



Tan Kin Lian & Associates Pte Ltd

No. 24 Sin Ming Lane, #02-107
Midview City, Singapore 573970
Company Reg. No.: 200700231C
www.tankinlian.com

Telephone: (65) 665 99611 • Email: inbox@tankinlian.com

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Event Portal

1. Introduction

This website allows an organizer to create an event and get a link of the event to be publicized in the social media or sent to a mailing list.

An interested person can register to participate in the event and receive an email confirmation.

The organizer can view the participants who have registered for the event. The participants can be downloaded into an Excel sheet to prepare the attendance list.

2. Sign in

The organizer can sign in with the user ID and password.

Sign In

A screenshot of a web form titled 'Sign In'. It contains two input fields: 'Email' with the text 'demo' and 'Password' with five dots. Below the fields is a blue button labeled 'Sign In'.

User ID: Demo

Password: 123456

3. Event Page

On signing in, you can view this page.

			Name	Date	Status
Edit	View	Participant	Financial Planning	Sat 07 Jul 2018	Active

This page shows the active events.

Add – create a new event.

Edit – edit an event.

View – view the event on a page (same as what the public see)

Participants – view the participants who have registered for the event and download the details into a CSV file

4. Add or edit an event

Edit Event

Name	<input type="text" value="Financial Planning"/>
Content	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Font - Size - A - A - B <i>I</i> <u>U</u> <i>I</i>_x Source</p> <p>This talk is conducted by Mr. Tan Kin Lian. He is an actuary and the former CEO of NTUC Income.</p> <p>Mr. Tan will cover the following topics:</p> <ul style="list-style-type: none"> a) Financial Planning b) How to invest our savings c) Choosing your insurance protection. </div>
Image	<input type="button" value="Choose File"/> No file chosen
PDF	<input type="button" value="Choose File"/> No file chosen
Video URL	<input type="text"/>
Date of event	<input type="text" value="07-07-2018"/>
Time	<input type="text" value="2 pm to 4 pm"/>
Venue	<input type="text" value="Bedok Room, HDB Hub"/>
Capacity	<input type="text" value="40"/>
Fee	<input type="text" value="10.00"/>
Status	<input checked="" type="radio"/> Active <input type="radio"/> Closed <input type="radio"/> Pend
<input type="button" value="Submit"/> <input type="button" value="Cancel"/> <input type="button" value="Delete"/> <input type="button" value="Clone"/>	

You can provide the detail of the event. You can also upload a PDF to describe the event.

Clone – you can clone this event to create a new event and to change some detail, e.g. the date.

5. View the event

Financial Planning



Sat 07 Jul 2018
Time: 2 pm to 4 pm
Venue: Bedok Room, HDB Hub
Fee: \$10.00 Taken 0/40

This talk is conducted by Mr. Tan Kin Lian. He is an actuary and the former CEO of NTUC Income.

Mr. Tan will cover the following topics:

- a) Financial Planning
- b) How to invest our savings
- c) Choosing your insurance protection.

This will be an interactive session. You can ask questions for Mr. Tan to answer.

[Register Now](#)

This is how the event will appear to the public.

You can copy the URL at the top, i.e.

http://www.tklcloud.com/Event/event_det.aspx?id=65

6. Register Now

A participant can register to attend the event.

Register for this event

Name	Tan Kin Lian
Email	kinlian@gmail.com
Telephone	66599611
No of Participant	<input checked="" type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4
Company	Tan Kin Lian & Associates
Position	Director

[Submit](#)

[Cancel](#)

If all the places are fully taken up (based on capacity), the registration will be rejected automatically.

After registration, the participant receives this email

Dear Tan Kin Lian

Event Portal

Your registration has been accepted. Please check your email for payment (if any)

Name of event	Financial Planning
Date	Sat 07 Jul 2018
Time	2 pm to 4 pm
Venue	Bedok Room, HDB Hub
Your name	Tan Kin Lian
Email	kinlian@gmail.com
Telephone	66599611
Company	Tan Kin Lian & Associates
Position	Director
No of participants	1
Fee	10.00 Not Paid

[Click here to pay the fee by PayPal immediately.](#)
Your registration will be cancelled if payment is not made within 1 day.

[Click here to view event.](#)

[Click here to withdraw from the event](#)

The participant can withdraw from the event.

6. View Participants

The organizer can view the participants as follows

Bedok Room, HDB Hub

Sat 07 Jul 2018, 2 pm to 4 pm [Export All](#)

	ID	Name	Email	Telephone	Company	Position	Pax	Fee	Status
Delete	169	Tan Kin Lian	kinlian@gmail.com	66599611	Tan Kin Lian & Associates	Director	1	10.00	N

Export All – export the details into an Excel file.

Delete – delete the participants

7. Reminder

A reminder will be automatically sent to all the participants two days before the actual date of the event.

8. Explanation

This website is designed by Tan Kin Lian & Associates. It is intended to be easy to use.

Many organizers invite participants to register by entering a manual form. They can simplify the work for their staff by using this website. It will also be easy for the participants to register for the event.

You can try this website by using the Demo user.

If you are interested to use this website as an organizer, send an email to kinlian@gmail.com. I will create a user ID for you to use.

This service is FREE for the time being.

Tan Kin Lian