



EveMa

01.10.2020

website: <https://evema-event.herokuapp.com>

Overview

Evema is a Large Scale Event management software for Event Organisers.

Event planners - organize, execute, and promote events like trade shows, conferences, corporate meetings, and more. **Event planning** is a business with a low barrier to entry, so competition within the **industry** is high.

Goals

1. Stronger social media presence
2. Increase revenues
3. Improve Customer Satisfaction
4. Better business Networking

User Guide :

Evema is an Event Management website that helps users to manage their Event, collecting data from the users, use that data for further Events and Make upcoming event successful.

User Personas:

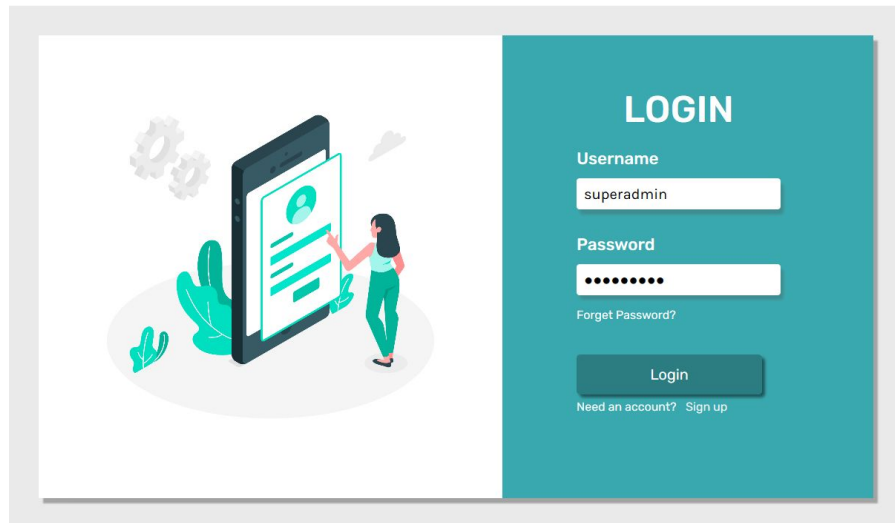
User Personas are users who get useful from our website. Since our website is an Event Management website. Hence we have three user personas. They are,

1. Organisers
2. Exhibitor
3. Visitor

Organiser:

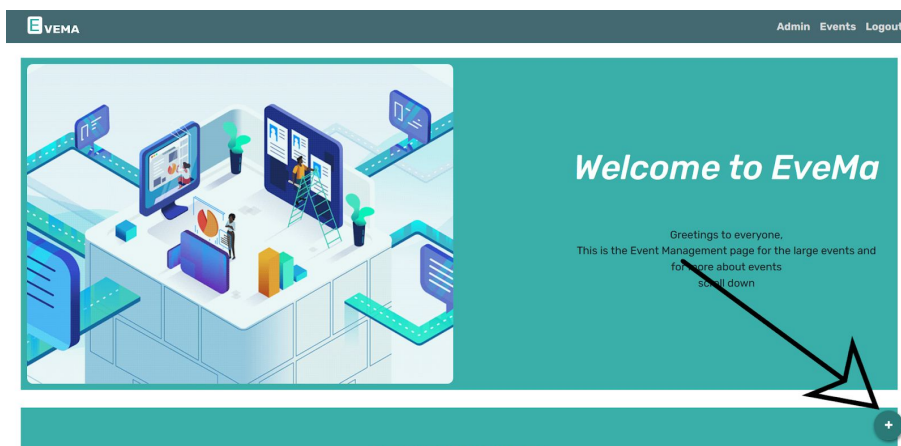
Organiser is the Head of Event Management.

1. Login as Administrator:




For Login as Administrator, we have created a username and password which is permanent for Admin. For this case we have username as **“superadmin”** and password as **“superadmin”**. Once the admin logged into the administrator account they have this pop-up message which shows them **“You logged in admin!”**. And now the admin account is ready to be used by the administrator.

2. Create an Event:



And after you are logged in as administrator, we can see a (+) icon at the bottom of the screen. This Icon is used to create Events. By clicking on the Icon the User must be taken to the Event Details page. The Event Details page is split into two pages.

3. Event Details form 1:

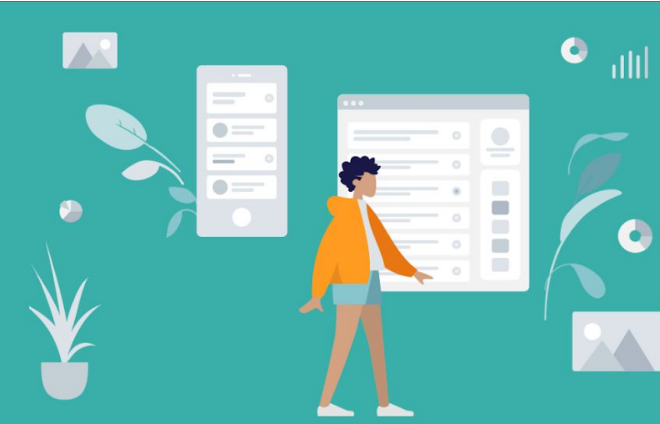


CREATE AN EVENT

| | |
|--|--|
| Event Name <input type="text" value="Event Name"/> | Venue <input type="text" value="Venue"/> |
| Contact <input type="text" value="Contact"/> | Email Address <input type="text" value="Email"/> |
| Start Date <input type="text" value="dd / mm / yyyy"/> | End Date <input type="text" value="dd / mm / yyyy"/> |
| <input type="button" value="Cancel"/> | <input type="button" value="Next"/> |

In Event details Form 1, We need to provide basic information about the event such as Event Name, venue and the Event Organiser Mail id, etc.,

4. Event details form 2:

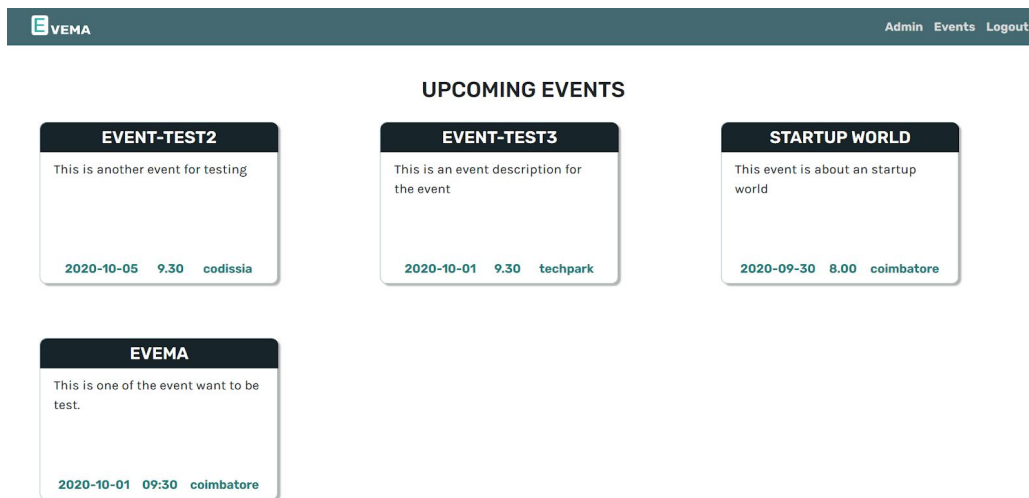


CREATE AN EVENT

| | |
|--|--|
| Last Date To Register <input type="text" value="dd / mm / yyyy"/> | Price <input type="text" value="Price"/> |
| Event Description <input type="text" value="Enter the event description"/> | |
| Start Time <input type="text" value="eg: 9:00"/> | End Time <input type="text" value="eg: 5:30"/> |
| <input type="button" value="Back"/> | <input type="button" value="Create Event"/> |

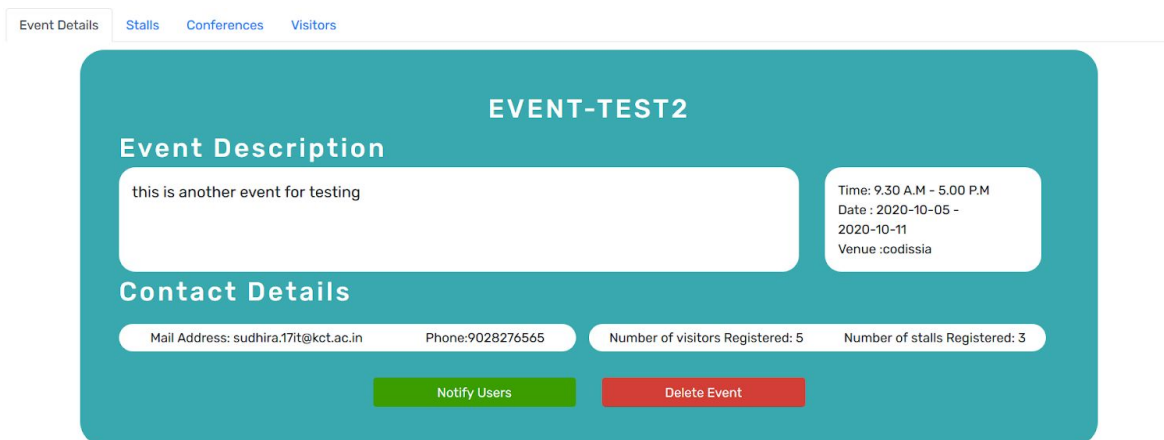
In Event details form 2, a small description about the Event and last date to register for that event are to be provided by the admin (organizer). After providing the details about the event they can create the event by clicking on the **“Create Event”**.

5. List of created Events:



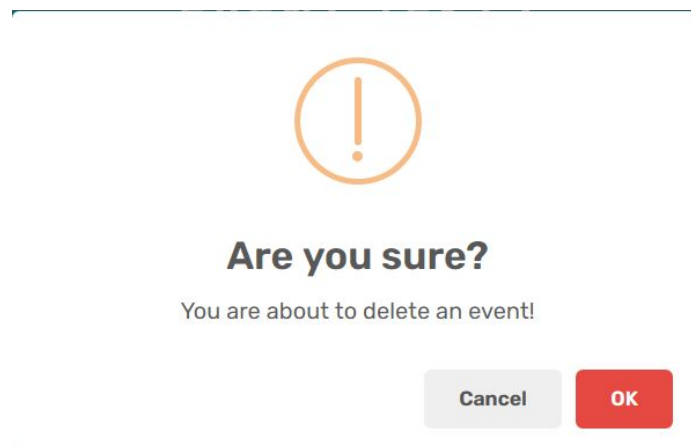
Once the Admin created the event they are able to view the list of events in the Events tab in the Navbar or else in the Upcoming Events in the Home page. In the list of Events, The Event details are displayed in the Individual cards, Each card contains the Event name, Small description about the event and date and time with venue. For each event card these details can be viewed.

6. Details of particular event



On clicking on any Individual event card admin is able to view the event information in detail. And in the event details we have two options for the Admin one is Notify users and another one is Delete event.

7. Delete an Event



In case if the Event got cancelled at the last minute due to some issues Admin is able to delete the event before two days of the start of the event. And on clicking the “**Delete Event**” it shows a pop up dialogue box “**Are you sure?**” on clicking ok the Event can be deleted by the admin.

Note:

Only the Admin is able to delete the Event.

8. Notify Users

Generate E-mail for event-test2

Subject to attach with E-mail

Updated Invitation for the Event

Body of the email

Warm Greetings from the Organizer, we have included a food fest for this event, So this message is to Notify Visitor and Exhibitor about the food fest

☒ Visitor ☒ Exhibitor

Cancel Send E-mail

And another button is “**Notify Visitors**”, In case if there is any update made in the event admin is able to send a customizable message to the registered user. For that we have three options:

1. Notify only visitor✓

2. Notify only Exhibitor ✓
3. Notify Both Visitor ✓ and Exhibitor ✓

9. List of stalls registered for the event

| E VEMA | | Admin Events Logout | |
|---|--------|---|----------|
| Event Details | Stalls | Conferences | Visitors |
| SAMPLE STALL4 Company <i>Forge</i> Domain <i>machine learning</i> Email <i>vaishaalikannan91858@gmail.com</i> | | E-TRACTOR Company <i>Zilker</i> Domain <i>Electrical and Electronics</i> Email <i>action.16@kct.ac.in</i> | |
| STALL_TESTING Company <i>KCT</i> Domain <i>Technology</i> Email <i>sudhira.17it@kct.ac.in</i> | | STALL_TESTING1 Company <i>KCT</i> Domain <i>Technology1</i> Email <i>sudhira.17it@kct.ac.in</i> | |
| | | EVEMA Company <i>Forge</i> Domain <i>Software</i> Email <i>4gokul2000@gmail.com</i> | |

And Inside the Event details we can see three tabs Stalls, Conference and Visitors. In Stalls we can see the list of stalls registered by the exhibitor for exhibits in that event and inside stall we can view the list of visitors visited that systall and in the conference tab we can see the list of conferences registered by the exhibitors and inside the conference admin can also see the list of visitors registered for a particular conference in that Event.

10. List of Visitors Registered for The Event

In the visitor tab admin is able to view the list of visitors registered for the Event. On clicking the visitor we can view the complete details of the visitor provided by the visitor during Signup.

| VEMA | | | |
|---------------------|------------|-------------------------------|-----------------|
| Admin Events Logout | | | |
| Event Details | Stalls | Conferences | Visitors |
| # | Name | E-mail | Contact Number |
| 1 | Poovarasam | poovarasam.20.1@protosem.tech | 9876543210 |
| 2 | Siranjeevi | vaishaali.20.1@protosem.tech | 8756432891 |
| 3 | King | action.16@kct.ac.in | 8787878787 |
| 4 | Sudhira | sudhira.17@kct.ac.in | 7530075300 |
| 5 | Gokulnath | gokulnath.17ec@kct.ac.in | 1234567890 |
| 6 | Gokulnath | 4goku2000@gmail.com | 1234567890 |
| 7 | vaishaali | vaishaali.17@kct.ac.in | 8756432891 |
| 8 | visitor09 | visitor@visitor.com | 987654321555555 |

These are the journeys of the Organizer as Admin as of now.

SignUp:

1. SignUp

One needs to sign up first by providing the Email and Username with a valid Password. During SignUp one can choose the role either as Visitor or Exhibitor.

SIGN UP

Username

Email Address

Password

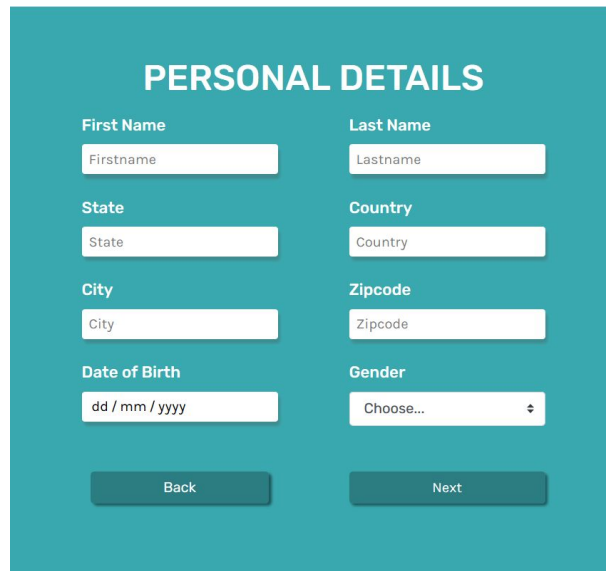
Confirm Password

Role

Exhibitor

Next

2. Personal Details of Exhibitor

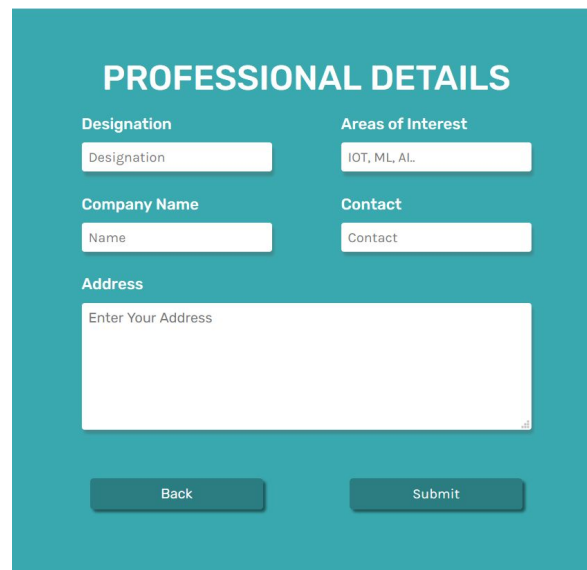


The 'PERSONAL DETAILS' form is displayed on a teal background. It contains two columns of input fields. The left column includes fields for First Name (placeholder: Firstname), State (placeholder: State), City (placeholder: City), Date of Birth (placeholder: dd / mm / yyyy), and a Back button. The right column includes fields for Last Name (placeholder: Lastname), Country (placeholder: Country), Zipcode (placeholder: Zipcode), Gender (dropdown menu with 'Choose...' selected), and a Next button.

After that One needs to provide the personal details.

3. Professional Details

And then the Professional details about them

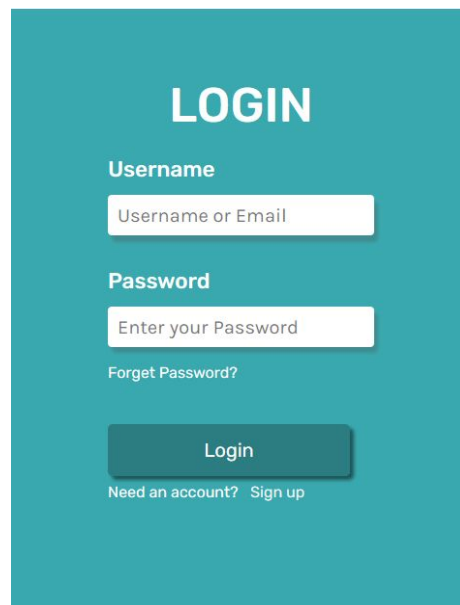


The 'PROFESSIONAL DETAILS' form is displayed on a teal background. It contains two columns of input fields. The left column includes fields for Designation (placeholder: Designation), Company Name (placeholder: Name), and a large text area for Address (placeholder: Enter Your Address). The right column includes fields for Areas of Interest (placeholder: IOT, ML, AI...), Contact (placeholder: Contact), and a Submit button. A Back button is located at the bottom left.

Note: SignUp and Login are the same for both Visitor and Exhibitor. Same details must be collected for both users.

Login:

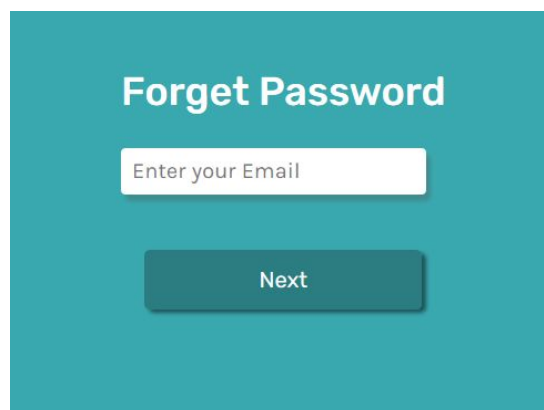
For Login we need to use our Username and Password.



A login form with a teal background. At the top, the word "LOGIN" is written in large, white, bold capital letters. Below it, the label "Username" is in white. Underneath is a white input field with the placeholder text "Username or Email". Below that, the label "Password" is in white. Underneath is a white input field with the placeholder text "Enter your Password". Below the password field, the text "Forgot Password?" is in white. At the bottom, there is a dark teal button with the word "Login" in white. Below the button, the text "Need an account? Sign up" is in white.

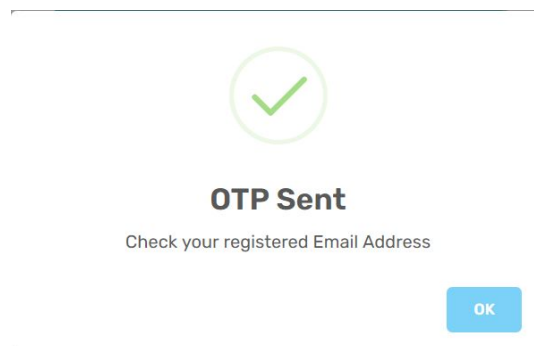
And in Login page we have two options - Forgot Password and SignUp

1. Forgot Password:

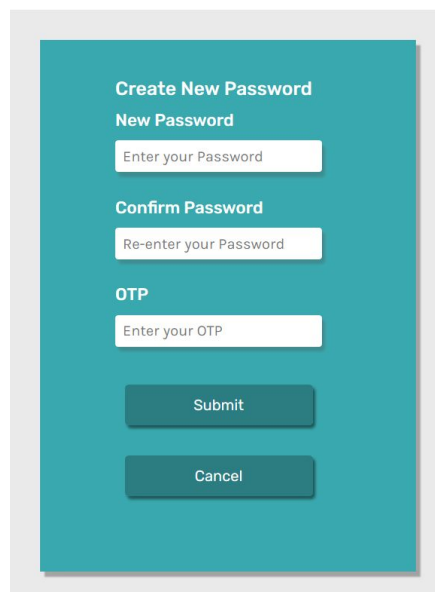


A "Forgot Password" form with a teal background. At the top, the words "Forgot Password" are written in large, white, bold capital letters. Below it, there is a white input field with the placeholder text "Enter your Email". At the bottom, there is a dark teal button with the word "Next" in white.

In forgot password we need to enter the Email which we used for registration. And then we will be given the message an OTP is sent to the mail id.



The OTP will be sent to the mail id. We need to enter the mail id in the dialogue box.

A form titled "Create New Password" with a teal background. The form contains three input fields: "New Password" with the placeholder "Enter your Password", "Confirm Password" with the placeholder "Re-enter your Password", and "OTP" with the placeholder "Enter your OTP". Below the input fields are two buttons: "Submit" and "Cancel", both with a teal gradient and white text.

And here we need to give the OTP sent to that mail and then we need to provide the new password and reenter the new password for confirmation.

Profile:

1. View Profile:

Once you are logged in as either exhibitor or visitor you click on the Profile tab in Nav-Bar. In the Profile you are able to see your role which is either visitor or exhibitor. In the profile page you can see both of your Personal and professional Details which they provide during registration.

Note: There is no profile Page for Admin.

2. Edit Profile:

In the Profile page if you need to change any details you can edit the details by clicking on the “**Edit**” button.

3. Change Password:

At the bottom of the profile page we can see “**Change Password**” in case if we want to change the password click on **change Password** it will take us to the change password page. Where we need to provide your old password for validation and then we can enter the new password and then re enter the new password for confirmation.

4. Update profile Pic:

At the top of the profile page we will find a profile picture, where you can upload a new profile picture.

Note: The profile picture must be less than 1MB in size.

5. Switch Account:

If we are logged in as Exhibitor and we need to visit a stall in another Event there is an option for that where you can switch accounts between users. For that firstly we need to create another account which is signed up as either visitor or exhibitor in the profile page. For that we need to provide the password for verification. And then we are able to switch Accounts whenever we want.

Exhibitor:

The next user journey is Exhibitor Journey. Exhibitor role is the most important role for the Event. In this Journey we have included all the prerequisites before exhibiting the stall in the Event.

1. View the List of Events:



Once we Logged into the Exhibitor account in the navbar we can see the Events Tab. On clicking the Events, we are able to view the list of Events created by the Admin.

2. Registering for Stall:

By seeing the Details about the event, Exhibitors can decide where they can exhibit their stall. If they confirm the stall they need to click on the individual Event Card.

STARTUP WORLD

Event Description

This event is about an startup world

Time : 8.00 - 9
Date : 2020-09-30 - 2020-10-01
Price: 4999
Venue : coimbatore

Contact Details

Mail Address: poovarasan141099@gmail.com

Phone:9952819365

Number of visitors Registered: 3

Number of stalls Registered: 0

Register Stall 2

Register Conference

And then they need to click on the “**register Stall**” button on the bottom to register their stall or conference in that Event.

Note: Exhibitors are able to register only Two Stalls and One conference in an Event. For that the count on the Register Button will adopt the count on the Register button. In this way the Exhibitor can remember the Number of stalls registered.

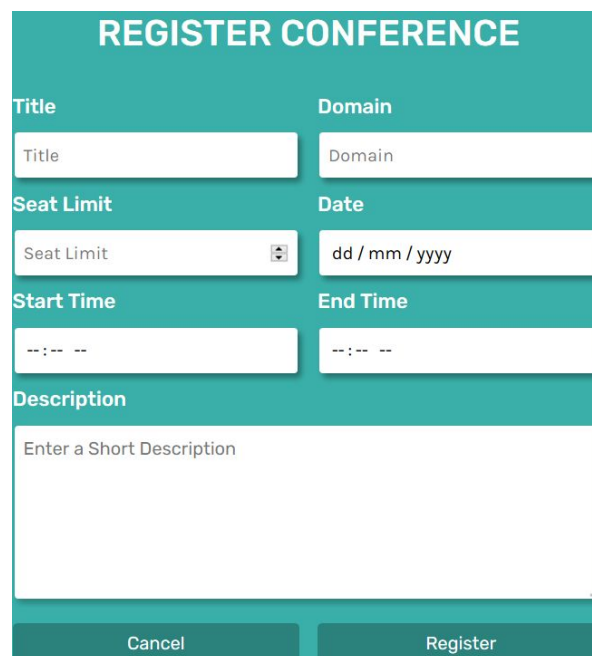


The image shows a 'REGISTER STALL' form on a teal background. On the left, there is an illustration of a stall with a 'PRESENTATION' board, a counter, and several people interacting. The form on the right has the following fields:

- Product Name**: A text input field with a placeholder 'Product Name'.
- Domain**: A text input field with a placeholder 'Domain'.
- Product Description**: A large text area with a placeholder 'Enter the product description'.
- Buttons**: 'Register' and 'Cancel' buttons at the bottom.

For registering a stall, Exhibitors need to provide the Product Name and the Domain of that product, etc,. Once registered we will be notified with the message **“Stall Registered Successfully”**.

3. Registering Conference:



The image shows a 'REGISTER CONFERENCE' form on a teal background. The form has the following fields:

- Title**: A text input field with a placeholder 'Title'.
- Domain**: A text input field with a placeholder 'Domain'.
- Seat Limit**: A text input field with a placeholder 'Seat Limit' and a dropdown arrow.
- Date**: A text input field with a placeholder 'dd / mm / yyyy'.
- Start Time**: A time selection field with a placeholder '-- : -- --'.
- End Time**: A time selection field with a placeholder '-- : -- --'.
- Description**: A large text area with a placeholder 'Enter a Short Description'.
- Buttons**: 'Cancel' and 'Register' buttons at the bottom.

In the Stall details you can see the **“register conference”** button. On clicking that button we can provide the details about the Conference.

4. List of Stalls:

Once we register a Stall in the Event we can view the stalls in the Stalls tab. In stalls tab we have two portion one is My stalls where we can view the stalls which was registered by us and the next is remaining Stalls which was registered by some other exhibitor for that event.

[Event Details](#)
[Stalls](#)
[Conferences](#)

My stalls

STALL_TESTING
Company *KCT*
Domain *Technology*
Email *sudhira.17it@kct.ac.in*

STALL_TESTING1
Company *KCT*
Domain *Technology1*
Email *sudhira.17it@kct.ac.in*

Stalls

SAMPLE STALL4
Company *Forge*
Domain *machine learning*
Email *vaishaalikannan91858@gmail.com*

E-TRACTOR
Company *Zilker*
Domain *Electrical and Electronics*
Email *action.16@kct.ac.in*

EVEMA
Company *Forge*
Domain *Software*
Email *4gokul2000@gmail.com*

5. Additional information about the stalls:

Under the stalls tab we have two tabs one is stall details. In stall details we can view the complete stall details and also we are able to add additional information about the stalls like **links, images, Documents**.

ADD MORE DETAILS

Link

Upload image

Upload document

And also we can Download the Additional information about the stalls in ZIP file. Which can be downloaded by the exhibitor to check any issues.

6. List of Visitors Visited the stalls:

In the visitor tab we can view the list of Visitors visited the stalls. For that we have Hardware mounted in each stalls. Once the visitor visits a stall, the list will be displayed with the visited visitor list.

| VEMA | | | |
|----------------------------|-----------|----------------------|----------------|
| Home Events Profile Logout | | | |
| Event Details | Stalls | Conferences | |
| Stall Details | Visitors | | |
| # | Name | E-mail | Contact Number |
| 1 | Gokulnath | 4gokul2000@gmail.com | 1234567890 |

Note: This is the same for the conference too, where we can view the list of visitors registered for the particular conference in that event.

7. Conference details:

In the conference card we can view the details about the Conference and also we have a button **“Delete Conference”**. Exhibitors are able to delete the conference two days before the start of the Event after that delete conference button will get disabled.

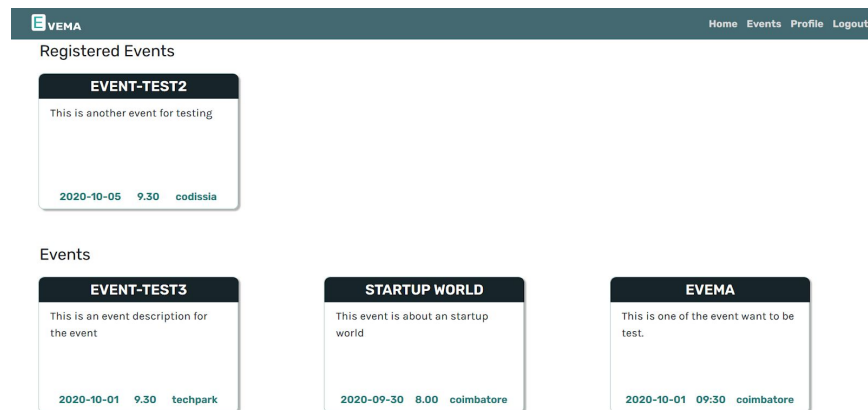
The screenshot shows the VEMA interface with the 'Conferences' tab selected. A confirmation dialog is displayed in the center, asking 'Are you sure?' with the message 'You are about to delete a Conference!'. The dialog has 'Cancel' and 'OK' buttons. In the background, the conference details form is visible, including fields for Title, Event, Start Time, Organization Name, Contact, Seat Limit, and Description. A 'Delete Conference' button is located at the bottom of the form.

These are the journeys so far made for the Exhibitor.

Visitor:

Visitor is the key role of the Event. Without Visitors there is no Event. For that we have provided some features to make visitors work much easier.

1. View the List of Events:



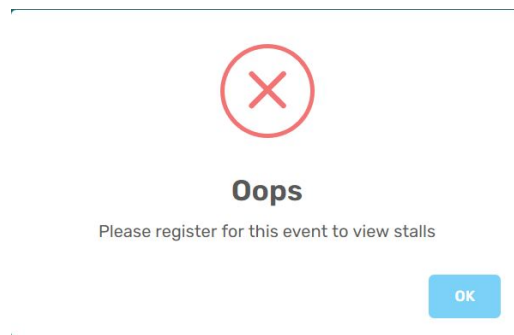
Once we Log in as Visitor we can view the List of Events Posted by the Admin By clicking the **Events** tab in Navbar. And to make Visitors to find the stalls which were already registered by them we have divided the Event list into registered events and Events. In registered Events we can view the events registered by us.

2. Registering an Event:

The screenshot shows the 'EVENT-TEST3' registration form. The form is divided into two main sections: 'Event Description' and 'Contact Details'. The 'Event Description' section has a text area for the event description and a sidebar with event details: Time: 9.30 - 5.00, Date: 2020-10-01 - 2020-11-05, Price: 11282, and Venue: techpark. The 'Contact Details' section has input fields for Mail Address (sudhira.17it@kct.ac.in), Phone (1234567892), Number of visitors Registered (5), and Number of stalls Registered (1). A green 'Register Event' button is located at the bottom of the form.

For Registering an Event, Visitor just needs to click on the **"Register Event"** Button.

Note: Visitors are only able to view the stalls and Conference once they register for that event. Or else they will be noted with the message **"Please register for this event to view stalls"**.



3. View the list of stalls:

Once the visitor registers for the event they can view the list of stalls in that event. By clicking on individual stall cards they can view the complete detail about the stalls.

[Event Details](#) [Stalls](#) [Conferences](#)

EVEMA 1

| | | | |
|-----------------|---|--------|------------------------|
| Company | KCT | Domain | software |
| Contact | 7530075300 | Email | sudhira.17it@kct.ac.in |
| Company Address | TN-CB-29123,KCT Tech Park,Saravanampatti,Coimbatore | | |
| | Description This is one of the stall | | |

Note: Visitors are able to register only for the Conference, They don't need to register for the stalls.

4. Register for the Conference:

| CONFERENCE DETAILS | | | |
|---------------------------------|------------------|-----------------|----------------------|
| Title | machine learning | Date | 2020-10-01 |
| Start Time | 09:30 | End time | 10:30 |
| Organization Name | Forge | Exhibitor Name | Gokulnath |
| Contact | 1234567890 | E - mail | 4gokul2000@gmail.com |
| Seat Limit | 300 | Available Seats | 300 |
| Description | | | |
| Machine learning is on the boom | | | |
| <button>Register</button> | | | |

On clicking the Individual conference card I am able to register the conference by clicking on the Button **“Register Conference”**. If we already registered for the conference then the button will change to **“Registered”** and it will be locked.

These are the Journey of the user Personas. As of now we have a perfectly working Prototype of our website.

Here is the link for our website: <https://evema-event.herokuapp.com/>