

New Event Setup

We need some information before we could setup the new event server.

- Event information
 - title
 - Client could change name on website.
 - date/ time
 - Client could change date on website.
 - venue
 - Client could change address on website.
 - introduction
 - Client provide event information to us for update to website before one week of Website opening date (HMTL format)
 - No need to introduction if no registration & only use attention function.
 - banner
 - Client could upload JPG of Banner on website. (dimension : 1980 x 660 px)
- registration
 - Online website [Demo Registration Website](#)
 - Send SMS or Email for Select number of Registration (e.g [Select Website](#))
 - Automatics confirmation Letter send by email (Client provide email template before cutoff date (HTML format)

```
{
  "body": "<div>提提準媽媽敬請準時出席母乳餵哺及疫苗小百科講座</div><div> </div><div>日期：2019年01月09日</div><div>時間：晚上7時30分至9時30分</div><div>地點：中央圖書館</div><div>提醒各位場內不准飲食，入場時必須出示「登記編號」以便登記入座</div><div> </div><h3>登記編號 {{registration.getCode}}</h3><h3>二維碼<img src='{{registration.getBarcodeImageUrl}}' /></h3><div> </div><div>如有查詢，請致電23102997</div>",
  "subject": "母乳餵哺及疫苗小百科講座提示",
  "replyTo": "enquiry@kinetics.hk"
}
```

- offline website
 - Import data on system without confirmation
 - Import Template Samples
 - Client could import xls to system
- reminder email or sms template
- Client could edit email & sms and then send to client.
- lucky draw gift list
- Client provide gift list for update website before one week of Event Date.
- print layout, if need
- Ref to red word on Import Template Samples.
- session list

Last
update:
2018/12/20 09:33 course:congress_setup:new_event_setup:start https://wiki.questwork.com/doku.php?id=course:congress_setup:new_event_setup:start&rev=1545298388

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