Curtin IET On Campus

Institute of Engineering and Technology

Certificate Maker Kickstart Manual

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The Institution of
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1 Introduction

1.1 Context

Curtin IET On Campus (or "CIET" for short) provides multiple industry talks and workshops to STEM students (particularly engineering and computer related science). As part of CIET's commitment to quality, attendees shall recieve a certificate of attendance stating the name of the event, the club name, the president's full name with a signature, the the attendee's full name, and the number of approved CPD hours. This certificate of attendance must be done in a PDF document with vector graphics where possible, then emailed to attendees as soon as possible. This is particularly important for undergraduate engineering students, as one graduation requirement is to obtain a minimum of 16 weighted hours (or five and a third actual) in the PRES category (technical presentations and workshops by a professional body). By creating and sending out these certificates, CIET is holding itself to a high standard of attendee satisfaction and professional development.

1.2 Problem

Despite the necessity of creating and sending certificates, the process for doing so is extremely time consuming and error prone. As shown in Figure 1, this process is comprised of four stages: (1) the attendee record must be collected from the events team and checked for errors, e.g. multiple registrations from one person or missing but required information. (2) one certificate is made for each attendee via the template on CIET's Canva account. Each certificate is then checked one by one for errors, being recreated if erroneous. (3) the certificates are uploaded to CIET's MailChimp account, where MailChimp auto-generates a URI for each certificate, required later on. Unfortunately, these URIs involve a randomly generated hexadecimal string, meaning each URI must be recorded manually in the attendee record, then checked for errors. Once the attendee record has been updated with certificate URIs, it is uploaded to MailChimp. (4) The certificates are checked one last time by creating a mock campaign on MailChimp, going through each attendee, downloading the certificate, then checking the certificate for errors and fixing where erroneous. Despite every certificate being checked three times during this process, it is still possible for erroneous certificates to be sent out, which has happened on at least one occasion. Clearly, this process is extremely time consuming and error prone, leading to attendee frustration and a negative impact on CIET's reputation.

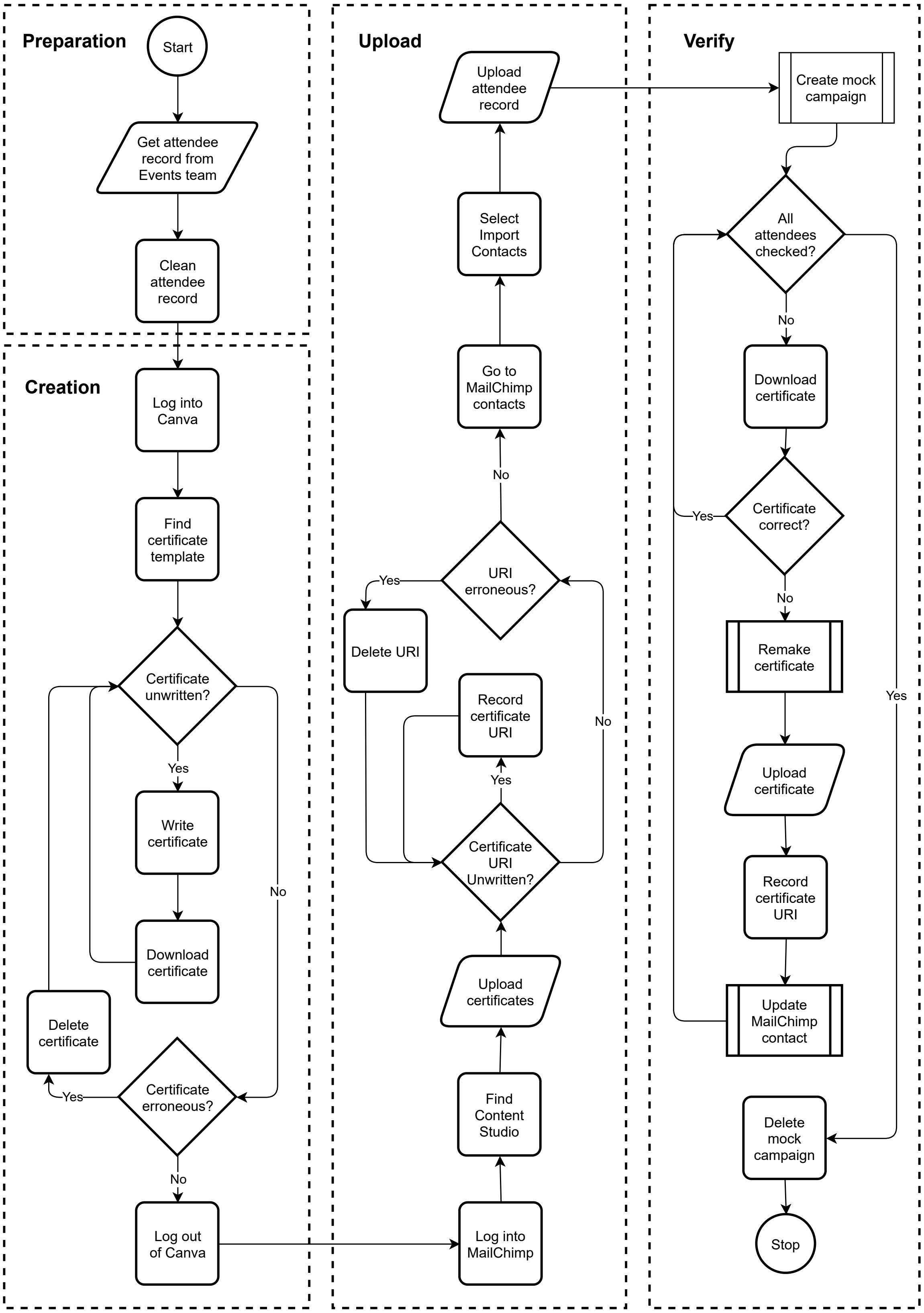

Figure 1: Old solution flowchart.

2 Solution Overview

2.1 Rundown

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3 Prerequisite Knowledge

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