 Hi Charles,

Your EVENTION account has been created as follows,

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I. Accounts

EVENTION back-end system website link: [https://bo.eventionapp.com/](http://www.eventionapp.com/)

User login: [**greenpeace@evention.com**](mailto:greenpeace@evention.com)

PW: **g@1234**

Remark: Please use Chrome, Firefox and Edge.

EVENTION front-end iPad APP (APP download link): <http://a.apptask.com/evention>

User login: [**H0@gp.com**](mailto:H0@gp.com) (same password for 15 accounts , H0-H14)

PW: **g@1234**

Remark: Please trust the “Apptask Limited”.

Settings> General> Device management> Apptask Limited> Trust

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As discussed at the meeting on Wednesday, the registration form is expected to publish on 23 NOV, and the confirmation email will be auto sent once the registration form is submitted. Please find attached file and provide the materials asap to meet the schedule. The material need to be provided as below.

**i. Email - Registration**

- Design (please provide in AI)

- Header (Width: 900px)

- Footer (Width: 900px)

- Content

- Registration deadline

\*please confirm the logic below:

1. Add member tick box on the online form

2. Add quota control function on each time slot

3. Add bring no. of friend function (please confirm the applicant are defined by kid/adult or age)

kid, need to fill in the name

adult, need to fill in name, tel, email (please confirm if their email can be same with the guest)

4. Add quota control function on each time slot (if full, guest can’t select. If there are only 2 quotas left, guest with three friends want to join, the warning will be shown. please advise the warning content)  
-720 applicants can join the event each day (Each applicant can only choose one date)  
-24 time slot selection  
-each time slot for 30 people

5.Add google analytics function on the online form

6.Add track sources of registration function

**ii. Email - Registration Acknowledgment**

- Design

- Header (can be same as the image in registration form)

- Footer (can be same as the image in registration form)

- Content

**iii. Email - Confirmation**

- Sender's email (should be same as the sender of EDM)

- Sender's Name (should be same as the sender of EDM)

- Email Subject

- Design (layout, coloring)

- Content

- Header (Width: 680px)

- Footer  (Width: 680px)

\*The confirmation email with QR code will be sent to adult only.

**iv. Check in interface** (will be shown on app)

- Banner (1023 x 380 px)

Let me know if there is any question, thanks.

Cali Lo

Event Supervisor