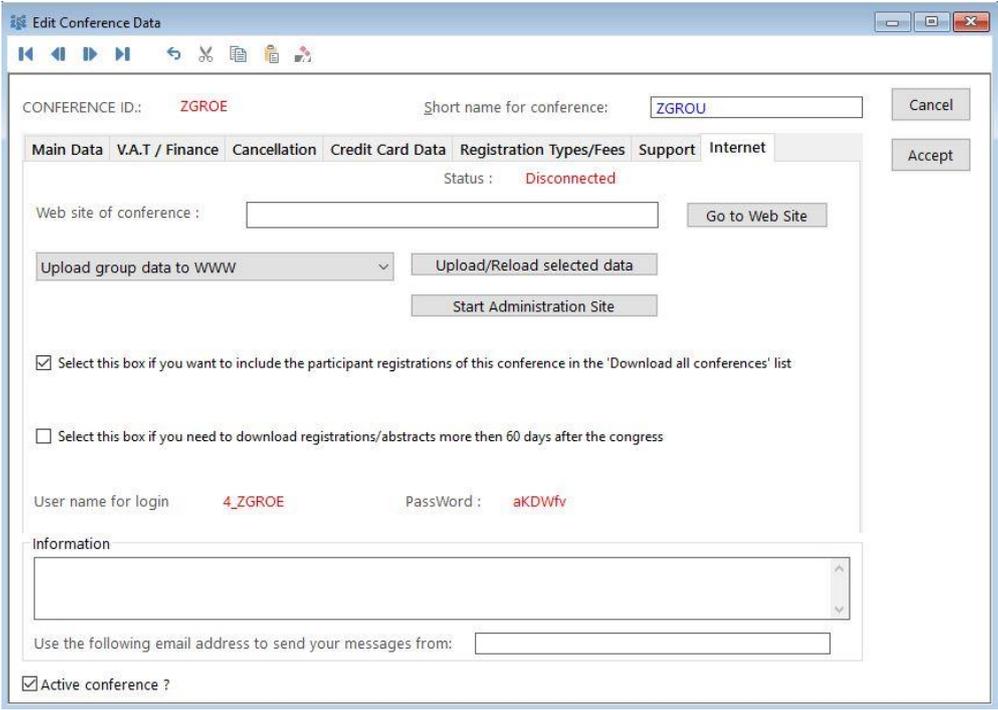


EVENTURE GROUP MODULE

Walkthrough

EVENTURE OFFLINE

1. Set up a conference in Eventure offline (Participant registration) and upload the data to WWW. After you have done this you are able to do an 'Upload group data to WWW'.



CONFERENCE ID.: ZGROE Short name for conference: ZGROU

Main Data V.A.T / Finance Cancellation Credit Card Data Registration Types/Fees Support Internet

Status : Disconnected

Web site of conference : Go to Web Site

Upload group data to WWW Upload/Reload selected data

Start Administration Site

Select this box if you want to include the participant registrations of this conference in the 'Download all conferences' list

Select this box if you need to download registrations/abstracts more then 60 days after the congress

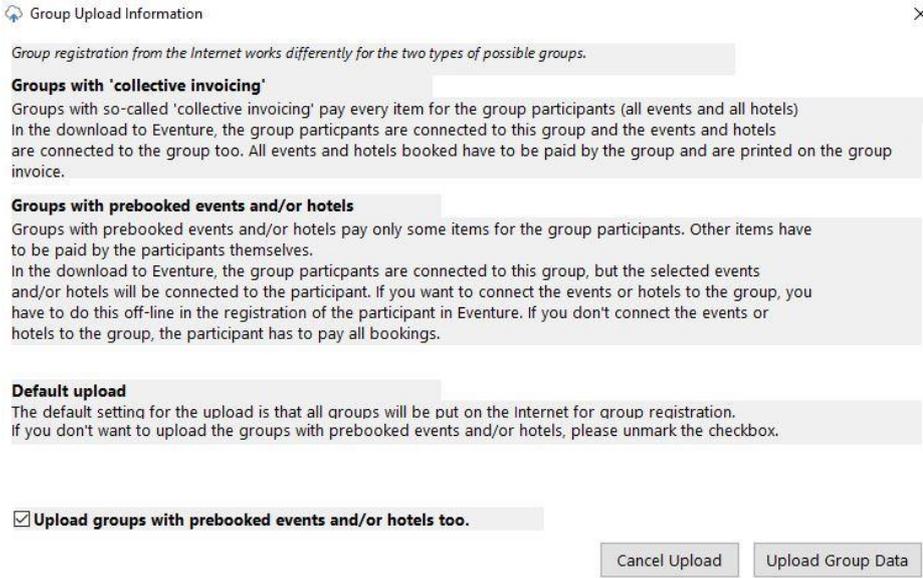
User name for login 4_ZGROE PassWord : aKDwfV

Information

Use the following email address to send your messages from:

Active conference ?

2. Confirm the upload of the Group Data



Group Upload Information

Group registration from the Internet works differently for the two types of possible groups.

Groups with 'collective invoicing'
Groups with so-called 'collective invoicing' pay every item for the group participants (all events and all hotels) In the download to Eventure, the group participants are connected to this group and the events and hotels are connected to the group too. All events and hotels booked have to be paid by the group and are printed on the group invoice.

Groups with prebooked events and/or hotels
Groups with prebooked events and/or hotels pay only some items for the group participants. Other items have to be paid by the participants themselves.
In the download to Eventure, the group participants are connected to this group, but the selected events and/or hotels will be connected to the participant. If you want to connect the events or hotels to the group, you have to do this off-line in the registration of the participant in Eventure. If you don't connect the events or hotels to the group, the participant has to pay all bookings.

Default upload
The default setting for the upload is that all groups will be put on the Internet for group registration. If you don't want to upload the groups with prebooked events and/or hotels, please unmark the checkbox.

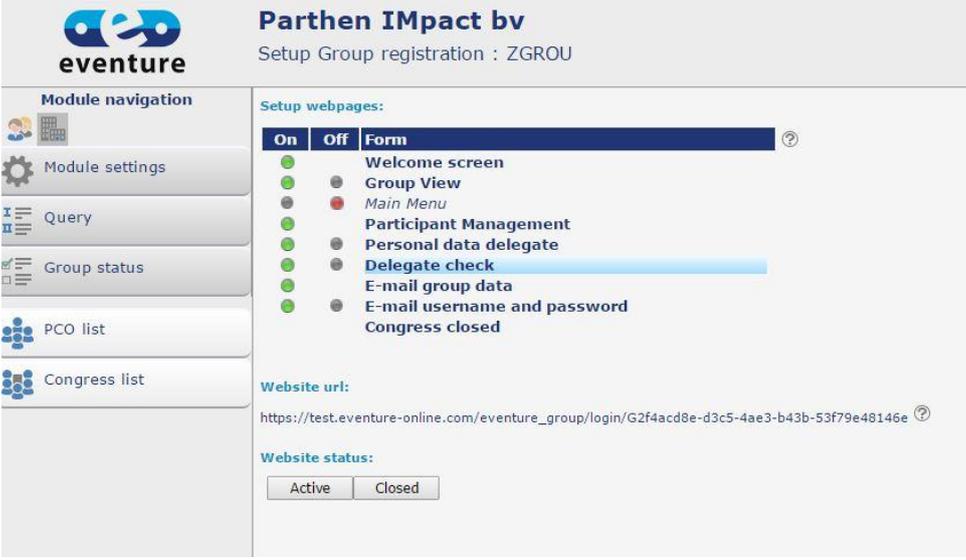
Upload groups with prebooked events and/or hotels too.

Cancel Upload Upload Group Data

- After you have completed the online setup of the participant registration (Personal data delegate, Registration detail, billing address etc.) you can start setting up the group registration.

EVENTURE ONLINE

- Browse to Eventure online and open the group registration module of the conference.



Parthen IMPact bv
Setup Group registration : ZGROU

Module navigation

- Module settings
- Query
- Group status
- PCO list
- Congress list

Setup webpages:

On	Off	Form
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Welcome screen
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Group View
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Main Menu
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Participant Management
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Personal data delegate
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Delegate check
<input checked="" type="checkbox"/>	<input type="checkbox"/>	E-mail group data
<input checked="" type="checkbox"/>	<input type="checkbox"/>	E-mail username and password
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Congress closed

Website url:
https://test.eventure-online.com/eventure_group/login/G2f4acd8e-d3c5-4ae3-b43b-53f79e48146e

Website status:
Active Closed

- Click on 'Module settings'. Here you can choose to use the following options:
 - Allow creating groups: (When checked, new groups can register online. When unchecked groups must be uploaded via the offline module)
 - Use group request: (When checked, new groups can be registered by a contact person who must book hotels and events. These need to be approved by the PCO before any participants can register)



Parthen IMPact bv
Setup Group registration : ZGROU

Module navigation

- Module settings
- Query
- Group status
- PCO list
- Congress list

Group module settings | General congress settings | Admin settings

Allow creating groups:

Use group request:

Save Cancel

- Go to the Group Module by clicking on the 'Group Module' button in de Module navigation

7. Welcome screen: Here you can choose the login options for the group

 Menu

Group Registration

Existing Group

Login Name

Password

[Continue](#)

Have you forgotten your password?

Email address

[Continue](#)

New Registration

Choose a login name*

Choose a password*

Confirm your password*

Email address*

[Continue](#)

8. Group Data screen: Here you can choose the information that is required for a group to register.

Group Data

[Back](#) [Home](#) Group Data

Company / Institute*

Department

Address 1*

Address 2

Postal code*

City*

Country

Contact Person*

Prefix

Initials

First Name

Gender* female male

Function

Telephone*

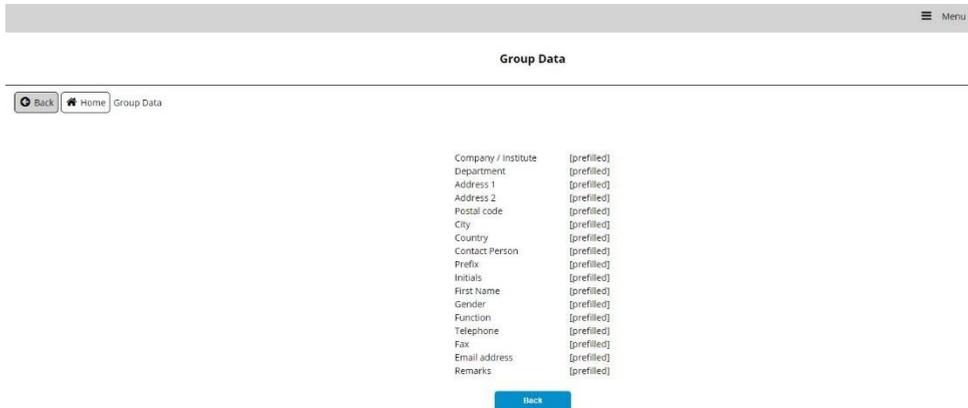
Fax

Email address*

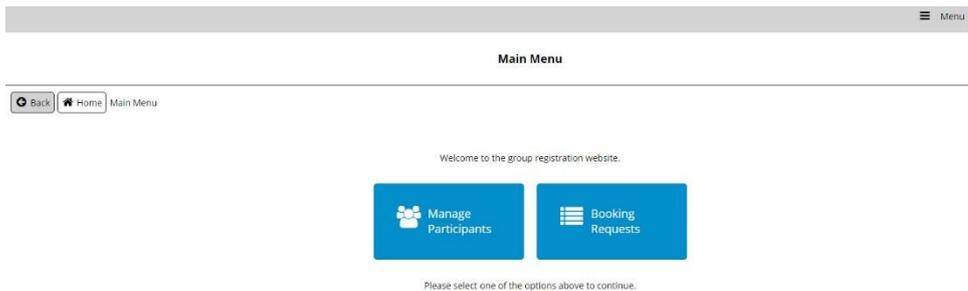
Remarks

[Continue](#)

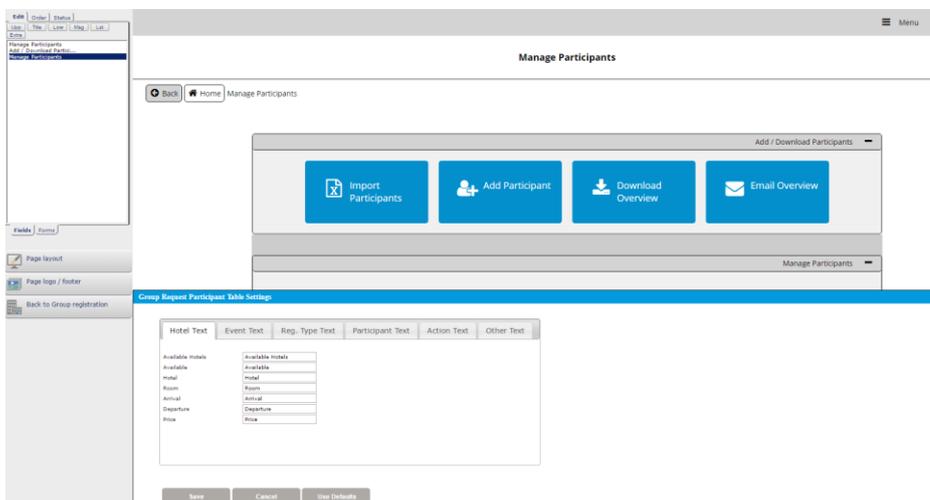
- If you want to see the group data you click on the menu (top right where you can select this item) Her you can also select the billing address information



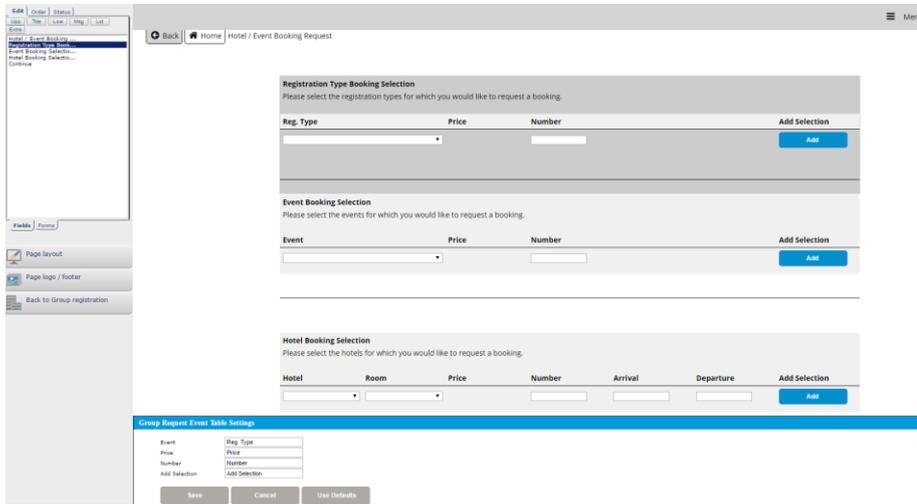
- When selecting Menu buttons and you click on 'Extra' you are able to change the button text.



- On the participant management screen you can also change the button names via the extra button (see screenshot below)



- On the hotel/event request booking screen you can also change the button names via the extra button (see screenshot below)



Registration Type Booking Selection
Please select the registration types for which you would like to request a booking.

Reg. Type	Price	Number	Add Selection
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>

Event Booking Selection
Please select the events for which you would like to request a booking.

Event	Price	Number	Add Selection
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>

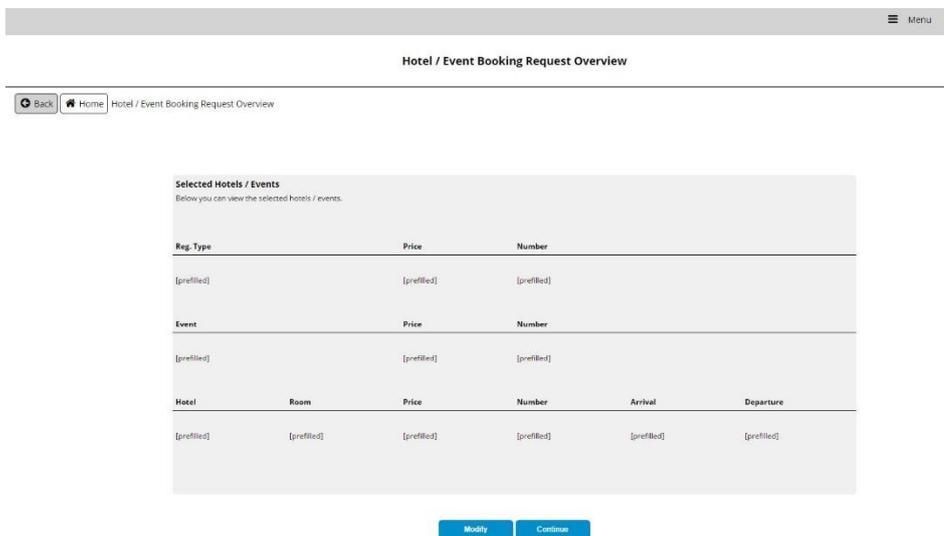
Hotel Booking Selection
Please select the hotels for which you would like to request a booking.

Hotel	Room	Price	Number	Arrival	Departure	Add Selection
<input type="text"/>	<input type="button" value="Add"/>					

Group Request Extra: Table Settings

Event	Reg. Type
Price	Price
Number	Number
Add Selection	Add Selection

- On the hotel/event booking request overview a PCO can change the title(s) if required



Hotel / Event Booking Request Overview

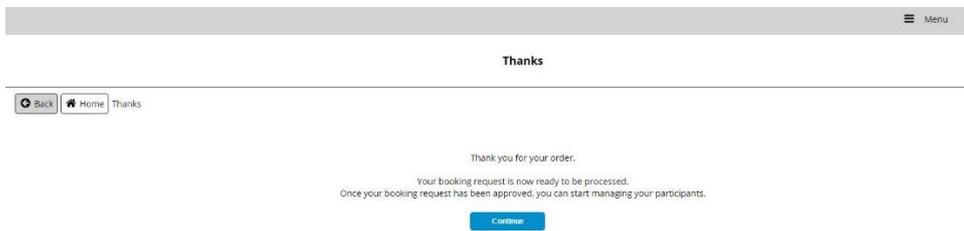
Selected Hotels / Events
Below you can view the selected hotels / events.

Reg. Type	Price	Number
[prefilled]	[prefilled]	[prefilled]

Event	Price	Number
[prefilled]	[prefilled]	[prefilled]

Hotel	Room	Price	Number	Arrival	Departure
[prefilled]	[prefilled]	[prefilled]	[prefilled]	[prefilled]	[prefilled]

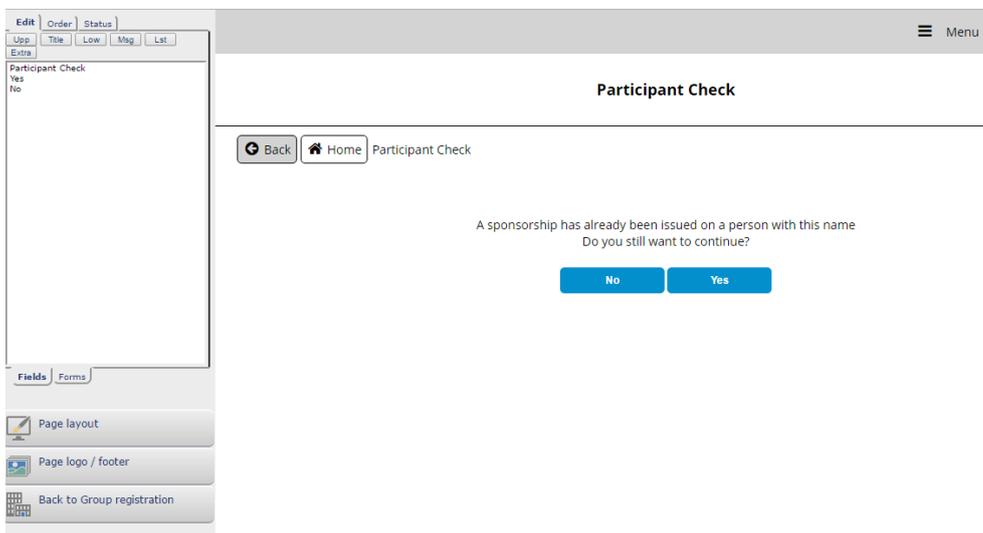
14. On the thanks page you can change the text via 'upp' function



15. On the add participant page you can specify a few fields for the delegate check (the system checks if the delegate is already registered for this event).



16. The participant check page is only visible when there is a double registration





17. On the email group data page you can change the titles if required

To: [prefilled]
From: eventure@parthen.nl
Subject: Group Data

Dear Mr. ,
Dear Ms. ,
Dear Mr./Ms. ,

Group Data	
Company / Institute	[prefilled]
Department	[prefilled]
Address 1	[prefilled]
Address 2	[prefilled]
Postal code	[prefilled]
City	[prefilled]
Country	[prefilled]
Contact Person	[prefilled]
Prefix	[prefilled]
Initials	[prefilled]
First Name	[prefilled]
Gender	[prefilled]
Function	[prefilled]
Telephone	[prefilled]
Fax	[prefilled]
Email address	[prefilled]
Remarks	[prefilled]

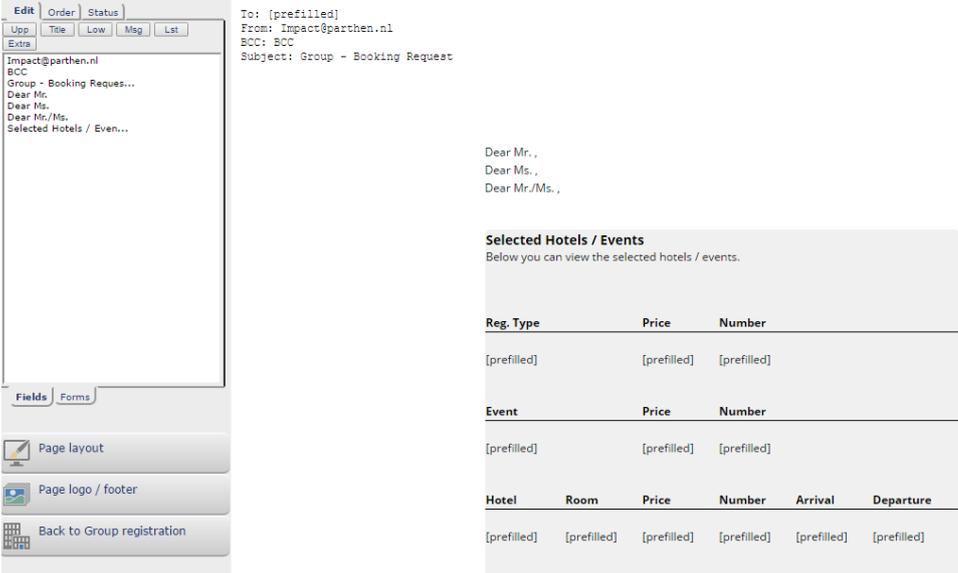
18. On the email username and password page you can change soe of the titles if required.



To: [prefilled]
From: eventure@parthen.nl
Subject: Username and password for

Dear Mr. ,
Dear Ms. ,
Dear Mr./Ms. ,
Below you will find your username and password
Username
Password
[Click here to go to the login screen](#)

19. On the email group request you can change the titles if required.



Edit Order Status
 Up Title Low Msg Lst
 Extra
 Impact@parthen.nl
 BCC
 Group - Booking Reques...
 Dear Mr.
 Dear Ms.
 Dear Mr./Ms.
 Selected Hotels / Even...

To: [prefilled]
 From: Impact@parthen.nl
 BCC: BCC
 Subject: Group - Booking Request

Dear Mr.,
 Dear Ms.,
 Dear Mr./Ms.,

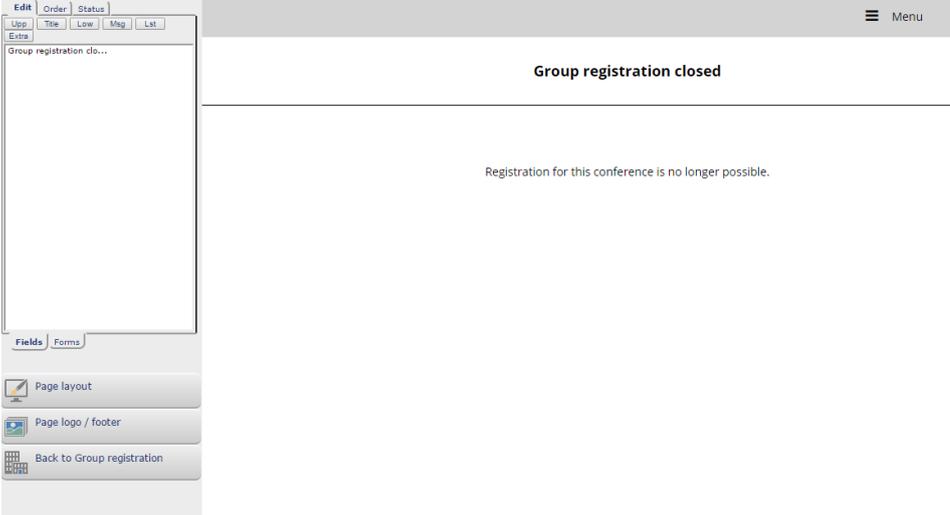
Selected Hotels / Events
 Below you can view the selected hotels / events.

Reg. Type	Price	Number
[prefilled]	[prefilled]	[prefilled]

Event	Price	Number
[prefilled]	[prefilled]	[prefilled]

Hotel	Room	Price	Number	Arrival	Departure
[prefilled]	[prefilled]	[prefilled]	[prefilled]	[prefilled]	[prefilled]

20. On the closing page you can change the title and the text



Edit Order Status
 Up Title Low Msg Lst
 Extra
 Group registration clo...

Menu

Group registration closed

Registration for this conference is no longer possible.

23. If the billing address details are different a group contact person can change them here.(The settings of this page has been set up in the participant Module).

 Menu

Billing address

Company / Institute	<input type="text" value="Parthen"/>
Department	<input type="text"/>
Firstname	<input type="text" value="Bas"/>
Title (e.g. Prof.)	<input type="text"/>
Initials*	<input type="text" value="Bas"/>
Prefix (e.g. van)	<input type="text"/>
Family name*	<input type="text" value="Bas"/>
Gender	<input type="radio"/> female <input checked="" type="radio"/> male
Address*	<input type="text" value="Stroombaan 4"/>
Address	<input type="text"/>
Postal code*	<input type="text" value="1324AA"/>
City*	<input type="text" value="Amstelveen"/>
Country	<input type="text" value="Netherlands"/>
Telephone*	<input type="text" value="0205727374"/>
Fax	<input type="text" value="205727374"/>
E-mail address	<input type="text" value="bas.vandervelde@parthen.nl"/>

[Continue](#)

24. If the booking request option is switched on, the group contact person must send the PCO a booking request for a number of reg. types (P-Events), events (R-Events) and/or hotel rooms.

 Menu

Hotel / Event Booking Request

[Back](#)
[Home](#)
Hotel / Event Booking Request

Registration Type Booking Selection
Please select the registration types for which you would like to request a booking.

Reg. Type	Price	Number	Add Selection
<input type="text"/>	<input type="text"/>	<input type="text"/>	Add

Event Booking Selection
Please select the events for which you would like to request a booking.

Event	Price	Number	Add Selection
<input type="text"/>	<input type="text"/>	<input type="text"/>	Add

Hotel Booking Selection
Please select the hotels for which you would like to request a booking.

Hotel	Room	Price	Number	Arrival	Departure	Add Selection
<input type="text"/>	Add					

[Continue](#)

25. After the contact person has prepared the request he/she will get an overview of the requested items. If the selection is incorrect, click 'modify' to change the request. Otherwise, click continue to confirm the request

Menu

Hotel / Event Booking Request Overview

Back Home Hotel / Event Booking Request Overview

Selected Hotels / Events
Below you can view the selected hotels / events.

Reg. Type	Price	Number
[prefilled]	[prefilled]	[prefilled]

Event	Price	Number
[prefilled]	[prefilled]	[prefilled]

Hotel	Room	Price	Number	Arrival	Departure
[prefilled]	[prefilled]	[prefilled]	[prefilled]	[prefilled]	[prefilled]

[Modify](#) [Continue](#)

26. Your booking request has been now sent to the PCO

Menu

Thanks

Back Home Thanks

Thank you for your order.
 Your booking request is now ready to be processed.
 Once your booking request has been approved, you can start managing your participants.

[Continue](#)

27. As long as your request is pending the hourglass will be shown in the status column.

Menu

Hotel / Event Booking Request Overview

Back Home Hotel / Event Booking Request Overview

[+ New Booking](#)

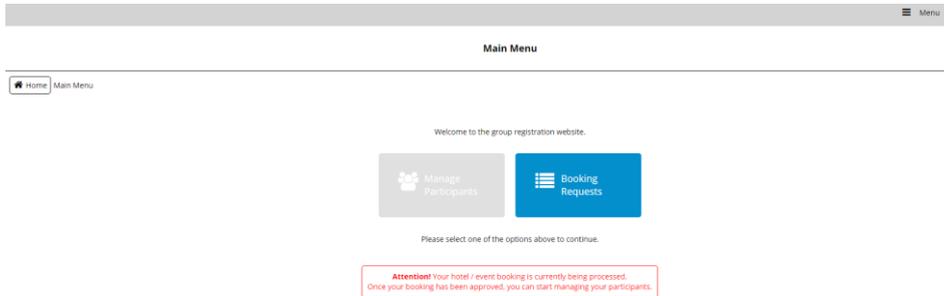
#1 - Selected Hotels / Events [Edit](#)

Below you can view the selected hotels / events.

Reg. Type	Price	Number	Status
Member	EUR 250.00	1	⌚

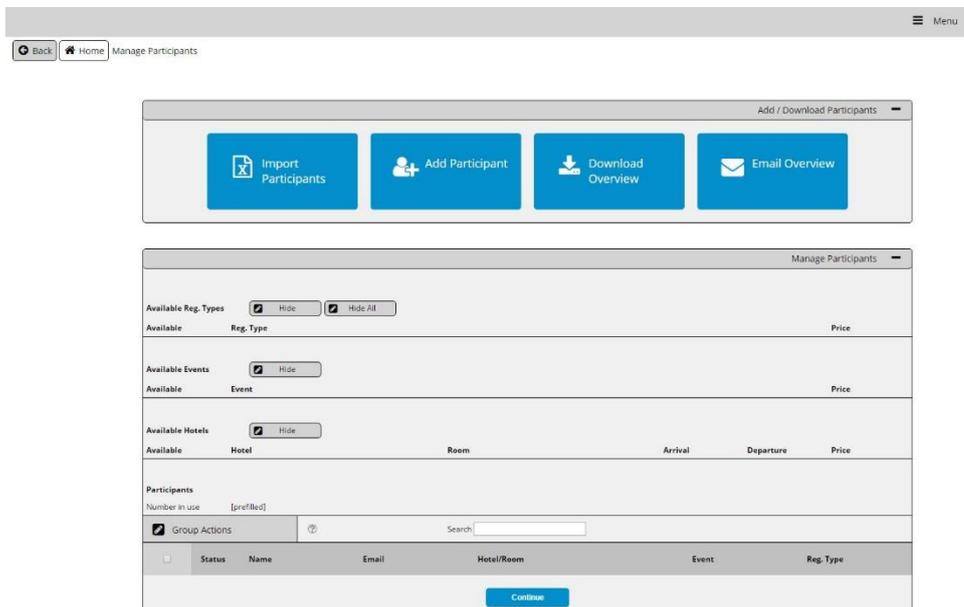
[Continue](#)

28. When a request has been placed and not yet processed by the PCO, the main menu is shown as displayed below. After it has been processed, the red text is gone and the 'manage participants' button is visible.

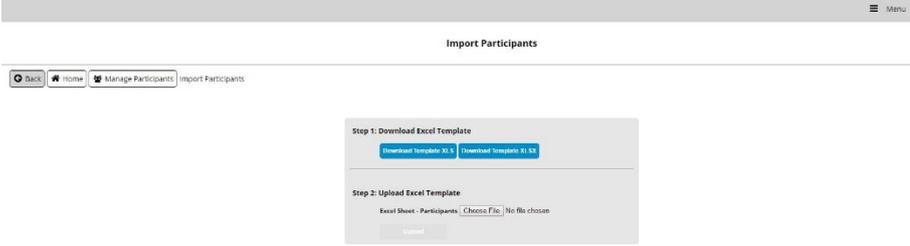


29. Manage participants: In this window you can:

- Import Participants
- Add participants
- Download an overview
- email overview



30. Import participants: With this option the group contact person can upload participants via an Excel template.



Menu

Import Participants

Home Manage Participants Import Participants

Step 1: Download Excel Template

Download Template X1 S Download Template X1 SX

Step 2: Upload Excel Template

Excel Sheet - Participants Choose File No file chosen

Upload

31. Add participant: With this option the group contact person can add a new participant.



The screenshot shows a web interface for adding a participant. At the top, there is a grey navigation bar with a 'Menu' icon on the right. Below this is a white header area with the text 'Add Participant' centered. Underneath the header is a breadcrumb trail: a left-pointing arrow, the text 'Back', a right-pointing arrow, the text 'Home', and the text 'Add Participant'. The main content area contains a form with five input fields stacked vertically, each with a label to its left: 'Family name*', 'Initials*', 'Prefix', 'First Name', and 'City'. The asterisk on 'Family name' and 'Initials' indicates they are required fields. At the bottom of the form are two blue buttons: 'Cancel' on the left and 'Continue' on the right.

When clicking on continue after filling in the data fields the group contact person will be taken to the personal data delegate screen that has been set up in the general participant module.

Additional file

No file chosen

***** **Personal data delegate** *****

Family name*
 First name
 Prefix (e.g. van)
 Initials*
 Title (e.g. Prof.)
 Title after
 Gender* female
 male

Company / Institute
 Birthday
 Department
 Job title
 Address*
 Birthcity
 Nationality
 Address
 City*

Photo No file chosen

Postal code*
 Passport
 Sofinumber
 Country*
 E-mail address*
 CC e-mail address
 Mobile
 Fax
 Website

Communication* preferably by post
 by E-mail

Remarks

Register as:*	24-10-2016/ 03-02-2017	04-02-2017/ 13-10-2017
<input type="radio"/> Member	EUR 250.00	EUR 450.00
<input type="radio"/> Non-Member	EUR 450.00	EUR 650.00
<input type="radio"/> Group Registration	EUR 350.00	EUR 550.00

32. Download overview: An Excel document with an overview of all the delegates in the group will be downloaded in excel.
33. Email overview: An email overview of the group and its participants will be sent to the group contact person.

Group Data

eventure@parthen.nl

Verzonden: do 3-11-2016 16:19

Aan: Eventure Helpdesk

 Bericht  parthen_ParticipantOverview1995278391052469403.xls (15 kB)

Dear Mr. null,

Group Data

Company / Institute Parthen

Department

Address 1 Stroombaan 4

Postal code 1181 VX

City Amstelveen

Country Netherlands

Contact Person Bakker

Prefix

Initials J.

First Name Jaap

Function Managing Director

Gender male

Email address eventure@parthen.nl

Bakker, Jaap (Completed)

Velde, Bas van der (Completed)

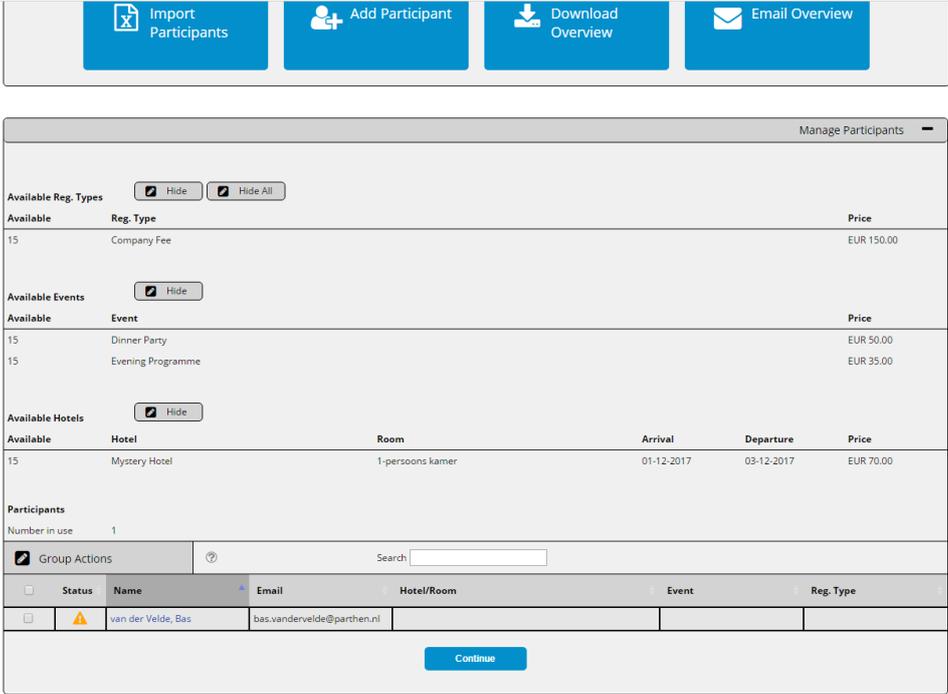
Jansen, Brenda (Completed)

Hess, Eva (Completed)

Pikavet, Frank (Completed)

Smolders, Floris (Completed)

34. In order to assign your bookings, check the boxes next to the participants you want to assign events/hotels to.



Import Participants | Add Participant | Download Overview | Email Overview

Manage Participants

Available Reg. Types Hide Hide All

Available	Reg. Type	Price
15	Company Fee	EUR 150.00

Available Events Hide

Available	Event	Price
15	Dinner Party	EUR 50.00
15	Evening Programme	EUR 35.00

Available Hotels Hide

Available	Hotel	Room	Arrival	Departure	Price
15	Mystery Hotel	1-persoons kamer	01-12-2017	03-12-2017	EUR 70.00

Participants

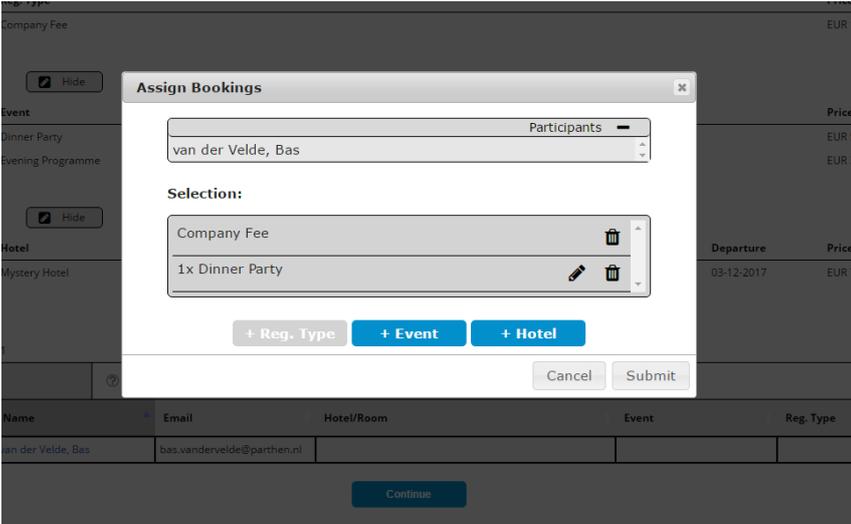
Number in use 1

Group Actions

Status	Name	Email	Hotel/Room	Event	Reg. Type
<input type="checkbox"/>	 van der Velde, Bas	bas.vandervelde@parthen.nl			

Continue

35. Click on Group Actions above the columns status and Name to display the options and click on assign bookings to assign the events/hotels to the participants



Company Fee EUR 150.00

Event

Dinner Party EUR 50.00

Evening Programme EUR 35.00

Hotel

Mystery Hotel

Departure Price

03-12-2017 EUR 70.00

Name Email Hotel/Room Event Reg. Type

van der Velde, Bas bas.vandervelde@parthen.nl

Continue

Assign Bookings

Participants: van der Velde, Bas

Selection:

- Company Fee 
- 1x Dinner Party  

+ Reg. Type + Event + Hotel

Cancel Submit

- Click on +Reg. Type/+Event/+Hotel to view the available bookings and add them to your selection. By clicking on the 'bin' icon a selection can be deleted

36. When you click on a name in the manage participant table you can edit the participant details.

<input type="checkbox"/>	Status	Name	Email	Hotel/Room	Event	Reg. Type
<input type="checkbox"/>	✓	Bakker, Jaap (* Bakker, Els)	eventure@parthen.nl	1x Mystery Hotel 1-persoons k 01-12-2017 / 03-12-2017	2x Conference Dinner	Staff
<input type="checkbox"/>	✓	Bloem, Remy	eventure@parthen.nl	1x Mystery Hotel 1-persoons k 01-12-2017 / 03-12-2017 Grouprequest Remark	1x Conference Dinner 1x Public Transport Card 48h	Staff
<input type="checkbox"/>	✓	Franssen, Suzan	eventure@parthen.nl	1x Mystery Hotel 1-persoons k 01-12-2017 / 03-12-2017 Grouprequest Remark	1x Conference Dinner 1x Public Transport Card 48h	Staff
<input type="checkbox"/>	⚠	Frissen, Roel	eventure@parthen.nl			
<input type="checkbox"/>	✓	Hess, Eva	eventure@parthen.nl	1x Mystery Hotel 1-persoons k 01-12-2017 / 03-12-2017 Grouprequest Remark	1x Conference Dinner Remark too 1x Public Transport Card 48h	Staff
<input type="checkbox"/>	✓	Click here to edit this participant.	eventure@parthen.nl	1x Mystery Hotel 1-persoons k 01-12-2017 / 03-12-2017 Grouprequest Remark	1x Conference Dinner Remark too 1x Public Transport Card 48h	Staff
<input type="checkbox"/>	✓	Jurriens, Allard	eventure@parthen.nl	1x Mystery Hotel 1-persoons k 01-12-2017 / 03-12-2017	1x Conference Dinner	Staff

37.

Menu

Hotel / Event Booking Request Overview

Back Home Hotel / Event Booking Request Overview

Selected Hotels / Events
Below you can view the selected hotels / events.

Reg. Type	Price	Number
[prefilled]	[prefilled]	[prefilled]

Event	Price	Number
[prefilled]	[prefilled]	[prefilled]

Hotel	Room	Price	Number	Arrival	Departure
[prefilled]	[prefilled]	[prefilled]	[prefilled]	[prefilled]	[prefilled]

Modify
Continue

38. Open the Group Actions pull down menu, select Submit Participant and click on continue to submit the participant

Participants				
Number in use 1				
<input checked="" type="checkbox"/> Group Actions	Click here to choose an action for the selected participants. <input type="text"/>			
<input type="checkbox"/> Assign Bookings	<input type="checkbox"/> Email	<input type="checkbox"/> Hotel/Room	<input type="checkbox"/> Event	<input type="checkbox"/> Reg. Type
<input type="checkbox"/> Delete Bookings	bas.vandervelde@parthen.nl		1x Dinner Party	Company Fee
<input type="checkbox"/> Submit Participants	<input type="button" value="Continue"/>			
<input type="checkbox"/> Delete Participants				

You see that the check mark next to the participant as a proof of the submission.

Participants						
Number in use 1						
<input checked="" type="checkbox"/> Group Actions	Search <input type="text"/>					
<input type="checkbox"/>	Status	Name	Email	Hotel/Room	Event	Reg. Type
<input type="checkbox"/>	✓	van der Velde, Bas	bas.vandervelde@parthen.nl		1x Dinner Party	Company Fee
<input type="button" value="Continue"/>						

39. Via the 'Group actions' you can delete a participant.