

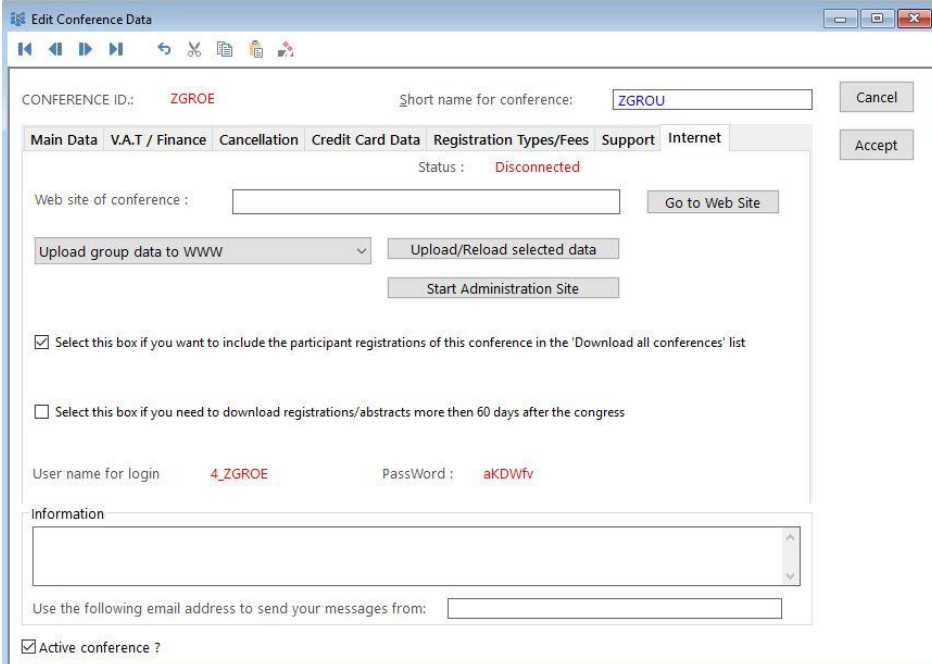
EVENTURE GROUP MODULE

(WITHOUT GROUP REQUEST)

Walkthrough

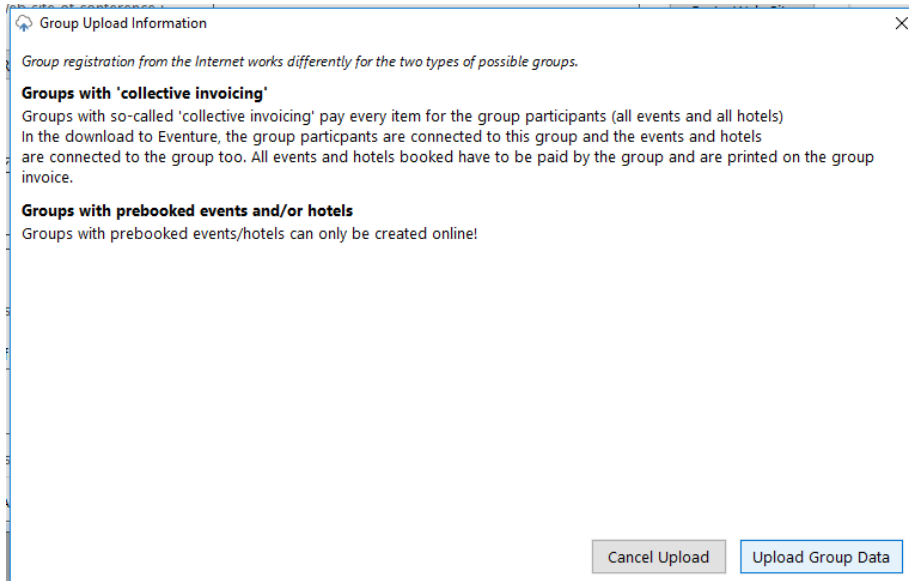
EVENTURE OFFLINE

1. Set up a conference in Eventure offline (Participant Module) and upload the data to WWW via the 'Internet' tab of your conference data.
After you have done this you are able to 'Upload group data to WWW' as shown below.



The screenshot shows the 'Edit Conference Data' window with the 'Internet' tab selected. The window title is 'Edit Conference Data'. The 'CONFERENCE ID.' is 'ZGROE' and the 'short name for conference' is 'ZGROU'. The status is 'Disconnected'. The 'Web site of conference' field is empty, with a 'Go to Web Site' button next to it. There is a dropdown menu for 'Upload group data to WWW' and buttons for 'Upload/Reload selected data' and 'Start Administration Site'. Two checkboxes are present: one checked for including participant registrations and one unchecked for downloading registrations/abstracts more than 60 days after the congress. The 'User name for login' is '4_ZGROE' and the 'PassWord' is 'aKDWfv'. There is an 'Information' field and a field for 'Use the following email address to send your messages from:'. At the bottom, there is a checked checkbox for 'Active conference?'.

2. Confirm the upload of the Group Data by clicking 'Upload Group Data'.

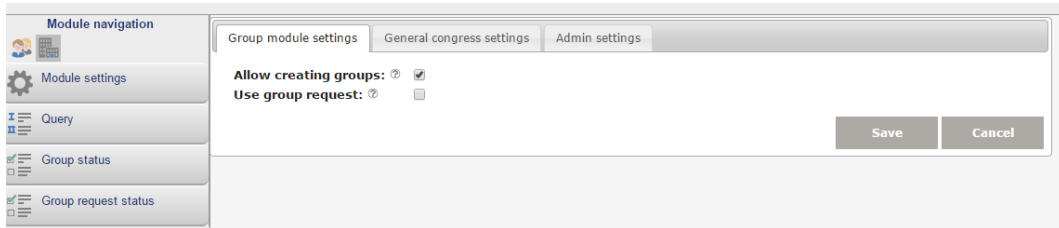


EVENTURE ONLINE

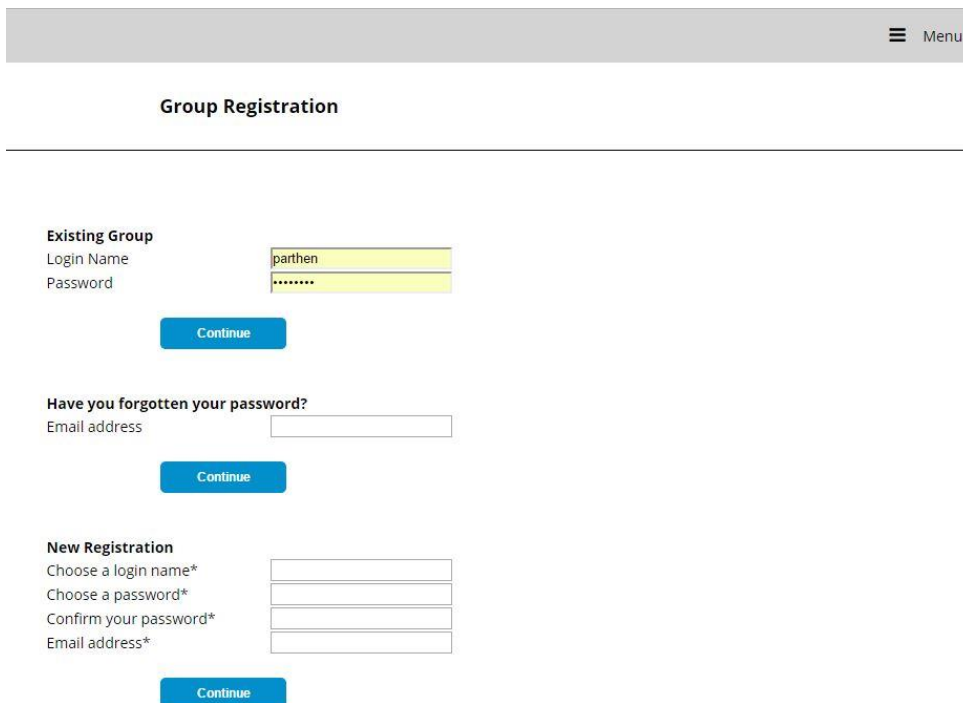
3. Browse to Eventure online and open the Group module of the conference.



4. 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)



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



6. 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*	<input type="text"/>
Department	<input type="text"/>
Address 1*	<input type="text"/>
Address 2	<input type="text"/>
Postal code*	<input type="text"/>
City*	<input type="text"/>
Country	<input type="text" value="▼"/>
Contact Person*	<input type="text"/>
Prefix	<input type="text"/>
Initials	<input type="text"/>
First Name	<input type="text"/>
Gender*	<input type="radio"/> female <input type="radio"/> male
Function	<input type="text"/>
Telephone*	<input type="text"/>
Fax	<input type="text"/>
Email address*	<input type="text"/>
Remarks	<input type="text"/>

7. Group View: If you want to see the group data you can click on the menu (top right of the screen) where you can select this item. Here you can also select the billing address information.

☰ Menu

Group Data

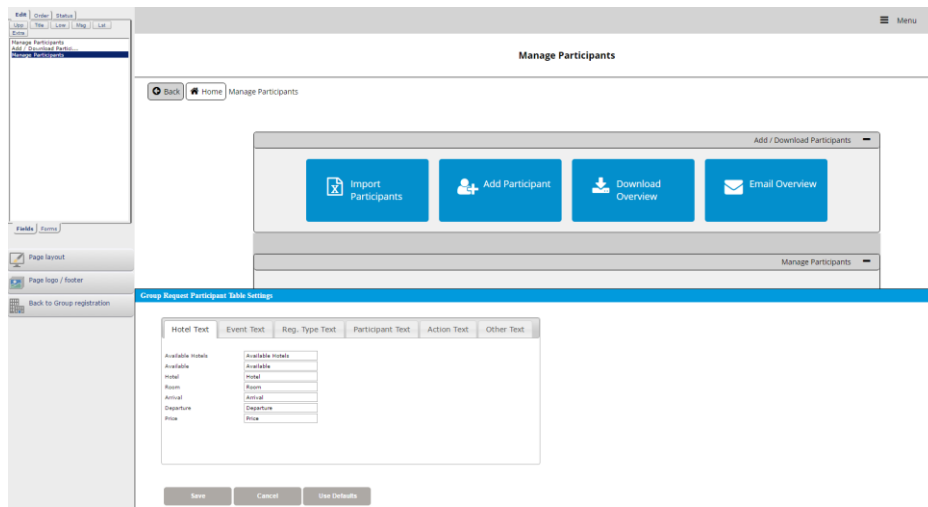
⏪ Back
🏠 Home
Group Data

Company / Institute	[prefilled]
Department	[prefilled]
Address 1	[prefilled]
Postal code	[prefilled]
City	[prefilled]
Country	[prefilled]
Contact Person	[prefilled]
Prefix	[prefilled]
Initials	[prefilled]
First Name	[prefilled]
Function	[prefilled]
Gender	[prefilled]
Email address	[prefilled]

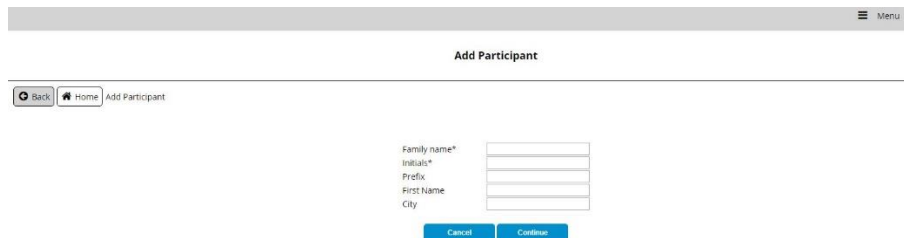
☰ Menu

- Group Data
- Billing Data
- Log Out

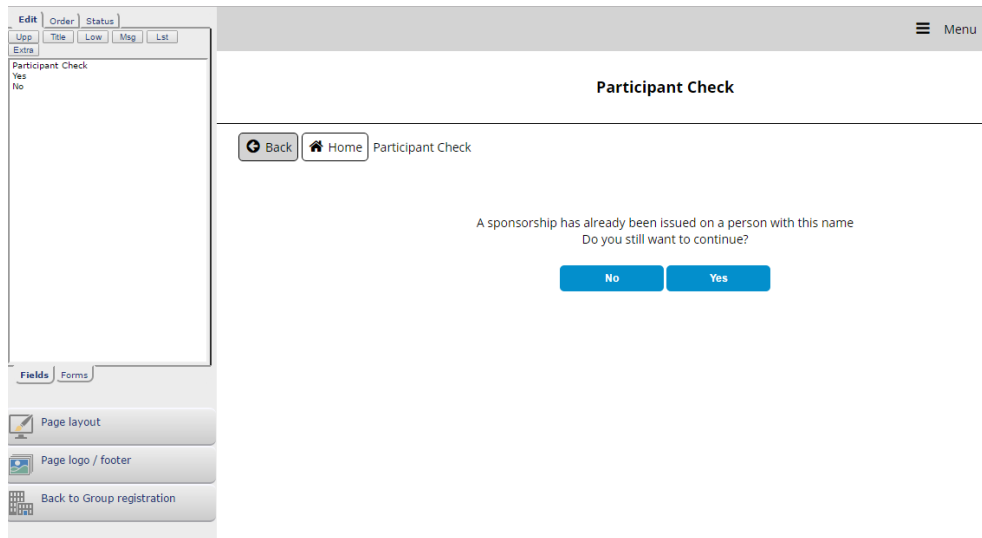
8. Participant Management: On the participant management screen you can change the button names via the extra button (see screenshot below)



9. Personal Data Delegate (Group): 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 group).



10. Delegate Check: The participant check page is only visible when there is a double registration.



The screenshot shows a web interface for 'Participant Check'. At the top, there are navigation tabs: 'Edit', 'Order', and 'Status'. Below these are sub-tabs: 'Upp', 'Titel', 'Low', 'Msg', and 'Lst'. The main content area displays the title 'Participant Check' and a message: 'A sponsorship has already been issued on a person with this name. Do you still want to continue?'. There are two buttons: 'No' and 'Yes'. The left sidebar has a 'Fields' section with 'Participant Check', 'Yes', and 'No'. Below that are 'Page layout', 'Page logo / footer', and 'Back to Group registration'.

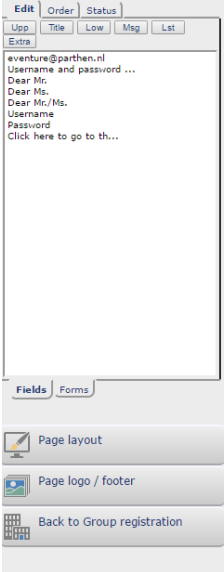
11. E-mail Group Data: On the email group data page you can change the titles if required.

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]

12. E-mail Username and Password: On the email username and password page you can change the titles if required. If you want to add your own email text you can use the 'Upper' of the Username field.



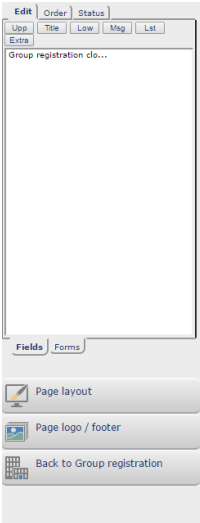
The screenshot shows an email editor with the following content:

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

Body:
 eventure@parthen.nl
 Username and password ...
 Dear Mr.
 Dear Ms.
 Dear Mr./Ms.
 Username
 Password
 Click here to go to th...

Footer:
 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](#)

13. Congress Closed: On the closing page you can change the title and the text



The screenshot shows a web page editor with the following content:

Header:
 Group registration clo...

Main Content:
 Group registration closed

Registration for this conference is no longer possible.

EVENTURE ONLINE FOR THE GROUP REGISTRATION

14. Welcome screen: Here a group contact person can log in or create a new group (if 'Allow creating groups' is enabled).

☰ Menu

Group Registration

Existing Group

Login Name

Password

Have you forgotten your password?

Email address

New Registration

Choose a login name*

Choose a password*

Confirm your password*

Email address*

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

Group Data

⏪ Back
🏠 Home
Group Data

Company / Institute*	<input type="text"/>
Department	<input type="text"/>
Address 1*	<input type="text"/>
Address 2	<input type="text"/>
Postal code*	<input type="text"/>
City*	<input type="text"/>
Country	<input type="text" value="▼"/>
Contact Person*	<input type="text"/>
Prefix	<input type="text"/>
Initials	<input type="text"/>
First Name	<input type="text"/>
Gender*	<input type="radio"/> female <input type="radio"/> male
Function	<input type="text"/>
Telephone*	<input type="text"/>
Fax	<input type="text"/>
Email address*	<input type="text"/>
Remarks	<input type="text"/>

16. Billing address: if the billing address details are different, a group contact person can fill them in here. (The fields and settings of this page have been set up in the participant Module).

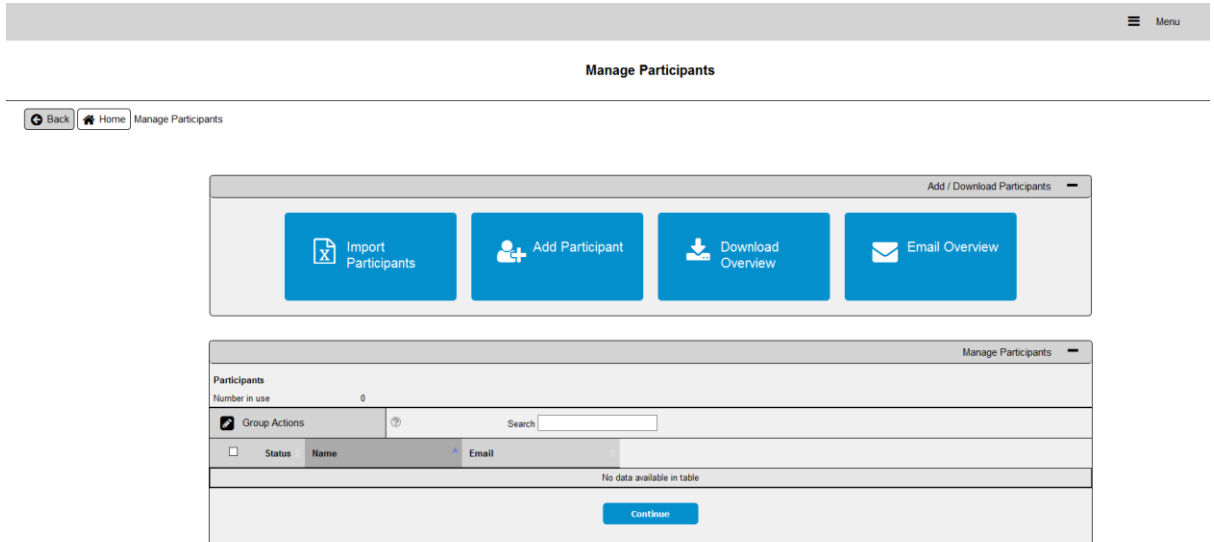
☰ Menu

Billing address

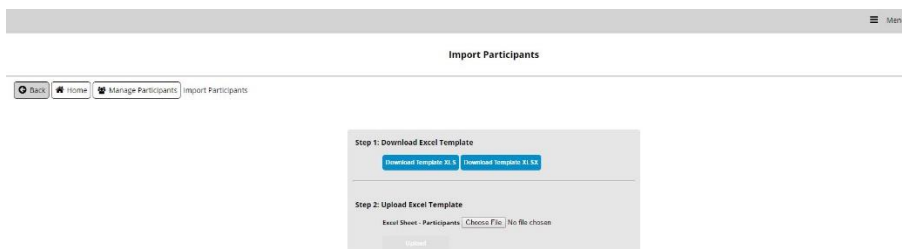
Company / Institute	<input type="text" value="Parthen"/>
Department	<input type="text"/>
Firstname	<input type="text" value="Bas"/>
Title (e.g. Prof.)	<input type="text"/>
Initials*	<input type="text" value="Bas"/>
Prefix (e.g. van)	<input type="text"/>
Family name*	<input type="text" value="Bas"/>
Gender	<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"/>

17. Manage participants: In this screen you can:

- Import Participants
- Add participants
- Download an overview
- Email Overview



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



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

[Menu](#)

Add Participant

[Back](#) | [Home](#) | Add Participant

Family name*

Initials*

Prefix

First Name

City

20. Personal Data Delegate: 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.

Personal data delegate



Family name*	<input type="text" value="Hess"/>		
Prefix	<input type="text"/>		
Initials*	<input type="text" value="E.J."/>		
First name	<input type="text" value="Eva"/>		
Nationality	<input type="text"/>		
Dietary requirements	<input type="text"/>		
Gender*	<input type="radio"/> female <input type="radio"/> male		
Company	<input type="text"/>		
Department	<input type="text"/>		
Address*	<input type="text"/>		
Postal code*	<input type="text"/>		
City*	<input type="text" value="Amstelveen"/>		
Country*	<input type="text" value=""/>		
E-mail address*	<input type="text"/>		
Communication*	<input type="radio"/> by E-mail		
Register as:*			
<input type="radio"/> Regular Fee		EUR	200.00
<input type="radio"/> Student Fee		EUR	100.00
<input type="radio"/> Free Registration			
<input type="radio"/> Exhibitor Fee		EUR	75.00
<input type="radio"/> Company Fee		EUR	150.00
<input type="radio"/> Staff			
Accompanying persons			
<input type="checkbox"/> Partner Fee		EUR	75.00

Next

21. Download overview: An Excel document with an overview of all the delegates in the group will be downloaded in excel.

22. 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: wo 9-11-2016 16:37
Aan: Eva Hess

 Bericht  demodemo_ParticipantOverview1852429061004072588.xls (7 kB)

Dear Mr. contactperson, initials infix,
Group Data
Company / Institute company
Department department
Address 1 address1
Address 2 address2
Postal code postalcode
City city
Country Afghanistan
Contact Person contactperson
Prefix infix
Initials initials
First Name firstname
Email address eva.hess@parthen.nl
Gender male







Hess, Eva
Velde, Bas van der (Completed)

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


<input type="checkbox"/>	Status	Name	Click here to edit this participant.	Email
<input type="checkbox"/>		Bakker, Jaap		eventure@parthen.nl
<input type="checkbox"/>		Hess, Eva		eventure@parthen.nl
<input type="checkbox"/>		Jansen, Brenda		eventure@parthen.nl
<input type="checkbox"/>		Pikavet, Frank		eventure@parthen.nl
<input type="checkbox"/>		Smolders, Floris		eventure@parthen.nl
<input type="checkbox"/>		Velde, Bas van der		eventure@parthen.nl

[Continue](#)

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

Participants			
Number in use		6	
 Group Actions		Search <input type="text"/>	
Submit Participants		Email	
Delete Participants		eventure@parthen.nl	
<input checked="" type="checkbox"/>		Hess, Eva	eventure@parthen.nl
<input checked="" type="checkbox"/>		Jansen, Brenda	eventure@parthen.nl
<input checked="" type="checkbox"/>		Pikavet, Frank	eventure@parthen.nl
<input checked="" type="checkbox"/>		Smolders, Floris	eventure@parthen.nl
<input checked="" type="checkbox"/>		Velde, Bas van der	eventure@parthen.nl
<input type="button" value="Continue"/>			

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

Participants			
Number in use		6	
 Group Actions		Search <input type="text"/>	
<input type="checkbox"/>	Status	Name	Email
<input type="checkbox"/>	✓	Bakker, Jaap	eventure@
<input type="checkbox"/>	✓	Hess, Eva	eventure@
<input type="checkbox"/>	✓	Jansen, Brenda	eventure@
<input type="checkbox"/>	✓	Pikavet, Frank	eventure@
<input type="checkbox"/>	✓	Smolders, Floris	eventure@
<input type="checkbox"/>	✓	Velde, Bas van der	eventure@

25. Via the 'Group actions' you can also delete a participant.