# EVENTHIVE

USER MANUAL

# WELCOME

To EventHive, is a user-friendly event management platform that offers a seamless ticket purchasing experience for attendees. With EventHive, attendees can easily browse upcoming events, select their preferred tickets, and make their purchase securely and quickly. The platform offers customizable ticket types and pricing, enabling attendees to find the best option for their needs and budget. EventHive is a comprehensive event management platform that allows organizers to efficiently manage and sell tickets for their events.
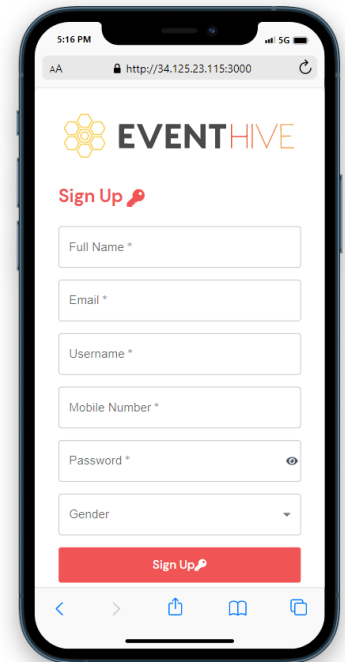
## Let's get started!

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# USER OVERVIEW

## Create an Account

The sign-up page for an event management system will typically ask the user to enter their name, email, username, password, mobile number, and gender. This information will be used to create the user's account and to verify their identity.

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## Home Page

On the home page, the user will find a captivating showcase of currently available events. Each event is accompanied by eye-catching visuals, enticing descriptions, and essential details. (Name, Location, Date and Ticket price)
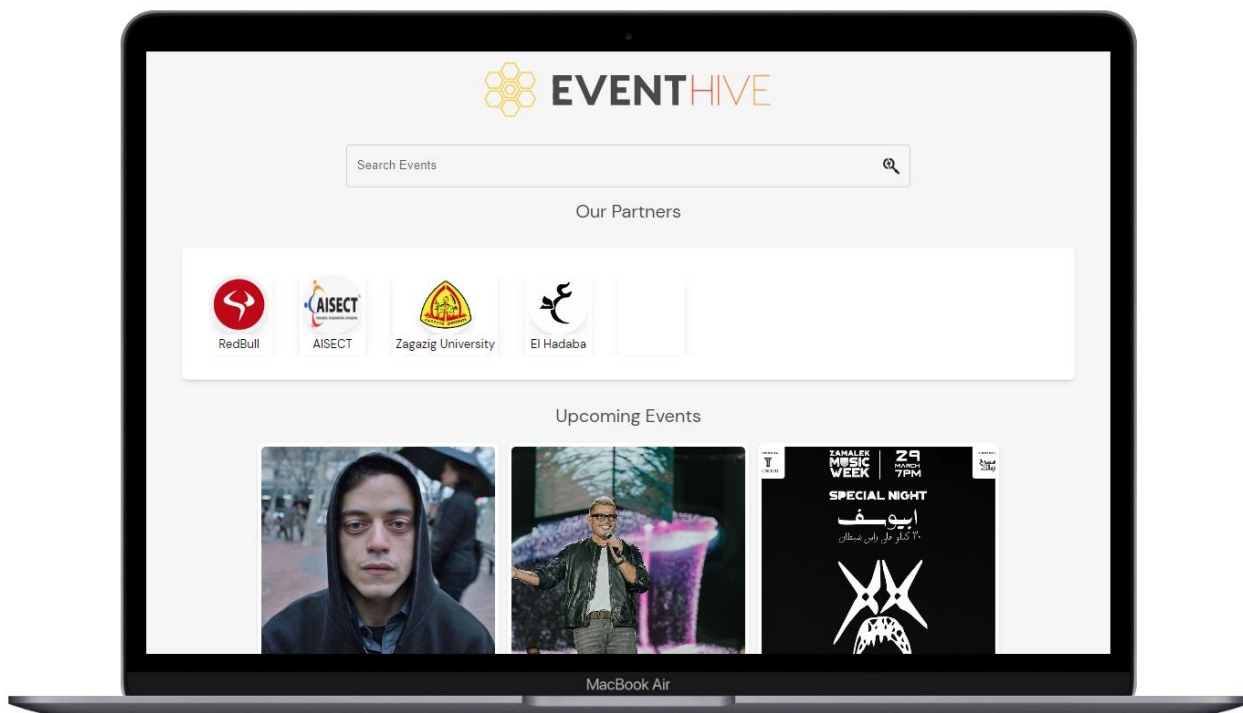
# Book an Event

When the user clicks on an event, he'll uncover a treasure trove of details. Delve into a captivating description, explore the event's schedule, and find a range of ticket options and prices.

Also, he can choose the seats preferred in concerts.
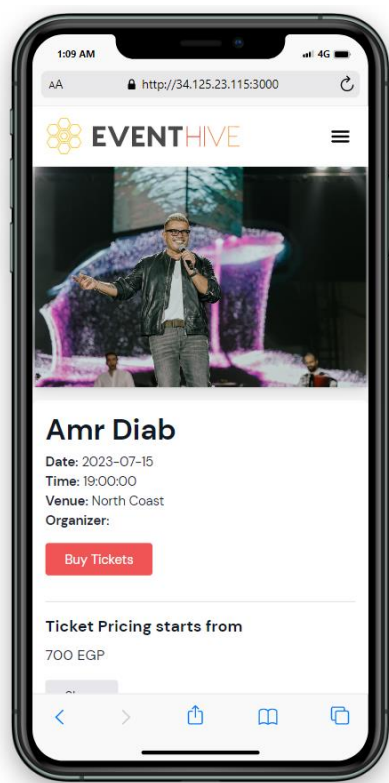
# Buy Ticket/s

The user can purchase any number of tickets they desire from any category. Additionally, for certain events with assigned seating, such as cinema screenings or theater performances, they can also reserve their preferred seat.
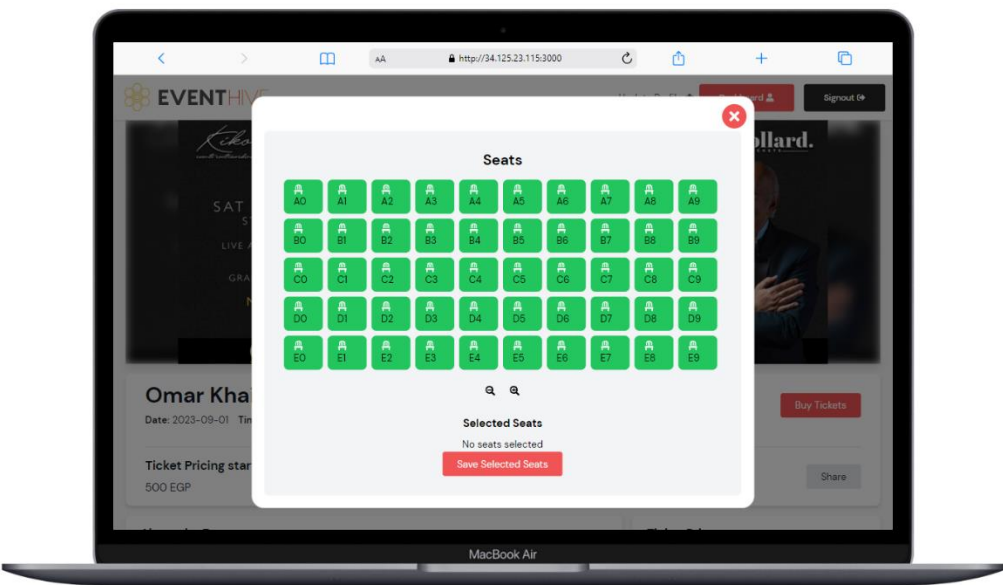
# Payment Method with Stripe

After the user has finished selecting the desired number of tickets or choosing the suitable seat, they proceed to check out. We provide an online payment method through Stripe. The user then enters their payment details for the transaction.
After the payment process is completed, the user will receive a WhatsApp message confirming their ticket purchase. The message will include the payment receipt and a ticket with a QR code embedded specifically for that user.
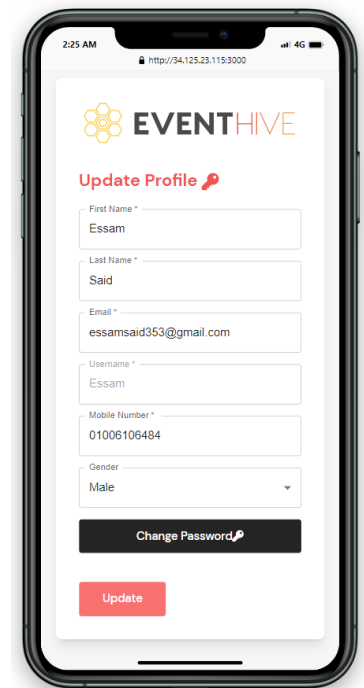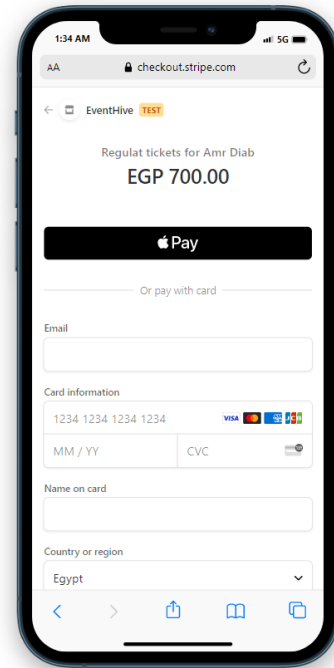
# Dashboard

Here, the user can view the events they have attended or plan to attend. You can access your personal event history, including the dates and times of events you have attended. Additionally, you can find information about when created your EventHive account.
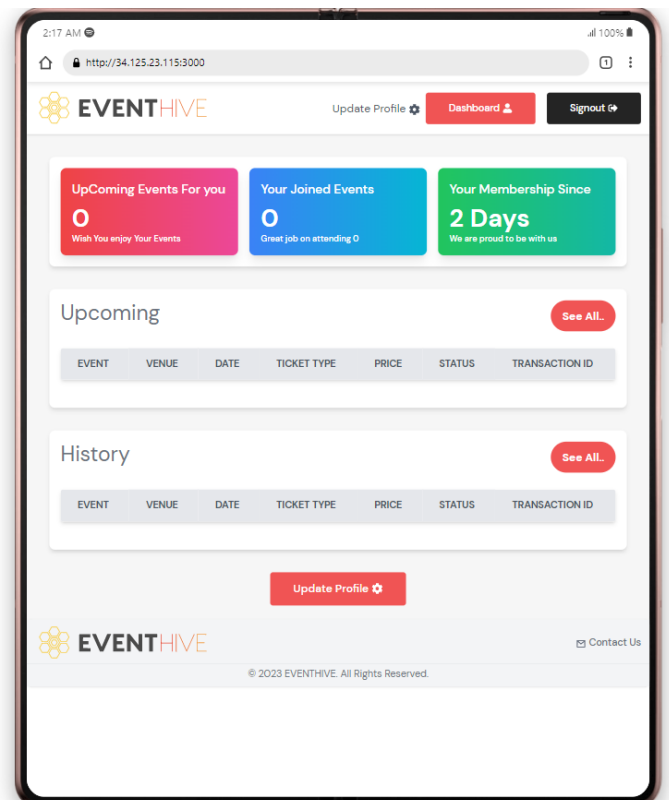
# Update Profile

On this page, the user can easily update their information such as name, phone number, and email. Changing these details is a straightforward process, allowing the user to enter and save their added information effortlessly.

# ADMIN OVERVIEW

## Home Page

On the home page, the admin will find a dedicated section showcasing the events they have created. including those that are currently active and upcoming. It serves as a convenient hub where the admin can manage and monitor their created events.

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## Create an Event and Managing Attendees

On this page, the admin can create a new event and customize its name, time, date, venue, and description. They can also choose whether the event cover and add different types of tickets with their respective prices, quantities, and ticket types. If the event is seated, the admin can specify the number of seats available. This provides the admin with full control and flexibility in creating and managing events on the EventHvie.
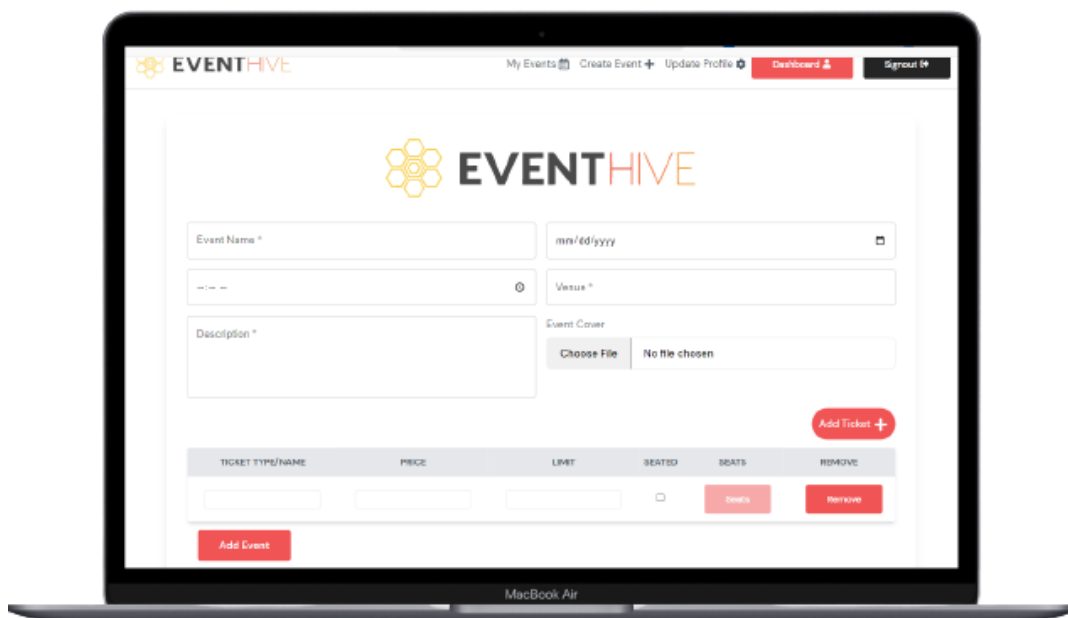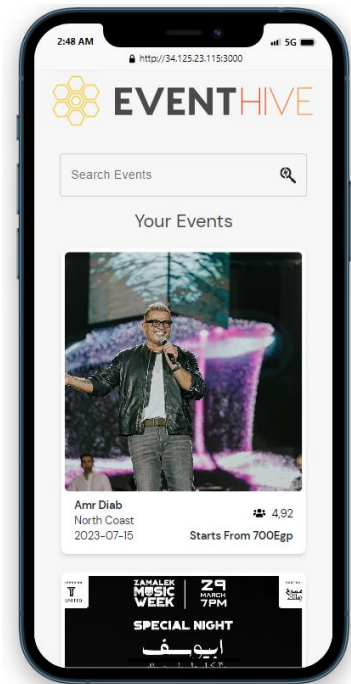
# Dashboard

We have multiple dashboards available for the admin. One of them, Admin can view the events they have created (history) or upcoming events that will be created. Additionally, they can find information about when created your EventHive account.

The other dashboard is called the "Event statistics" dashboard, which is specific to each event. It provides detailed insights and statistics regarding the tickets purchased by users, addition to the ticket type, It  displays the number of tickets sold, also displays the number of users who purchased tickets categorized by gender, as well as the breakdown of users' email and phone data who attended the event, including all their associated information. Admin also has the option to save this data and download it as an Excel sheet for further analysis or record-keeping purposes.
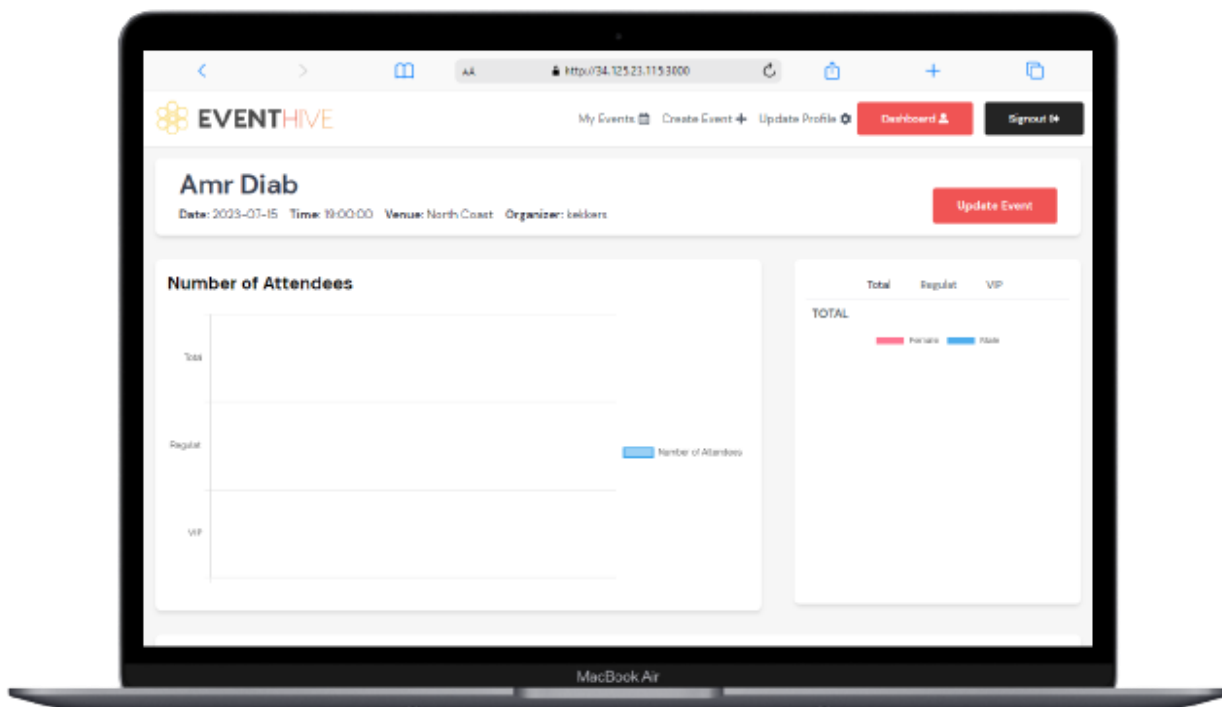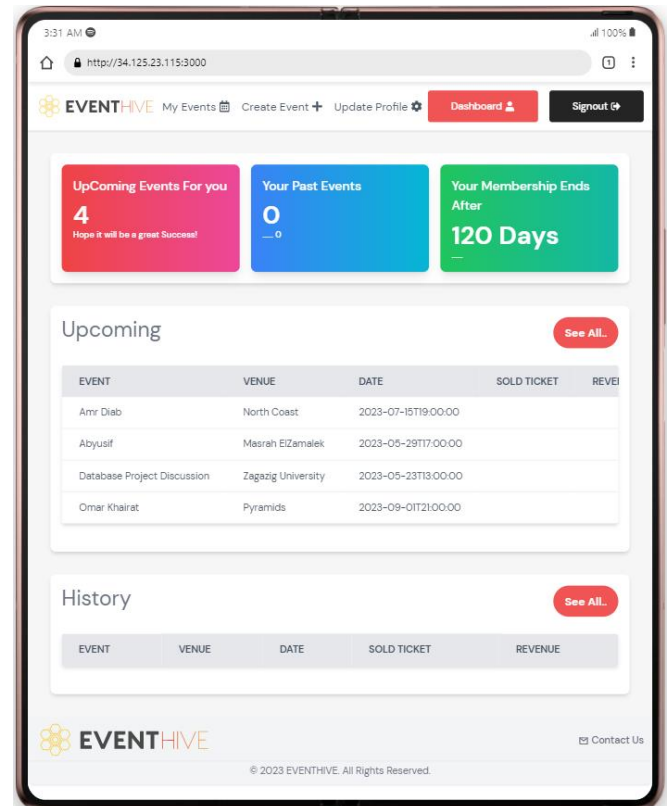
# Update Event and Profile

On update event page , the admin can easily update the information and make changes to the event after creating it. If there are any modifications or updates needed, the admin can effortlessly edit the event details, such as changing the event description, date, time, venue, or any other relevant information. Similarly, if the admin wants to modify the ticket prices, create a new ticket type, or add additional seats for related events, they can do so with ease. The admin has full control and flexibility to manage and adapt the event information according to the evolving needs and requirements.

On update profile, the admin can easily update their information such as name, phone number, and email.
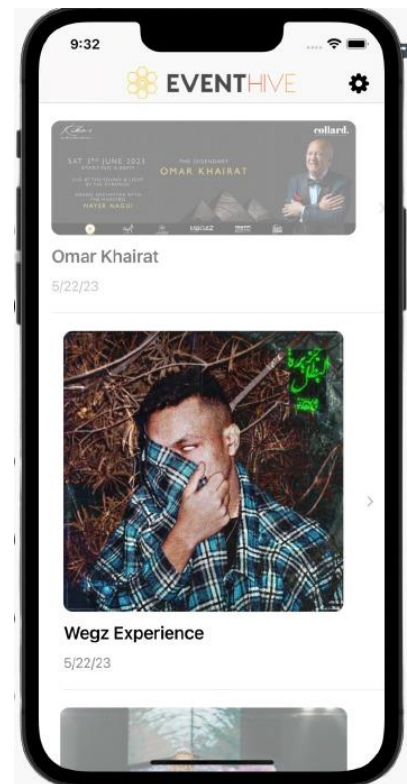
# Moderator

There is a role for a moderator who is present at the entrance gate of the event and uses the dedicated app, "EventHive" This mediator has a list of events affiliated with the organization they belong to. There are two scenarios for the event: active or inactive. It is considered active if it is the day of the event, otherwise, it is inactive. The mediator conducts a ticket check using the unique QR code for each ticket, and then receives a response indicating whether the process is successful or if there is an error.

# THANKS