# 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)

```
Exsamples :
{
    "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

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