure.

You can define new events or view, modify or delete existing events in the screen 'List Events'.

An event is anything that happens or affects participants with respect to the congress. For example, lectures, presentations, workshops, etc., but also such items as the organisation and timing of the shuttle bus service, a dinner, a sports event, administration costs, etc.



This screen can also be reached via:  
*Basic Data (Alt+b) -> Events (e)*

'Conference' is a drop down menu which allows you to select the congress to which you wish to add events or change existing ones. Congresses which do not have the check box 'Active Conference' activated in the screen 'Edit Conference' on the 'form' screen 'Main Data', are not shown in this list. You can search through the list of events for a selected congress using 'Search Event'. The list contains an event reference ('Event'), the description of the event ('Event Name'), the price of the event ('Price') excluding V.A.T., the maximum number of participants ('Max') and the number of registered participants to date ('Number').

Event numbers can begin with a 'P' or an 'R'. The so-called P-events are the registration types that you defined as described in paragraph 4.1.5.2, '(Definition of Registration Types). These are automatically regenerated as events and cannot be deleted here. You can change the name, date, location and the maximum number of participants, however. The check box 'Automatic registration', described later in this paragraph is also available.

You can recalculate the number of participants booked at an event by using the 'Recalculate Events' softkey.

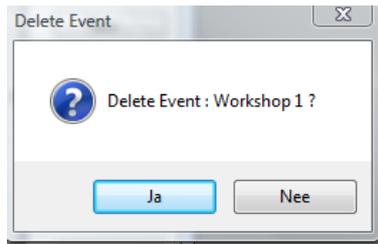
Using the 'View', 'Edit' and 'New' softkeys you can view, modify or define a selected event. Clicking the softkey brings you into the appropriate 'View/Edit/New Event Data' screen.

In the 'View/Edit/New Event Data' screen you can view, modify and/or enter data associated with a selected or a to-be-defined event.

The following elements are present in this screen display:

- 'Event Code':  
This code gives the sequence number of an event in the 'List Events' screen. The code contains a maximum of four alphanumeric characters. Eventure automatically places an R before this code.
- **Tip:**  
When a number of events are associated together, make a series of numbers. For example, number the first group of events as a 100 series and the second group as a 200 series, and so on.
- 'Event Name':  
This field is for giving an event a description.
- 'Date', 'Starting Time' en 'Finishing Time':  
This allows you to define the date an event will be effective. You can also define the start and end times of the event.
- 'Location':  
This allows you to enter a location where the event will be.
- 'Dont show this event on internet':  
With this checkbox you can define whether an event should be shown on the internet or not.

- **'Include V.A.T.':**  
This checkbox allows you to enter whether participants have to pay V.A.T. levied on this event or not. If you do not switch this option on, the drop down menu 'V.A.T. perc.' and the field 'Incl. V.A.T.' will not be able to be accessed.
- **'V.A.T. Perc.':**  
If you have specified that participants must pay V.A.T. for this event, this allows you to specify whether the high or low tariff should be charged..
- **'Price':**  
Enter the price exclusive V.A.T.
- **'Incl. V.A.T.':**  
This displays the cost of the event, including V.A.T. (if applicable).
- **'Automatic registration':**  
As soon as this check box is activated all participants registered in the system automatically have the event allotted to them. This can therefore save you much work, but it can also generate you much work if used incorrectly. It is handy when a particular event does have to be allotted to each participant, e.g. administration costs.
- **'Mention on Invoice':**  
This check box can be used to indicate whether an event should be shown on the invoice or not. From the moment that you define a new event, or modify an existing one, and define the price as € 0,00, this option is available.
- **Tip:**  
When you wish to allot events to participants which do not specifically have anything to do with the congress but have an affect on statistical data, this check box can be switched off so that the event is not included in the confirmation/invoice, but is included in the statistics, etc.  
An Example:  
The congress has a number of parallel sessions. You do not wish to give details of the sessions for which a participant has registered on the confirmation/invoice, but you do need to keep a running total of the number of participants who have registered for a particular session so that you can reserve a suitable hall for the session. By switching this check box off, the event is not shown on the confirmation/invoice, but is stored in the Eventure system for use in the running/final total. At a later date it can be switched on so that a letter can be sent informing the participant which sessions he will be attending.
- **'Print ticket/voucher':**  
This check box can be used to indicate whether an event should have a ticket printed or not.
- **'Maximum number of participants':**  
This allows you to define the maximum number of participants for this event. The maximum number definable is 99,999.
- **'Number of participants registered':**  
This gives the number of participants that have registered for this event.
- **'Additional Information':**  
This field allows comments to be entered. These comments are only visible in this display.
- **'Event Groups':**  
The softkey 'Event Groups' allows you to associate this event with other events. Event Groups are described in paragraph 4.2.2, 'Event groups'. Coupling 'Event groups' is described in paragraph 4.2.3, 'Coupling events to event groups'.



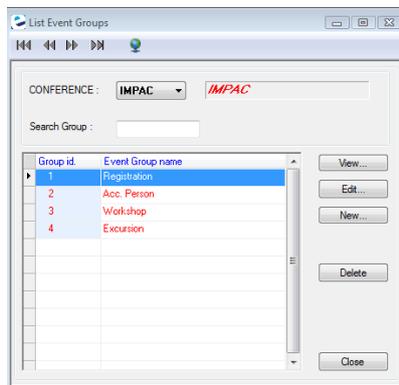
To delete an event from the list of events click on the softkey 'Delete' in the 'List Events' screen. The screen shown above is displayed. If you confirm this action, the selected event is deleted from the system. If you answer 'No', you are returned to the ('List Events') screen and nothing is changed. An event cannot be deleted whenever participants have already registered for the event, paragraph 5.4, 'Events (Events)'.

#### 4.2.2 Event Groups

After defining events, event groups can be defined. Select 'Basic Data' in the main module menu bar, followed by 'Event Groups'.

In order to know the total number of participants for a particular event running over a number of days and a number of sessions, for example, you can define an event group. With the help of the event group you can calculate the total number of participants per event where it is spread over multiple sessions. An example of the use of event groups is described in paragraph 4.2.3 'Coupling events to Event Groups'.

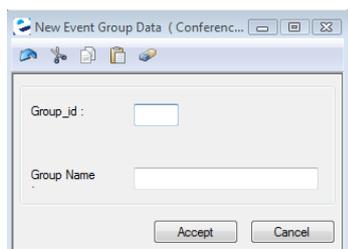
The screen 'List Event Groups' gives an overview of all event groups defined for the selected congress.



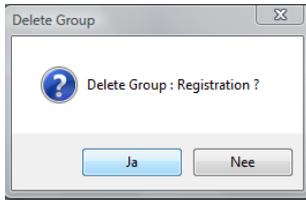
This screen can also be reached via:  
Basic Data (Alt+b) -> Event Groups (g)

'Conference' is again the drop down menu through which you can select the congress to which you wish to add, view, modify or delete event groups. You can search through the list of event groups using 'Search Group'. The list of event groups contains the sequence number of the event group ('Group Id') and the identity of the event group ('Group Name').

Using the softkeys 'View', 'Edit' and 'New' you can view, modify and define a selected event group. You arrive in the 'View/Edit/New Event Group Data' screen.



You can view, modify or define the data of an event group in the 'View/Edit/New Event Group Data' screen. 'Group Id' is the sequence number of the event group and 'Group Name' is the identity of the event group.

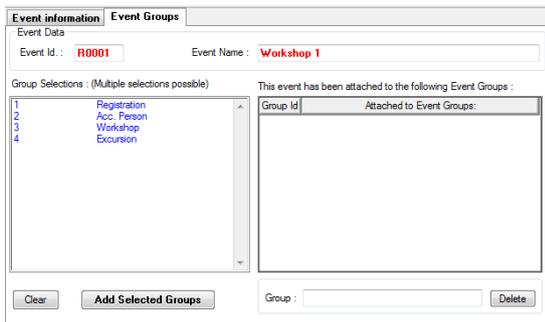


When you select an event group in the 'List Event Groups' screen and click the 'Delete' softkey, you will see the message shown above. When you confirm this action, the selected event group is deleted from the congress and you are returned to the 'List Event Groups' screen. If you answer 'No', nothing is changed and you are returned to the 'List Event Groups' screen.

### 4.2.3 Coupling events to event groups (Events)

After defining events and event groups, you can couple events to an event group of event groups. For example; As you can see in the 'List Events' screen, there are two events with 'Workshop A'. These occur once in the morning (Workshop A Morning) and once in the afternoon (Workshop A Afternoon). To be able to calculate the total number of participants and the total occupancy of 'Workshop A', for later export or printout, an event group is created with the name 'Workshop A'. This event group is coupled to the events 'Workshop A Morning' and 'Workshop A afternoon'.

You want to modify an event and select the event 'Workshop A Morning' in the 'List Events' screen, followed by selecting 'Edit'. In the screen 'Edit Event Data' you click on the softkey 'Event Groups', which results in the screen below being displayed.



On the 'Event Groups' screen 'form' of the 'Edit/New Event Data' screen you can couple the event with one or more event groups. The screen is divided into two parts. The left side deals with the event groups present for this congress and the right side deals with the coupled event groups.

The following elements make up the screen:

- 'Group Selection (Multiple selections possible)' and the softkeys 'Add Selected Groups' and 'Clear':  
This part of the screen shows all the event groups that have been defined for this congress. You can make multiple event group selections from this list. You couple the selected group(s) to the current event using the softkey 'Add Selected Groups'. You can deselect all the event groups by clicking the 'Clear' softkey.
- 'Group Id', 'Attached to Event Groups', 'Group' and softkey 'Delete':  
The coupled event groups are shown in this list. When you wish to uncouple an event from an event group, select the desired event. This is then placed in the 'Group' field. Clicking the 'Delete' softkey uncouples the event group from the event.

You can do the same to the event 'Workshop A Afternoon' on the 'List Events' screen. From now on all participants for 'Workshop A Morning' and 'Workshop A Afternoon' are added together and

displayed under event group 'Workshop A' on the printout 'Event Summary' shown in appendix 13, page 90.

Event groups can be coupled to and uncoupled from an event at any desired moment. This has no effect on the rest of the program.

- **Tip:**

Whenever you now want to create main and sub-event groups, proceed as follows:

Example: During a congress you have a Workshop A morning and afternoon, as well as a Workshop B morning and afternoon. You wish to know how many participants are registered for Workshop A and how many for Workshop B, but also how many have registered in total for a Workshop. You create three event groups, Workshop A, Workshop B and Workshop. You couple Workshop A en Workshop to the events Workshop A Morning and Afternoon. To event groups Workshop B en Workshop you couple Workshop B Morning and Afternoon.

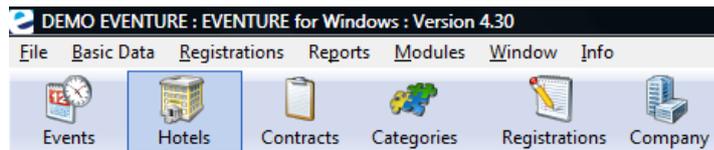
Now Eventure produces in the 'Event Summary', described in paragraph 6.1.5, a summary of the number of participants per event group. This shows that the event group Workshop is the sum of Workshop A and B and that Workshop A and B are the sum of their morning and afternoon sessions, respectively

### 4.3 Entering hotels

After the events have been created, the hotels in which we wish to place the participants need to be entered into Eventure or (maybe) modified.

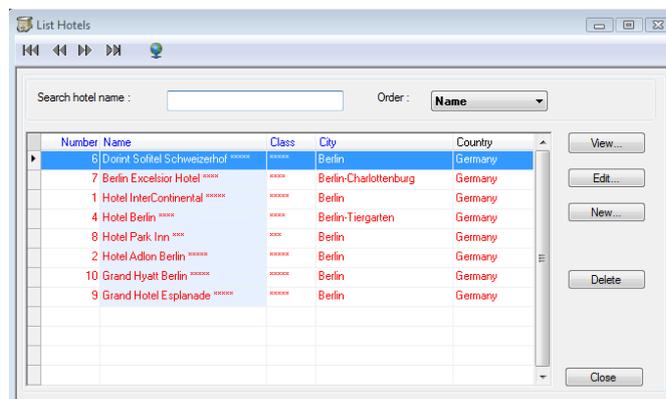
- Initially the creation of hotel data is described;
- Then the hotel rooms are entered into Eventure;
- Thirdly, the hotel contracts and associated options are handled;
- And finally the 'Hotel Allotment' is handled.

#### 4.3.1 Entering hotels (Hotels)



Using this icon on the menu bar you call up the screen with the hotel data present in Eventure.

You can add new hotel data or view, modify or delete hotel data in the 'List Hotels' screen. The hotels are available to all congresses.



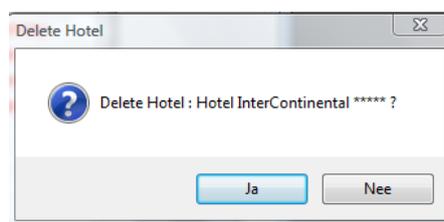
This screen can also be reached via:

*Basic Data (Alt+b) -> Hotels (h)*

'Search Hotel ...' and 'Order' provide the possibility to search through the hotel list. The drop down menu 'Order' allows you to sort the hotel list according to place (city), number of stars (class), name (name) and number (number).

'Num', 'Name', 'Class', 'City' and 'Country' are the elements of the hotel list. 'Num' is the sequence number of the hotel in the system, 'Name' is the name of the hotel in the system, 'Class' is the classification of the hotel, 'City' is the city and 'Country' is the country in which the hotel is located.

Using the softkeys 'View', 'Edit', 'New' puts you into the 'View/Edit/New Hotel Data' screen, which is described below.



You see the message shown above whenever you click the 'Delete' softkey. When you confirm the action, the selected hotel is removed from the system and you are returned to the 'List Hotels' screen. If you answer 'No' you are returned to the 'List Hotels' screen without anything being changed.

You can view, modify and/or create data for a particular hotel in the 'View/Edit/New Hotel Data' screen.

The screenshot shows a window titled "Edit Hotel Data" with a toolbar at the top. The main area contains the following fields and controls:

- Hotel number :
- Name :  Class : \*\*\*\*\* (dropdown)
- Address :
- Zipcode :  City :
- Country :  - Contact :
- Telephone :
- Telefax :
- E-mail :
- Number of rooms :  Number of beds :
- Remarks :

Buttons: Accept, Cancel

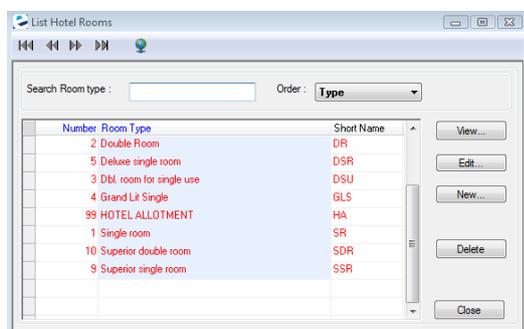
The following elements are in this screen:

- 'Hotel Number':  
You can give the hotel a sequence number here.
- 'Name':  
Fill the name of the Hotel in.
- 'Address', 'Zipcode', 'City', 'Country':  
Fill the address of the hotel in.
- 'Class':  
Fill in the number of stars that the hotel has.
- 'Contact':  
Fill in the name of the contact person for the hotel.
- 'Telephone', 'Telefax', 'E-mail':  
Fill in the telephone number, fax number and e-mail address (if available) of the hotel.
- 'Number of rooms', 'Number of beds':  
You can give the number of rooms and number of beds. These fields are optional and serve to indicate the size of the hotel.
- 'Remarks':  
This is for your own comments about the hotel.

### 4.3.2 Entering hotel rooms (Hotel Rooms)

After defining the hotels, the hotel rooms can be defined in Eventure. Select 'Basic Data' in the menu and then 'Hotel Rooms'.

An overview of all types of hotel rooms present in the system is given in the screen 'List Hotel Rooms'. In this screen you can view, change, delete and/or add the types of hotel rooms.



This screen can also be reached via:  
Basic Data (Alt+B) -> Hotel Rooms (R)

'Search Room ...' and 'Order' gives you the possibility to search through the list of types of hotel rooms. Using the 'Order' drop down menu you can sort the list of Hotel Rooms according to 'Type' and 'Number'.

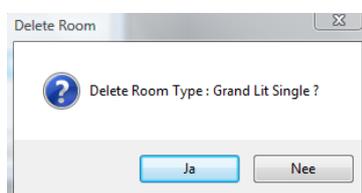
'Number', 'Room Type' and 'Short' are the elements of the list of hotel rooms present in the system. 'Number' is the sequence number of the room, 'Room Type' is the room category and 'Short' is the abbreviation for the hotel room.

You can view, modify or define a room using the 'View', 'Edit' en 'New' softkeys. Using one of these softkeys puts you into the 'View/Edit/New Room Type Data' screen.



This is the 'View/Edit/New Room Type Data' screen, which allows you to view, modify and enter room data.

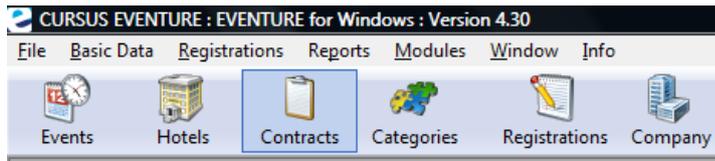
The 'Room Id. Number' is the sequence number of the room as it appears in the 'List Hotel Rooms' screen. This can be filled in as desired. 'Room Type' is the category of the hotel room and 'Short' is the abbreviation of hotel room type.



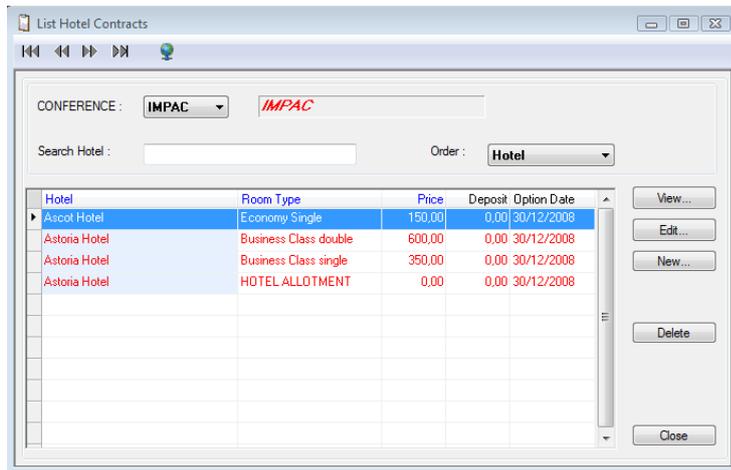
Clicking the 'Delete' softkey in the 'List Hotel Rooms' screen causes the 'Delete Room' screen to be displayed. Confirming the action results in the hotel room selected being deleted from the list. Clicking 'No' returns you to the 'List Hotel Rooms' screen without anything being changed.

### 4.3.3 Drawing up hotel contracts (Hotel Contracts)

After entering the hotels and hotel rooms, the hotel contracts for the various hotels and rooms can be defined in Eventure. Select 'Basic Data' in the menu, followed by 'Hotel Contracts'. You can also click the 'Contracts' icon in the menu bar, as shown below.



The 'List Hotel Contracts' screen displays an overview of all hotel contracts for a particular congress present in the system. None of this data is present in the system while you are defining a new congress.



This screen can also be reached via:

*Basic Data (Alt+b) -> Hotel Contracts (t)*

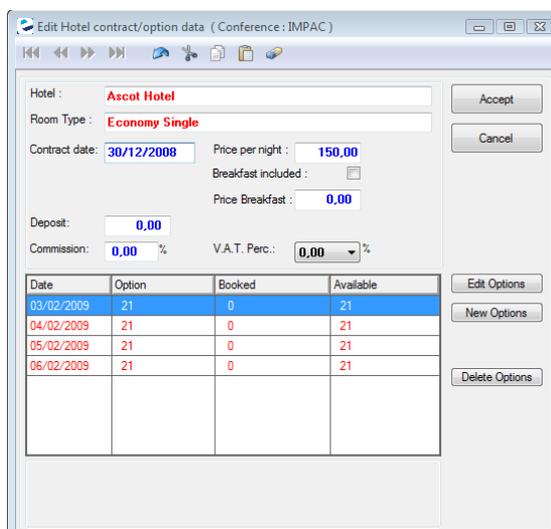
'Conference' is a drop down menu which allows you to select the congress for which you want to view, modify or add the hotel contracts. 'Search ...' and 'Order' provides the possibility for searching for 'Hotel', 'Room Type', 'Price', 'Deposit' and 'Option Date':

This table lists all the hotel contracts. 'Hotel' is the name of the hotel to which the contract applies, 'Room Type' is the hotel room to which the contract applies and 'Price' is the hotel room rate in the applicable hotel. 'Deposit' is that applicable to the room. 'Option Date' is the date for which the option has been made.

You must draw up a contract for each room type (Room type).

- **Tip:**  
If you are assigned hotel rooms which you are allowed to allocate as single or double rooms, refer to 4.3.4, the 'Hotel Allotment'.

Clicking the 'View', 'Edit' en 'New' softkeys puts you in the 'View/Edit/New Hotel contract/option data' screen.



You can view, modify and/or enter data applicable to the hotel contract and options in the 'View/Edit/New Hotel contract/option data' screen.

The following data is present in the screen:

- 'Hotel':  
You can select the hotel to which this contract and options apply using this drop down menu.
- 'Room Type':  
You can select the hotel room to which this contract and options from this drop down menu.
- 'Contract date':  
This date is the date that the contract was agreed, drawn up, etc. It can be filled in according to your wishes.
- 'Commission':  
Fill in the commission per night as a percentage.
- 'Price per night':  
Fill in the price of the room per night that the participant must pay for the selected hotel.
- 'Deposit':  
Fill in the deposit amount that participants should pay. This option is not available if, when entering the basis data of the congress in the display 'View/Edit/New conference data' on the 'form' screen 'Main Data', described in paragraph 4.1.1 'Main data', you clicked on the check box 'participants must pay total hotel fee instead of only deposit'.

When you have entered all of the data described above, click the 'Accept Contract' softkey which then changes to 'Accept'. The sub-screen shown below appears on the display directly below the 'Commission' and 'Deposit' display boxes.

Date	Option	Booked	Available

If no options have been defined, the screen is blank. New options can be defined by clicking the 'New Options' softkey, which then results in the following sub-screen.

From :	<input type="text" value="03/02/2009"/>	Rooms in option:	<input type="text" value="1"/>	<input type="button" value="Accept"/>
To and incl.:	<input type="text" value="06/02/2009"/>			<input type="button" value="Cancel"/>

Fill in the dates applicable to the option ('From' and 'To and incl') and the number of rooms on which an option is available ('Rooms in option'). When you click on the 'Accept' softkey, the screen shown below is displayed, showing the table of options listing all the nights between the two defined dates and the options available.

Date	Option	Booked	Available
12/12/2005	40	0	40
13/12/2005	40	0	40
14/12/2005	40	0	40

The number of rooms on which there is an option ('Option'), the number of rooms booked ('Booked') and the number of rooms still available ('Available') are shown for each night of the option period.

You can change the number of options per night. Select the option you wish to change, e.g. 9/10/2000. Clicking the 'Edit options' softkey puts you in the sub-screen shown above. The data is displayed in the same positions as when you were entering the data for a new option. Enter the (changed) number of rooms in the option ('Rooms in option') for the specific date specified ('Date').

If you wish to delete an option, select the option to be removed and click the 'Delete Options' softkey. The display shown above appears. If you confirm this action, the selected option is removed from the system and you are returned to the list of options in the contract screen. If you click 'No', you are returned to the list of options in the contract screen without anything being changed.

When you have finished defining the options for hotel rooms in this specific hotel, click 'Accept' and you are returned to the 'List Hotel Contracts' screen.

Whenever you wish to delete a contract, select the contract and click the 'Delete' softkey, which results in the message shown above being displayed. Confirming this action deletes the contract from the system and returns you to the list of contracts screen. If you click the 'No' softkey, you are returned to the list of contracts screen, without anything being changed.

This concludes the definition of hotel contracts. It is important that you wish to actually retain the contracts as you have defined them. As soon as participants have been registered, you are only able to change the number of options and are not able to cancel the contracts or options. If you try to do so for rooms already reserved, the messages shown below are displayed.

#### 4.3.4 Entering the 'Hotel Allotment'

An important room in the list of hotel rooms ('List of rooms') is room 99. This room is a standard feature in Eventure and represents the so-called 'Hotel Allotment'. In other words, the hotel allots a certain number of rooms, the categories of which you may define yourself.

You can use 'Hotel Allotment' in the following manner:

A hotel allots a package of 100 rooms say, which you can categorise into single or double rooms as required. You draw up a new contract in the 'Hotel Contract Window' screen with the 'Hotel Allotment'

for the applicable hotel. Enter the contract date only. You therefore do not enter any price or commission.

Clicking the 'Accept Contract' softkey puts you in the screen for defining the options. You define a new option with the number of rooms and the period agreed for the option with the hotel. Click the 'Accept' softkey at the top to return to the 'List Hotel Contracts' screen.

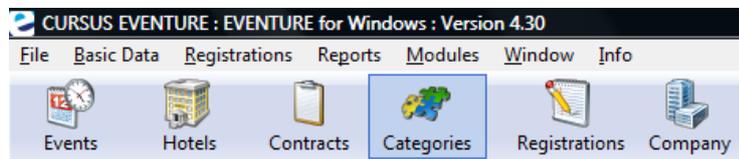
You assign the categories of the rooms you were allotted by the hotel to the 'Hotel Allotment'. In this case, the single and double rooms. You define a new contract for the single room, in which you enter the price and possible commission only. you do not define any options. Do the same for the double room.

When you return to the 'List Hotel Contracts' screen, you see that there are three contracts for the same hotel, namely 'Hotel Allotment', a single room with a price and possible deposit for the hotel room )"deposit" and the same for the double room. When you now assign congress participants a single or double room in the hotel with the 'Hotel Allotment', it is taken from room 99, i.e. the 'Hotel Allotment'.

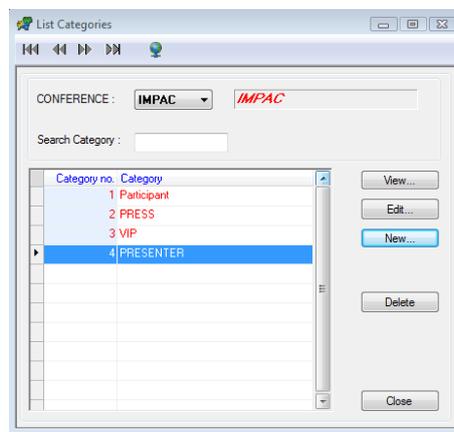
You are able to make 'hotel allotments' for several hotels simultaneously.

#### 4.4 Entering participant categories (Categories)

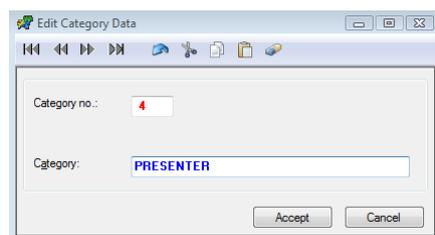
You can define several categories of participant. This can be handy for making different confirmation letters and suchlike for the different types of participant.



Click on the Categories icon in the menu bar to call up the screen shown below with data about the categories of participant available in Eventure.

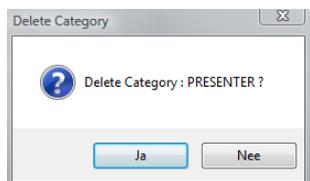


The 'List Categories' screen gives an overview of all the categories of participants per congress ('Conference'). By using the 'Search Category' field you can search through the list of categories. If you want to define a new category or change an existing category, click the 'Edit' or 'New' softkey, respectively. This puts you in the screen below.



You can enter the sequence number for a category ('Category no.')

You can also define categories for non-participants which you will be registering, e.g. members of the press. These are not participants of the actual congress, but still need to be registered for the congress, for such things as badges, payment, catering numbers, etc.



If you wish to remove a category, click the 'Delete' softkey. You receive the message shown above. Confirming the action results in the selected category being deleted. If you click 'No' you are returned to the list of categories screen ('List Categories') without anything being changed.

#### 4.5 Composing confirmation, cancellation and other letters

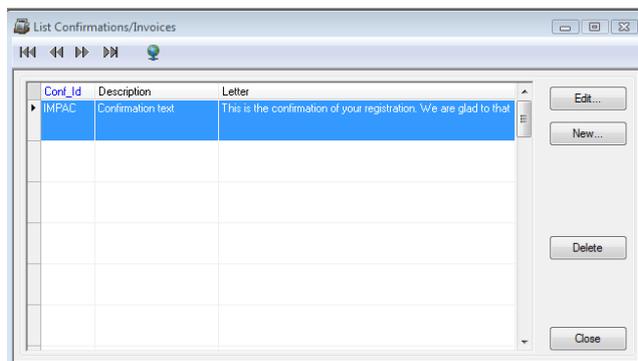
It is not necessary to compose confirmation and cancellation letters or invoices at the same time as defining the congress. You can always compose these later. This description is given at this point because, like the instructions above, it falls under the 'Basic Data' menu.

The following letters are handled:

- Confirmation/Invoice Text;
- Cancellation/Invoice Text;
- Confirmation letter in Word;
- Other Letters.

##### 4.5.1 Confirmation/Invoice Text

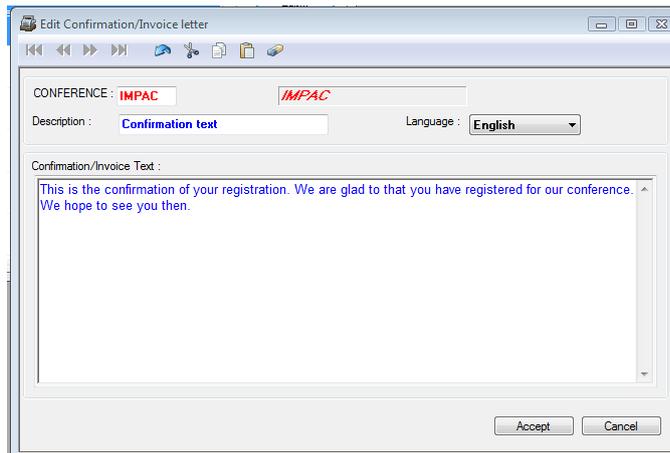
When, after registering participants, you wish to print and send them a confirmation letter/invoice, you can use the option 'Confirmation/Invoice Text' under the menu 'Basic Data' to compose, modify or view the texts for the various congresses.



This screen can also be reached via:  
*Basic Data (Alt+b) -> Confirmation/Invoice Text (f)*

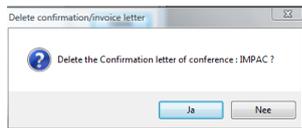
The screen above is displayed when you have chosen to compose, modify or read the confirmation letter/invoice. The 'List Confirmations/Invoices' screen provides a list of confirmation letter/invoice texts per congress.

You can only compose one confirmation letter/invoice text per congress.



The 'Edit' and 'New' softkeys result in the screen display shown above. In the 'Edit/New Confirmation/Invoice letter' screen you can type in a short description of the confirmation text ('Description'). Type the actual text that is to appear in the confirmation letter in the entry field 'Confirmation/Invoice Text'.

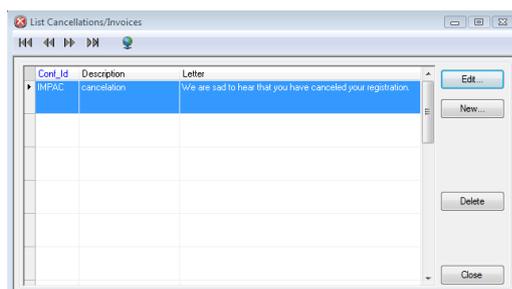
When you click the 'Delete' softkey in the 'List Confirmations/Invoices' screen, the screen below appears.



If you confirm the action, the confirmation text is removed from the list and you are returned to the list of confirmation texts. If you click the 'No' softkey, you are returned to the list of confirmation texts without anything being changed.

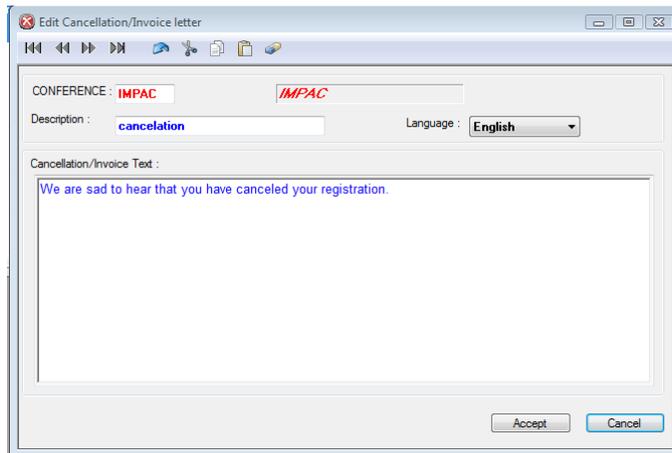
#### 4.5.2 Cancellation/Invoice Text

When, after cancelling participants, you wish to print and send them a cancellation letter/invoice, you can use the option 'Cancellation/Invoice Text' under the menu 'Basic Data' to compose, modify or view the texts for the various congresses.

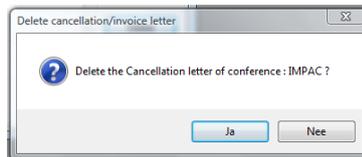


This screen can also be reached via:  
*Basic Data (Alt+b) -> Cancellation/Invoice Text (a)*

The screen above is displayed when you have chosen to compose, modify or read the cancellation letter/invoice. The 'List Cancellations/Invoices' screen provides a list of cancellation letter/invoice texts per congress.



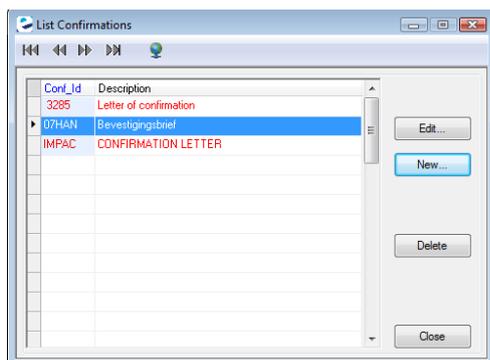
The 'Edit' and 'New' softkeys result in the screen display shown above. In the 'Edit/New Cancellation/ Invoice letter' screen you can type in a short description of the cancellation text ('Description'). Type the actual text that is to appear in the cancellation letter in the entry field 'Cancellation/Invoice Text'. When you click the 'Delete' softkey in the 'List Cancellations/Invoices' screen, the screen below appears.



If you confirm the action, the cancellation text is removed from the list and you are returned to the list of cancellation texts. If you click the 'No' softkey, you are returned to the list of cancellation texts without anything being changed.

### 4.5.3 Confirmation letter in MS Word

Select the option 'Confirmation Letter Word' from the 'Basic Data' menu when you want full control over the layout of a confirmation letter.



The screen shown above is displayed. A list of letters that have been composed in Word in the 'List Confirmations' screen.



The 'Edit' and 'New' softkeys result in the screen above. You can type in a short description of the letter ('Short Description') in the 'Edit/New Confirmation letter' screen. Start MS Word up using the 'Confirmation Letter' softkey and you see the standard letter as it is delivered with Eventure. You can enter your own text and layout.

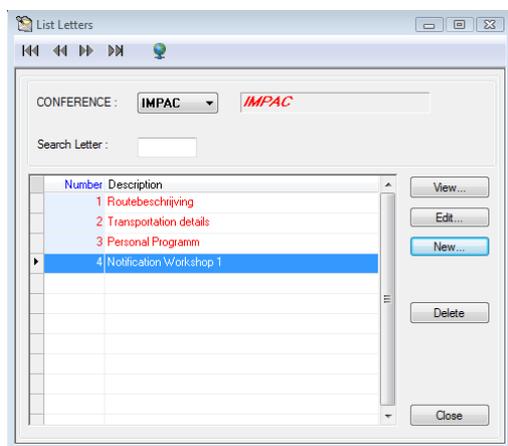
Clicking on the 'Delete' softkey in the 'List Confirmations' screen results in the screen below.



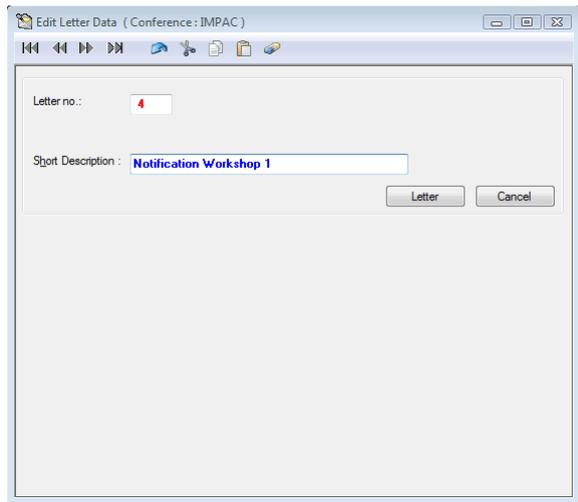
Confirming the action removes the confirmation text, including the Word document, from the list and returns you to the confirmation text in Word. If you click the 'No' softkey you are returned to the list of confirmation texts in Word without anything being changed.

#### 4.5.4 Other letters (Letters)

If, in addition to the confirmation and cancellation letters, you want to send one or more other letters, select the 'Letters' option in the 'Basic Data' menu. These letters are always composed in Microsoft Word.

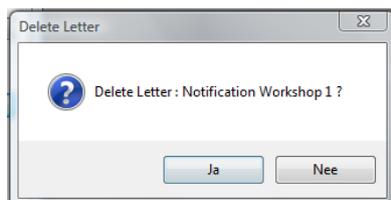


The screen above is displayed. The 'List Letters' screen gives an overview of the other letters that have been written for this congress.



Clicking the 'Edit' and 'New' softkeys results in the screen above. You can type in a short description of the letter ('Short Description') in the 'Edit/New Letter Data' screen. Start MS Word up by clicking the 'Letter' softkey, which results in the standard letter delivered with Eventure being displayed, but in this case without events. You can enter the text and layout as you wish. The file name under which the letter is saved on the hard disc is assigned by Eventure and should not be changed. If you do change the name, then the letter is no longer able to be accessed in Eventure.

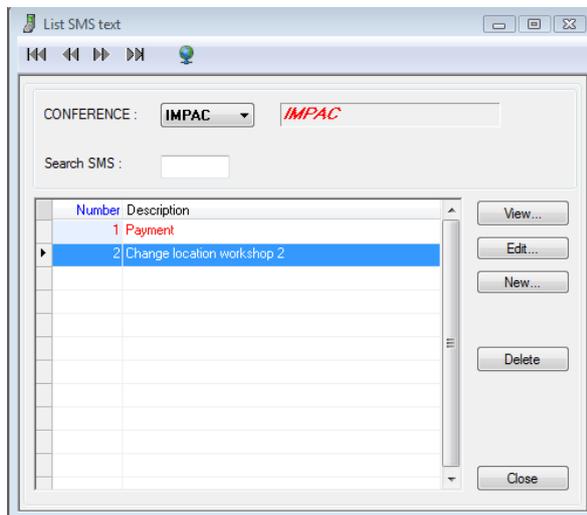
Clicking the 'Delete' softkey in the 'List Letters' screen, results in the screen display below.



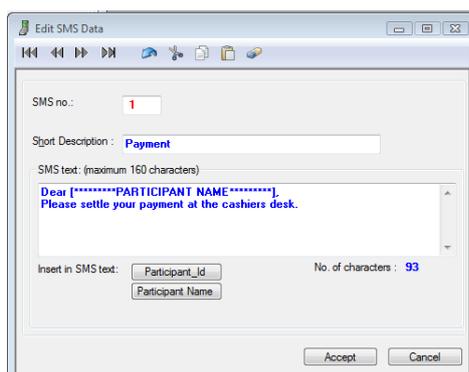
Confirming the action results in the letter, including the Word document, being removed from the this list and you are returned to the list of other letters in Word screen. If you click the 'No' softkey you are returned to the list of other letters in Word screen without anything being changed.

### 4.5.5 Sending an SMS (SMS)

If you want to send an SMS in addition to the confirmation and cancellation letters, select the 'SMS' option in the 'Basic Data' menu.

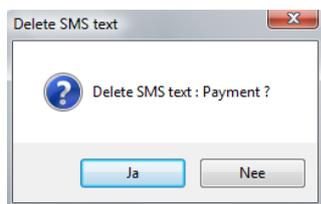


The screen above appears. The 'List SMS text' screen lists the SMS messages that have been written for this congress.



Click on the 'Edit' or 'New' button and the 'Edit/New SMS Data' screen shown above appears. You can type in a short description of the SMS in the 'Short Description' field. You type the full SMS text (maximum 160 characters and spaces) in the 'SMS text' field. To add the registration number and/or name of the participant in the SMS click on the 'Participant\_Id' and/or 'Participant Name' button(s).

When you click on the 'Delete' button in the 'List SMS' screen the following screen appears.



Click on the 'Yes' button and the SMS is deleted from the list and you are returned to the 'List SMS' screen. Click on the 'No' button and you are returned to the 'List SMS' screen without anything being changed.

## 5. Registering participants in Eventure (Registrations)

After having defined the congress, you can now start with what you have the system for, namely registering participants. This section is dedicated to the data about participants. The elements are handled in the following order:

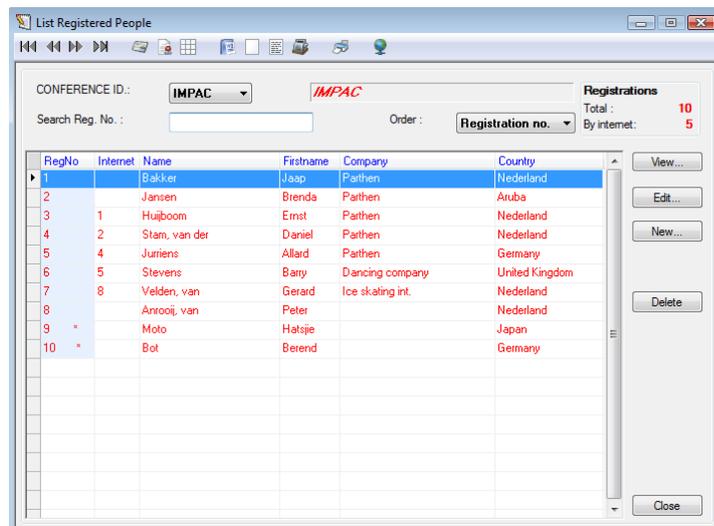
- The list of participants;
- The personal details of the participant ('Personal Data');
- Linking events to the participant ('Events');
- Entering the hotel from the hotel reservation ('Hotels');
- Entering the accompanying persons details (Accompanying Persons');
- Entering the method of transportation that will be used by the participant to attend the congress ('Transport');
- The payment details of the participant ('Payments');
- The on-site registration of participants.



Using this icon in the menu bar calls up the screen display, shown below, containing the data available in the Eventure system about participant registrations.

### 5.1 List of Participants

The 'List Registered People' screen provides an overview of participants for the selected congress. You can view, modify or delete the data of individual participants.



This screen can also be reached via:  
Registrations (Alt+r) ->  
Registrations (r)

- 'Conference ID' is a drop down menu for selecting the congress for which you want to register, view, modify or delete participants.
- 'Search ...' and 'Order' provides you the means to search through the list of participants. 'Order' allows you to sort participants according to 'Registration Number', 'Family Name', organisation or company ('Company'), 'City', 'Country', Internet registration number (Internet\_id) and financial balance (Balance).  
 The internet registration number (Internet\_id) is the sequence number assigned to the participant in the register when registering via the internet (refer to *Participant registration via the internet instructions*). This is comparable to the Registration Number in Eventure, but for the internet application.

<b>Description softkeys</b>	
	<ul style="list-style-type: none"> <li>You can directly print out a badge for the selected person using the softkey. This option is not described further here as you don't yet know how to print badges. This will be explained in paragraph 6.6, Badges. What is worth remembering is that by using this option you can print a badge for the selected person using the last badge layout defined.</li> </ul>
	<ul style="list-style-type: none"> <li>You can directly print a certificate for the selected person using the softkey. This option is not described further here as you don't yet know how to print certificates. This will be explained in paragraph 6.11, Certificates. What is worth remembering is that by using this option you can print a certificate for the selected person using the last certificate layout defined.</li> </ul>
	<ul style="list-style-type: none"> <li>You can directly print a label with for example the name and address information of the selected person.</li> </ul>
	<ul style="list-style-type: none"> <li>You can directly create a Word document for the selected person using the softkey. The conference name and the address of the selected person will automatically be in the document. You can enter your own text and layout.</li> </ul>
	<ul style="list-style-type: none"> <li>You can directly print a receipt for the selected person using the softkey. This option is not described further here as you don't yet know how to print receipts. This will be explained in paragraph 6.10, Receipts. What is worth remembering is that by using this option you can print a receipt for the selected person.</li> </ul>
	<ul style="list-style-type: none"> <li>You can directly print a filled receipt for the selected person using the softkey. (You will find more information in chapter 6.2, 'Confirmation/Invoice'.</li> </ul>
	<ul style="list-style-type: none"> <li>You can directly print a confirmation/invoice for the selected person using the softkey. This option is not described further here as you don't yet know how to print confirmations/invoices. This will be explained in paragraph 6.2, Confirmation/invoice. What is worth remembering is that by using this option you can print a confirmation/invoice for the selected person.</li> </ul>
	<ul style="list-style-type: none"> <li>You can directly print an overview of all the data of the selected person using the softkey.</li> </ul>
	<ul style="list-style-type: none"> <li>You can directly go to the internet login page using the softkey.</li> </ul>

- The total number of participants registered and the number of participants registered via the internet can be found under the heading 'Registrations'.

You can view, modify or enter the data of a selected participant using the 'View', 'Edit' and 'New' softkeys. This puts you in the 'View/Edit/New Participant Data' screen. This screen is described in the following paragraph, 5.2, 'Personal data of the participant (Personal Data)'.

The 'View/Edit/New Participant Data' screen is where you can view, modify or enter all data for a particular participant. It comprises 7 sub-screens, which can be accessed using the softkeys in the following sequence: 'Personal Data', 'Invoice address', 'Events', 'Hotels', 'Accompanying Persons', 'Transport' and 'Payments'. These sub-screens are therefore described in the same order below.

## 5.2 Personal data of the participant (Personal data)

The 'Personal Data' screen contains all the personal details of a participant. These details may be viewed or modified or new details for a participant may be entered.

When you are registering a new participant, you will see only question marks for the registration number ('Reg No') in this display. You can only allot a registration number once you have entered the family name. The registration number is allotted by clicking on the softkey shown in screen (a) above. When you enter the family name, Eventure will first search through the list of previously registered participants. When Eventure finds the same name, you will see the message shown below.

Reg.no.	Familyname	Initials	Company	Country
2	Jansen	B.N.	Parthen	Aruba

You can now check whether the participant you are entering is already registered. If this is the case, select 'Close' and 'Cancel' in the 'View/Edit/New Participants Data' screen. If this is not the case, select only 'Close' and continue with entering the participant's details.

The softkeys 'Previous Address' (b) and 'Prev. Address'/'Next Address' (c) are only visible when you are registering a new participant and have already registered participants for this congress. Softkey (c) only becomes visible after you have clicked on (b). You can scroll through the addresses both backwards and forwards. You can also modify the selected addresses.

When you have coupled a congress to the congress with which you are now busy, as described in paragraph 4.1.1, 'Main Data', the following may occur.

When you enter a family name which exists in the coupled congress, the screen below is displayed.



The system gives the existing names in the coupled congress which are the same as the entered name. If the person already in the system is the same person, then you can copy all of their details to this congress with one click on the 'Copy Data' softkey. If there are small differences, then you can copy the details given and only need to change those that are different. Only the details for the 'Personal Data' screen are copied.

Most of the details in the 'View/Edit/New Participant Data' screen are self-explanatory. Those deserving special attention are given here below:

- 'Country' has two drop down menu's, the first being the country recognition code and the second the name of the country. When you click on the country recognition code, the name of the country is automatically filled in. When you select the country from the drop down menu, the country recognition code is automatically selected. The international telephone access code is automatically filled in for both approaches.
- If an e-mail address is filled in the 'E-mail' window, you can send an e-mail to this person by clicking the 'E-mail Message' softkey. The standard e-mail program used by Windows is used for this action. The e-mail program must support the MAPI protocol, e.g. Outlook or Eudora.
- The drop down menu 'Communication' provides the choice of specifying the way in which the participant wants to communicate with you. You can choose between 'Post' or 'E-mail', which indicates whether the participant wishes to receive his/her confirmation, invoice, etc. by mail or e-mail.
- The drop down menu 'Language' provides the choice of specifying the way in which language the participant wants to receive his/her confirmation and cancellation letters, paragraph 7.2 'Confirmation/Invoice' and paragraph 7.3 'Cancellation/Invoice', or letters via Word, paragraph 7.4 'Confirmations via Word'.
- 'Participant must pay V.A.T.' is a box which you can tick to indicate that the participant must pay V.A.T.
- The checking box 'Present' indicates whether the participant is present or not. This box is standardly ticked, indicating that the participant is present. After the congress has ended you can remove the tick to indicate that the participant was not present, allowing you to make a printout of the 'no shows'.
- The 'Log file' softkey provides a list of changes of this person.
- The 'Letter History' softkey provides a list of letters that have been sent to this person.
- The 'Type' drop down menu provides the choice of calling the attendee a 'Participant' or a non-participant ('Outsider').
- The drop down menu 'Category' allows you to indicate under which category the participant or non-participant falls.

- The four following fields are for the financial administration. They give an overview of the hotel deposits paid ('Hotel Deposit Paid'), when this is applicable, the total sum paid for the events ('Total Events Paid'), the total sum outstanding for the events ('Total Debit') and the balance for the events and the hotels ('Balance'), which is usually negative. If the balance is positive, the participant has paid too much and should be repaid the sum given.
- The 'Registration Date' is the date of the initial data entry for this participant and the 'Last Mutation Date' is the date when his/her data was last modified.
- 'Last Confirmation' is the date when the last confirmation was sent to the participant.

### 5.3 Invoice address data/Linking a participant to a group

It can occur that a participant does not have to pay the bill, but that it will be paid by his/her company, for example. The 'Invoice Address' screen is for these instances. You select 'individual'  Individual  Group and you can add the invoice address data. If you don't have the group module, you don't have to make the selection.

Personal Data	Invoice Address/Group
M/F :	Male <input type="radio"/> Individual <input type="radio"/> Group
Family Name :	Hammer
Initials :	M. Infix : <input type="text"/>
Firstname :	Mirella
Title :	<input type="text"/>
Company/Institute :	ITworks
Department :	Finance
Address :	Peterstraat 2
Postal Code + City :	1092 GG VINKEVEEN
Country :	NE <input type="text"/> Nederland <input type="text"/>
Telephone :	31 311 4567299
Telefax :	<input type="text"/>
E-mail :	<input type="text"/>
VAT NUMBER :	1231
Send the invoice to this address : <input checked="" type="checkbox"/>	



The same personal details are given as for 'Personal Data', but in this case for the person or organisation responsible for paying the invoice. You indicate that the invoice should also be sent to this address by checking the 'Send the invoice to this address' box.

If there are several participants with the same billing address, then you can use the 'Previous Address' and 'Next Address' (a. and b.) softkeys to copy the data from a previous participant.

### 5.3.1 Linking a participant to a group

To link a participant to a group, select 'Group'  Individual  Group and the screen below appears.

The right side of the screen shows which groups have already been registered for this congress. Please see Section 6.2, 'Group Information (Company Data)' for how to register a group. Select the group and click on the 'Add participant to group' button. The group's address details are copied to the left side of the screen.

### 5.3.2 Deleting a participant from a group

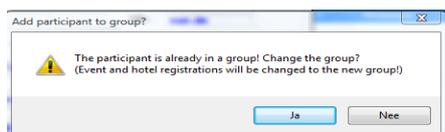
To delete a participant from a group select 'individual' and the following message appears.

When you confirm that you wish to delete the participant, all the events and hotel accommodation reserved for the participant via the group are deleted.

### 5.3.3 Linking a participant to a different group

To change the group to which a participant is linked click on 'Change Group' in the screen below.

The list of groups appears again on the right side of the screen. Click again on the 'Add participant to group' button and you will see a message stating that the participant is already linked to a group.



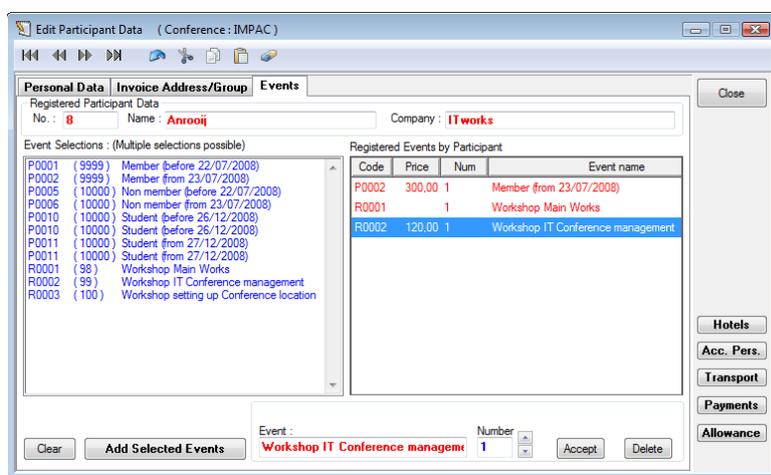
When you confirm you wish to change the participant's group, any events and hotel accommodation reserved for the participant via the first group are deleted. You can now assign the events and hotel accommodation related to the new group to the participant.

## 5.4 Events

After entering all relevant personal details of a participant, the events which the participant wishes to participate in are registered. Clicking the 'Events' softkey brings up the 'Events' screen, as shown below.

### 5.4.1 Linking events to an individual participant

The participant shown in the screen below is not linked to a group, or the group is paying everything linked to a group member.



This screen is divided into three parts. The top part gives the participant to whom we are going to assign the events. This gives the registration number (No.), the family name ('Name') and the organisation ('Company'). These details are only given for clarity and cannot be changed in this screen.

The left part gives all the events that you have entered for this congress. The events are divided into two types, namely registration types which you defined as per paragraph 4.1.5, 'Registration types and Fees', and for which the code number begins with a 'P', and the second type which begin with an 'R' and are defined as described under 'Events' in paragraph 4.2.1, Entering Events.

To link the events to a participant, click on the events required. You can select more than one event at a time. When you have selected all of the events required for the participant, click the 'Add Selected Events' softkey. The selected events are then copied to the right part of the screen. Clicking the 'Clear' softkey cancels all the selected events.

The right part of the screen displays the events that have been assigned to the participant. 'Num' indicates how often this event has been selected by the participant. Whenever you want to change how often an event has been selected by a participant, select the appropriate event and by using the arrows in the 'Number' field, either increase (up) or decrease (down) the number displayed. Clicking 'Accept' confirms the entry. Clicking 'Delete' removes the link between an event and the participant.

## 5.4.2 Linking events to a participant linked to a group

If a participant is linked to a group that is paying for a number of events, the screen appears as follows.

You see the addition  Show Individual events  Show Group events on the left side of the screen. With this selection you can indicate whether you wish to link the events paid for by the group to the participant. By clicking on 'Show Group events' you can see the events the group is paying for on the left side of the screen. As soon as you link one of these events to the participant (in the same way as described in section 5.4.1, 'Linking events to an individual participant', a '(G)' appears after the event name in the right half of the screen. This means that it is a group event which is invoiced to the group and not to the individual participant.

The participant may wish to register for a number of events not included in the group 'package'. In this case you select 'Show Individual events' and all the events are shown as described in section 5.4.1, 'Linking events to an individual participant'. The participant will receive an individual invoice for these non-group events.

## 5.5 Hotel reservations

After linking a participant to the events we can now link the participant to a hotel room reservation. The 'Hotels' screen is accessed via the 'Hotels' softkey.

### 5.5.1 Linking hotels to an individual participant

The screen shown below displays the data when a hotel reservation has been linked to a participant who is not linked to a group.

There are two reservations shown here, but one is intended to show what happens during a hotel cancellation, which is described later.

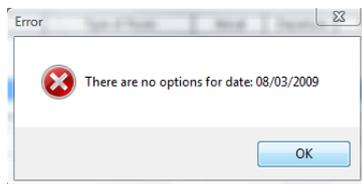
If there are no links to hotel rooms, the fields in this screen are blank. You see only the empty list and the 'Edit', 'New' and 'Cancel' softkeys.

You can enter a new hotel reservation using the 'New' softkey. This produces the screen shown below. The data is given in the list.

Hotel :	<input type="text" value="Ascot Hotel"/>	Arrival Date :	<input type="text" value="02/02/2009"/>	<input type="button" value="Accept"/>
Room Type :	<input type="text" value="Economy Single"/>	Departure Date :	<input type="text" value="06/02/2009"/>	<input type="button" value="Cancel"/>
Roomsharing :	<input type="text"/>	Nights :	<input type="text" value="3"/>	
Deposit paid by :	<input type="text" value="Participant"/>			
Remarks :	<input type="text"/>			

Using the 'Hotel' drop down menu, you can select the hotel for which you wish to make the reservation. Indicate the type of room you wish to reserve in the 'Room Type' field. In the 'Room sharing' field type the name of the person who will be sharing the room, if applicable. 'Arrival Date', 'Departure Date' and 'Nights' are self-explanatory. 'Deposit paid by' provides the possibility to indicate who will be paying the bill, the participant ('Participant') or the organisation ('Organisation'). The 'Remarks' field is for personal comments.

When you register a participant for a hotel reservation outside the dates of the options or there are too few options for a specific date, you receive the message shown below.



When you click 'Ok', you get the screen with options for the applicable hotel, paragraph 4.3.3, 'Drawing up Hotel Contracts'. You can increase the number of options in this screen, providing you have contacted the hotel about this and obtained permission.

You can cancel the hotel reservation by clicking 'Cancel'. After you have cancelled a reservation a '0' appears behind the reservation on the list.

## 5.5.2 Linking hotels to a group participant

The screen below concerns a participant who is linked to a group. The screen displays the participant details when there is a link to a group hotel reservation.

The screenshot shows the 'Edit Participant Data' window for a participant named Jansen. The 'Hotels' tab is active, displaying a table with one reservation:

Hotel	Type of Room	Arrival	Departure	Number
Ascot Hotel	Captains room	03/02/2009	06/02/2009	1 (G)

Below the table, the reservation details are shown:

Hotel: Ascot Hotel      Arrival Date: 03/02/2009  
 Room Type: Captains room      Departure Date: 06/02/2009  
 Roomsharing:   
 Part of Group Reservation?: Yes      Company: Acces Solutions Ltd.  
 Remarks:

If no hotel room(s) has/have as yet been linked the screen is empty. You see the empty list and the 'Edit', 'New' and 'Cancel' buttons.

You can make a new hotel reservation by using the 'New' button. You will see the screen below with the information included in the list.

The screenshot shows the 'New Hotel Reservation' form with the following fields:

Hotel:       Arrival Date: 03/02/2009      Accept  
 Room Type:       Departure Date: 06/02/2009      Cancel  
 Roomsharing:       Nights: 0  
 Part of Group Reservation?: Yes      Company: Acces Solutions Ltd.  
 Remarks:

Two additional fields have now appeared for an individual hotel reservation. The first is 'Part of Group Reservation?' with a drop-down menu. If you select 'Yes' here this means that this is a group reservation that will be paid for by the group not the individual participant.

The second field is the 'Company' field. This shows the name of the group to which the participant is linked.

The other fields work in the same way as described in section 5.5.1, 'Linking hotels to an individual participant'.

## 5.6 Accompanying Persons

After entering hotel reservations, accompanying persons can be defined. If a participant will be accompanied by a partner, for example, for whom a badge needs to be made, then that can be specified here.

Clicking on the 'Acc. Persons' softkey results in the 'Accompanying Persons' screen being displayed. Until you enter an accompanying person, the list remain empty and only the 'Edit', 'New' and 'Delete' softkeys are accessible. Only when you enter a new accompanying person by clicking on the 'New' softkey, does the display shown above appear.

You can enter a number of personal details about the accompanying person and add a picture..

## 5.7 Transport to and from the congress

When there are participants that are so important that they need to be met at the airport and transported to the congress or hotel, for example, this can be entered under 'Transport'.

The 'Transport' screen is displayed by clicking on the 'Transport' softkey. You can define whether the participant is arriving or departing ('Arrival/Departure'), on which date ('Date'), when ('Time') and using which type of transport ('Type of Transport: Aeroplane/Boat/Bus/Car/Taxi/Train/Tram/Unknown'). Under 'Remarks/Flight no.' you can give the flight number, for example.

## 5.8 Payments

After having registered the participant and he/she has made a payment or provided a guarantee that payment will be made, this is entered under 'Payments'

The 'Payments' screen is reached by clicking 'Payments' softkey. A list of payments made by the participant can be seen in the 'Payments' screen. We will now look at the most important data on this screen.

'Payment Events' is an entry field for entering the sum that has been paid for events by the participant. This can be a lower sum than the € 449,15 given in this example. A participant can have paid, for example, only € 200,- or have said that you may charge the credit card only € 200,-. The same applies to 'Payment Hotel', where you also have to enter what the participant has actually paid for the hotel. 'Total Payment' indicates what the participant has paid in total.

'Hotel Payment/Guarantee for' is a drop down menu in which you select the hotel for which a reservation has been paid.

'Bank Costs' are the costs made by you when the payment from the participant is a transfer from abroad. Enter the bank payment reference number in the 'Bank Slip' field.

'Date of Payment' is the date on which it is to be paid. You can decide this yourself. 'Way of Payment' is a drop down menu which allows you to select the payment method from the following: Bank transfer, Credit Card, Bank cheque, Cash, Giro transfer, Giro cheque, CC Online, SET and Client Account (The visitor then pays into the client's account).

a.

When you have selected the 'Credit Card' method of payment, the screen (a) shown above appears under the 'Way of Payment' drop down menu. Enter the details of the participant's credit card. You can select from four different credit cards in the field 'Type of Credit Card', namely: American Express, Eurocard/Mastercard, Diners Club and Visa. Now enter the expiry date and the card number.

The option 'Authorized' is a very important option. When the credit card company authorises the credit card payment, you can tick this box causing the system to register the credit card as being authorised and the payment made.

The 'Card Holder' softkey provides the possibility to enter the cardholder's details. The details appear on the screen in place of the credit card details. You can enter the cardholder's name ('Card Holder'), address ('Address'), postal code and city ('Postal Code + City') as they appear on the card.

Way of Payment : **Bankcheque**Group Number : Remarks : 

If the participant has chosen to pay by cheque, the group number ('Group Number') of the bank is requested. This group number is given by some banks as an identity of the payment, allowing the payment to be traced on the statement.

'Credit Card Guarantee for Hotel?' is a check box which allows you to indicate whether somebody has given a credit card guarantee for a hotel reservation. This check box appears only when a new payment is entered and a hotel reservation is entered for the participant. When you wish to process a payment this check box is not there. When you have activated the check box, the screen shown below is displayed.

Credit Card Guarantee for Hotel?

Date of Payment : **26/01/2009**

Way of Payment : **Credit Card**

Hotel Payment/Guarantee for : **Ascot Hotel, Economy Single**

Type of Credit Card : **Eurocard/Mastercard**

Expiration Date : **00/00** CVC :

Credit card number :

Authorized ?  **Card holder**

Remarks : **C.C. GUARANTEE HOTEL**

Despite the fact that you have not yet checked the credit card details with the credit card company, the 'Authorised' option is activated. This is because you assume that in good faith that the participant has given you the correct credit card details.

Way of Payment : **Autom. Incasso**

Bank account :

Payment settled ?  **Name payer**

Name payer : **Anrooij, P. van**

City : **VINKEVEEN 1092 GG**

**Return to bank account data**

When you have selected the 'Autom. Incasso' method of payment (direct debit will only be available in The Netherlands), the screen (a) shown above appears under the 'Way of Payment' drop down menu. Enter the details of the participant's bank data.

Fill out the bank account number of the participant at the 'Bank account' field.

The option 'Payment settled' is a very important option. When the bank sends back the reports of the debit of the accounts, you can tick this box causing the system to register the payment as being collected and the payment made.

The 'Name payer' softkey provides the possibility to enter the bank holder's details. The details appear on the screen in place of the bank account details. You can enter the bank holder's name ('Name payer') and city ('Postal Code + City') as the participant has filled out on his registration form.

Dutch banks need these data to execute the payment.

## 5.9 Subsidy/Grant for participant (Allowance / Grant)

The last element handled under the registration of participants is the possibility for application for a subsidy, a so-called 'Allowance'. A good example of an allowance is a grant.

Total Allowance : **75.00**

Allowance	Date	Description	Paid
75.00	26/01/2009	Diner	Yes

Allowance :  Date :

VAT :  Description :

Total Allowance:  Allowance has been paid :

Pressing the furthest softkey (top right) in the menu bar 'Allowance' displays the screen shown above. The most important elements of this screen are described.

- 'Allowance':  
Enter the amount of the 'allowance' in this field.
- 'VAT':  
Select the appropriate VAT rate from this drop down menu.
- Total allowance':  
This field displays the total amount of the 'allowance', including VAT.
- 'Date of Payment':  
Enter the date of payment of the 'allowance' in this field.
- 'Description':  
You can enter a short description of the 'allowance' in this field.
- 'Allowance has been paid':  
Use this check box to indicate that the 'allowance' has actually been paid.

## 5.10 Cancelled participants

When you have registered all details of a participant and confirmed this with 'Accept' you are returned to the 'List Participants' screen. There is one option on this screen which has not been described, namely the 'Delete' softkey.

The screenshot shows a 'Delete Participant' dialog box for conference IMPAC. It displays the following information:

- Registration Number: 7
- Name: G. Velden
- Company: Ice skating int.
- Address: Jaap Edenweg 22
- Zip Code + City: AMSTERDAM
- Country: Nederland
- Total Hotel Deposit Paid: 0.00
- Total Events Paid: 0.00
- Total Debit Events: 200.00
- EVENT BALANCE: -200.00
- Date of cancellation: 26/01/2009
- TO PAY: 200.00 (100%)
- PAID BY PARTICIPANT: 0.00
- TO BE PAID BY PARTICIPANT: 200.00

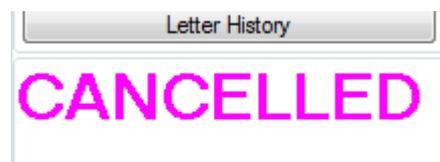
When you wish to remove a registered participant, because they cancelled their participation, select the participant and click the 'Delete' softkey. In the 'Delete Participant' screen you are given an overview of the details of the participant that you wish to remove. You can change the cancellation date ('Date of cancellation') and the amount to be paid, which is dependent on the cancellation date ('To Pay: according to date of cancellation'). If you now click 'Delete Participant', the message shown below is displayed.

The screenshot shows a confirmation dialog box titled 'Delete Participant' with the question 'Delete Participant : G. VELDEN ?'. It has two buttons: 'Ja' (Yes) and 'Nee' (No).

When you confirm the action, all data of this participant relating to hotels, events, accompanying persons and transport are removed from the screen. If a payment still has to be made, then the payment form remains available.

The screenshot shows the 'Edit Participant Data' screen for participant G. Velden. The participant's status is 'CANCELLED', indicated by a large pink 'CANCELLED' text overlay. The screen displays personal data, invoice information, and financial details.

Field	Value
Reg No. (8)	7
M/F	Male
Family Name	Velden
Initials	G.
Prefix	van
Title	
Firstname	Gerard
Function	
Company/Institute	Ice skating int.
Department	
Address	Jaap Edenweg 22
Postal Code + City	1056 XB AMSTERDAM
Country	NE Nederland
Telephone	31 20 5143541
Mobile	
Telefax	
Email	velden@iceskating.nl
WWW address	
Remarks	
Hotel Deposit Paid	0.00
Total Events Paid	0.00
Total Debit	200.00
BALANCE	-200.00
Registration Date	07/07/2008
Last Mutation Date	08/01/2009
Last Confirmation	/ /



When a registration of a participant has been cancelled, the message 'Cancelled' appears in the 'View/Edit/New Participant Data' screen. A star appears in front of every cancelled participant in the 'List Registered People'. This indicates that the participant has cancelled, but that the personal details

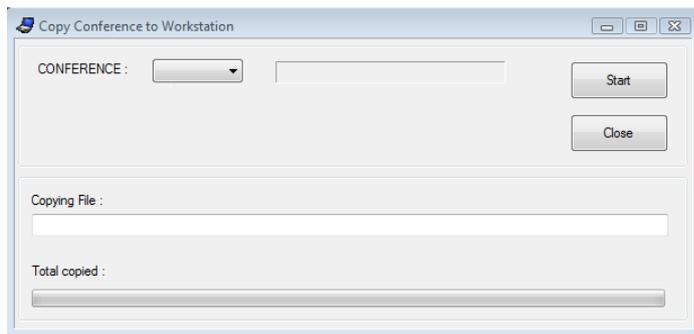
are still in the Eventure package. You still have the possibility of changing the payment details of the cancelled participant.

## 5.11 On-site registration of participants

You use this option when you are already at the congress and wish to register participants. In order to be able to register participants on-site you need to make some preparations in the program. Initially you need to copy the relevant data in order to be able to use these for on-site registration. And finally, you this data is sent back into the system for processing after the congress is over.

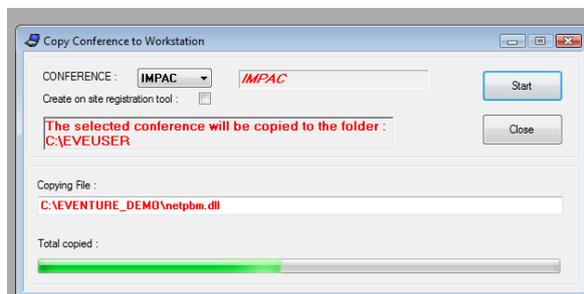
### 5.11.1 Copying conference data to workstation for use during the congress (Copy conference to Workstation)

First return to the main menu of Eventure (Main module) by clicking on the 'Main' softkey in the menu bar. Now go to **F**ile -> Conference **L**ocation Copy -> Copy Conference to Workstation. This brings you into the screen shown below.

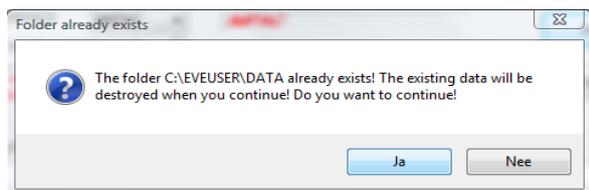
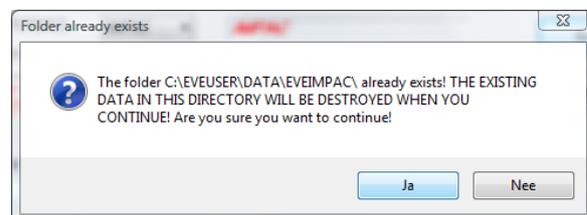
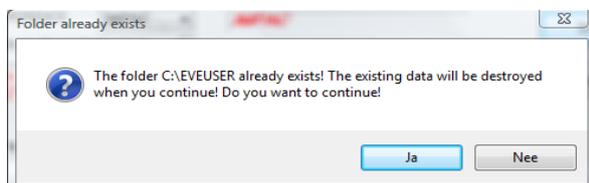


This screen can also be reached via:  
**F**ile (Alt+f) -> Conference **L**ocation Copy (l)

Select the conference that you wish to use for on-site registration using the 'Conference' drop down menu '. Now click the 'Start' softkey. A copy of Eventure with the data for the selected congress is now copied to the 'Eveuser' folder in drive 'C' of the computer on which this action will be performed. During the copying process the file names being copied are displayed. The 'thermometer bar' ('Total copied') indicates the progress of the action.

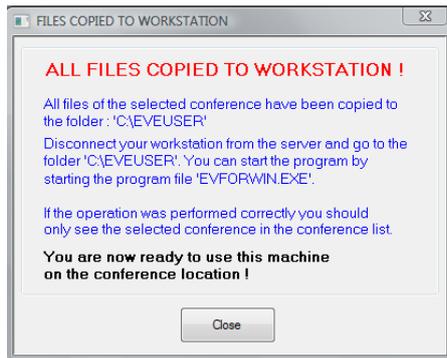


If you have already exported a congress, Eventure will report that the directory (folder) c:\Eveuser already exists.





When the export is completed the following message is displayed.



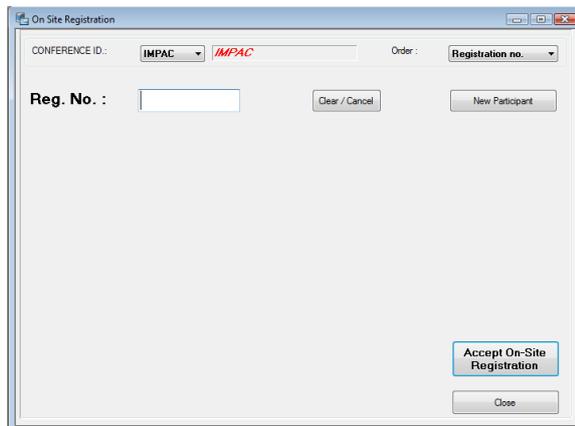
The program is started with the file 'Evforwin.exe', residing in the 'c:\Eveuser' folder. When the 'List Conferences' screen appears after you have started up the program, you will see that only one congress is available to you, namely the congress that was copied.

To make it easier for you to start up, make a quick start icon for 'Evforwin.exe' on your desktop.

After you have copied the data to the workstation, it is better not to work on this congress directly at the server, because when you copy the modified congress data back to the server, as described in paragraph 5.11.3, 'Reinstall Workstation data to server after the congress', a backup copy of the server data is made before the data from the workstation is transferred.

### 5.11.2 On-site registration of participants (On-site registration)

When you wish to enter an on-site registration, after having started up the PC at the congress, go to the 'Participants module'. Then select Registrations -> On-site Registration.



This screen can also be reached via:

Registrations (Alt+r) -> On-site registration (o)

To register a new participant for this congress, click on the 'New Participant' softkey.

Under the imaginary line flowing through 'Reg. No' and the 'Clear/Cancel' and 'New Participant' softkeys, there now appears the screen shown below.

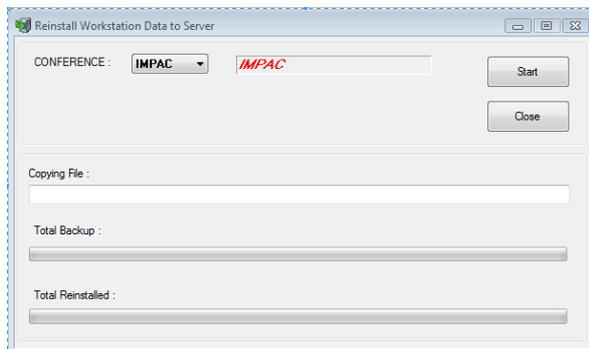
Fill the details of the new participant in. When all of the required details have been completed, click the 'Accept On-site Registration' softkey. The participant's details are now stored in Eventure, together with the date and time of registration, and the following message is displayed.

You are asked whether you want to immediately print out a badge for the participant just entered. If you confirm this action, a badge is printed out following the last defined badge layout, see Section 6.6, Badges.

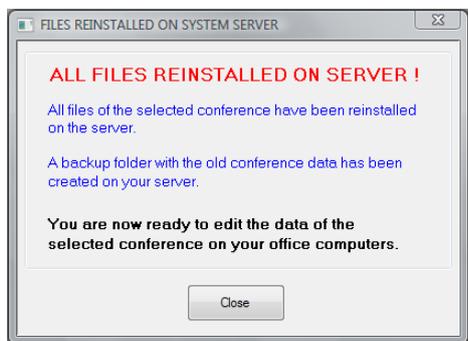
You can search through the data for a particular participant in the 'On-site Registration' screen to look at his/her current payment status, for example.

### 5.11.3 Reinstall Workstation Data to Server after the congress

After you have started up Eventure, go to File -> Conference Location Copy -> Reinstall Conference on Server. The screen shown below will be displayed.



In the 'Conference' window of the 'Reinstall Workstation Data to Server' screen, select the conference that you wish to retransfer to the server. Click 'Start' to initiate the copying procedure. After the data is reinstalled on the server you will get the following message.



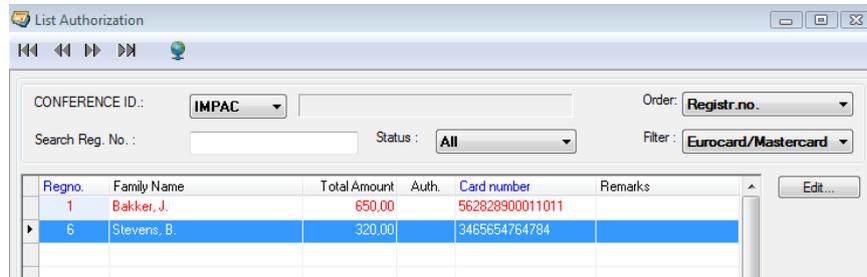
- **Tip:**

When the data is sent back to the server, a back-up is made of the data residing in the server memory before this is overwritten by the data sent back.

The data in the workstation is transferred to the server, without a copy being made. If you wish to retain a copy for security or your own peace of mind, make a copy of the c:\Eveuser folder before starting the data re-transfer to the server.

## 5.12 Credit card authorisation (Authorization) and Direct debit

You can use the 'Authorization' to process the authorisation of the credit card company. The screen 'List Authorization' provides an overview of data in the list of credit card requests by credit card company.



This screen can also be reached via:  
Registration (Alt+r) ->  
Authorization (a)

'Conference' is again the drop down menu through which you can select the congress to which you wish to modify or view the authorisation. You can search through the list of people using 'Search Reg. No.'.

- **Tip:**  
When you have the module 'Automatische incasso' (direct debit), you can process the payments by choosing 'Autom. Incasso' at the 'Filter' option.
- **'Status':**  
With this drop down menu you can select the status of the credit card payments. 'Not authorized' shows the credit card payments without authorization. 'Authorized' shows the people with authorization and 'All' shows both.
- **'Filter':**  
With this drop down menu you can select the credit card company.

Using the 'Edit' softkey puts you in the screen 'Edit Authorization Data', in which you can view or edit the authorisation request.

'credit card autorisation screen'

'automatische incasso screen'

The fields in 'Registered Participants Data' are read only. To make changes, go to 'Registrations' in the menu 'Registrations'.

The 'Remarks' field is for your own comments about the payment or to enter the authorisation code of the credit card company.

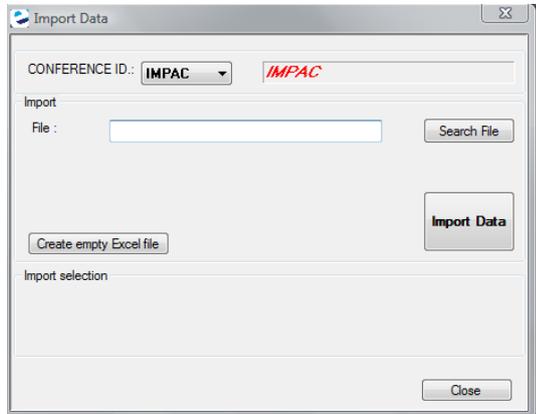
The option 'Authorized' and 'Payment settled' are very important options. When the credit card company authorises the credit card payment or when the bank sends back the reports of the debit of the accounts, you can tick this box causing the system to register the credit card as being authorised or the direct debits as being paid and the payment made.

### 5.13 Import Participant data from Excel

You use this option when you want to import a list of participants from Excel into Eventure.

The Excel file must have a certain layout.

Select the 'Registrations' menu followed by 'Import Participant data from Excel'. This puts you into the 'Import Data' screen.



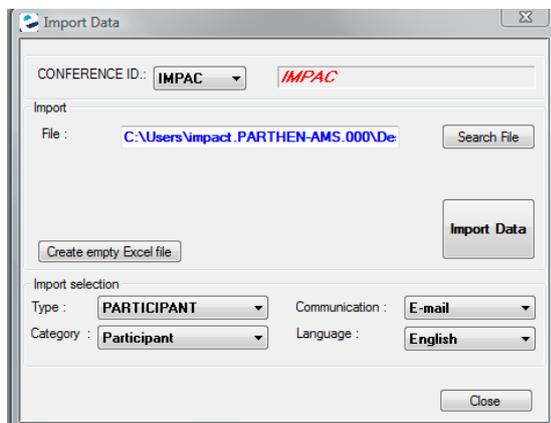
Make sure you have chosen the right conference, because the import module can save you a lot of work, but importing the data into another conference can also make a lot of extra work.

Using the 'Create empty Excel file' softkey the system provides you with an empty Excel file. The names of the fields are automatically filled out.

It is important to write down the family name in the field named 'Familyname', the initials in the field named 'Initials', the first name in the field named 'Firstname', etc. You are not allowed to change anything about the order of the fields.

Save the file after you entered all the data.

Back in Eventure you select the file you just saved by using the  softkey. In the 'Import Data' screen some drop down menus are added.



The drop down menus in the 'Import selection' field are used to specify what extra data should be imported with the registrations.

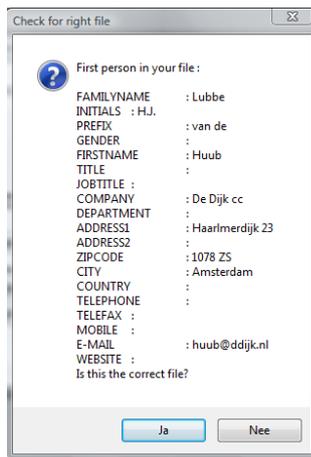
- The 'Type' drop down menu provides the choice of calling the attendees a 'Participant' or a non-participant ('Outsider').
- The drop down menu 'Category' allows you to indicate under which category the participant or non-participant falls.
- The drop down menu 'Communication' provides the choice of specifying the way in which the participant wants to communicate with you. You can choose between 'Post' or 'E-mail', which

indicates whether the participant wishes to receive his/her confirmation, invoice, etc. by mail or e-mail.

This option is available if you have the module 'Confirmations/Letters/Reports via e-mail'.

- The drop down menu 'Language' provides the choice of specifying the way in which language these participants want to receive their confirmation and cancellation letters, paragraph 7.2 'Confirmation/Invoice' and paragraph 7.3 'Cancellation/Invoice', or letters via Word, paragraph 7.4 'Confirmations via Word'.

After making the selection, press the 'Import Data' softkey.



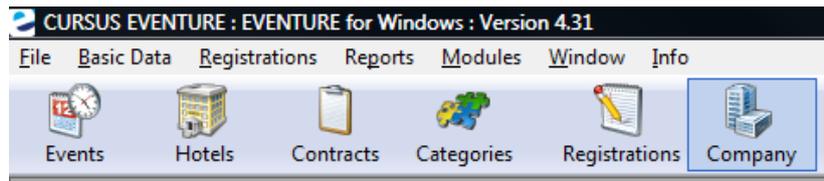
The screen above is displayed. The first person of the selected Excel file is displayed. You can check whether this is the Excel file you want to import.

If you confirm this question, the selected file will be imported in this conference. If you answer 'No', you will return to the 'Import Data' screen. You can select another file and repeat the procedure.

## 6. Registering groups in Eventure (Companies)

This section deals with entering group information and covers the following:

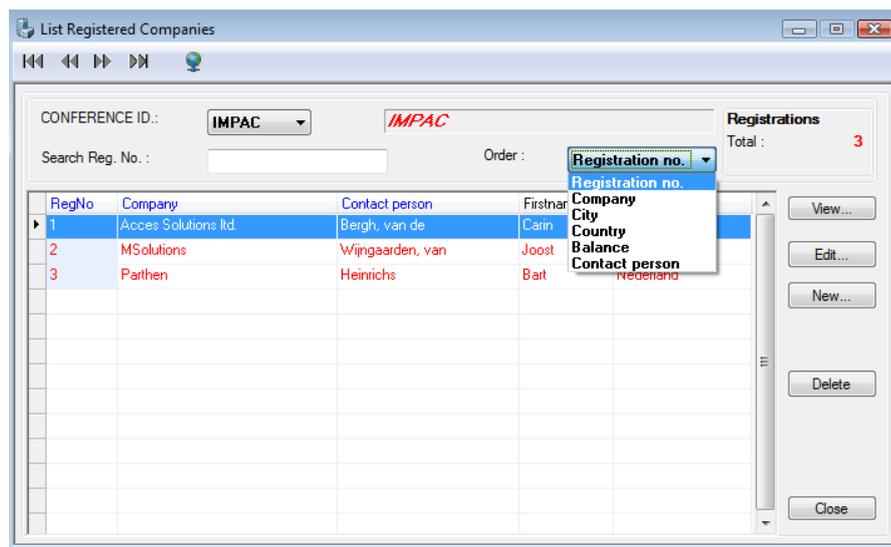
- The list of groups;
- Group information ('Company Data');
- Linking events to a group ('Events');
- Entering the hotel reservation ('Hotels');
- The people in the group ('Participants');
- Group payment ('Payments').



You use this icon in the menu bar to call up the screen below which displays details about the groups in Eventure

### 6.1 Group list

The 'List Registered Companies' screen displays an overview of groups registered for the selected congress. Using this screen you can view, change, enter or delete the details of a particular group.



This screen can also be accessed via:  
Registrations (Alt+r) ->  
Companies (c)

- 'Conference ID' is a drop-down menu from which you can select the congress for which you wish to register, view, edit or delete groups.
- 'Search ...' and 'Order' enable you to search in the group list. 'Order' enables you to sort the groups by registration number ('Registration no.'), organisation ('Company'), city ('City') and country ('Country').
- The total number of groups registered for the congress can be found under the heading 'Registrations'.

You can use the 'View', 'Edit' and 'New' buttons to view, edit or enter the details of a selected group. The screen 'View/Edit/New Company Data' appears. This screen is dealt with in the following section, 6.2, 'Group information (Company Data)'.

The 'View/Edit/New Company Data' screen is the screen on which you can view, edit or enter all the details of a selected group. It comprises 6 sub-screens that can be accessed via buttons. In order these are: 'Company Data', 'Invoice address', 'Events', 'Hotels', 'Participants' and 'Payments'. We will look at these screens in this order.

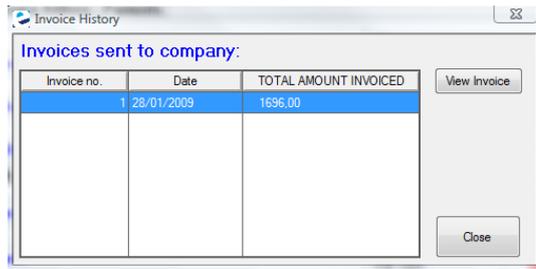
## 6.2 Group Information (Company Data)

The 'Company Data' screen displays all a group's details. You can view, edit or enter new details.

When you register a new group, all you will see under registration number ('Reg No') on this screen is question marks in brackets. You cannot allocate a registration number until you have entered a company name and contact person. You allocate a registration number via the button in screen (a).

Much of the information in the 'View/Edit/New Company Data' screen is self explanatory. The information that does deserve special attention is listed below:

- 'Country' comprises two drop-down menus with the first being the country code and the second the country name. Select the code and the relevant country name is selected automatically. Choose the country name from the drop-down menu and the country code is selected automatically. In both cases the international access code is filled in automatically.
- If the 'E-mail' field contains an e-mail address you can send a message to the group by using the 'E-mail Message' button. This uses the e-mail program installed automatically in Windows. The e-mail program must be supported by the so-called MAPI protocol, for example Outlook or Eudora.
- You use the check-box 'Pre-registration of events and hotels' to indicate whether the group is paying for everything for all the group members or whether the group has agreed to pay for a number of events and hotels from which the group members may make a selection. As a standard this check-box is not activated, which means that the group is paying for everything linked to a group member. In the following sections we will show you the screens that will appear if you activate the 'Pre-registration of events and hotels' check-box.
- 'Company must pay VAT' is a check-box with which you can indicate whether or not the group must pay VAT.
- In the 'Maximum number of participants' field you can indicate how many people maximum may be linked to the group.
- The 'Log file' button displays a list of changes made to the group details.
- The 'Letter History' button displays a list of letters that have been sent to the group.
- The 'Invoice History' button displays an overview of invoices sent to the group with invoice numbers, dates and amounts. Click on this button and the following screen appears.



The 'View Invoice' button allows you to view, and if you wish print out, the invoices that have already been sent to the group. This is either one invoice for this group or one of a whole batch of invoices sent at the same time, in which case the invoice sent to the company will be amongst others in the list.

- The following four fields are intended for the financial administration. They display an overview of the hotel deposit paid ('Hotel Deposit Paid'), if this is applicable, the total amount paid for the events ('Total Events Paid'), the total amount of the debit for the events ('Total Debit') and the balance of the events and hotel payment combined ('Balance'). This is generally 0 (the group has paid everything) or negative (the group still has to pay (a part)). If the balance is positive the group has paid too much and should be reimbursed the amount indicated.
- The 'Registration Date' is the date on which this group was registered for the first time and the 'Last Mutation Date' is the most recent date on which the group details were edited.
- 'Last Confirmation' is the most recent date on which a confirmation was sent to the group.

### 6.3 Invoice address

The invoice address for a group may be different to the address entered in the 'Company Data' screen. For example if the invoice must be sent to a company's central purchasing department. In such cases you use the 'Invoice Address' screen.

The screenshot shows the 'Invoice Address' form with the following fields and values:

- M/F: Male
- Family Name: Jansen
- Initials: R. Infix:
- Title: Ron
- Company/Institute: MSolutions
- Department: Accounting
- Address: Nieuw Straat 23
- Postal Code + City: 1022 XB AMSTERDAM
- Country: NL Nederland
- Telephone: 31 20 6379332
- Telefax: 20 6379333
- E-mail: jansen@msolutions.eu
- VAT NUMBER: NL12312312232133
- Order Reference: z-453

At the bottom, there is a checkbox labeled 'Send the invoice to this address' which is checked. On the right side, there are buttons for 'Cancel', 'Accept', 'Participants', and 'Payments'.

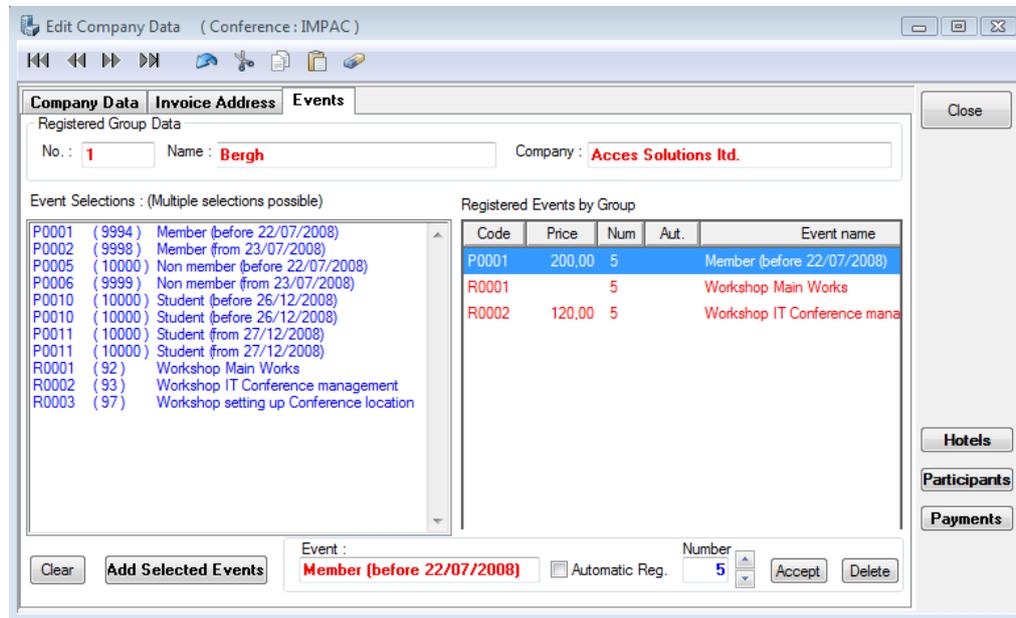
This screen displays the same information as in 'Company Data', but in this case it applies to the person or organisation paying the invoice(s).

You use the 'Send the invoice to this address' check-box to indicate that the invoice(s) should indeed be sent to this address.

## 6.4 Events

Once all a group's details have been entered you can register the events linked to the group. Click on the 'Events' button and the 'Events', screen as shown below will appear.

Note: This screen will only appear if you have activated the click-box 'Pre-registration of events and hotels' under 'Company Data'.



The screen is divided into three parts. The top part indicates the group to which the events will be added. It shows the registration number (No.), the family name ('Name') and the organisation ('Company'). This information is only shown here as an indication and cannot be changed via this screen.

The left side shows all the events you have registered for this congress. The events are divided into two types – the registration type of event that you entered in section 4.1.5, 'Registration type and registration fees (Registration types and Fees)' which have a code beginning with a 'P', and the events you entered in section 4.2.1 'Setting up Events' which begin with an 'R'.

To link a number of events to a group, click on the relevant events. You can select several events at the same time. When you have selected all the group events click on the 'Add Selected Events' button. The selected events are copied to the right side of the screen. You de-select the events by clicking on the 'Clear' button.

The right side of the screen shows the events that are linked to the group. 'Num' indicates the number of times this event is chosen by the group. If you want to change the number of times an event is chosen by the group, select the relevant event and change the number in the 'Number' field by clicking on the up or down arrow. You confirm the entry by clicking the 'Accept' button. By clicking on the 'Delete' button you break the link with the group.

From the moment that the 'Automatic Reg.' check-box is activated, all the participants who register in the group are automatically registered for this event. So make sure you check whether this box is activated or not – it can save you a lot of work, but it can also make a lot of extra work. This check-box is very useful if all the members in a group must be registered for a particular event, for example a lecture organised by the group.

## 6.5 Hotel reservations (Hotels)

Having linked events to the group we will now link a hotel reservation to the group.

The 'Hotels' screen can be accessed by clicking on the 'Hotels' button. The screen below shows the details as soon as a hotel reservation is linked.

Note: This screen will only appear if you have activated the click-box 'Pre-registration of events and hotels' under 'Company Data'.

Registered Participant Data

No.: 1 Name: Bergh Company: Acces Solutions ltd.

Hotel	Type of Room	Arrival	Departure	Number
Ascot Hotel	Captains room	03/02/2009	06/02/2009	5
Astoria Hotel	Business Class double	03/02/2009	06/02/2009	2

Hotel: Ascot Hotel Arrival Date: 03/02/2009  
Room Type: Captains room Departure Date: 06/02/2009

Remarks :

This screen shows two hotel reservations. If you have not yet linked any hotel reservations this screen is empty and all you see is an empty list and the 'Edit', 'New' and 'Cancel' buttons.

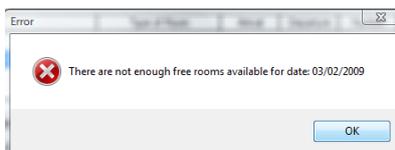
To enter a new hotel reservation click on the 'New' button. The screen below appears. The information is shown under the list.

Hotel: Astoria Hotel Arrival Date: 03/02/2009 Accept  
Room Type: Business Class single Departure Date: 06/02/2009 Close  
Nights: 0  
Number of rooms: 1

Remarks :

You can use the drop-down 'Hotel' menu to select the hotel for which you want to make the reservation. Under 'Room Type' you indicate the type of room you wish to reserve. 'Arrival Date', 'Departure Date' and 'Nights' are self explanatory. The 'Remarks' field is for personal comments and will be shown on the hotel reservations list (see section 6.1.3, 'Hotel information (Hotels)'). This is where you can, for example, note that someone wants a non-smoking room.

When you register a group that has made a hotel reservation outside the dates for which you have taken an option on rooms, or if you do not have an option on sufficient rooms for a particular date, the following message appears.

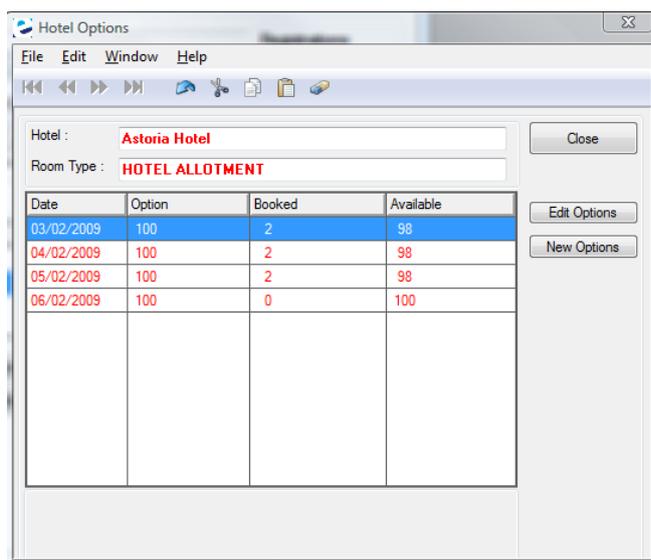


When you click on the 'Ok' button the screen displaying the options for the relevant hotel appears, section 4.3.3, 'Hotel Contracts'. Once you have contacted the hotel you can increase the number of rooms on which you have options.

You can annul a hotel reservation by clicking on the 'Cancel' button. If you annul a hotel reservation the hotel disappears from the hotel reservations list. You can only do this if no participants linked to the group wish to stay in this hotel.

If you 'Edit' a hotel reservation the  button will appear on the screen. With this button you have the possibility to differ the number of rooms per date. This can be very useful if some participants of a group arrive earlier than the other participants of the group.

When you click on the 'Edit Options' button following screen appears.



The 'Edit Options' button allows you to lower or higher the number of rooms of this group per date. If participants of this group have already booked rooms, you are not allowed to make reservations for fewer rooms than already booked. In the above example you cannot book less than 2 rooms.

The 'New Options' button allows you to make reservations for this group for a new date. Deleting all the rooms of this group for a certain date can be done by clicking 'Delete Options'.

This can only be done if no participants linked to the group wish to stay in this hotel.

For more explanation of the screen functions, you can also take a look at section 4.3.3, 'Hotel Contracts'.

## 6.6 Participants linked to the group (Participants)

After entering the hotel reservation you can look and see which participants are linked to the group. 'Order' enables you to sort the participants by registration number ('Registration no.'), family name ('Family name'), city ('City'), country ('Country') and organisation ('Company')

Company Data Invoice Address Participants

Registered Company Data  
No.: 1 Company: Access Solutions Ltd. Name: Bergh

Participants from company: Number of Participants in Group: 4 Order: Registr.no.

Reg. no.	Familyname	Company	City	Country
2	Jansen	Parthen		Aruba
11	Lubbe	De Dijk co.	AMSTERDAM	
12	Hewson	Elevator Comp.	DUBLIN	
13	Tilleman		ANTWERPEN	

Buttons: Edit, Events, Hotels, Payments, Close

The 'Participants' screen can be accessed under 'Participants'. If you have not yet linked any participants to the group this screen is empty.

## 6.7 Payments

Once a group has been registered and has either made a payment or provided a guarantee of payment this information can be entered under 'Payments'.

Company Data Invoice Address Payments

Registered Group Data  
No.: 1 Company: Access Solutions Ltd. Name: Bergh

Total Events Paid: 0.00 Total Hotel Paid: 0.00

Events Payment	Hotel Payment	Way of Payment	PayDate	Costs	Remark:

Buttons: Edit, New, Delete, Accept, Cancel, Events, Hotels, Participants, Close

Credit Card Guarantee for Hotel?  Date of Payment: 28/01/2009

Payment EVENTS: 0.00 (1696.00) Way of Payment: Bank

Payment HOTEL: 0.00 (22500.00 + 3600.00)

TOTAL PAYMENT: 0.00

Hotel Payment/Guarantee for: Ascot Hotel, Captains room

Bank Costs: 0.00

Bank Slip: Remarks:

The 'Payments' screen can be accessed via the 'Payments' button. The 'Payments' screen displays a list of the group's payments. We will now look at the most important points of this screen.

'Payment Events' is the field in which you must enter the amount the group has paid for the events. This could, therefore, be less than the amount of € 5758.50 shown here. A group could, for example, have only paid € 5000.- or have said that you may only charge € 5000.- via a credit card. The same applies for 'Payment Hotel'. Here too you must fill in the amount the group has paid for the hotel. 'Total Payment' displays the total amount the group has paid.

'Hotel Payment/Guarantee for' is a drop-down menu from which you select the hotel reservation for which the payment has been made.

'Bank Costs' are the costs you have incurred if the group's payment is via a transfer from a foreign bank. Fill in the bank slip number in the 'Bank Slip' field.

'Date of Payment' is the date on which the payment was made. You can determine this for yourself. 'Way of Payment' is a drop-down menu that allows you to select from different payment methods: Bank, Credit Card, Bank cheque, Cash, Giro, CC Online, SET, Client Account (the participant pays into the client's account) and On-Site CC (on-site payments go into a separate CC account).

Type of Credit Card : Eurocard/Mastercard	Card Holder : Bergh, C. van de
Expiration Date : 00/00 CVC :	Address : Bloys van Treslongstraat 30
Card number : 568729199742891	Postal Code + City: 1056 XB AMSTERDAM
Authorized ? : <input type="checkbox"/> Card Holder	<a href="#">Return to credit card data</a>
Remarks :	

a. b.

If you select 'Credit Card' as the payment method, screen (a) above appears under the 'Way of Payment' drop-down menu. You fill in the details of the group's credit card. Under 'Type of Credit Card' you can select from four different credit cards: American Express, Eurocard/Mastercard, Diners Club and Visa. Under that you fill in the card's expiry date, the CVC code and the credit card number.

The 'Authorized' option is very important. As soon as the credit card company has authorised the credit card payment you can activate this check-box and the system categorises the credit card as authorised and the payment as confirmed.

The 'Card Holder' button enables you to fill in the card holder's details. The details are displayed in the credit card information area of the screen. Fill in the name of the card holder ('Card Holder'), the address ('Address'), the post code and city ('Postal Code + City') as they are stated on the card.

Way of Payment : Bankcheque
Group Number :
Remarks :

If the group has chosen to pay by bank cheque, the group number ('Group Number') is requested. Some banks include this number on the bank slip.

'Credit Card Guarantee for Hotel?' is a check-box with which you can indicate whether somebody has provided a credit card guarantee for a hotel reservation. This check-box does not appear until a new payment is made and a hotel reservation is entered for the group. When you want to process a payment this check-box is no longer present. When you activate this check-box the following screen appears.

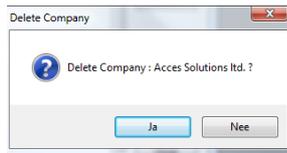
Credit Card Guarantee for Hotel? <input checked="" type="checkbox"/>	Date of Payment : 28/01/2009	<a href="#">Accept</a>
	Way of Payment : Credit Card	<a href="#">Cancel</a>
Hotel Payment/Guarantee for : Ascot Hotel, Captains room	Type of Credit Card : Eurocard/Mastercard	
	Expiration Date : 00/00 CVC :	
	Card number : 568729199742891	
	Authorized ? : <input checked="" type="checkbox"/> Card Holder	
	Remarks : C.C. GUARANTEE HOTEL	

Despite the fact that the credit card details have not yet been checked by the credit card company you have activated the 'Authorized' option because the confidence you have in the group has led you assume that the credit card details are correct.

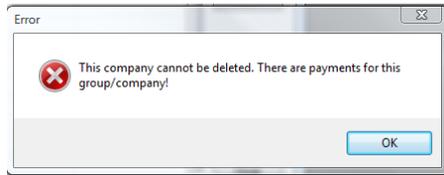
## 6.8 Deleting groups

When you have registered all a group's details and confirmed this with 'Accept' you return to the 'List Registered Companies' screen. We still have to look at one option on this screen – the 'Delete' button.

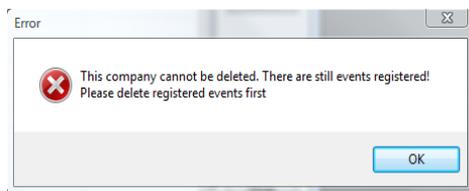
If you want to delete a registered group because it has cancelled, select the group and click on the 'Delete' button. The screen will display the following message.



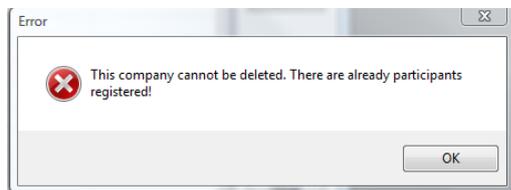
Click on confirm and the group is deleted. If the group has already made a payment the following message appears. You can remove the message by clicking the 'OK' button. The group is then not deleted.



If you want to delete a group for which you have activated the 'Pre-registration' check-box and also linked events or hotels the following message will appear. You can remove the message by clicking the 'OK' button. The group is then not deleted.



If you have already linked participants to a group you wish to delete you will see the following message. You can remove the message by clicking the 'OK' button. The group is then not deleted.



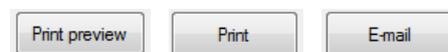
The group will not be actually deleted until no participants, payments, events or hotels are linked to the group.

## 7. Printing congress data from Eventure

Up to now you have entered many details into Eventure. Now we are going to examine what possibilities Eventure provides for accessing these and printing them out. Such things as an overview of participants, as well as participant items like, badges, labels, status reports, confirmation letters, etc. In the menu of the 'Participants module' of Eventure there is a menu item called 'Reports'. Under this item you can find the following outputs and print them out:

- All reports:  
These are the lists involving participants, events, hotels, transport, finances, statistics and include the possibility of exporting the data into Microsoft Excel files. You can view and print the lists in these categories based on a selection of the participant details.
- Confirmation/Invoice:  
This allows you to view and print out confirmation letters and invoices based on a selection of the participant details.
- Cancellation/Invoice:  
This allows you to view and print out cancellation letters and invoices based on a selection of the participant details.
- Confirmations in Word:  
This allows you to view and print out confirmation letters and invoices based on a selection of the participant details, merged with an existing MS Word document.
- Other Letters:  
This allows you to view and print out other letters based on a selection of the participant details, merged with an existing MS Word document.
- Badges:  
This allows you to layout the badges, view them and print them out, based on a selection of the participant details.
- Labels:  
This allows you to view and print out labels based on a selection of the participant details.
- Status reports:  
This allows you to view and print out status reports based on a selection of the participant details.
- Statements of Presence:  
This allows you to view and print out the statements of presence based on a selection of the participant details.
- Receipts:  
This allows you to view and print out receipts based on a selection of the participant details.
- Certificates:  
This allows you to view and print out certificates based on a selection of the participant details.

All the screens that you will see from now until paragraph 6.3, 'Cancellation/Invoice' contain the following softkeys.



Clicking the 'Print Preview' softkey shows you the layout of the report or list as it will appear when printed on an A4. Clicking 'Print' does not give a preview and results in the report or list being directly printed out.

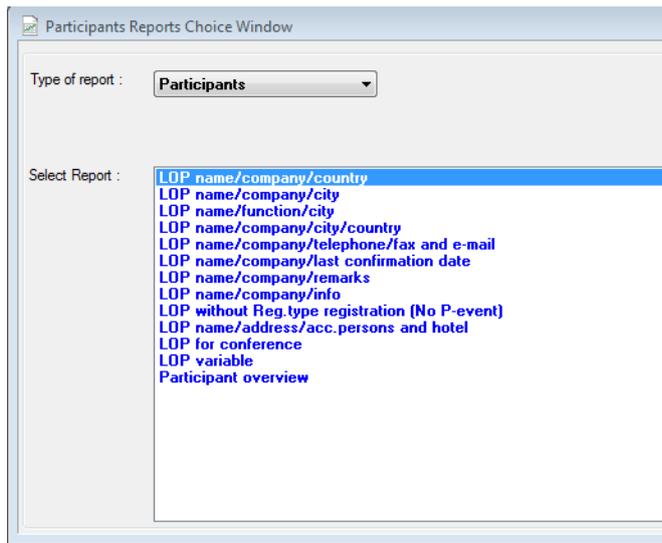
The E-mail softkey is for sending the report or list to somebody as an e-mail. When you use this option, the standard Windows e-mail program is started up and a new e-mail is generated with the report or list attached as an rtf-file.

From paragraph 6.2 on the availability of the 'E-mail' softkey is dependent on the selection that you made for communicating with the participants. When you click on the 'E-mail' softkey, the letters concerned are sent to the e-mail address of the participant.

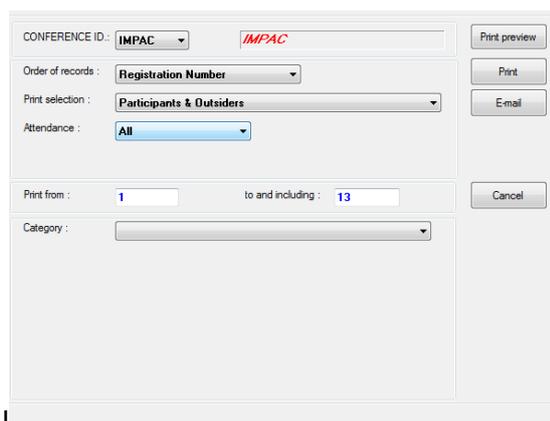
## 7.1 All Reports

Various categories of output of lists fall under 'All Reports':

- Category one contains lists of details of authors (Authors);
- Category two contains lists of abstracts (Abstracts);
- Category three contains lists of details of reviewers (Reviewers);
- Category four is the category abstract status (Status);
- Category five contains financial surveys (Finance);
- Category six contains surveys of statistical outputs ('Statistics') and
- Category seven provides the possibility for exporting data from Eventure into Microsoft Excel files.



The screen below is the first that you will see when you select 'All Reports'. It comprises a drop down menu ('Type of report') allowing you to choose from the outputs given above. When you have made your choice using the drop down menu, the various lists are from which you may choose appear in the 'Select Report' field.



When you have the group module, the drop down menu 'Show Reports for:' will appear in some reports. For example at the 'Events'. With the use of the drop down menu, you can decide which reports you want to show. For example all reports under 'Events', only the reports for the participants ('Participants') or only reports for the groups ('Groups').

In the following chapters we will choose at 'Type of report' 'Participants'. You will only see the participants reports. Chapter 8 will handle the group reports.

### 7.1.1 Printout of Participants

The following data outputs for participants are possible:

- A list of participant details containing family name, company and country ('LOP\* name/company/country');
- A list of participant details containing family name, company and city ('LOP name/company/city');
- A list of participant details containing family name, function and city ('LOP name/function/city');
- A list of participant details containing family name, company, city and country ('LOP name/company/city/country');
- A list of participant details containing family name, company, telephone number, fax number and e-mail ('LOP name/company/telephone/fax and e-mail');
- A list of participant details containing family name, company and last confirmation date ('LOP name/company/last confirmation date');
- A list of participant details containing family name, company and personal comments ('LOP name/company/remarks');
- A list of participant details containing family name, company and extra information field (LOP name/company/info);
- A list of participant details containing family name, company and country of participants without a registration type (LOP without Reg.type registration (No P-event));
- A list of participant details containing family name, address, accompanying persons and hotel ('LOP name/address/acc. persons and hotel');
- A list of participants for the congress ('LOP for conference');
- A list of participant details decided by yourself ('LOP variable').

\* 'LOP' means 'List Of Participants'.

When you wish to compose a particular report, select the report desired from the list above and click the 'Accept' softkey. This brings you into the screen shown below.

The screenshot shows a web-based form for generating a report. At the top, there is a 'CONFERENCE ID' dropdown menu set to 'IMPAC' with a red 'IMPAC' logo to its right. Below this are several dropdown menus: 'Order of records' set to 'Registration Number', 'Print selection' set to 'Participants & Outsiders', and 'Attendance' set to 'All'. There are two input fields for 'Print from' (containing '1') and 'to and including' (containing '13'). At the bottom, there is a 'Category' dropdown menu. On the right side of the form, there are four buttons: 'Print preview', 'Print', 'Email', and 'Cancel'.

You obtain the screen shown above whenever you select any but the last two reports.

You can sort the data of the report according to registration number ('Registration Number'), family name ('Family Name'), company ('Company Name'), country ('Country Name') or city ('City Name') by using the drop down menu 'Order of Records'.

The 'Print Selection' drop down menu is menu choice from which you can specify which of the participants and non-participants for a congress you wish to print out. You have the choice between 'Participants & Outsiders', 'Participants', 'Outsiders', 'Cancelled Participants', 'All participants (including cancelled participants)', 'Participants, Outsiders & Accompanying persons' and 'Participants & Accompanying persons'.

Use the 'Attendance' drop down menu to make a choice between all participants ('All'), the participants who are present ('Present') and those who are not ('Not Present').

'Print from ... to and including ...' allows you to specify between which registration numbers you wish to print out. When you have made another choice in the 'Order of records' field, you will have 'Print from: (A) to and including: (Z)', where 'A' and 'Z' are letters of your own choosing.

From the 'Category' field select a category of participants that you want. These categories are those that you defined in paragraph 4.4, 'Entering participant categories'.

An example of this output is given in appendix 1, 'List of name, company and country of participants'.

The screen above belongs to 'LOP for Conference'. This report generates a list with all participants for the congress based on the selection which you make in this screen. You can define which details of participants you wish to display. For 'Order of Records', 'Print Selection', 'Attendance', 'Print from ... to and until including ...', and 'Category' sorting or selection follows the same procedure as the previous output.

You can produce an extra output selection by using the 'Event' drop down menu. In the 'Print on report' field you can tick the features that you wish to have on the list of participants. An example of this output is given in appendix 2, 'List of participants for conference'.

When you select the 'LOP variable' list, you obtain the screen shown above. This output produces a list of participant details based on a refined specification.

The drop down menu's 'Order of records', 'Print Selection' and 'Attendance' are again present. You can also use 'Print from ... to and including ...' again to adjust the selections. The drop down menu's 'Category', 'Event', 'Hotel', 'Country' and 'Transport' allow you to refine the data selections further. When you wish to sort according to a particular or no specification, leave the appropriate field(s) empty.

An example of this output is given in appendix 3, 'Variable list of name, company and country of participants'.

### 7.1.2 Print out of events (Events)

Output of event details is divided into four parts:

- List of participant details per event with family name, company and country ('LOP name/company/country per event');
- List of participant details per event with family name, company and city ('LOP name/company/city per event');

- List of participant details per event with family name, participant category and the total number of tickets ('LOP name/category/tickets per event');
- List of participant details with all events ('LOP with all events').

The screenshot shows a web-based interface for filtering reports. At the top, there is a 'CONFERENCE ID:' dropdown menu set to 'IMPAC' and a text input field containing 'IMPAC'. Below this, there are four more dropdown menus: 'Order of records:' set to 'Registration Number', 'Print selection:' set to 'Participants & Outsiders', and 'Attendance:' set to 'All'. At the bottom of the filter section, there are two input fields for 'Print from:' (containing '1') and 'to and including:' (containing '13'). Below these are two more dropdown menus for 'Category:' and 'Event:'.

For all the outputs named above, the screen display shown applies.

Whenever you wish to sort on all categories and/or events, do not select anything under 'Category' and 'Event'.

Examples of 'LOP name/company/country per event' and 'LOP with all events' are given in appendix 4, 'List of name, company and country per event' and appendix 5, 'List of name, company and all registered events'.

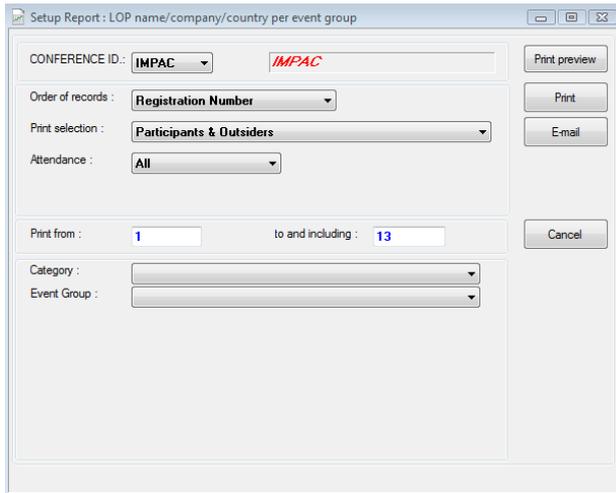
### 7.1.3 Print out of event groups (Event groups)

Output of event group details is divided into three parts:

- List of participant details per event group with family name, company and country ('LOP name/company/country per event group');
- List of participant details per event group with family name, company and city ('LOP name/company/city per event group');
- List of events per event group ('Events per Event Group').

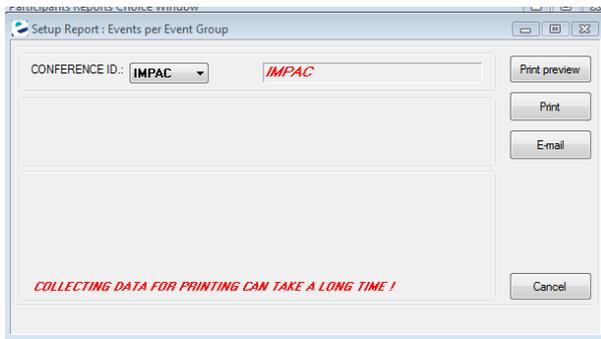
The screenshot shows a dialog box titled 'Participants Reports Choice Window'. It has a 'Type of report:' dropdown menu set to 'Event Groups'. To the right of this dropdown are 'Accept' and 'Cancel' buttons. Below the dropdown is a list box labeled 'Select Report:' containing four options: 'LOP name/company/country per event group', 'LOP name/company/city per event group', 'Events per Event Group', and 'LOP for conference per event group'. The first two options are highlighted in blue.

When you select the 'LOP name/company/country per event group' list or 'LOP name/company/city per event group' list, you obtain the screen shown below.



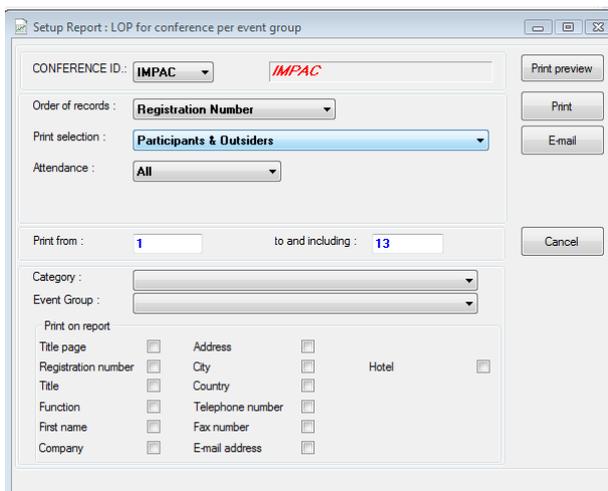
Whenever you wish to sort on all categories and/or event groups, do not select anything under 'Category' and 'Event Group'.

An example of 'LOP name/company/city per event group' is given in appendix 6, 'List of name, company and city per event group'.



The screen above belongs to the 'Events per Event Group' output

An example of 'Events per event group' is given in appendix 7, 'Events per event group'.



The above screen belongs to 'LOP for Conference per event group'. This report shows a list with all participants of the conference per event group, using the selection you have made in this screen.

In this screen you can select which data you want to show for the participants.

At 'Order of Records', 'Print Selection', 'Attendance', 'Print from ... to and until including ...', and 'Category' the sorting will be the same as previous print out.

You have to make the extra selection on event group using the drop down menu 'Event Group'. At 'Print on report' you can check the boxes with the data you want on the report.

U kunt moet extra selecteren op event groep met behulp van het drop down menu 'Event Group'. Bij 'Print on report', kunt de gegevens aanvinken die u op de lijst met deelnemers wilt hebben staan.

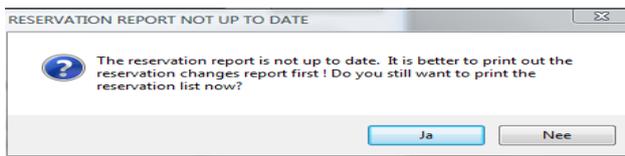
### 7.1.4 Print out of hotels (Hotels)

In the output of data about hotels you can select from the following elements:

- A list of hotel reservations ('Hotel reservations');
- A list of changes to hotel reservations ('Hotel reservations changes');
- A list of options on hotel rooms ('Hotel options');
- A list of contracts on hotel rooms ('Hotel contracts');
- A list of the proceeds from agreed commissions ('Proceeds');
- A list of hotels in Eventure ('List of Hotels');
- A list of all types of hotel rooms in Eventure ('List of Rooms').

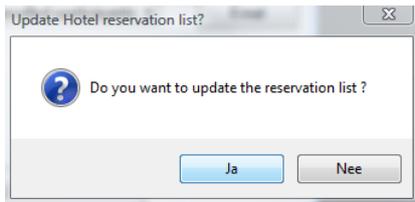
You will see the screen above whenever you select 'Hotel reservations' or 'Hotel reservations changes'. The drop down menu's 'Order of records', 'Print selection', 'Attendance' and 'Print from ... to and including ...', as described in paragraph 6.1.1, 'Print out of Participants' are also in this screen. Select the hotel for which you wish to print out the reservation or changes to the reservation using the drop down menu 'Hotel'. Whenever you wish to select all hotels, leave the 'Hotel' field blank. Examples of both of these are given in appendix 8, 'List of hotel reservations' and appendix 9, 'List of hotel reservation changes'.

When you start to print or request a print preview of the output 'Hotel reservations', you may see the following message.

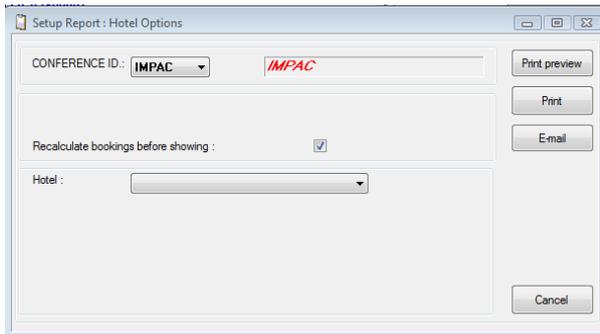


This means that either one or more new hotel reservations have been entered or modified. Look at or print out the output 'Hotel reservations changes' first.

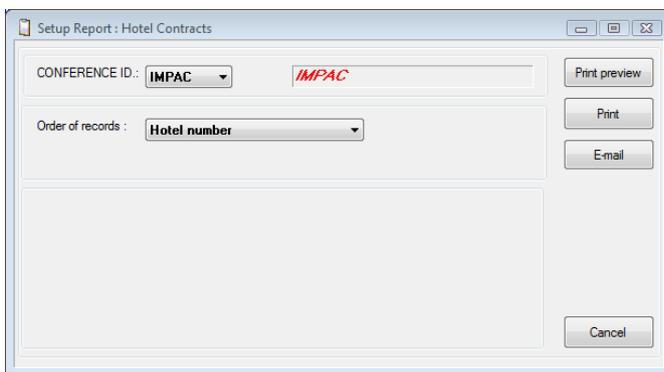
When you have printed the output 'Hotel reservations changes' or looked at it and closed the print preview, you will receive the following message.



When you have confirmed this action, all of the changes that have been printed are also exported to the list of hotel reservations so that the following time that you print out the changes to hotel reservations, you only print out the new changes. When you answer 'No' to this action, the changes you have printed out are not exported into the list of hotel changes. This is handy if you only want a printed example for reference purposes.

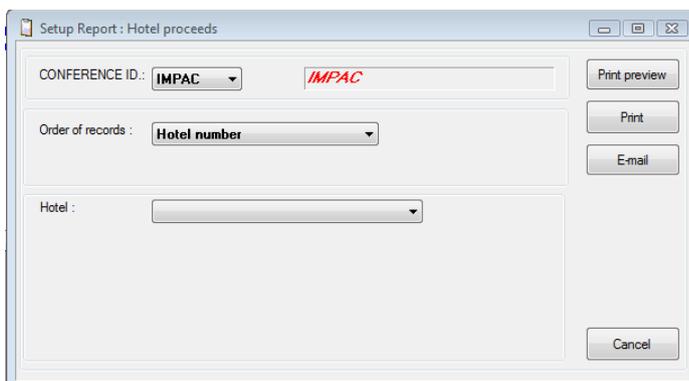


The 'Hotel options' output results in the screen above. This contains the 'Hotel' drop down menu, allowing you to select the hotel for which you wish to print out the options. An example of the output of the hotel options data is given in appendix 10, 'List of hotel options'.



The 'Hotel contracts' output results in the screen above. Using the 'Order of records' drop down menu, choose whether you want to sort according to hotel sequence number ('Hotel number') or the name of the hotel ('Hotel name').

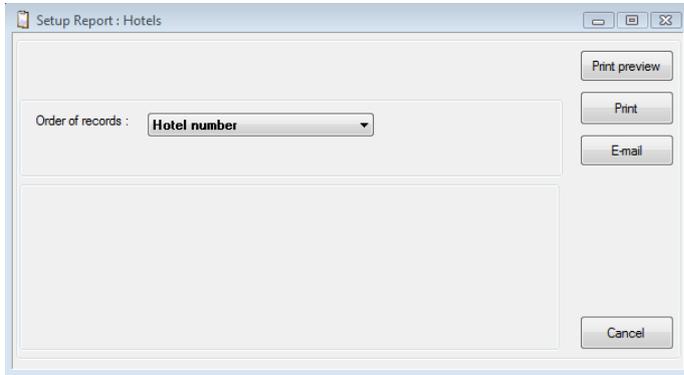
An example of the hotel contract data is given in appendix 11, 'List of hotel contracts'.



The 'Proceeds' output provides the possibility to print out the commission agreed per hotel for all the hotels. Using the 'Order of records' drop down menu, you can sort the data to be printed according to the hotel sequence number ('Hotel number') or the name of the hotel ('Hotel name').

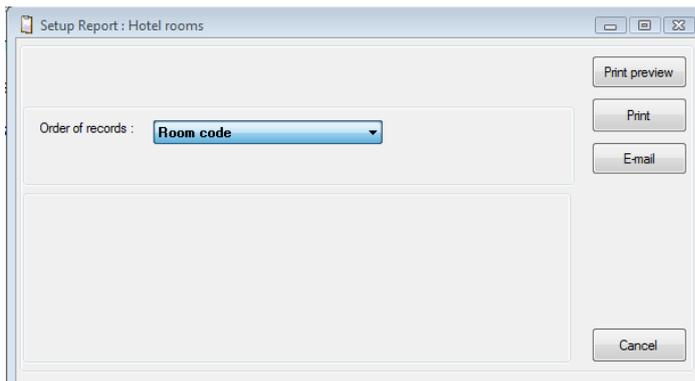
When you want to select all hotels, leave the 'Hotel' field blank.

An example of the commissions output is given in appendix 12, 'List of proceeds'.



You can print out a list of all hotels using the 'List of Hotels' output. The following data is produced: hotel name, contact person, city, telephone number, fax number and the number of classification stars.

No example is given of the list of hotels in the appendices.



You can produce a printout all the hotel room types present in Eventure from the 'List of Rooms' output. You can sort the list according to the sequence number of the hotel type ('Room code') or the name of the hotel type ('Room name') from the 'Order of records'.

No example is given of the list of hotel rooms in the appendices.

### 7.1.5 Print out of transport (Transport)

There is only one output that you can print out for transport.

The 'List of transport' output produces the screen above. Using the 'Order of records' and 'Print from ... to and including ...' you can sort the data as described earlier. You can use the 'Transport' drop down menu to select the type of transport. When you wish to select all types of transport, leave this field blank.

An example of this output is given in appendix 13, 'List of transport'.

### 7.1.6 Financial print out (Finance)

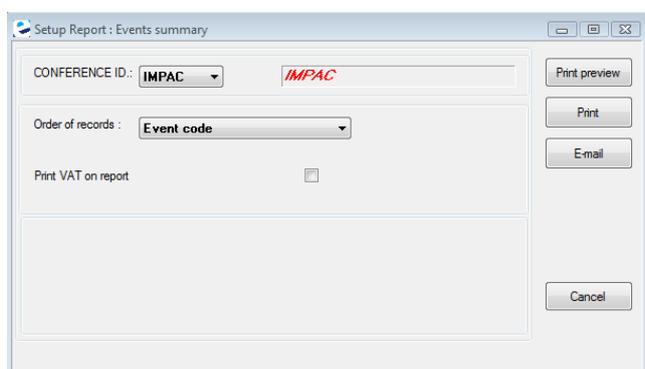
The following lists fall under the category financial output:

- A list of participant details with name and financial balance ('LOP name and financial balance');
- A list of participant details with name, sorts of payment per participant and a balance ('LOP name and payments'), this contains only participants who have actually made a payment. ;
- A list of participant details with name and a balance of their hotel payments ('LOP name and hotel payments');
- An output with a summary of financial data about events ('Events summary');
- An output of credit card payments ('Credit Card payments');
- An output of credit card authorisation requests ('Credit Card authorisation requests');
- An output survey of payments per payment method and of all payment methods ('Payment reports');
- An output survey of the allowances' allotted to a participant ('Allowance per participant')
- An output survey of the overview of all allowances ('Allowance payments')

The screen above is applicable to all of the outputs given above. Extra drop down menu's are available for some of the outputs.

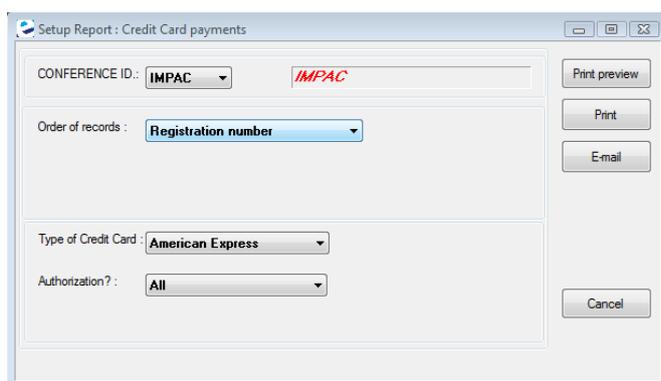
The drop down menu's 'Order of records', 'Print selection', 'Attendance' and 'Category' and the 'Print from ... to and including ...' possibility are the same as previously described. The 'Payment status' drop down menu contains the selection possibilities 'All', 'Balance is negative (not paid)', 'Balance is positive (refund)', 'Balance is zero' and 'Balance is zero or positive'. These balances are based on events and not on the status of the hotel payments.

An example of the 'LOP name and financial balance' list is given in appendix 14, 'List of name, company and balance of participants'.



The selection 'Events summary' produces the screen above. The output 'Events summary' gives a summary of the events with the number of participants, the total per event and the total number of participants per event group. You can choose whether the events should be sorted according to sequence number ('Event code') or name ('Event name') by using the 'Order of records' drop down menu.

An example of the 'Events summary' is given in appendix 15, 'Events Summary'.



The screen above belongs to 'Credit card payments'. This output provides an overview of credit card payments per selected credit card type.

With the 'Order of records' drop down menu you can choose whether to sort according to registration number ('Registration number') or date of payment ('Date of payment'). When you choose 'Date of payment', two extra entry fields appear in which the dates can be given between which the credit card payments should be selected. Using 'Type of Credit Card' selects the credit card company and in the field 'Authorisation?' you can choose between 'Authorised' and 'Not Authorised') or all credit card payments ("All").

This report gives a survey of credit card payments containing the registration number, name, deposit, payment for events, the total sum, expiry date, credit card number and the date of payment by the participant paying via credit card.

Setup Report : Credit Card authorization requests

CONFERENCE ID: **IMPAC** *IMPAC*

Order of records : **Registration number**

Type of Credit Card : **American Express**

Print preview  
Print  
E-mail  
Cancel

The screen above belongs to 'Credit card authorisation requests'. This output contains data which is laid out in such a manner that it can be faxed to the credit card company for authorisation. You can also specify under 'Order of records' between 'Registration number' and 'Date of payment'. This output has a layout the same as a normal credit card slip.

Setup Report : Payment reports

CONFERENCE ID: **IMPAC** *IMPAC*

Order of records : **Date of payment**

Type of Payment: **All**

Print from : **30/01/2008** to and including : **29/01/2009**

Print preview  
Print  
E-mail  
Cancel

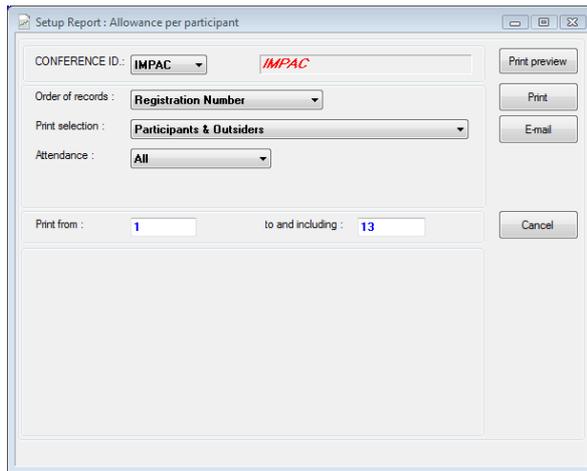
The screen above belongs to the 'Payment reports' output. This report gives a survey of payments and payment methods.

You can sort according to 'Registration number' or 'Date of payment' using 'Order of records'. Under 'Type of Payment' you can sort according to the different payment methods: 'All', 'Bank', 'Bank cheque', 'CC online', 'Credit Card', 'Cash', 'Giro', 'Giro cheque' or 'SET'.

If you select 'Date of payment' as the sort criterion, two entry fields appear in which you can give the two dates between which the payments should be sorted.

The date ('Date'), personal comments ('Remarks'), the bank slip number where applicable ('Slip'), payment method ('Payment type'), registration number ('Reg.No. '), name ('Name'), the debit and credit amounts for the events are given in this output per participant.

The final two financial reports concern the 'allowances' allotted to a participant. The screen shown below belongs to the report allotting the allowances per participant.



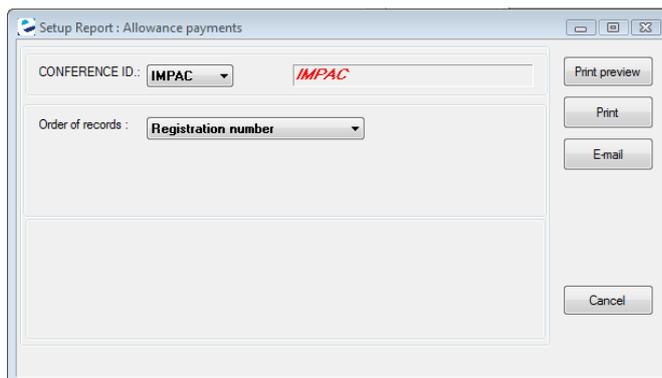
The screenshot shows a software dialog box titled "Setup Report: Allowance per participant". It features several configuration options: "CONFERENCE ID:" with a dropdown menu set to "IMPAC" and a text field containing "IMPAC"; "Order of records:" with a dropdown menu set to "Registration Number"; "Print selection:" with a dropdown menu set to "Participants & Outsiders"; and "Attendance:" with a dropdown menu set to "All". At the bottom, there are input fields for "Print from:" (value: 1) and "to and including:" (value: 13). On the right side, there are buttons for "Print preview", "Print", "Email", and "Cancel".

You can select the data that you wish to associate with the allowances using the drop down menus displayed.

An example is given in appendix 16, 'Allowance per participant'.

The second allowance report provides an overview of all allowances and associated participant, as shown in the screen below.

An example is given in appendix 17, 'Allowance payments'.



The screenshot shows a software dialog box titled "Setup Report: Allowance payments". It features a "CONFERENCE ID:" dropdown menu set to "IMPAC" and a text field containing "IMPAC". Below this, there is an "Order of records:" dropdown menu set to "Registration number". On the right side, there are buttons for "Print preview", "Print", "Email", and "Cancel".

You can sort the allowances using the drop down menu.

### 7.1.7 Export of data to MS-Excel files (MS-Excel files)

By using the 'MS-Excel Files' option in the 'All reports' summary you can export data from Eventure to Microsoft Excel files. The following Excel files are possible:

- Name and Address Information;
- Participant Registration Data;
- Participants Data and Events,
- Participants with other invoice address,
- Accompanying Persons,
- Payments,
- Payments from all Conferences;
- Reservations for Hotel;
- Participants with all specified events (AND relation);
- Participants with one of the specified events (OR relation);
- Participants without all specified events (NANS relation);
- Participants without one fo the specified events (NOR relation);
- All participants registration data.

Specify which data you wish to sort in the export using the screen above. The drop down menu's 'Order of records', 'Print selection', 'Attendance', 'Category' and the option 'Print from ... to and including...' work the same as described above by earlier described outputs. You can make an extra event selection for 'Participant Registration Data'. A drop down menu 'Event' appears under 'Category'.

You start Microsoft Excel up by clicking the 'Create Excel' softkey, which causes the data to be displayed as a spreadsheet.

In the 'Name and Address Information' output all personal data, the remarks of the participants and the balance are given in the spreadsheet.

For 'Participant Registration Data' the same data as given by 'Name and Address Information' is displayed and all events are given in columns in the spreadsheet. The number of times that a participant takes part in the event is displayed in the cells under the events.

In the 'Participants Data and Events' Excel file the same data as for 'Name and Address Information' is displayed with, in addition, up to 30 columns for 'Event1' through to 'Event30', in which the events linked to a participant are listed in sequence. For example, a participant has the two events 'Member (for 25/09/2000)' and 'Workshop A Morning', which are displayed as 'Event1' and 'Event2'.

In the 'Participants with other invoice address' output all personal data, the remarks and the invoice addresses of the participants are given in the spreadsheet.

In the 'Accompanying Persons' Excel file the name of the accompanying persons and the participant with whom the person comes are displayed.

For 'Payments' the payment data is displayed in the spreadsheet. The payments, date of payment, which hotel etc. are given in columns in the spreadsheet.

In the 'Participants with all specified events (AND relation)' output all personal data and the remarks of the participants which have all the selected events.

In the 'Participants with one of the specified events (OR relation)' output all personal data and the remarks of the participants which have at least one of the selected events.

When storing the spreadsheets the filename should be changed. If this is not done, the next time you create an Excel file this file will be overwritten.

No example of Excel files is given in the appendices.

The descriptions of the 'All reports' options under 'Reports' is complete. We can now proceed to the 'Confirmation/Invoice' option.

### 7.1.8 Print out of statistical data (Statistics)

The statistical outputs are lists of statistics. There are four, namely:

- The summary of registrations and finances ('Registration/Finance summary');
- The summary of events (Events summary);
- The summary of the number of participants per country ('Country summary') and;
- The summary of the number of participants per category ('Category summary').

All four result in the screen above. The 'Registration/Finance summary' gives a survey of the number of registrations and cancellations in the registration part. In the financial part, the total of the events and the hotels are given per payment method, as well as the V.A.T. details and balance.

An example of the 'Registration/Finance summary' is given in appendix 16, 'Registration and finance summary'.

## 7.2 Confirmation/Invoice

The 'Confirmation/Invoice' option under 'Reports' enables you to send confirmation letters to the participants. The confirmation letter may include an invoice and a hotel voucher. This depends on the choice you made when setting-up the congress in paragraph 4.1.1, 'Main Data'.

When you select 'Confirmation/Invoice' the screen above appears.

The 'Order of records' drop-down menu enables you to sort the data on 'Registration Number', 'Family Name', 'Company Name', 'Country Name' and 'City Name'.

'Print selection' allows you to choose 'Participants & Outsiders' (outsiders = non-participants), 'Participants', or 'Outsiders'.

The 'Communication' drop-down menu enables you to select the means of communication: 'All (Post and E-mail)', 'Post', 'E-mail', 'All with e-mail address', or 'All without e-mail address'.

You select the 'Post' option when you want to send the confirmation/invoice to participants who have indicated that they want to receive their confirmation/invoice by post.

You select the 'E-mail' option when you want to send the confirmation/invoice to the participants who have indicated they want to receive it via the e-mail.

You select the 'All with e-mail address' option when you want to send the confirmation/invoice to all participants with an e-mail address whether or not the participant has indicated that he or she wishes to receive communications via the post or via the e-mail.

The 'All without e-mail address' option selects the participants without an e-mail address.

- **Tip:**

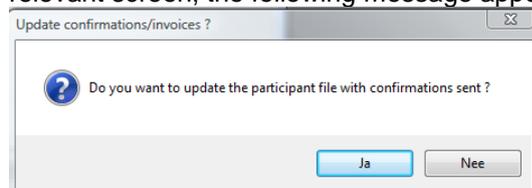
The confirmation/invoice letters for participants with a different invoice address (paragraph 5.3, 'Invoice address', are printed when under 'Communication' you select 'All without e-mail address'. These letters can only be sent by post. If, however, you want to e-mail these invoices you indicate this by putting a tick in the 'Send invoice to other invoice address by e-mail' checkbox.

In the 'Payment status' drop-down menu you can select from 'All', 'Balance is negative (not paid)', 'Balance is positive (refund)', 'Balance is zero' and 'Balance is zero or positive'. These balances are based on the events and not on the status of the hotel payments.

'Print from ... to and including ...' does the same as described earlier under other output. And the 'Category' and 'Event' drop-down menus allow you to select the category or event again.

You select the 'Print only new and changed confirmations' checkbox when you only want to print confirmations/invoices, or e-mail them, to participants who have not yet received one, new participants who have registered since the last time you printed/e-mailed confirmations/invoices and people for whom something has changed since the last time you printed/e-mailed confirmations/invoices.

As soon as you have looked at a print preview, or given a print command, and have closed the relevant screen, the following message appears.



If you answer the question by clicking on 'Yes', 'confirmation/invoice sent' will be indicated for all the participants for whom you have printed a confirmation/invoice or to whom you have sent one by e-mail.

If you answer the question by clicking on 'No', this will not be indicated and the system will show that a confirmation/invoice has not yet been sent to these participants. This is useful if you want to look at a print preview but do not want to confirm that you have sent the confirmation/invoice.

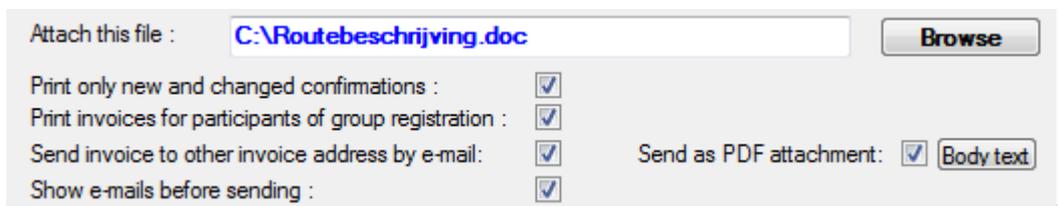
Two examples of confirmations/invoices are included in Enclosure 19 ('Confirmation/Invoice for a participant who still has to pay part of the fee'), and Enclosure 20 ('Confirmation/Invoice for a participant who has paid the full fee').

### **7.2.1 Sending a Confirmation/Invoice via email**

As you have read, Eventure offers you the option of sending the Confirmation/Invoice via e-mail. The first thing you do is select the Communication method. Under 'Communication' you can select two different options:

- E-mail : All the participants who opted for 'E-mail' as the communication method when they registered are selected.
- All with e-mail address : All participants who entered an e-mail address when they registered are selected irrespective of their preferred communication method.

The options below appear and you can now click on the 'E-mail' button.



Attach this file :

Print only new and changed confirmations :

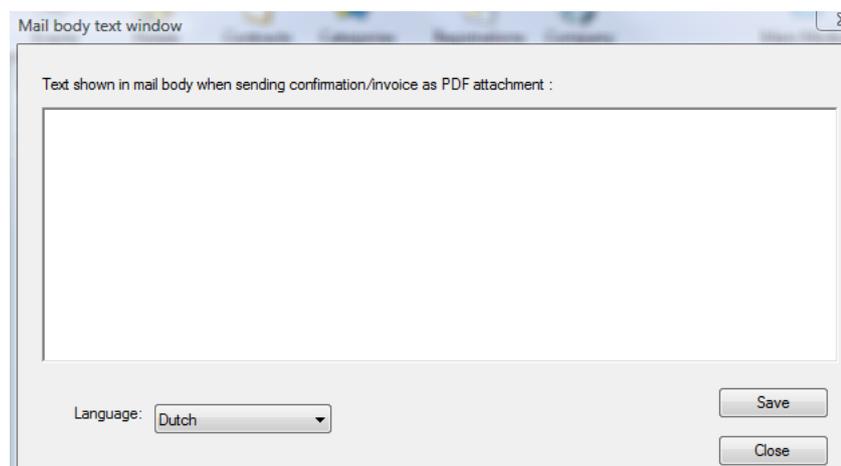
Print invoices for participants of group registration :

Send invoice to other invoice address by e-mail:  Send as PDF attachment:

Show e-mails before sending :

The specific e-mail options are:

- Attach this file : This enables you to attach an extra document, such as a description of the route to the venue, to every Confirmation/Invoice.
- Send as PDF attachment.: Here you can indicate whether you want to send the Confirmation/Invoice as a pdf attachment instead of including the Confirmation/Invoice information in the body text of the e-mail.
- Body text : If you select the pdf attachment option this button enables you to type in a short text to be included in the body of the e-mail that tells the reader the content of the attached pdf file.
- Show e-mails before sending : This option enables you to check every individual e-mail before it is sent.



Mail body text window

Text shown in mail body when sending confirmation/invoice as PDF attachment :

Language:

To send the e-mails click on the 'E-mail' button. Eventure will now send the e-mails via your e-mail programme.

### 7.3 Cancellation /Invoice

The 'Cancellation/Invoice' option under 'Reports' provides the possibility to send cancellation letters and invoices to participants.

In the above screen you can make selections from the information present in Eventure to compose cancellation letters. Using the drop down menu's 'Order of records', 'Communication', 'Event' and the option 'Print from ... to and including ...' you can make use of the same selections used in the confirmation letter/invoice. By ticking the check box 'Print only new or changed cancellations' you indicate that you only want to print out or view the new cancellations that have been entered into Eventure since the previous printout.

### 7.4 Confirmations via Word

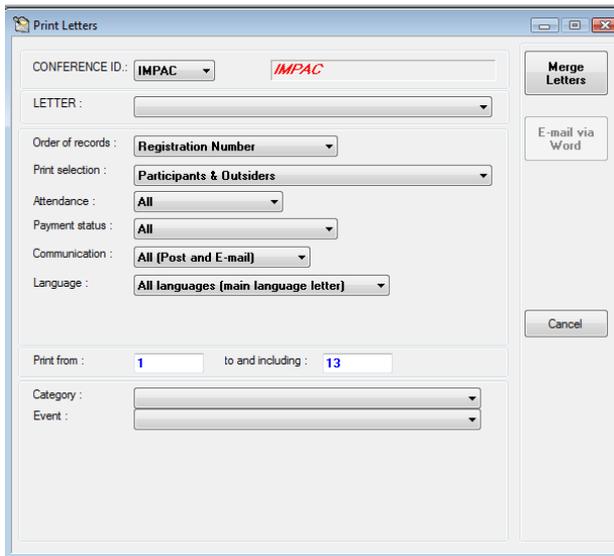
When you want to use the confirmation letter that you composed in Word according to paragraph 4.5.3, 'Confirmation letter in MS Word', you can merge these letters with the selection of the participant details that you enter in the screen below, by using the option 'Confirmations via Word' in the 'Reports' menu.

The 'Set up printing Confirmations' screen provides the possibility to sort and select the participant data. The drop down menu's 'Order of records', 'Print selection', 'Communication', 'Payment status', the option 'Print from ... to and including ...' and 'Event', provide the same possibilities as described

earlier. Use the check box 'Print only new and changed status reports' to indicate that you wish to print out status reports only for new participants and for participants for whom the data has been changed. Clicking the 'Merge' softkey merges the selected data with the confirmation letter in MS Word. Clicking the softkey 'E-mail via Word' does the same but also then sends the letter directly to the participants via e-mail. The availability of the 'E-mail via Word' softkey is dependent on the choice made for 'Communication'.

## 7.5 Letters

When you want to send the other letters that you composed according to paragraph 4.5.4, 'Other Letters', select the option 'Letters' under the 'Reports' menu. This allows you to merge these letters with the participant details.



The screen above is displayed. The 'Print Letters' screen provides the possibility to sort and select according to all sorts of participant details. 'Order of records', 'Print selection', 'Attendance', 'Payment status', 'Communication', 'Print from ... to and including ...', 'Category' and 'Event' are used as described earlier.

Using drop down menu 'Letter', select the letter that you wish to send to the participants by post or via e-mail.

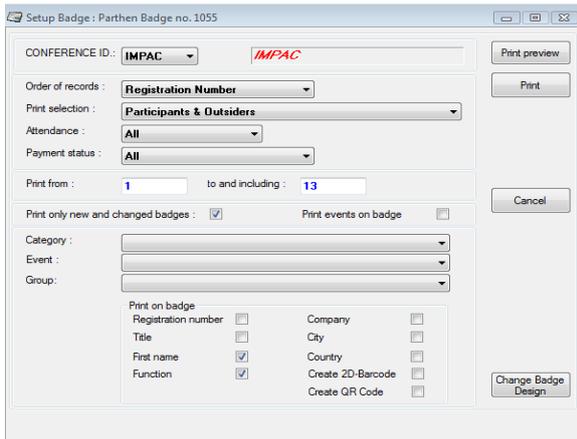
Clicking the 'Merge' softkey causes the selected data to be merged with the letter composed in MS Word. Clicking the 'E-mail via Word' softkey does the same but also sends the merged letter to the participants directly via e-mail. The availability of this softkey depends on the choice made for 'Communication'.

## 7.6 Badges

Printing out badges for participants and non-participants, e.g. members of the press.



The screen above is displayed whenever you select 'Badges' from the 'Reports' menu. A list of badges is displayed, from which you can select the format required. Scroll onto the badge required and click 'Accept'.



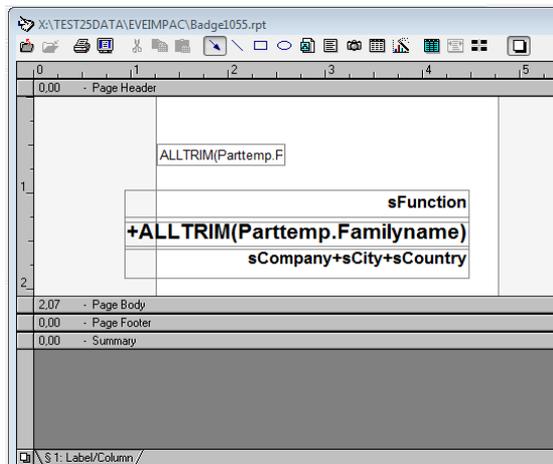
The screen above is displayed, allowing you to specify for which participants you wish to print badges and what should be on the badges.

'Order of records', 'Print selection', 'Attendance', 'Print from ... to and including ...', 'Category' and 'Event' are used the same as described earlier.

Ticking the check box 'Print only new and changed badges' indicates that you want to print badges only for those participants for whom you have not already printed a badge.

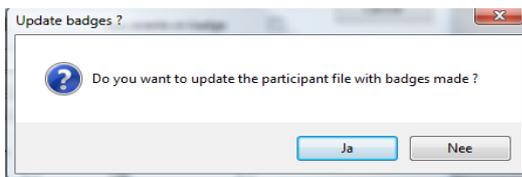
The check boxes in the 'Print on badge' field are used to specify what data should appear on the badge. The choices that you make are kept in the system memory. If you have made an example of a number of badges, then when you actually print out the badges you no longer have to specify which data has to appear. For example, if you have specified that the 'First name' and 'Company' should appear on the badge, the following time that you open this screen they are automatically selected.

Clicking the 'Change Badge Design' softkey calls up the screen shown below. You can change the layout of the badge using this screen. Practice laying out your badges for the best effect. It is not explained how to do this in this manual.



No examples of badges are given in the appendices.

When you have finished printing out or viewing a print preview of the badges and have shut down the screen, you will receive the following message.



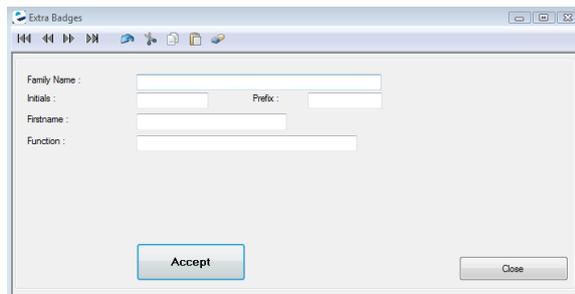
When you confirm this action, all participants in the list for whom you printed out a badge or looked at a preview of the badge will be marked as having had a badge printed, so that the next time you make a printout with the check box 'Print only new and changed badges' ticked, only the new badges will be printed. When you click 'No', this mark is not placed and as far as Eventure is concerned, no badges have been printed for these participants.

In the overview of participants (List of Registered People) you can directly print out a badge for the selected person by clicking the  softkey.



### 7.6.1 Extra Badges

As already mentioned, Eventure provides the possibility of printing badges, in addition to those for participants, also for non-participants, without the need for registering them in the Eventure system. Select the 'Participant module' in the 'Registrations' menu, followed by the 'Extra Badges' option. This puts you into the screen shown below.

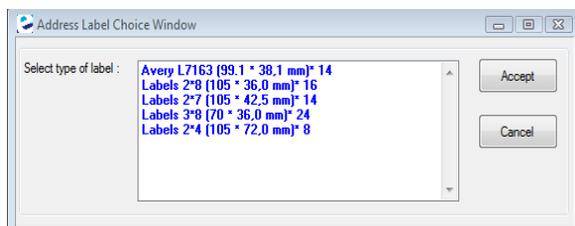


Enter the Family Name, Initials, Prefix and Company.

The badge is laid out using the settings that you entered the last time you printed participant badges. You need to consider the type of badge and the choices that you made in the 'Print on badge' option in the 'Set-up Badge' screen.

### 7.7 Labels

Via 'Labels' under the 'Reports' menu, you can print out labels with all sorts of participant details on them. These labels can be used for envelopes, etc.



The screen above, containing a list of labels, is displayed when you select 'Labels' under the 'Reports' menu.

When you select one of the labels and confirm the selection by clicking 'Accept', the screen below is displayed.

In the 'Setup Label' screen you can specify which data you wish to put on the labels and according to which data you wish to sort them.

'Order of records', 'Print selection', 'Attendance', 'Print from ... to and including ...', 'Category' and 'Event' can be used as described earlier in this manual. Using the check boxes for 'Print on label' you can specify which details should appear on the labels.

No examples of labels are given in the appendices.

## 7.8 Status reports (Envelopes)

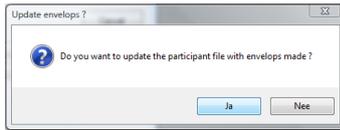
Using the 'Envelopes' option under the 'Reports' menu, you can print out status reports. Status reports are cards which can be used on site to check, with the participant, whether all of the data regarding the participation are correct. These status reports contain the name, registration number, hotel reservation, payment status and the events for the participant. These status reports are often put into transparent folders together with all the other papers and attributes to be given to the participants at the check-in desk.

The screen shown below is displayed when you select this option.

The 'Order of records' menu allows you to specify by what details the status records should be sorted. These choices are the same as previously described. 'Print from ... to and including ...' also works the same. Use the check box 'Print only new and changed status reports' to indicate that you wish to print out status reports only for new participants and for participants for whom the data has been changed.

Two examples of status reports are given in appendix 19, 'Status reports', of participants for whom an example of a confirmation/invoice is also included in the appendices. This has been done in order to make comparison easier.

When you have finished viewing or printing the status reports, you will receive the message below.

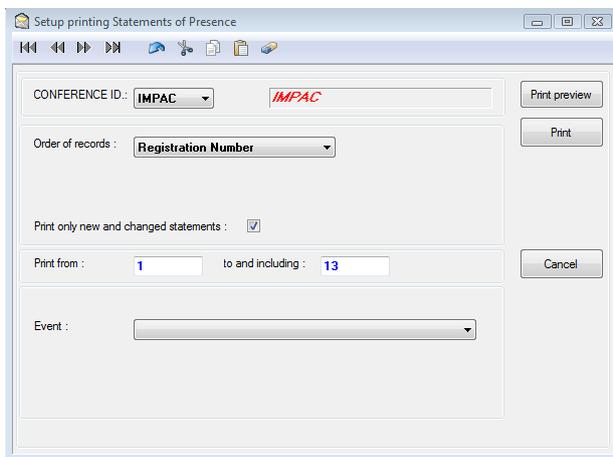


When you confirm this action, all participants for whom you have looked at a print preview or have printed out a status report, are marked as having had a printout so that the following time a print out is made with the check box 'Print only new and changed status reports' ticked, only the new status reports are printed. When you click 'No', this mark is not made and as far as Eventure is concerned no status reports have been printed for these participants.

## 7.9 Statements of Presence

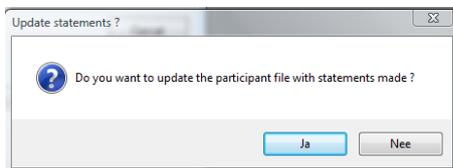
The Statements of presence are used when a participant comes to the registration desk and the company or another person is going to pay the fee. You can get the participant to sign the statement of presence so that should you need to send a reminder you have the proof that the participant was present at the congress.

'Statements of Presence' is an option under the 'Reports' menu.



In the screen above you can make a selection based on which data you wish the statement of presence to be sorted. Both 'Order of records' and 'Print from ... to and including ...' work the same as previously described. By using the check box 'Print only new and changed statements' you can indicate whether you want to print only out statements of new participants or participants for whom the data has been changed.

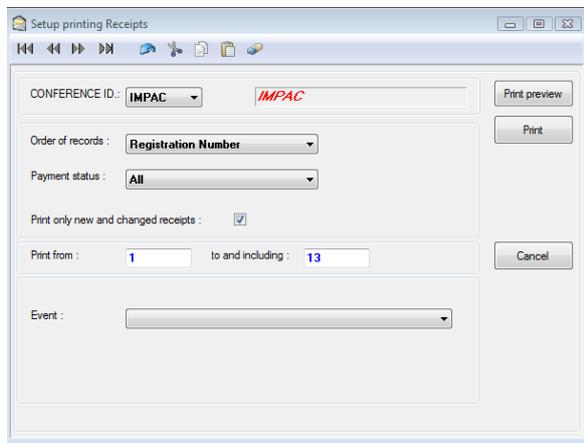
When you have finished viewing or printing the statement of presence, the message below will be displayed.



When you confirm this action, all participants of whom you have viewed or printed a statement of presence out are marked as having had a printout, so that the following time a printout is made with the check box 'Print only new and changed statements' ticked, only the new statements of presence are printed. When you click 'No', this mark is not placed and as far as Eventure is concerned these participants have not had a statement of presence printed for them.

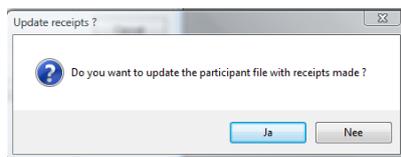
## 7.10 Receipts

If a participant wishes to receive a receipt, you can print out a receipt using 'Receipts' under the 'Reports' menu.



The screen above appears when you have chosen to print out a receipt. Using 'Order of records' and 'Print from ... to and including ...' you can again apply the sort functions as described earlier. The check box 'Print only new and changed receipts' provides the possibility of specifying that you wish to print only the receipts of new participants or changed participants.

When you have finished viewing or printing the receipts you will receive the message shown below.



When you confirm this action, all participants for whom you have viewed or printed a receipt are marked that they have had a receipt printed out, so that the next time you print out receipts, when the check box 'Print only new and changed receipts' has been ticked, only those requiring new receipts will be printed. When you click 'No', this mark is not placed and as far as Eventure is concerned these participants have not had a receipt printed for them.

## 7.11 Certificates

If certificates are awarded during the congress, you can extract data from Eventure for inclusion on the certificates by using this option. You can specify which details you want by using the drop down menu's.

You can also specify which details should be printed on the certificate (Print on certificate). In the overview of participants (List of Registered People) you can immediately print a certificate out for the selected person by using the  softkey. The last used format of the screen above is applied.

### 7.11.1 Extra Certificates

Eventure provides the possibility of printing certificates, in addition to those for participants, also for non-participants, without the need for registering them in the Eventure system.

Select the 'Participant module' in the 'Registrations' menu, followed by the 'Extra Certificates' option. This puts you into the screen shown below.

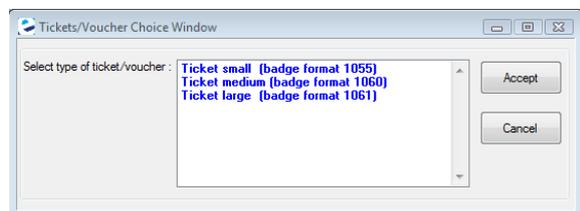
Enter the Family Name, Initials, Prefix and Company.

The certificate is laid out using the settings that you entered the last time you printed participant certificates. You need to consider the choices that you made in the 'Print on certificate' option in the 'Set-up Certificate' screen.

## 7.12 Tickets/vouchers

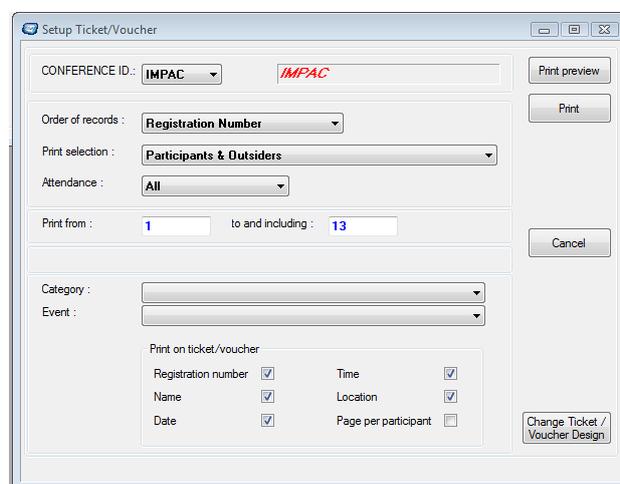
Using the 'Tickets/vouchers' option under the 'Reports' menu, you can print out tickets/vouchers with all sorts of information.

You can use these tickets/vouchers for all-ticket workshops, gala dinners, etc.



The screen shown above is displayed when you select this option.

A list of tickets is displayed, from which you can select the format required. Scroll onto the ticket required and click 'Accept'.

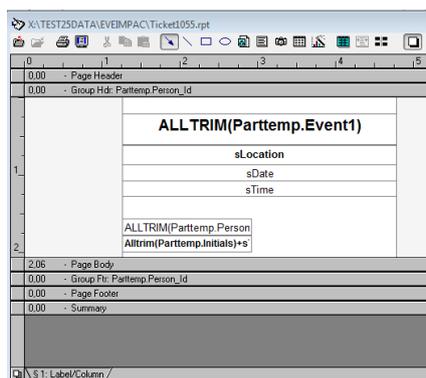


The screen above is displayed, allowing you to specify for which participants you wish to print tickets/vouchers and what should be on the tickets/vouchers.

'Order of records', 'Print selection', 'Attendance', 'Print from ... to and including ...', 'Category' and 'Event' are used the same as described earlier.

The check boxes in the 'Print on ticket/voucher' field are used to specify what data should appear on the ticket/voucher. The choices that you make are kept in the system memory. If you have made an example of a number of badges, then when you actually print out the badges you no longer have to specify which data has to appear. For example, if you have specified that the 'First name' and 'Company' should appear on the badge, the following time that you open this screen they are automatically selected.

Clicking the 'Change Ticket/Voucher Design' softkey calls up the screen shown below. You can change the layout of the ticket/voucher using this screen. Practice laying out your ticket/voucher for the best effect. It is not explained how to do this in this manual.

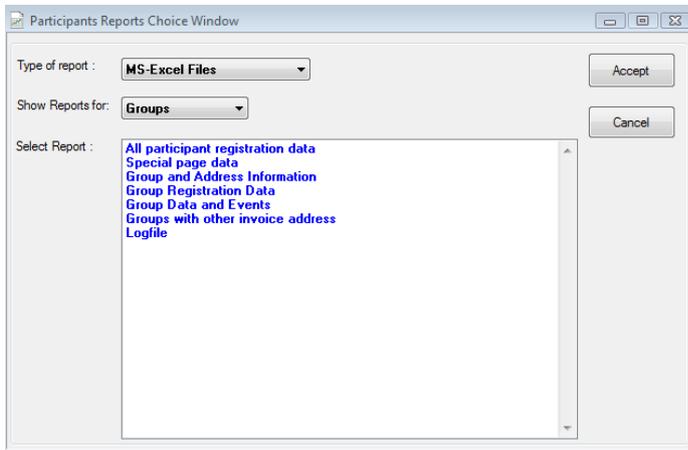


No examples of ticket/voucher are given in the appendices.

## 8. Output of group details from Eventure

The menu in Eventure's 'Participants module' includes the item 'Reports'. All the participant reports and the general reports are handled in Section 7.

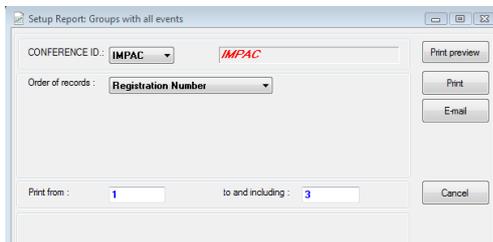
The following Sections handle all the output concerning groups. You can call up the group reports by first selecting 'Type of report:' and then selecting 'Group' from the drop-down menu 'Show Reports for:'. Not every type of report offers group reports.



### 8.1.1 Output of event details (Events)

First select 'All reports' from the 'Reports' menu. Then select 'Events' from 'Type of report:'. You can select from the following group reports:

- 'Groups with all events'.



Select 'Groups with all events' and the screen above appears. An example of 'Groups with all events' is given in Enclosure 22, 'List of name, company and country per event'.

### 8.1.2 Output of hotel details (Hotels)

- Group Hotel options
- 'Hotel reservations per group'.

The output 'Group Hotel options' gives the above screen. With the drop down menu 'Hotel' you can select for which hotel you want to print the reservations. With the checkbox 'Recalculate bookings before showing' you can recalculate the options before making the report.

Select 'Hotel reservations per group' and the screen above appears. Here too you see 'Print from ... to and including ...', as described in Paragraph 6.1.1, 'Output of participants' details'.

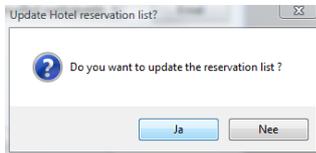
Using the 'Group' and 'Hotel' drop-down menus you can select the hotel reservations of participants for each group you wish to print out. If you wish to print out everything available via the drop-down menus, do not select anything from the menus.

An example of this report is given in Enclosure 23, 'List of hotel reservations per group'.

When you print the output of 'Hotel reservations' and/or look at the print preview, you may see the following message.

This means that one or more hotel reservations have been added or changed. In this case you should first look at or print the output of 'Hotel reservations changes'. See Section 7.1.4. 'Output of hotel details (Hotels)', *Handbook/manual of participant registration in Eventure*.

When you have printed or looked at the output of 'Hotel reservations changes' and you have closed the print preview you will see the following message.

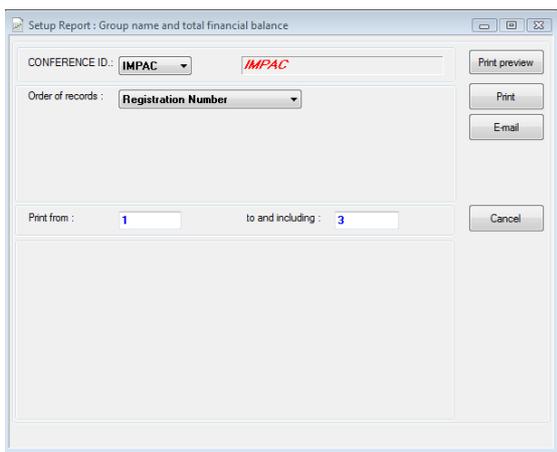


Answer 'Yes' and all the changes you have printed out will also be included in the list of hotel reservations per group. This means that the next time you print out the changes to the hotel reservations only the new changes will be printed. Answer this question with 'No' and the changes you have printed will not be included in the hotel reservations list. This is useful if you only want to look at a print preview.

### 8.1.3 Financial output (Finance)

The following lists come under financial output:

- 'Group name and total financial balance';
- 'Group name and financial balance events';
- 'Group invoices sent';
- 'Group payment status'.

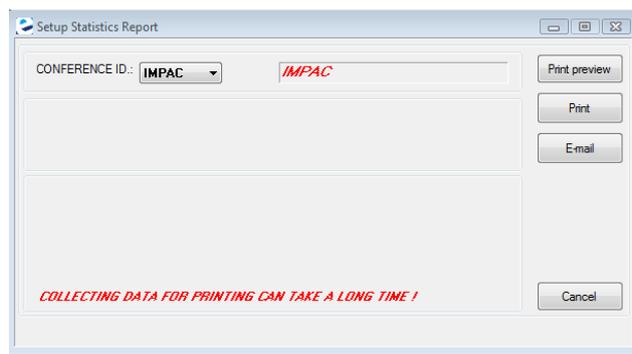


The screen above is applicable for all financial output. The 'Print from ... to and including ...' option is the same as described earlier.

If you choose the report 'Group payment status' you can print a new page per group. You can do this by checking the box 'Page per company'.

An example of the 'Group name and total financial balance' list is given in Enclosure 24, 'List of name, company and balance of participants'.

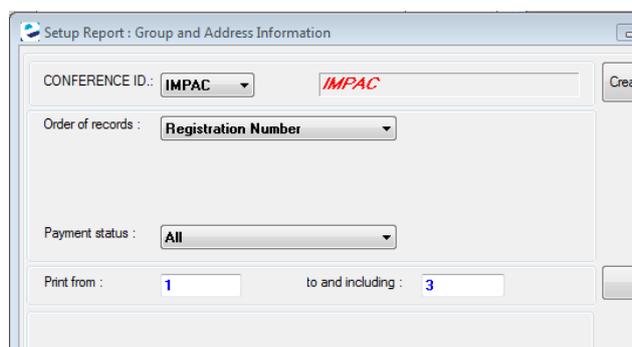
If you choose the report 'Group invoices sent' the lower screen will be shown.



### 8.1.4 Exporting information to MS-Excel-files

You can export information from Eventure to Microsoft Excel files by using the 'MS-Excel Files' option in the 'All reports' summary. The following Excel files are possible for groups:

- 'Group and Address Information';
- 'Group Registration Data';
- 'Group Data and Events';
- 'Groups with other invoice address'.



You use the screen above to indicate how you want the output sorted. The drop-down 'Order of records' menus and the 'Print from ... to and including...' option work in the same way as described earlier. Under 'Group Registration Data' you can make an additional selection on an event. A drop-down menu 'Event' will appear in the lower part of the screen. For 'Groups with other invoice address' you can make an additional selection on category. A drop-down menu 'Category' will appear in the lower part of the screen.

Start Microsoft Excel with the 'Create Excel' button and the requested data is shown in spreadsheet form.

The 'Group and Address Information' spreadsheet includes not only all the group data but also the remarks and the additional group information. 'Participant Registration Data' shows the group data as in 'Group and Address Information' plus all the events as columns in the spreadsheet. The cells under the events indicate the number of times a group has booked this event. Only the groups for which the 'Pre-registration of events and hotels' checkbox has been activated can have booked events.

The Excel file 'Group Data and Events' shows all the group data as in 'Group and Address Information' as well as 30 columns, headed 'Event1' to 'Event30', in which the events linked to the group are listed in sequence. For example, if a group has the two events 'Member (before 25/09/2003)' and 'Workshop A Morning', these are shown under 'Event1' and 'Event2'.

'Groups with other invoice address' shows all group information, the remarks and group invoice addresses in the spreadsheet.

When saving the spreadsheets you should change the name of the file. If you do not change the name the file will be over-written the next time you create an Excel file.

No examples of these Excel files are given in the Enclosures.

### 8.1.5 Output of group data (Group)

The following participant information can be output:

- 'LOG\* company/contact/country per group';
- 'LOG company/contact/city per group';
- 'LOG company/contact/telephone/fax and e-mail';
- 'LOG company/contact/remarks per group';
- 'Participants per group';
- 'Participants with reg. data per group'.

\* 'LOG' stands for 'List Of Groups'.

The screenshot shows a software window with the following fields and controls:

- CONFERENCE ID:** A dropdown menu showing 'IMPAC' and a text field containing 'IMPAC'.
- Order of records:** A dropdown menu showing 'Registration Number'.
- Print from:** A text input field containing the number '1'.
- to and including:** A text input field containing the number '3'.

The screen above appears as soon as you select one of the output options in the list up to and including 'LOG company/contact/remarks per group'.

Using the 'Order of Records' drop-down menu you can sort the output information by 'Registration Number', 'Company Name' or 'Contact person'.

With 'Print from ... to and including ...' you can indicate the block of registration numbers you wish to print out. If you have chosen a topic other than registration number under 'Order of records' you will see 'Print from: (A) to and including: (Z)'. You can change the 'A' and the 'Z' to the letters you wish.

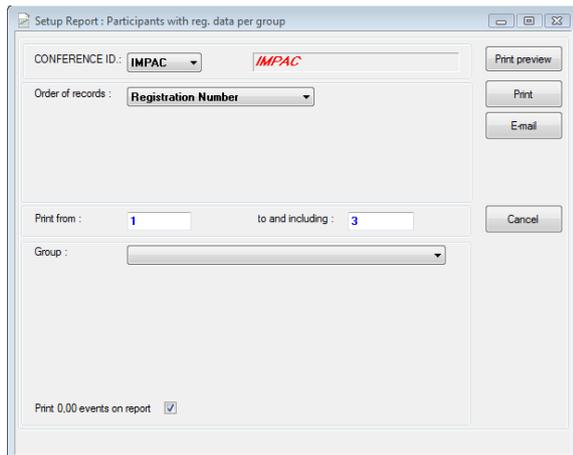
Enclosure 25 'List of company, name and country per group' gives an example of this output.

The screenshot shows a dialog box titled 'Setup Report: Participants per group' with the following fields and controls:

- CONFERENCE ID:** 'IMPAC' (dropdown) and 'IMPAC' (text field).
- Order of records:** 'Registration Number' (dropdown).
- Print from:** '1' (text input).
- to and including:** '3' (text input).
- Group:** An empty dropdown menu.
- Sort order Participants:** 'Family Name Participant' (dropdown).
- Buttons:** 'Print preview', 'Print', 'E-mail', and 'Cancel'.

The screen above belongs to 'Participants per group'. This report generates a list of all the congress participants who are linked to a group. The participants are listed per group.

An example of this output is given in Enclosure 26, 'Participants per group'.



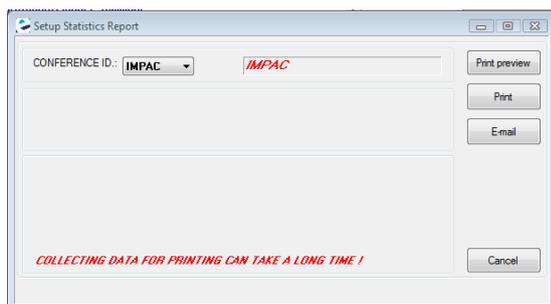
If you select the 'Participants with reg. data per group' list the screen above appears. This output also includes a list of participants with participant details plus the events and hotels of each participant linked to a group.

An example of this output is given in Enclosure 27, 'Participants with reg. data per group'.

### 8.1.6 Output of statistical information (Statistics)

The statistical output comprises lists of statistics.

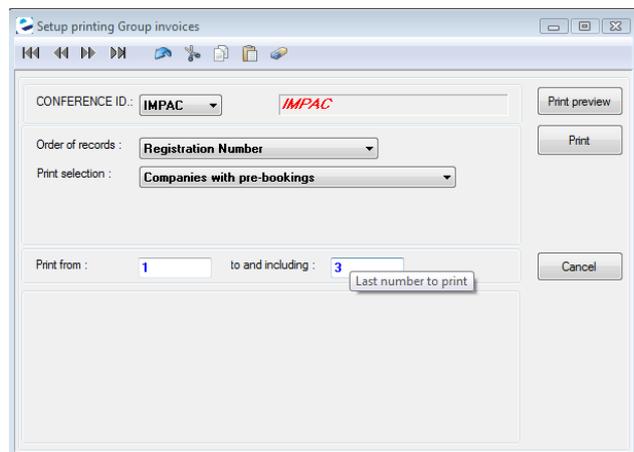
- A summary of the number of participants per group ('Group summary').



The following screen appears. The 'Group summary' shows the number of participants in each group. An example of 'Group summary' is given in Enclosure 28, 'Group summary'.

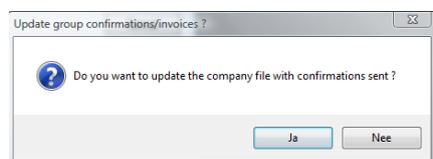
## 8.2 Group invoice

The 'Group Invoice' option under 'Reports' allows you to send invoices to groups.



The screen above appears when you select 'Group Invoice'. Using the 'Order of records' drop-down menu you can sort the information by registration number ('Registration Number'), company ('Company Name'), country ('Country Name') and city ('City Name'). With 'Print selection' you can select by company with pre-booked events and hotels ('Companies with pre-bookings') and companies that are paying for everything for their participants ('Companies with collective invoice'). 'Print from ... to and including ...' works in the same way as described earlier.

When you look at a print preview or have given the print command and closed the relevant screen you will see the following message.



Answer 'Yes' and the invoices in the print selection are saved. You can call up the invoices via the 'Invoice History' button, see Section 6.2, 'Company Data'.

If you answer 'No' the invoices are not saved.

This is useful when you wish to look at a print preview and do not want to confirm that you have sent the invoices.

Examples of invoices are given in Enclosure 29, 'Invoice of a company with pre-booked events/hotels', and Enclosure 30 'Invoice of a company which is paying everything for its participants'.

On enclosure 29 the number of nights is shown instead of the number of rooms like on the participant invoice.

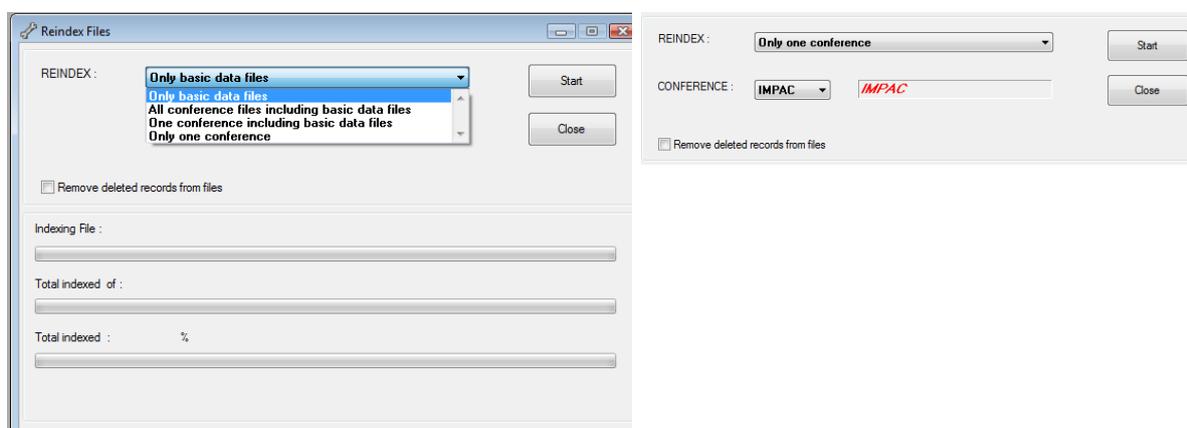
## 9. Maintaining Eventure Data

If you have problems in processing, sorting or printing of your data in Eventure you can make use of the Eventure maintenance system.

Problems that could occur could include the following examples:

- The data in the various 'List' screens are not sorted or incorrectly sorted according to the selected possibility in the 'order' drop down menu;
- When you wish to print out data from Eventure the data does not follow the selected sorting method;
- You receive strange error messages that you did not previously receive;
- Anything else that you think is not operating correctly in Eventure.

You can do something to alleviate these problems yourself using the repair possibilities in Eventure. In the 'File' menu select 'Maintenance'. This puts you into the screen below.



The 'Reindex Files' screen provides an overview of the possibilities and order of the repair process.

Drop down menu 'Reindex':

- 'Only basic data files':  
When you select this option, only the basic co-ordinating data files in Eventure are restored.
- 'All conference files including basic data files':  
When you select this option all of the congress files and the basic co-ordinating data files are restored.
- 'One conference including basic data files':  
When you select this option, the files of the selected congress and the basic co-ordinating data files are restored.
- 'Only one conference':  
When you select this option only the files of the selected congress are restored.

## Appendices

### 1. *List of name, company and country of participants*

You see the list with participant's name, company and country ('LOP name/company/country'). The lists under 'All reports' and 'Participants' through until the list 'LOP name/address/acc.persons and hotel' are the same as the list shown below, but with the data specified.

Report	: List of name, company and country of participants ( Ordered by Registration Number )	Date	: 13/10/2000
Conference	: EVE                      EVENTURE	Time	: 11:56:21
Lists:	: Participants & Outsiders ; All ; Reg. no 1 to and including 5	Page	: 1

<b>No.</b>	<b>Name</b>	<b>Company</b>	<b>Country</b>
0001	Barlo, S.	Parthen Impact	The Netherlands
0002	Bakker, J.	Parthen Impact	The Netherlands
0004	Barlo,		Nederland
0005	Test registration, A.		The Netherlands

Number of participants : 4

1

**Sebastiaan Barlo**

Parthen Impact  
Eventureweg 10  
1234AB CONGRESS CITY  
The Netherlands  
Tel : 31 Telephone number  
Fax : 31 Fax number  
E-mail : sbarlo@eventurecongres.nl (fictitious)  
Hotel: Eventure Hotel

2

**Jaap Bakker**

Parthen Impact  
Eventureweg 10  
1234AB CONGRESS CITY  
The Netherlands  
Tel : 31 Telephone number  
Fax : 31 Fax number  
E-mail : jbakker@eventurecongres.nl (fictitious)  
Hotel: Eventure Hotel

## Participants List

4

**Barlo**

Nederland

5

**AB Test registration**

The Netherlands

### **2. *List of participants for conference***

The list of participants for a congress begins with a fore page. An example of this page is given below. After the fore page the details of the participants are given following the selections made by you under 'LOP for conference'.

## **Test congress for EVENTURE for Windows**

**You can fill the sub-heading in here.**

From 10/10/2000 to 15/10/2000

### 3. **Variable list of name, company and country of participants**

This list is an example of the choices that you can make under 'LOP variable'.

Report	: Variable list of name, company and country of participants ( Ordered by Registration Number	Date	: 13/10/2000
Conference	: EVE	EVENTURE	Time : 12:02:15
Lists:	: Participants & Outsiders ; All ; Reg. no 1 up to and including 5	Page	: 1

<b>No.</b>	<b>Name</b>	<b>Company</b>	<b>Country</b>
0001	Barlo, S.	Parthen Impact	The Netherlands
0002	Bakker, J.	Parthen Impact	The Netherlands
0004	Barlo,		Nederland
0005	Test registration, A.		The Netherlands

Number of participants : 4

#### 4. **List of name, company and country per event**

The list 'LOP name/company/country per event provides an example of the layout of the lists under 'Events' through to 'LOP name/category/tickets per event'.

Report	: List of name, company and country per event ( Ordered by Registration Number )	Date	: 13/10/2000
Conference	: EVE                      EVENTURE	Time	: 12:02:50
Lists:	: Participants & Outsiders ; All ; Reg. no 1 up to and including 5	Page	: 1

<b>No.</b>	<b>Name</b>	<b>Company</b>	<b>Country</b>
0001	Barlo, S.	Parthen Impact	The Netherlands
0002	Bakker, J.	Parthen Impact	The Netherlands
0004	Barlo,		Nederland
0005	Test registration, A.		The Netherlands

Number of participants                      : **4**

## 5. *List of name, company and all registered events*

This is an example of the 'LOP with all events' list.

Report	:	List of name, company and all registered events ( Ordered by Registration Number )	Date	:	13/10/2000
Conference	:	EVE                      EVENTURE	Time	:	12:04:18
Lists:	:	Participants & Outsiders ; All ; Reg. no 1 up to and including 5	Page	:	1

No.	Name	Company	Code	Event name	Num
0001	Barlo, S.	Parthen Impact			
			P0001	Member (before 25/09/2000)	1
			R0001	Workshop A Morning	1
			R0003	Dinner 12 October 2000	1
0002	Bakker, J.	Parthen Impact			
			P0015	VIP (before 25/09/2000)	1
			R0001	Workshop A Morning	1
			R0003	Dinner 12 October 2000	1
0004	Barlo,				
0005	Test registration, A.				

Number of participants : **4**

## 6. **List of name, company and city per event group**

This is an example of the 'List of name, company and city per event group' list.

Report	:	List of name, company and city per event group( Ordered by Registration Number )	Date	:	15/02/2002
Conference	:	EVE                      EVENTURE	Time	:	14:50:54
Lists:	:	Participants & Outsiders ; All ; Reg. no 1 to and including 5	Page	:	1

<b>No.</b>	<b>Name</b>	<b>Company</b>	<b>City</b>	<b>Country</b>
0001	Barlo, S.	Parthen IMpact	CONGRESCITY	The Netherlands
0002	Setten, H. van			
0003	Blomsma, W.	NV Verzekeringsmaatschappij	WOUDSEND	
0004	Winkelen, J.C. van	Nuon Water	LEEWARDEN	
0005	Schootstra, H.	Enitor BV	BUITENPOST	

Number of participants                      : **5**

## 7. *Events per event group*

This is an example of the 'Events per event group' list.

Report	:	Events per Event Group	Date	:	15/02/2002	
Conference	:	EVE	EVENTURE	Time	:	15:55:23
Lists:	:	All Event Groups	Page	:	1	

Group Name	Code	Event name
Registration	P0001	Member (voor 30/04/2001)
	P0002	Member (vanaf 01/05/2001)
Acc. Person		
Workshop	R0001	Workshop A Ochtend
	R0002	Workshop A Middag
	R0004	Workshop B Ochtend
	R0010	Workshop B Middag
Excursion		
Workshop A	R0001	Workshop A Ochtend
	R0002	Workshop A Middag
Workshop B	R0004	Workshop B Ochtend
	R0010	Workshop B Middag

## 8. *List of hotel reservations*

This is an example of the 'Hotel reservations' list based on the data selected.

Report	: List of hotel reservations ( Ordered by Registration Number )	Date	: 13/10/2000
Conference	: EVE                      EVENTURE	Time	: 12:05:43
Lists:	: All Participants(Including cancelled participants); All; Reg. no 1 up to and including 5	Page	: 1

### 30 **Eventure Hotel**

No.	Name	Arrival	Departure	Nights	Room	Remarks	Deposit
0001	Barlo, S.	09/10/2000	16/10/2000	7	Single room		250,00
0002	Bakker, J.	10/10/2000	15/10/2000	5	Singler room		FREE

**N.G.**        = **NOT GUARANTEED ! (Deadline 18.00 hrs.)**  
**FREE**        = **Free room for participant. Paid by organisation**  
**HOTEL**      = **Deposit was paid directly to hotel by participant**  
**C.C.G.**      = **Credit Card Guarantee for hotel payment**

## 9. **List of hotel reservation changes**

This is an example of the 'Hotel reservation changes' list based on the data selected.

Report	: List of hotel changes ( Ordered by Registration Number )	Date	: 13/10/2000
Conference	: EVE                      EVENTURE	Time	: 12:05:04
Lists:	: All Participants(Including cancelled participants) ; All ; Reg. no 1 up to and including 5	Page	: 1

### 30 **Eventure Hotel**

No.	Name	Arrival	Departure	Nights	Room	Remarks	Deposit
0001	Barlo, S.	09/10/2000	16/10/2000	7	Luxury single room		CAN!
0001	Barlo, S.	09/10/2000	16/10/2000	7	Single room		250,00
0002	Bakker, J.	10/10/2000	15/10/2000	5	Single room		FREE

- N.G.**            = **NOT GUARANTEED ! (Deadline 18.00 hrs.)**  
**CAN!**           = **Cancelled Room Reservation**  
**FREE**           = **Free room for participant. Paid by organisation**  
**HOTEL**        = **Deposit was paid directly to hotel by participant**  
**C.C.G.**        = **Credit Card Guarantee for hotel payment**

## 10. List of hotel options

This is an example of the 'Hotel options' list based on the data selected.

Report	: List of hotel options ( Ordered by Hotel number )	Date	: 13/10/2000
Conference	: EVE                      EVENTURE	Time	: 12:06:14
Lists:	: Hotel options in Eventure Hotel	Page	: 1

### HOTEL : Eventure Hotel - Congress city

#### Single room

Date	Options	Booked	Free
09/10/2000	10	1	9
10/10/2000	10	2	8
11/10/2000	10	2	8
12/10/2000	10	2	8
13/10/2000	10	2	8
14/10/2000	10	2	8
15/10/2000	10	1	9
16/10/2000	10	0	10

#### Hotel Allotment

Date	Options	Booked	Free
09/10/2000	40	0	40
10/10/2000	40	0	40
11/10/2000	40	0	40
12/10/2000	40	0	40
13/10/2000	40	0	40
14/10/2000	40	0	40
15/10/2000	40	0	40
16/10/2000	40	0	40

## 11. List of hotel contracts

This is an example of the 'Hotel contracts' list based on the data selected.

Report	:	List of hotel contracts( Ordered by Hotel number )	Date	:	13/10/2000
Conference	:	EVE                      EVENTURE	Time	:	12:06:39
Lists:	:	All contracts with hotels	Page	:	1

NO.	HOTEL	ROOM TYPE	CONTR.	PRICE	COMM.	DEPOSIT
30	<b>Eventure Hotel</b>					
		Eenpersoons kamer	19/09/2000	100,00	3,00	75,00
		Luxe eenpersoons kamer	19/09/2000	0,00	0,00	0,00
		Luxe tweepersoons kamer	19/09/2000	0,00	0,00	0,00
		Hotel Allotment	19/09/2000	150,00	3,00	75,00

## 12. List of proceeds

This is an example of the 'Proceeds' list based on the data selected.

Report	List of proceeds( Ordered by Hotel number )	Date	: 13/10/2000
Conference	EVE                      EVENTURE	Time	: 12:10:13
Lists:	Proceeds for Eventure Hotel	Page	: 1

NO.	HOTEL	ROOM TYPE	NIGHTS	PRICE	COMM. (%)	PROCEEDS
30	<b>Eventure Hotel</b>					
		Eenpersoons kamer	12	100,00	3,00	36,00
		Luxe eenpersoons kamer	0	0,00	0,00	0,00
		Luxe tweepersoons kamer	0	0,00	0,00	0,00
		Hotel Allotment	0	150,00	3,00	0,00
						36,00

### 13. *List of transport*

This is an example of the 'List of transport' list based on the data selected.

Report	: List of transport ( Ordered by Registration Number )	Date	: 13/10/2000
Conference	: EVE                      EVENTURE	Time	: 12:13:26
Lists:	: All Participants ; Reg. no 1 up to and including 5	Page	: 1

No.	Name	ARRIVAL	DEPARTURE	TIME	TRANSPORT	INFO
0001	,	09/10/2000		10:00	Aeroplane	BA1234

TOTAL PROCEEDS FOR ALL LISTED HOTELS :      36,00

#### 14. **List of name, company and balance of participants**

This is an example of the 'LOP of name and financial balance' list based on the data selected. The list 'LOP name and hotel payments' is very similar to this example. No example is given of the 'LOP name and payments' list.

Report	: List of name, company and balance of participants ( Ordered by Registration Number )	Date	: 13/10/2000
Conference	: EVE                      EVENTURE	Time	: 12:14:28
Lists:	: Participants & Outsiders ; All ; Reg. no 1 up to and including 5	Page	: 1

<b>No.</b>	<b>Name</b>	<b>Company</b>	<b>To Pay</b>	<b>Paid</b>	<b>BALANCE</b>
0001	Barlo, S.	Parthen Impact	499,38	200,00	<b>-299,38</b>
0002	Bakker, J.	Parthen Impact	205,63	0,00	<b>-205,63</b>
0004	Barlo,		0,00	0,00	<b>0,00</b>
0005	Test registration, A.		0,00	0,00	<b>0,00</b>
			<b>705,01</b>	<b>200,00</b>	<b>-505,01</b>

Number of participants : **4**

## 15. Events Summary

This is an example of the 'Events summary' list based on the data selected. It gives all events with the associated charge, number of registered participants and the total. You also can see the Event grand total to date.

Under the list with events, you can see a table of the event groups with the total number of registered participants and the grand total per event group.

Report	: Events Summary ( Ordered by Event code )	Date	: 13/10/2000
Conference	: EVE                      EVENTURE	Time	: 12:15:18
Lists:	: Events summary	Page	: 1

No.	Event name	Price	number	Total
P0001	Member (before 25/09/2000)	250,00	1	250,00
P0002	Member (from 26/09/2000)	350,00	0	0,00
P0005	Non Member (before 25/09/2000)	350,00	0	0,00
P0006	Non Member (from 26/09/2000)	450,00	0	0,00
P0010	Student (before 25/09/2000)	75,00	0	0,00
P0011	Student (from 26/09/2000)	100,00	0	0,00
P0015	VIP (before 25/09/2000)	0,00	1	0,00
P0016	VIP (from 26/09/2000)	0,00	0	0,00
R0001	Workshop A Morning	100,00	2	200,00
R0002	Workshop A Afternoon	100,00	0	0,00
R0003	Dinner 12 October 2000	75,00	2	150,00

Total Event Debit : **600,00**

Event Groups :

Group	Number of registrations	Amount to receive
Registration	0	0,00
Acc. Person	0	0,00
Workshop	2	200,00
Excursion	0	0,00
Workshop A	2	200,00

**16. Allowance per participant**

Report	: List of name, company and all registered allowances ( Ordered by Registration Number )	Date	: 03/07/2001
Conference	: EVE                      EVENTURE	Time	: 15:12:20
Lists:	: Participants & Outsiders ; All ; Reg. no 1 to and including 29	Page	: 1

No.	Name	Company	Allowance description	Amount	Paid
0001	Barlo, S.	Parthen Impact	Vliegticket	1200,00	
			<b>Total Participant</b>	<b>1200,00</b>	
				<b>Total</b>	<b>1200,00</b>

## 17. Allowance payments

Report	: Allowance ( Ordered by Registration number )	Date	: 03/07/2001
Conference	: EVE                      EVENTURE	Time	: 15:12:46
Lists:	: Allowance payments	Page	: 1

Reg.No.	Name	Date	Allowance description	Allowance amount	Paid
1	Barlo, S.	03/07/2001	Vliegticket	<u>1200,00</u>	
				Total	: 1200,00

## 18. Registration and finance summary

These lists give an overview of the number of participants and the totals based on the method of payment for events, hotels and the grand total. This is followed by the balance of the total. het totaal.

Report	: Registration and finance summary	Date	: 20/02/2002
Conference	: EVE                      EVENTURE	Time	: 10:44:56
Lists:	: Registration and finance data	Page	: 1

### Number of registrations :

Participants	:	<b>100</b>
Outsiders	:	<b>0</b>
Cancelled Participants	:	<b>0</b>
		+-----+
Total number of registrations	:	<b>100</b>

### Payments received :

Type of Payment	Event payments	Hotel Payments	Total
Bank	849,01	450,00	1299,01
Credit Card	200,00	0,00	200,00
BankCheque	822,51	300,00	1122,51
Cash	822,51	750,00	1572,51
Giro	1116,26	1500,00	2616,26
GiroBetaalkaart	0,00	0,00	0,00
CC online	100,00	700,00	800,00
SET	0,00	0,00	0,00
Client account	0,00	0,00	0,00
<b>TOTAL</b>	+-----+ <b>3910,29</b>	+-----+ <b>3700,00</b>	+-----+ <b>7610,29</b>

To receive (ex. V.A.T.)	10924,38
V.A.T.	0,00
<b>TOTAL TO RECEIVE</b>	+-----+ <b>10924,38</b>

#### BALANCE TABLE:

REFUND	<b>116,26</b>
PRESENT / NOT PAID	<b>-5726,25</b>
NOT PRESENT / NOT PAID	<b>0,00</b>
CANCELLED / NOT PAID	<b>0,00</b>
	+-----+

<b>BALANCE</b>	<b>-7014,09</b>	<b>TOTAL BANK COSTS</b>	<b>0,00</b>
----------------	-----------------	-------------------------	-------------

## 19. Confirmation letter/invoice for a participant who still owes part of the fees.

This is an example of a confirmation letter/invoice to a participant who still has to fulfil part of the fee payment.

**Parthen Impact**  
**Mr. S. Barlo**  
**Eventureweg 10**  
**1234AB CONGRESS CITY**  
**The Netherlands**

Invoice No. : **EVE-1**  
 Date : 20/10/2000  
 Concerning : **Test congress for EVENTUREfor Windows**

Dear Mr. Barlo,

Herewith confirmation and invoice for Eventure congress.

We have registered you for :

Member (before 25/09/2000)	1 *	250.00	fl.	250.00
Workshop A Morning	1 *	100.00	fl.	100.00
Dinner 12 October 2000	1 *	75.00	fl.	75.00
Hotel deposit to be paid			fl.	700.00
V.A.T.( 17.50 % over 425.00 )			fl.	74.38
Total to pay (incl. V.A.T.)			fl.	1199.38
Total received			fl.	450.00
<b>TO Pay</b>			<b>fl.</b>	<b>749.38</b>

( € 340.05 )

We request that you transfer the outstanding amount to:

"The bank account number of the congress is shown here." ( Give you name and invoice number )

### HOTEL VOUCHER

HOTEL : **Eventure Hotel**  
**Eventureweg 10**  
**1234AB Congress city**  
**Tel. : Telefoonnummer**

Registr. no. : 1  
 Arrivalt : 09/10/2000  
 Departure : 16/10/2000  
 Roomr : 1 Single room

# INVALID

The voucher is invalid if the full hotel deposit has not been paid.

Hotel deposit still outstanding: fl. 450.00

The room will be held until 18:00 (6 pm)

**20 Confirmation letter/invoice to a participant who is fully paid up.**

This is an example of a confirmation letter/invoice to a participant who is fully paid up.

**Parthen Impact**  
**Mr. J. Bakker**  
**Eventureweg 10**  
**1234AB CONGRESS CITY**  
**The Netherlands**

Faktuurnr. : **EVE-2**  
 Datum : 20/10/2000  
 Betreft : **Test congress for EVENTURE for Windows**

Dear Mr. Bakker,

Herewith confirmation and invoice for Eventure congress.

We have registered you for:

VIP (before 25/09/2000)	1 *	0.00	fl.	0.00
Workshop A Morning	1 *	100.00	fl.	100.00
Dinner 12 October 2000	1 *	75.00	fl.	75.00

V.A.T.( 17.50 % over 175.00 )	fl.	30.63
-------------------------------	-----	-------

Total to pay (incl. V.A.T.)	fl.	205.63
-----------------------------	-----	--------

Total received	fl.	205.63
----------------	-----	--------

<b>TO PAY</b>	<b>fl.</b>	<b>0.00</b>
---------------	------------	-------------

( € 0.00 )

**HOTEL VOUCHER**

Date : 20/10/2000

Registr. no. : 2

**Eventure Hotel**  
**Eventureweg 10**  
**1234AB Congress city**  
**Tel. : Telefoonnummer**

Parthen Impact  
 Mr. J. Bakker  
 Eventureweg 10  
 1234AB CONGRESS CITY  
 The Netherlands

Room : 1 Single room

Arrival : 10/10/2000

Departure : 15/10/2000

Price per night : fl. 100.00

Nights : 5

**VOUCHER VALUE : Paid by company**

**21. Status reports (Envelopes)**

These are two examples of status reports for the same two participants where the confirmation letter/invoice has already been given, so that you can see where the details correspond with each other.

Participant	: <b>Barlo, S.</b>	Status	: <b>NOT OK</b>
Registration number	: <b>1</b>	EURO	365,25
Hotel	: Eventure hotel, Eenpersoons kamer		
Arrival	: 09/10/2000	Deposit	: <b>OK</b>
Acc. person(s)	: B.N. Jansen		

<hr/>		<i>Registered for :</i>	<hr/>		<i>Allowance :</i>	<hr/>	
1	*	Member (voor 30/04/2001)		Vliegticket		1200,00	
1	*	Workshop A Ochtend		<b>Total:</b>		<b>1200,00</b>	
1	*	Diner 12 Januari 2001					

Participant	: <b>Bakker, J.</b>	Status	: <b>OK</b>
Registration number	: <b>2</b>	Deposit	: <b>OK</b>
Hotel	: Eventure hotel, Eenpersoons kamer		
Arrival	: 10/10/2000	Departure	: 15/10/2000

<hr/>		<i>Registered for :</i>	<hr/>		<i>Allowance :</i>	<hr/>	
1	*	VIP (voor 30/04/2001)					
1	*	Workshop A Ochtend					
1	*	Diner 12 Januari 2001					

## 22. **Groups with all events (LOG with all events)**

Only the companies with the click-box 'Pre-registration of events and hotels' under 'Company Data' activated will appear.

Report	:	List of groups with all events ( Ordered by Registration Number )	Date	:	02/01/2003
		EVE		:	
		EVENTURE	Time	:	12:31:37
		Participants & Outsiders ; All ; Letter 1 to and including 1	Page	:	1

0002 Meeting Essentials

R0100 Ochtend sessie 1  
R0200 Middag sessie 1  
R0300 Ochtend sessie 2  
R0400 Middag sessie 2  
R0600 6% Btw event

Number of groups : 1

**23. List of group hotel reservations**

Report	: List of group hotel reservations ( Ordered by Registration Number )	Date	: 02/01/2003
Conference	: EVE                      EVENTURE	Time	: 13:59:43
Lists:	: Participants & Outsiders ; All ; Letter 1 to and including 3	Page	: 1

**Company: Test automatic****Breer Hotel**

No.	Name	Arrival	Departure	Nights	Room	Remarks	Deposit
0021	Jansen, B.N.	20/03/2003	23/03/2003	3			GROUP
0022	Bakker, J.,	20/03/2003	23/03/2003	3			GROUP

**GROUP = Paid by company (Group registration)**

**24. Group name and total financial balance**

Report	:	Group name and total financial balance ( Ordered by Registration Number )	Date	:	02/01/2003
Conference	:	EVE                      EVENTURE	Time	:	14:35:24
			Page	:	1

No.	Company	Country	Hotel	Events	Total	Paid	Balance
1	Parthen Impact	Nederland	1280,00	5758,50	7038,50	0,00	<b>-7038,50</b>
2	Meeting Essentials	Nederland	0,00	0,00	148,75	0,00	<b>-148,75</b>
3	Test automatic	Nederland	126,50	148,75	126,50	0,00	<b>-126,50</b>
4	Eventure 10	Nederland	0,00	0,00	903,10	0,00	<b>-903,10</b>
5	Telephone Company	Nederland	53,00	903,10	53,00	0,00	<b>-53,00</b>

Number of companies                      : **5**

<b>Total</b>			1459,50	6810,35	8269,85	0,00	<b>-8269,85</b>
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**25. List of company, name and country per group**

Report	: List of company, name and country per group ( Ordered by Registration Number )	Date	: 02/01/2003
Conference	: EVE                      EVENTURE	Time	: 16:19:34
Lists:	: Participants & Outsiders ; All ; Letter 1 to and including 4	Page	: 1

<b>No.</b>	<b>Company</b>	<b>Contact person</b>	<b>Country</b>
1	Parthen IMpact	Jansen, B.N.	Nederland
2	Meeting Essentials	Zwan, F. van der	Nederland
3	Test automatic	Jaap Bakker,	Nederland
4	Eventure 10	Jansen, G.	Nederland

Number of groups : **4**

## 26. *Participants per group*

Every group is printed on a new page.

Report	: Participants per Group	Date	: 02/01/2003
Conference	: EVE                      EVENTURE	Time	: 16:31:02
Lists:	: All Groups	Page	: 1

Reg. no.	Group Name	Reg. no.	Participant	City
1	Parthen IMpact			
		3	Spierings, E.	AMSTERDAM
		5	Es, L. van	AMSTERDAM
		10	Graaf, H. de	UTRECHT
		13	Zwan, F. van der	UTRECHT
		18	Bakker, J.	AMSTERDAM

## 27. Participants with reg. data per group

Every group will be printed on a new page.

This will only appear if you have not activated the click-box 'Pre-registration of events and hotels' under 'Company Data'.

Report	: Participants with reg. data per Group	Date	: 02/01/2003
Conference	: EVE	EVENTURE	Time : 17:05:21
Lists:	: All Groups	Page	: 12

Reg. no.	Participant	Registration	Price
<b>12 Parthen Impact</b>			
23	Bakker, J.; AMSTERDAM	Automatic event	<b>0,00</b>
		Eventure hotel, Single room****, 20/03/2003 - 23/03/2003	<b>26,50</b>
22	Jansen, B.N.; UTRECHT	Deelnemer 1 dag (vanaf 19/01/2003)	<b>89,25</b>
		Ochtend sessie 1	<b>119,00</b>
		Automatic event	<b>0,00</b>
		Congress Hotel, Double room***, 20/03/2003 - 23/03/2003	<b>25,00</b>
<b>Total Participants in group:</b>	<b>2</b>	<b>Total:</b>	<b>259,75</b>

**28. Group summary**

Report	: Group Summary	Date	: 02/01/2003
Conference	: EVE           EVENTURE	Time	: 15:52:43
Lists:	: Number of participants per group	Page	: 1

**GROUP NAME****NUMBER OF PARTICIPANTS IN GROUP**

Parthen IMpact	8
Meeting Essentials	1
Test automatic	1
Eventure 10	2
Winnie and Tiger	1
Tape and Go	3

TOTAL NUMBER OF PARTICIPANTS : 16

**29. Invoice of companies activated the click-box 'Pre-registration'**

This will only appear if you have activated the click-box 'Pre-registration of events and hotels' under 'Company Data'

**Parthen Impact**  
**Dhr. J. Bakker**  
**Eventureweg 10**  
**1234 AB CONGRESITY**

Factuurnr. : **GROUP-G7**  
 Datum : 03/01/2003  
 Betreft : **Group test**

Student (vanaf 19/01/2003)	1 *	125,00	EUR	125,00
Deelnemer (vanaf 19/01/2003)	1 *	200,00	EUR	200,00
Deelnemer 1 dag (vanaf 19/01/2003)	1 *	75,00	EUR	75,00
Deelnemer 2 dagen (voor 18/01/2003)	1 *	75,00	EUR	75,00
Middag sessie 1	1 *	50,00	EUR	50,00
Automatic event	1 *			
Breer Hotel, Tweepersoonskamer 20/03/2003-23/03/2003	5 *	50,00	EUR	250,00
		B.T.W.( 19,00 % over 525,00 )	EUR	99,75
<b>TE BETALEN</b>			<b>EUR</b>	<b>874,75</b>

Wij verzoeken u het openstaande bedrag over te maken op:  
 ( vermeld uw naam en factuurnummer )

**30. Invoice of companies not activated the click-box 'Pre-registration'**

This will only appear if you have not activated the click-box 'Pre-registration of events and hotels' under 'Company Data'

**Tape and Go  
Mw. R. Radio  
P.O.Box 1234  
LONDON GB1 2BG  
United Kingdom**

Datum 03/01/2003

Aantal geregistreerde deelnemers: 3

Totaal bedrag registratie deelnemers	EUR	1375,00
Totaal bedrag hotelregistraties	EUR	51,50
B.T.W.( 19,00 % over 1375,00 )	EUR	261,25
<b>TE BETALEN</b>	<b>EUR</b>	<b>1687,75</b>