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> </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>
```

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 {{registration.getCode}}</h3><h3>二維碼<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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https://wiki.questwork.com/ - **Questwork's Wiki**

Permanent link:
https://wiki.questwork.com/doku.php?id=course:congress_setup:new_event_setup:start&rev=1545373102

Last update: **2018/12/21 06:18**