

Event Management System - User Manual

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Introduction

The **Event Management System** is a comprehensive, web-based application built to streamline event management processes for both users and administrators. With a user-friendly interface, this system provides an easy and efficient way for users to browse, book, and make payments for events online. Whether it's a conference, concert, workshop, or any other gathering, the system allows users to explore available events, view detailed information, and reserve their spot with a few simple steps.

On the administrative side, the system equips event organizers and administrators with essential tools to manage events and track bookings. Administrators can add new events, update existing ones, monitor attendance, and oversee payment statuses — all from a centralized dashboard. This functionality enables organizers to handle logistics efficiently and focus on delivering a successful event experience.

Getting Started

System Requirements:

- A modern web browser (e.g., Chrome, Firefox, Edge)
- Internet connection
- Valid user credentials (for user and admin access)

Accessing the System:

Open a web browser and go to the application's URL.

1. For first-time users, click on **Register** to create a new account.
2. If you already have an account, click **Login** to sign in.

Features

User Features

- Register and create a user account.

The screenshot shows a web browser window with the URL `127.0.0.1:8000/events/register/`. The page has a dark header with navigation links: `Events`, `Login`, and `Register`. The main content area is titled **CREATE A NEW ACCOUNT** and contains a registration form. The form includes fields for `Username` (with a note: "Required. 150 characters or fewer. Letters, digits and @/+/+/_ only.") and `Password`. Below the password field, there are four bullet points listing password requirements: "Your password can't be too similar to your other personal information.", "Your password must contain at least 8 characters.", "Your password can't be a commonly used password.", and "Your password can't be entirely numeric." There is also a `Password confirmation` field with the instruction "Enter the same password as before, for verification." A green `Register` button is at the bottom of the form. Below the button, it says "Already have an account? [Login here](#)". The footer of the page reads "© 2024 Event Management System".

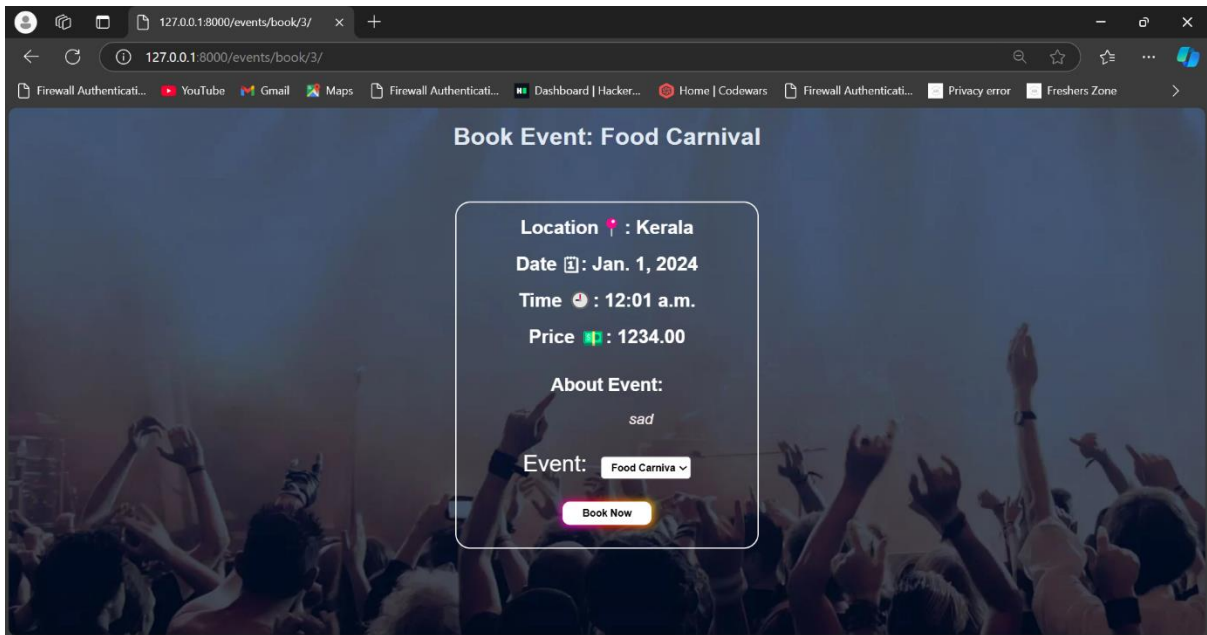
- View available events with details.

The screenshot shows a web browser window with the URL `127.0.0.1:8000/events/`. The page has a dark header with navigation links: `Events`, `Welcome, Teja`, `Create Event`, and `Logout`. The main content area has a pink and purple gradient background and is titled **Welcome to the Event Management System**. It contains a central box with the following information:
Your Booked Events
You have not booked any events.
Upcoming Events

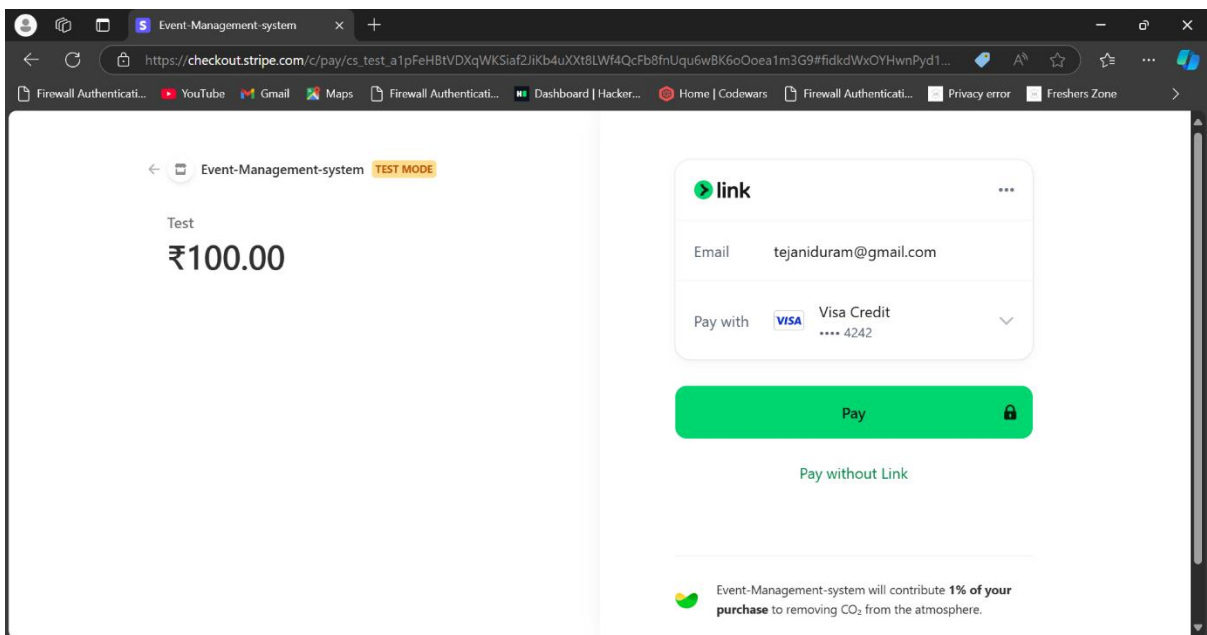
- **Test - Jan. 1, 2024 at 4:07 a.m.** `Book`
- **Food Carnival - Jan. 1, 2024 at 12:01 a.m.** `Book`

The footer of the page reads "© 2024 Event Management System".

- Book an event.

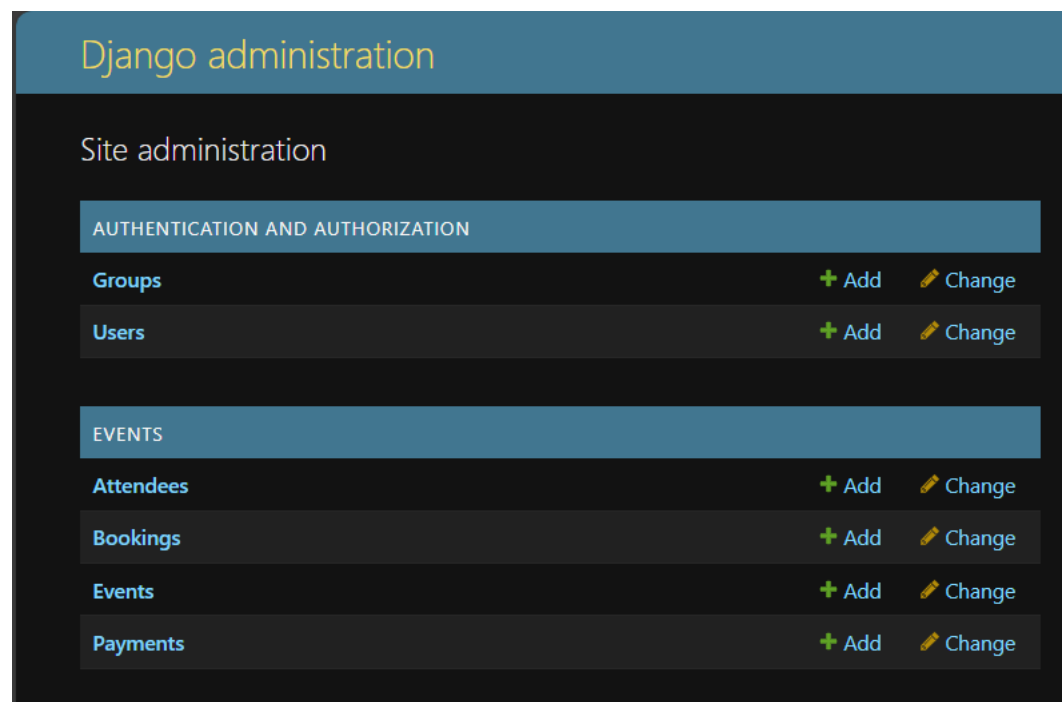


- Make payments for bookings (using Stripe).



Administrator Features

- Add, update, and delete events.
- View all bookings and payment statuses.
- Manage event bookings.



User Guide

Creating an Account

1. Click **Register** on the homepage.
2. Fill out the registration form with your details and click **Submit**.
3. Upon successful registration, you can log in to your account.

Logging In

1. Enter your username and password on the **Login** page.
2. Click **Login** to access your account.

Viewing Events

1. Once logged in, go to the **Events** page.
2. Browse through the list of available events, each displaying details such as date, time, location, and description.

Booking an Event

1. Click on an event you wish to attend.
2. On the event page, click **Book Now**.
3. You will be directed to the payment page to complete your booking.

Making Payments

1. On the **Book Now** page, click **Pay Now**.
2. Enter your payment information in the payment gateway.
3. Upon successful payment, you will be redirected back to the booking confirmation page.

Admin Guide

Managing Events

1. Log in as an administrator.
2. Go to the **Admin Dashboard** and select **Manage Events**.
3. Here, you can add new events, update details, or delete events.

Viewing Bookings

1. In the **Admin Dashboard**, select **View Bookings**.
2. You can view all user bookings, including payment status and booking details.