

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

Import Registration

You may choose to import registration data from Excel.

- Import data on system without confirmation
 - Import Template Samples

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, restricted only to system provided data field.

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<img alt="QR code placeholder" data-bbox="115 421 135 438" /> {{registration.getCode}}</h3><h3>二維碼<img alt="QR code placeholder" data-bbox="615 421 635 438" />
src='{{registration.getBarcodeImageUrl}}' /></h3><div> </div><div>如有查詢，請
致電23102997</div>
```

Online Evaluation

- 1-page evaluation form in HTML format
 - one week before event date

Lucky Draw gift list

- Lucky draw gift list with item name
 - one week before event date

Badge/Label Layout

We could modify the print layout via the mobile app. Restricted only to system provided data field.

- print layout
 - one week before event date

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=1545373697

Last update: **2018/12/21 06:28**

