

New Event Setup

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

Basic Event Information

Client could modify these information later via the web system.

- Event information
 - title
 - date/ time
 - venue
 - banner
 - dimension: 1980 x 660 px

Online Registration

Tailor-made 1-page online registration form.

- Event introduction
 - one week before opening of online registration (HTML file)

Reference: <http://event.questwork.com/registration/?esc/bni20181129>

```
<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>&nbsp;</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>&nbsp;</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>&nbsp;</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>
```

Email or SMS reminder

System could send out Email and/or SMS reminder. Please give us the Email template in HTML format.

Example email template:

```
<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</h3> {{registration.getCode}}</h3><h3>二維
碼</h3><img src='{{registration.getBarcodeImageUrl}}' /></h3><div> </div><div>如
有查詢, 請致電23102997</div>
```

- 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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