

# 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.

```

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>&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>"
    },
    {
      "_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
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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>"
    }
  ],

```

- 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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