

# 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<span>{{registration.getCode}}</span></h3><h3>二維
碼<img 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

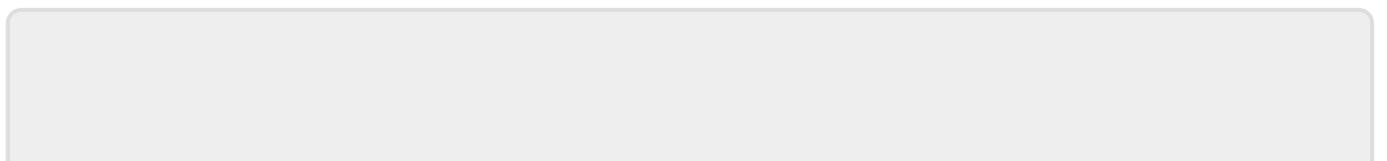
## Lucky Draw gift list

- 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



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Last update: **2018/12/21 14:28**

