

# CAMPUS EVENT MANAGEMENT SYSTEM

NAME: SHAIK RAQUEEBUL ISLAM

## Phase 3: Process Automation (Admin)

### Stage 1: Validation Rules

- We created a key validation rule on the Event\_Registration\_\_c object. This rule prevents a user from saving a new registration if the related Student\_\_c record or Consent\_Form\_\_c field is blank, ensuring that all event registrations have necessary student information and consent forms before proceeding.

SETUP

Object Manager

Participants Validation Rule

[Back to Participants](#)

Validation Rule Detail

EditClone

Rule Name	Participant_Info_Required	Active	✓
Error Condition Formula	ISBLANK(Participant_Name__c)    ISBLANK(Email__c)    ISBLANK(Event_Registered__c)		
Error Message	Participant Name, Email, and Event are mandatory.	Error Location	Top of Page
Description			
Created By	Shaik Raqueebul Islam, 9/23/2025, 8:16 AM	Modified By	Shaik Raqueebul Islam, 9/23/2025, 8:16 AM

EditClone

### Stage 2: Approval Process

- We implemented a formal, multi-step Approval Process on the Event\_\_c object. The process automatically triggers when a new event is created with a status of "Pending Approval." It locks the record and assigns an approval request to the user listed in the Event\_Manager\_\_c field, ensuring proper sign-off before an event is published.

SETUP

Approval Processes

Approval Processes

Participants: Participant\_Approval\_Process

[Back to Approval Process List](#)

Process Definition Detail

EditCloneDeactivate

Process Name	Participant_Approval_Process	Active	✓
Unique Name	Participant_Approval_Process	Next Automated Approver Determined By	Manager of Record Owner
Description	Approves participant registrations before confirming attendance for events.		
Entry Criteria	Participants: Registration Date NOT EQUAL TO 9/23/2025		
Record Editability	Administrator OR Current Approver	Allow Submitters to Recall Approval Requests	✓
Approval Assignment Email Template	Scheduled Service Appointment Confirmation Email		
Initial Submitters	Participants Owner		
Created By	Shaik Raqueebul Islam, 9/23/2025, 8:33 AM	Modified By	Shaik Raqueebul Islam, 9/23/2025, 8:37 AM

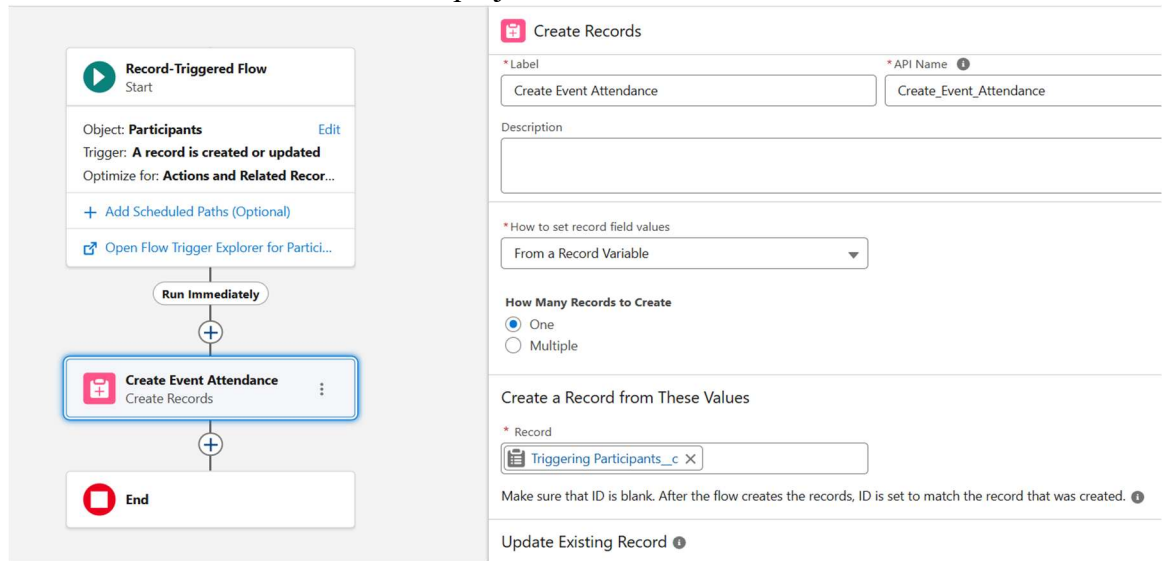
Initial Submission Actions

Add ExistingAdd New

Action	Type	Description
Record Lock		Lock the record from being edited

## Stage 3: Flow Builder

- We utilized a Record-Triggered Flow. This flow was configured to run whenever an Event\_Registration\_\_c record is updated to have a Status\_\_c of "Confirmed." Upon triggering, the flow automatically creates a new, related Event\_Attendance\_\_c record, streamlining the transition from registration to attendance tracking. We did not build any Screen Flows, Scheduled Flows, or other Auto-launched Flows in this project.



## Stage 4: Email Alerts

- We implemented email alerts using Batch Apex in Phase 5, rather than using the declarative Email Alert action. Our batch job was configured to send reminder emails to students who have not completed their registration or have pending confirmations.

The screenshot shows the 'Email Alerts' setup page in Salesforce. The page title is 'Email Alerts' with a 'SETUP' link. Below the title, there's a section for 'Email Alert' with the title 'Email alert to notify approvers when a participant registration requires approval'. There are links for 'Rules Using This Email Alert (0)', 'Approval Processes Using This Email Alert (0)', and 'Entitlement Processes Using This Email Alert (0)'. A 'Help for this Page' icon is also present.


**Email Alert Detail** (Buttons: Edit, Delete, Clone)

Description	Email alert to notify approvers when a participant registration requires approval	Email Template	Scheduled Service Appointment Confirmation Email
Unique Name	Participant_Approval_Reminder	Object	Participants
From Email Address	Current User's email address		
Recipients	User: Shaik Raqueebul Islam		
Additional Emails			
Created By	Shaik Raqueebul Islam, 9/23/2025, 9:07 AM	Modified By	Shaik Raqueebul Islam, 9/23/2025, 9:07 AM

(Buttons: Edit, Delete, Clone)

## Stage 5: Field Updates

- We used Field Update actions as part of our Approval Process. When an Event\_\_c record was approved, a field update changed its Status\_\_c field to "Approved." Similarly, when it was rejected, a field update changed the status to "Rejected."

 **SETUP**  
**Field Updates**

Field Update

**Set\_Status\_Approved**

[Rules Using This Field Update \(0\)](#) | [Approval Processes Using This Field Update \(0\)](#) | [Entitlement Processes Using This Field Update \(0\)](#)

**Field Update Detail**

EditDelete

Name	Set_Status_Approved
Unique Name	Set_Status_Approved
Description	Update participant record to mark as approved after approval.
Object	Participants
Field to Update	Participants: Email
Field Data Type	Email
Re-evaluate Workflow Rules after Field Change	<input checked="" type="checkbox"/>
New Field Value	

EditDelete