

Event Management Module Requirement (27 Mac 2025)

- Admin to create the event in the system from their dashboard.
- Upon create, Admin able to select where to post, front website, email blasting or social media.
- Visitor to the website or recipients of the email blasting or viewer of the social media will be able to click the link or QR available to register to participate in the event.
- Will appear Attendance Registration Form for them to fill. To set all of the field to be in all capital letters to standardize.
- For the registration form, Admin will be able to do below settings:
 - a. 1 company how many persons allowed to attend or just leave it open (to lock registration by company)
 - b. Whether the event is chargeable or not.
 - c. Whether require digital certificate or not.
- Once complete fill and submitted, system will auto send 1 Registration Email (to follow the email format).
- Their registration will be recorded at the **Registration Record** for future reference. This record will later can be downloaded in excel and PDF.
- At this Registration Record, will have option to re-send the Event Registration Email and Email Confirmation Email for each of the attendees in case they did not receive the notification. Admin can enter new email in case the previous email is wrongly registered.
- 3 days prior to the event, system will be auto sending 1 Event Confirmation Email to all the attendees which will consist of QR Code for them to show when attending the event.
- The QR Code availability in the email can be set by Admin during event registration form.
- The counting of 3 days for system auto sends the notification can be changed by Admin to other numbers for example 5 days. Then system will follow this timing to send the notification.
- Attendees will attend the event with QR code for the organizer to scan the code to record their attendance in the system. This record will be available later at the **Attendance Record** for future reference. This record will later can be downloaded in excel and PDF.
- For the QR code scanner apps, the developer to advice which is the most suitable available in the market to use. All of our team will need to have it during the event.
- QR scan settings will be as below:
 - a. Can only be scan 1 time (no multiple scans are permitted). Means it can be scan by either 1 of our staff only. When the attendees scan again will show already registered.
 - b. Will be valid for the respective event only.
 - c. After event complete (set as complete by Admin) it will void.
- Upon the event being completed, Admin will be able to open back the **View Event Registration** page to do these:
 - a. Mark the event is completed.
 - b. Upload or put the file link of the event slides to the system.
 - c. Upload images of the event
 - d. Upload other event materials
 - e. Able to write short notes regarding the events.
 - f. Able to check current uploaded attendance e-certificate whether suitable to be used or want to replace with new template (Admin able to replace to use new template for this event only but system will save it for future reference).
- Upon click save, Admin will able to view the **Event Completion Notification Email** that will be send by the system which can also edited.

Commented [GU1]: I can generate QR code but how you copy and send to another users via email and social posting

Commented [PR2R1]: social posting not required. only via email for users to record attendance. and the qr can be printable for the event to be displayed during the event

Commented [GU3R1]: But I can't see any figma for this

Commented [PR4R1]: i will prepare the layout

Commented [GU5]: this should be included in our flow, right?

Commented [PR6R5]: yes

Commented [GU7]: share figma for this

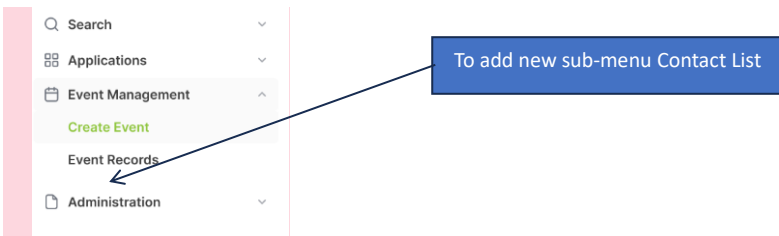
Commented [PR8R7]: not in scope, can ignore

- Then Admin can click Proceed button which will allows system to send the notifications to all the turned-up attendees.
- All of the documents uploaded upon event completed will be available when required in the future. Admin can access them upon click the **View Event Registration page**.
- Admin able to re-generate the **Attendance e-certificate** in case the attendees did not receive it earlier. This must be able to be done for the particular attendees only (not regenerate for all). Admin have option to key-in differ email.
- Admin also must be able to re-generate the **Event Completion Notification Email** in case attendees did not get it at the first place. Admin have option to key-in differ email.
- For walk-in attendees, system able to record them under the Attended Records for the particular event when they scan the event dedicated QR to register during walk-in. The QR can link to the dedicated event Attended Records. Admin will print the event related QR and display at the event registration counter. Each event will have differ QR.
- Admin able to generate below reports:
 - List of Event with option able to choose which year required.
 - Success Stories with option able to choose which year required.

Commented [GU9]: this is not in scope

Contact List:

- Under event management module, must also have a function to records the contact list maybe from individual meeting or during admin attend any other events.
- Will be used later to invite them to attend our future event via the email blasting option under the Event Management module.
- It can be recorded using the QR code or via the link or using import of excel file.
- It can be done by admin himself or by the person met.
- Can this be linked also to Business Card reader? Means when the reader read the biz card during any outside event or meeting, can directly registered in the Contact List.
- To have new sub-menu at below location:



- Once clicked this sub-menu, the same table as the Registration and Attendance Record will be appeared. This table page will have same all requirement as per these pages, can search, Download to PDF and paginations with Close button.

Commented [GU10]: is this in scope?

Commented [PR11R10]: not in scope

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