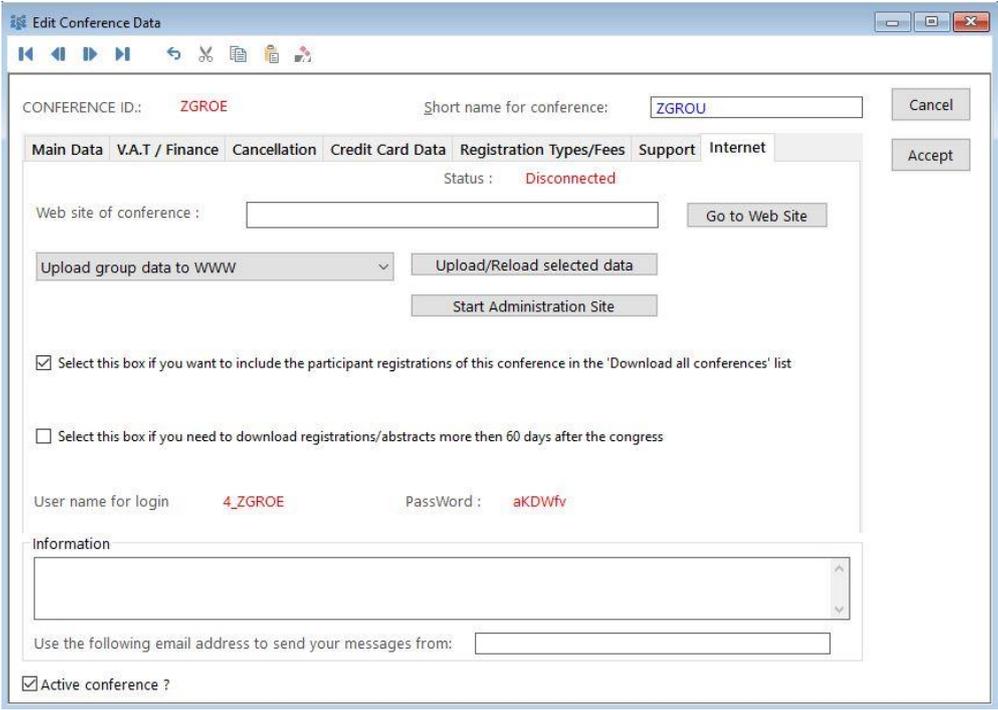# EVENTURE GROUP MODULE
Walkthrough

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'.

2. Confirm the upload of the Group Data

3. 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

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

5. 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)*

6. 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

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

9. 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
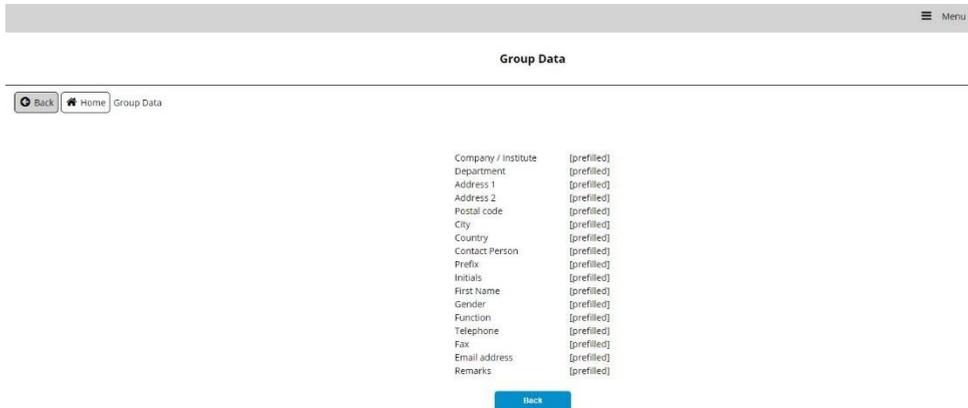
10. When selecting Menu buttons and you click on 'Extra' you are able to change the button text.
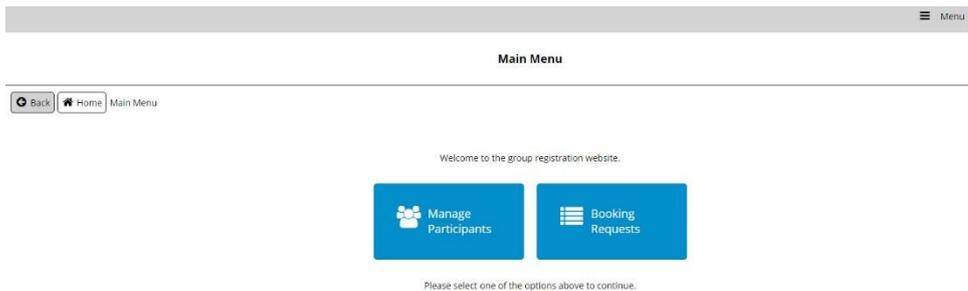
11. On the participant management screen you can also change the button names via the extra button (see screenshot below)
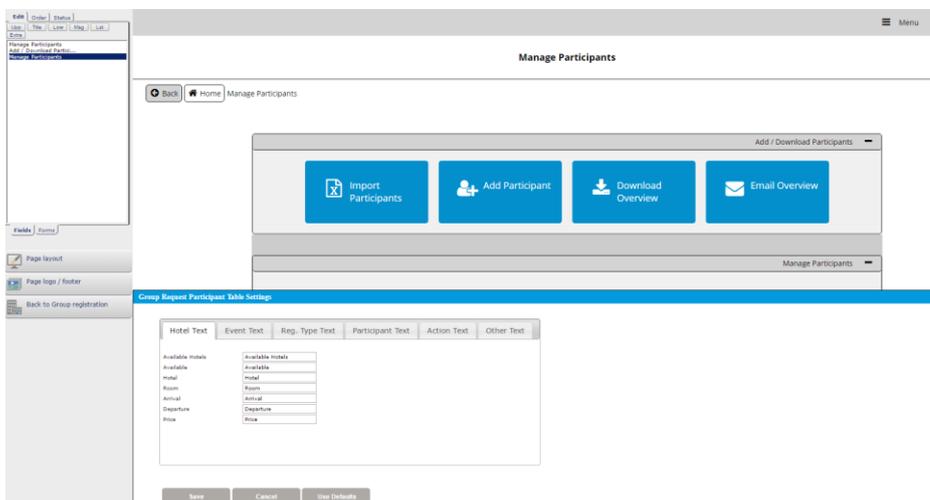
12. On the hotel/event request booking screen you can also change the button names via the extra button (see screenshot below)

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

14. On the thanks page you can change the text via 'upp' function
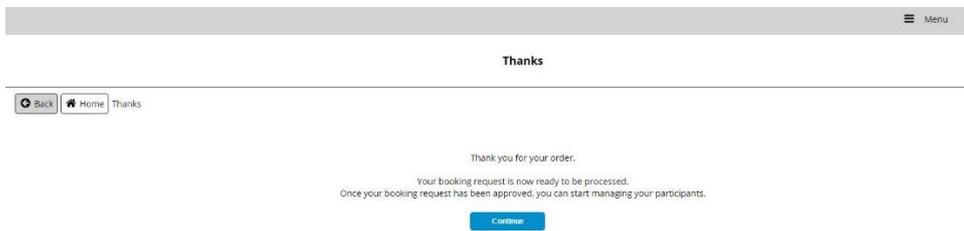
15. On the add participant page you can specify a few fields for the delegate check (the system checks if the delegate is already registered for this event).

16. The participant check page is only visible when there is a double registration
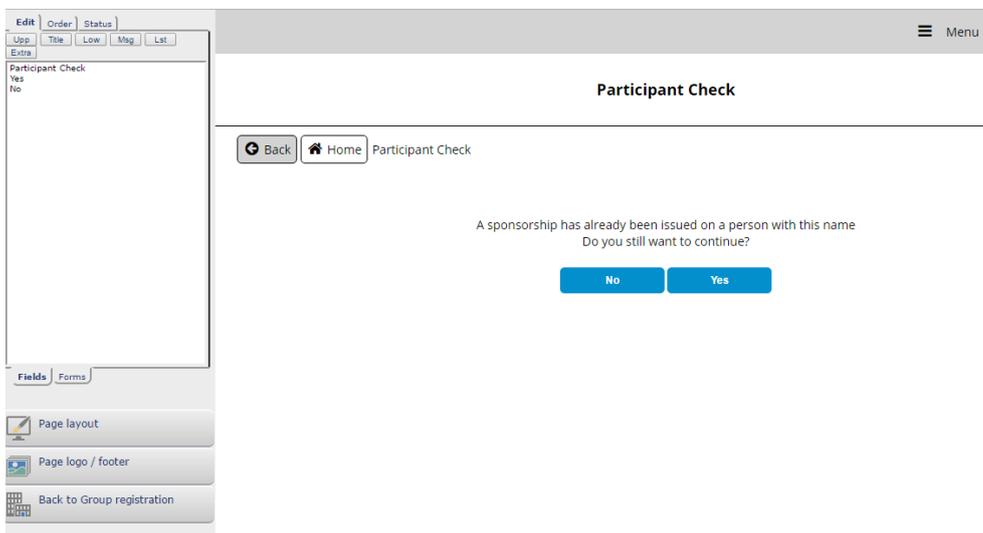
17. On the email group data page you can change the titles if required

```
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.

```
Edit  Order  Status
Upp  Title  Low  Msg  Lst
Extra
eventure@parthen.nl
Username and password ...
Dear Mr.
Dear Ms.
Dear Mr./Ms.
Username
Password
Click here to go to th...

Fields  Forms

Page layout

Page logo / footer

Back to Group registration
```

```
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.

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

21. Welcome screen: Here a group contact person can log in or create a new group.

22. Group Data screen: Here the group contact person has to register the group data

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).

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.

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

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

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

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.
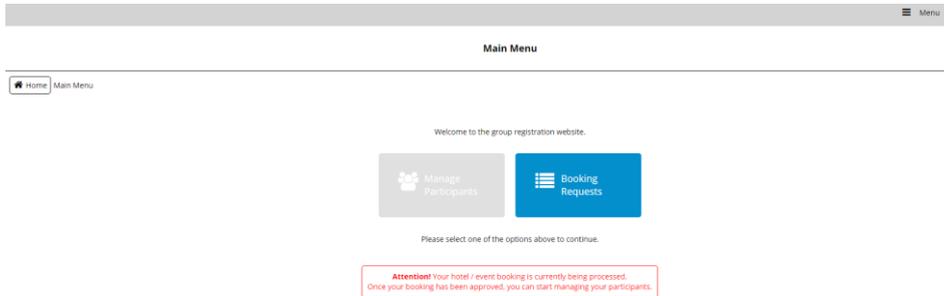
29. Manage participants: In this window you can:
   - Import Participants
   - Add participants
   - Download an overview
   - email overview
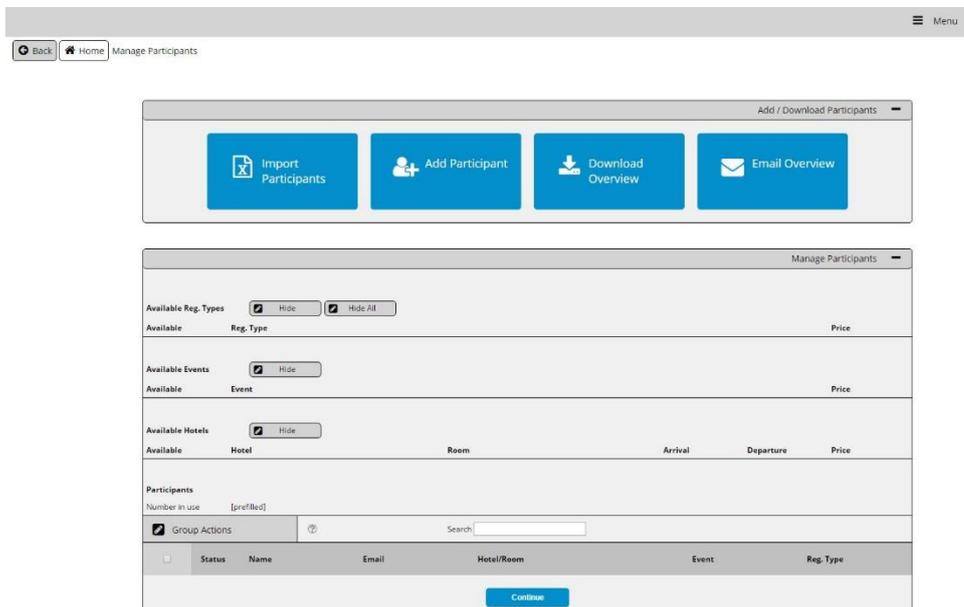
30. Import participants: With this option the group contact person can upload participants via an Excel template.

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

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   Choose 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	Choose File 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
○ Member	EUR 250.00	EUR 450.00
○ Non-Member	EUR 450.00	EUR 650.00
○ 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

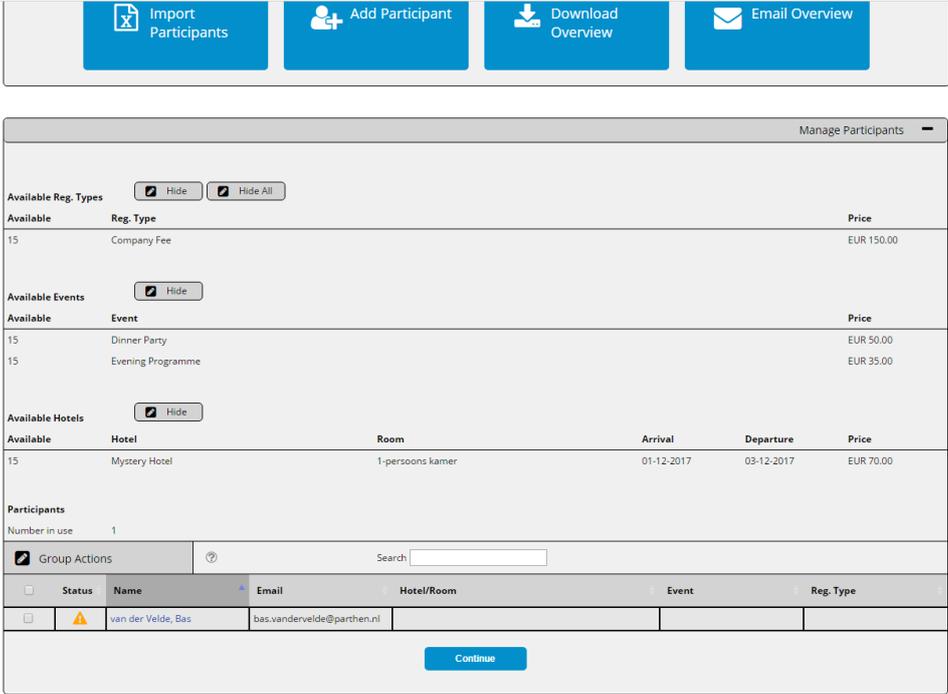|	
Bakker, Jaap	(Completed)
Velde, Bas van der	(Completed)
Jansen, Brenda	(Completed)
Hess, Eva	(Completed)
Pikavet, Frank	(Completed)
Smolders, Floris	(Completed)

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

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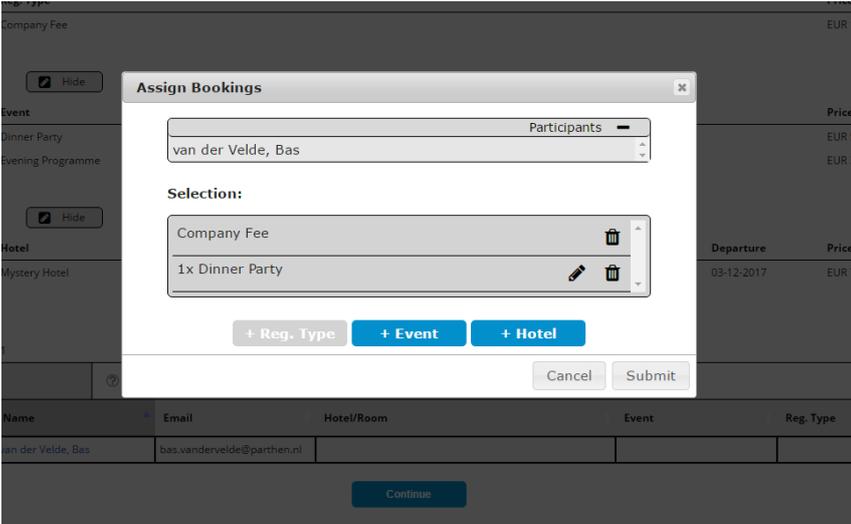
Click on +Reg. Type/+Event/+Hotel to view the available bookings an add them to your selection.
By clicking on the 'bin' icon a selection can be deleted

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

	Status	Name	Email	Hotel/Room	Event	Reg. Type
☐	✔	Bakker, Jaap (+ Bakker, Els)	eventure@parthen.nl	1x Mystery Hote	1-persoons k	01-12-2017 / 03-12-2017	2x Conference Dinner	Staff
☐	✔	Bloem, Remy	eventure@parthen.nl	1x Mystery Hote	1-persoons k	01-12-2017 / 03-12-2017 Grouprequest Remark	1x Conference Dinner / 1x Public Transport Card 48h	Staff
☐	✔	Franssen, Suzan	eventure@parthen.nl	1x Mystery Hote	1-persoons k	01-12-2017 / 03-12-2017 Grouprequest Remark	1x Conference Dinner / 1x Public Transport Card 48h	Staff
☐	⚠	Fnssen, Roel	eventure@parthen.nl			
☐	✔	Hess, Eva	eventure@parthen.nl	1x Mystery Hote	1-persoons k	01-12-2017 / 03-12-2017 Grouprequest Remark	1x Conference Dinner Remark too / 1x Public Transport Card 48h	Staff
☐	✔	Click here to edit this participant.	ure@parthen.nl	1x Mystery Hote	1-persoons k	01-12-2017 / 03-12-2017 Grouprequest Remark	1x Conference Dinner Remark too / 1x Public Transport Card 48h	Staff
☐	✔	Jurriens, Allard	eventure@parthen.nl	1x Mystery Hote	1-persoons k	01-12-2017	1x Conference Dinner	Staff

37.

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

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

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