

Tan Kin Lian & Associates Pte Ltd

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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

Email				
demo				
Password				
Sign In				

User ID: Demo Password: 123456

### 3. Event Page

On signing in, you can view this page.

Welcome	Event					
					_	
Add	Enter Search	Here	Find	Current		
			Name		Date	Status
					Sat 07 Jul 2018	
Edit	View	Participant	Financial Planning	Financial Planning		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

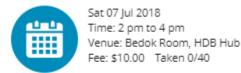
Name	Financial Planning
Content	Font - Size - A - D - B I U I = 📾 🙊 😡 Source
	This talk is conducted by Mr. Tan Kin Lian. He is an actuary and the former CEO of NTUC Income.
	a) Financial Planning b) How to invest our savings c) Choosing your insurance protection.
Image	Choose File No file chosen
PDF	Choose File No file chosen
Video URL	
Date of event	07-07-2018
Time	2 pm to 4 pm
Venue	Bedok Room, HDB Hub
Capacity	40
Fee	10.00
Status	⊗ Active  © Closed  © Pend
	Submit Cencel Delette 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**



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 participate can register to attend the event.

Name	Tan Kin Lian
Email	kinlian@gmail.com
Telephone	66599611
No of Participant	® 1 © 2 © 3 © 4
Company	Tan Kin Lian & Associates
Position	Director

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)

No. of Control of Cont	Eta antial Discontant
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

<u>Click here to pay the fee by PayPal immediately.</u> 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 <u>kinlian@gmail.com</u>. I will create a user ID for you to use.

This service is FREE for the time being.

Tan Kin Lian