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)

```
Exsamples :
    "descriptions" : [
        {
            "_id" : ObjectId("5bf8ca3727ead620dc7c05bc"),
            "key" : "en-US",
            "value" : "<div>  <div>  日期：2018/11/29<br />  時間：下午2:30-5:00<br />  地點：觀塘成業街10號電訊一代廣場21樓A室<br />  費用：全免<br /><span color=\"#ff0000\">*</span>茶點招待  </div>  <div> </div><div>中小企想發展業務，包括電腦化、手機app、系統更新等，善用IT系統助你從中小企邁向大企業。香港政府有特定資助協助中小企發展，一個專業團隊助你由填寫申請表到成功批核到執行，一條龍協助你提升公司競爭力。</div>  <div> </div><div>  自行申請成功率大約1/3，讓我們這個專業團隊為你度身訂做一個發展計劃吧！</div>  <div> </div><div><strong><u>活動內容</u></strong>：</div>  <ul>  <li>那些中小企適合申請</li>  <li>如何展開申請的第一步</li>  <li>業務分析</li>  <li>焦點發展項目</li>  <li>業務發展方案</li>  </ul></div>"
        },
        {
            "_id" : ObjectId("5bf8ca3727ead620dc7c05bb"),
            "key" : "zh-TW",
            "value" : "<div> <div>  日期：2018/11/29<br />  時間：下午2:30-5:00<br />  地點：觀塘成業街10號電訊一代廣場21樓A室<br />  費用：全免<br /><span color=\"#ff0000\">*</span>茶點招待  </div>  <div> </div><div>中小企想發展業務，包括電腦化、手機app、系統更新等，善用IT系統助你從中小企邁向大企業。香港政府有特定資助協助中小企發展，一個專業團隊助你由填寫申請表到成功批核到執行，一條龍協助你提升公司競爭力。</div>  <div> </div><div>  自行申請成功率大約1/3，讓我們這個專業團隊為你度身訂做一個發展計劃吧！</div>  <div> </div><div><strong><u>活動內容</u></strong>：</div>  <ul>  <li>那些中小企適合申請</li>  <li>如何展開申請的第一步</li>  <li>業務分析</li>  <li>焦點發展項目</li>  <li>業務發展方案</li>  </ul></div>"
        }
    ],
```

- 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

From:
https://wiki.questwork.com/ - **Questwork's Wiki**

Permanent link:
https://wiki.questwork.com/doku.php?id=course:congress_setup:new_event_setup:start&rev=1545299415

Last update: **2018/12/20 09:50**