User Guide for Banquet Management System (BMS)

Introduction

The Banquet Management System serves a centralized hub for administrators to create, manage and oversee banquet events while ensuring that attendee information is securely handled. There are features that enable the creation of detailed banquet profiles, meal selection and attendee registration. Aims to enhance the overall experience for both organisers and participants.

Table of Contents

1. Banquet Management

Overview: Administrator can create a new banquet and update any existing banquet details, including essential information such as banquet name, date location and meal options. Each banquet is being assigned a unique Banquet identification Number (BIN) for easy reference.

2. Attendee Registration

Overview: Attendees can create an account and securely authenticate their identity. Allowing them to register for banquets and select meal and drink preferences. A validation process ensures that all mandatory fields are filled out correctly.

3. Search and Updating

Overview: Attendees can search for their registered banquets based on various criteria and

update their registration information as needed.

4. Report Generation

Overview: Administrators can generate insightful reports to analyze registration trends, popular meal choices, and attendee behavior, enabling data-driven decisions for future events.

The BMS is designed to enhance the efficiency of banquet organization and improve the overall experience for both administrators and attendees. This user guide will provide you with detailed instructions on how to navigate and utilize the various features of the system effectively.