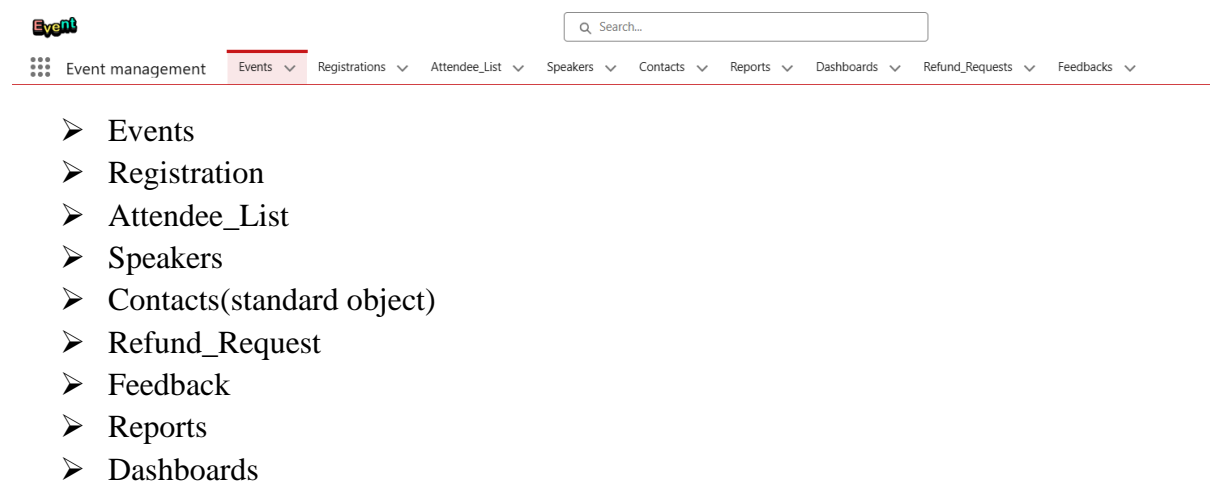# SALESFORCE EVENT MANAGEMENT SYSTEM

OVERVIEW:

The Salesforce Event Management System is a comprehensive solution designed to automate and streamline event organization processes within Salesforce. This system manages event creation, attendee and speaker registrations, payment verification, and feedback collection through custom objects, validation rules, and automated workflows. It integrates Experience Cloud for user-friendly registration, approval processes for speaker participation, and email notifications for real-time updates. Key features include seat availability checks, discount logic, finance team verification, and role-based access control. The solution enhances operational efficiency, reduces manual errors, and improves the overall experience for event managers, attendees, and speakers.

OBJECTS:

- Events
- Registration
- Attendee_List
- Speakers
- Contacts(standard object)
- Refund_Request
- Feedback
- Reports
- Dashboards

FIELDS:

Events

FIELD	DATA TYPE
EventID	Auto Number
Basic Event fee	Number(18, 0)
Start Time Of Event	TIME
End Time of Event	TIME
Description Of Event	Text(255)
Date	Date
Total Capacity of Attendees	Formula (Number)
Available Seats for Attendees	Formula (Number)
Number_of_Attendees Registered	Roll-Up Summary (COUNT Attendee_List)
Total Capacity_of_speakers	Formula (Number)
available seat for speakers	Formula (Number)
Number_of_Speakers	Roll-Up Summary (COUNT Speaker)
Event	Text(80)

Registration

FIELD	DATA TYPE
Registration ID	Auto Number
Event	Lookup(Event)
Attendee	Lookup(Attendee_List)
Registration Date	Formula (Date)
Status ✓ Registered ✓ Attended ✓ Cancelled	Picklist

Attendee List:

SECTION: Information

SECTION : Billing and Amount

SECTION : Special Assistance

FIELD	DATA TYPE
Attendee Name	Text(80)
Company	
Attendee Type	Picklist
Events	Master-Detail(Event)

Status
  ✓ Registered
  ✓ Attended
  ✓ Cancelled
	Picklist

Attended
  ✓ Student
  ✓ Working professional
  ✓ Industry expert
  ✓ Faculty/educator
	Checkbox

Email	Emai
Phone	Phone
Contact	Lookup(Contact)
Attendee Payment Confirmed	Checkbox
Basic Fee payment	Number(18, 0)
Final Fee Payment	Number(18, 0)
cab Fee	Number(18, 0)
FoodBill	Number(18, 0)
Final Amount	Number(18, 0)
Food Accomodation	Checkbox

Food Preference
  ✓ Vegetarian
  ✓ Non-Vegetarian
  ✓ vegan
	Picklist

foods	Picklist (Multi-Select)
Need cab	Checkbox

cab type
  ✓ only pickup
  ✓ pickup + drop
	Picklist

Pickup point
  ✓ Thiruvanmiyur MRTS Station
  ✓ Indira Nagar MRTS Station
  ✓ Kandanchavadi Bus Stop
  ✓ RMZ Millennia Business Park
  ✓ Tidel Park Bus Stop
  ✓ Velachery Railway Station
  ✓ Thoraipakkam Signal
  ✓ Adyar Bus Depot
  ✓ Phoenix Market City (Velachery)
  ✓ Perungudi MRTS Station
	Picklist

Drop point
  ✓ Thiruvanmiyur MRTS Station
  ✓ Indira Nagar MRTS Station
  ✓ Kandanchavadi Bus Stop
  ✓ RMZ Millennia Business Park
  ✓ Tidel Park Bus Stop
  ✓ Velachery Railway Station
  ✓ Thoraipakkam Signal
  ✓ Adyar Bus Depot
  ✓ Phoenix Market City (Velachery)
  ✓ Perungudi MRTS Station
	Picklist

company	Text(255)

Speaker

FIELDS	DATA TYPE
Speaker Name	Text(80)
Email	Email
Phone Number	Phone
Social Media Links	URL(255)
Event	Master-Detail(Event)
Designation	Text(100)
Topic	Text(255)
One-Line Speaker Bio	Text Area(255)
Food Fee	Number(18, 0)
Cab Fee	Number(18, 0)
Accommodation Fee	Number(18, 0)
Total Amount	Number(18, 0)
Speaker_Payment_Confirm	Checkbox
Need Food and Accommodation	Checkbox
Food & Accommodation Needed • Only Food • Only Accommodation • Both • None	Picklist
Accommodation List • Full Night Stay with Meals • Full Night Stay Only • Refreshments Only • Travel Reimbursement + Refreshments	Picklist
Need Cab?	Checkbox
Cab Type Pickup Pickup + drop	Picklist
Drop point • Thiruvanmiyur MRTS Station	Picklist

• Indira Nagar MRTS Station • Kandanchavadi Bus Stop • RMZ Millennia Business Park • Tidel Park Bus Stop • Velachery Railway Station • Thoraipakkam Signal • Adyar Bus Depot • Phoenix Market City (Velachery) • Perungudi MRTS Station	
Technical Requirement 1. Microphone 2. Projector 3. Laptop 4. Internet Access 5. Speakers/Sound System 6. Laser Pointer 7. Whiteboard/Flipchart 8. HDMI/VGA Adapter 9. Charging Station 10. Recording Equipment 11. Virtual Meeting Setup 12. Technical Assistant	Picklist (Multi-Select)
Preferred language for presentation ✓ Tamil ✓ English	picklist
Can your session be delivered virtually	Checkbox
Target Audience	
I confirm information provided is true	Checkbox
backup materials (PDF, slide)?	Checkbox
Attended	Checkbox
Approved Speaker	Checkbox
Need To Refund	Checkbox
IsDraft	Checkbox
PickUp point • Thiruvanmiyur MRTS Station • Indira Nagar MRTS Station	Picklist

• Kandanchavadi Bus Stop • RMZ Millennia Business Park • Tidel Park Bus Stop • Velachery Railway Station • Thoraipakkam Signal • Adyar Bus Depot • Phoenix Market City (Velachery) • Perungudi MRTS Station	

Refund Request:

FIELD	TEXT
RecordId	Text(80)
Speaker	Lookup(Speaker)
Event	Lookup(Event)
Amount	Number(18, 0)
Refunded	Checkbox
Reason for Refund	Text(13)

Feedback

FIELD	DATA TYPE
Feedback Number	Auto Number
Attendee_List	Lookup(Attendee_List)
Event	Lookup(Event)

Speaker Rating
  ✓ 1
  ✓ 2
  ✓ 3
  ✓ 4
  ✓ 5
	Picklist

Event_Organization_Rating
  ✓ 1
  ✓ 2
	Picklist

✓ 3 ✓ 4 ✓ 5	

Overall_Experience
  ✓ 1
  ✓ 2
  ✓ 3
  ✓ 4
  ✓ 5
	Picklist

Comments	Long Text Area(32768)
Feedback Name	Auto Number
Attendee_List	Lookup(Attendee_List)

FIELD DEPENDENCY

OBJECTS: speaker,Attendee_List

Controlling Field	Food Preference
Dependent Field	Foods

Picklist value:

- ✓ Vegetarian
- ✓ Non vegetarian
- ✓ Vegan

Vegetarian

- Paneer butter masala

- Vegetable biryani

- Dal (lentils)

- Mixed vegetable curry

- Roti/Naan

- Curd rice

- Fruit salad

- Cheese sandwiches

- Eggless pastries

Non vegetarian

- Chicken curry
- Fish fry
- Mutton biryani
- Egg curry
- Butter chicken
- Grilled chicken sandwiches
- Chicken noodles
- Seafood rice
- Omelette

Vegan

- Vegetable stir-fry with tofu
- Vegan biryani (no ghee or dairy)
- Lentil soup
- Chickpea salad
- Coconut milk-based curries
- Vegan wraps (with hummus, veggies)
- Fruit bowls
- Plant-based desserts (no milk or eggs)

PROFILE USER AND ROLE:

PROFILE	USER	ROLE
Attendee Event Manager Profile	Charu	Attendee Event Management
Speaker Event manager profile	Dharnesh	Speaker Event manager
Speaker Event Management Representative	Varthini	FinanceTeamManager
Finance Team Event Management	Saarmila	Speaker Event Management Representative
CEO	Thaslina	CEO Event management

Attendee Event Manager Profile

➢ can edit the Attended, status and name of the attende_list (ATTENDEE_LIST OBJECT)
➢ can see all the Attendee_List Record(ATTENDE_LIST OBJECT)

Speaker Event manager profile

➢ Can read and edit the speaker object (SPEAKER OBJECT)

Speaker Event Management Representative

➢ Can read Not edit the record(SPEAKER OBJECT)

Finance Team Event Management

 Can read the finance related Fields

➢ **EVENT OBJECT:** Event name , Basic Event Fee

➢ **ATTENDEE_LIST OBJECT:** Attendee Name, Event name, Email, Phone, Contact(Lookup), Attendee Type, Attendee Type(checkbox), status(PICKLIST),Attended(CheckBox), Basic Fee payment, Final Fee Payment, CabFee, FoodBill, Final Amount

➢ **SPEAKER OBJECT:** Speaker Name, Email, Phone Number, Event, Food Fee, Cab Fee, Accomodation Fee, Total Amount, Speaker_Payment_Confirm(CHECKBOX), Need to Refund(CHECKBOX)

ROLE HIERARCHY:
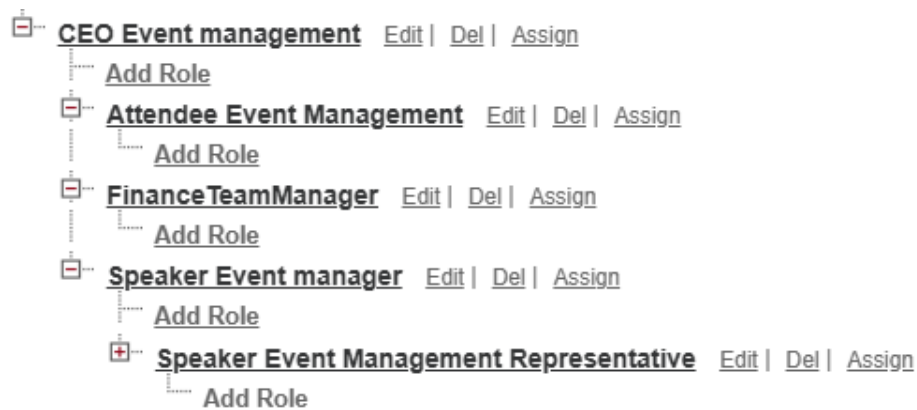
RELATIONSHIP

Lookup Relationship

PARENT → Contact

CHILD → Speaker , Attendee List
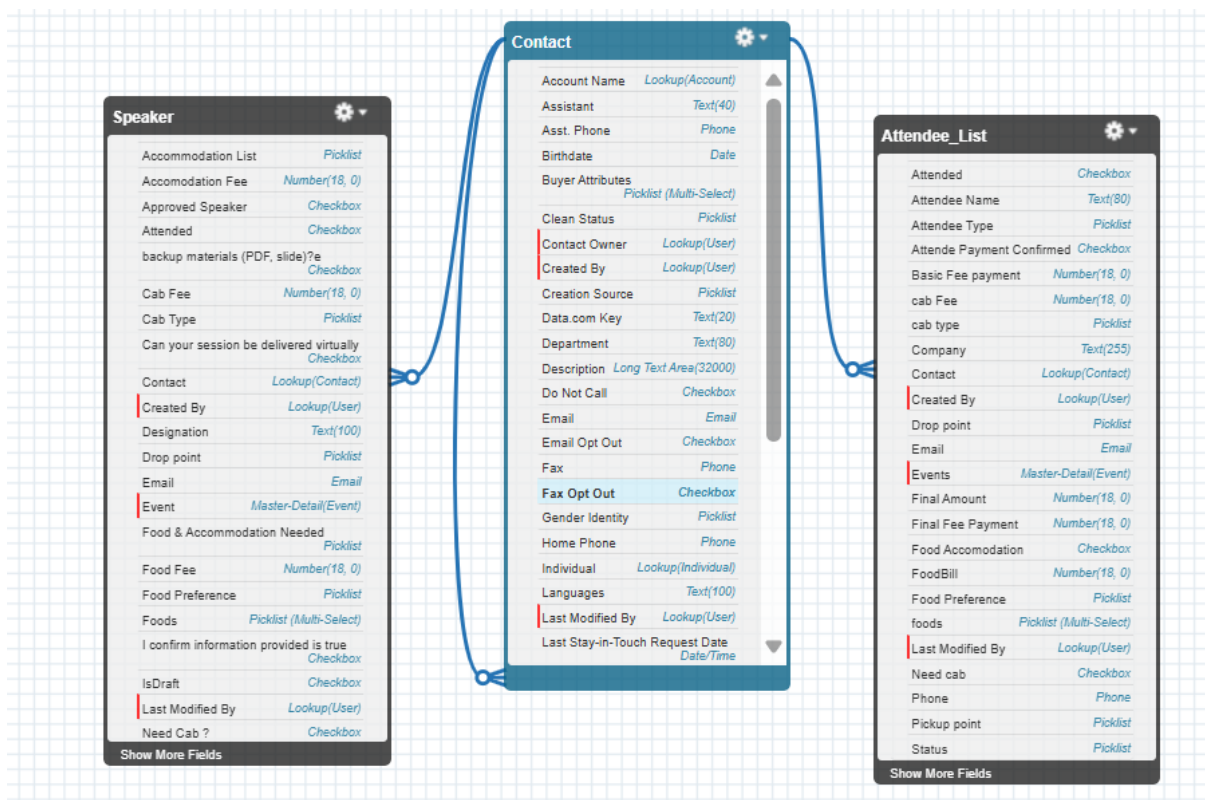
Created lookup field to store all the speaker and attendee details in contact for future use

PARENT: EVENT, ATTENDEE LIST

CHILD: Registration
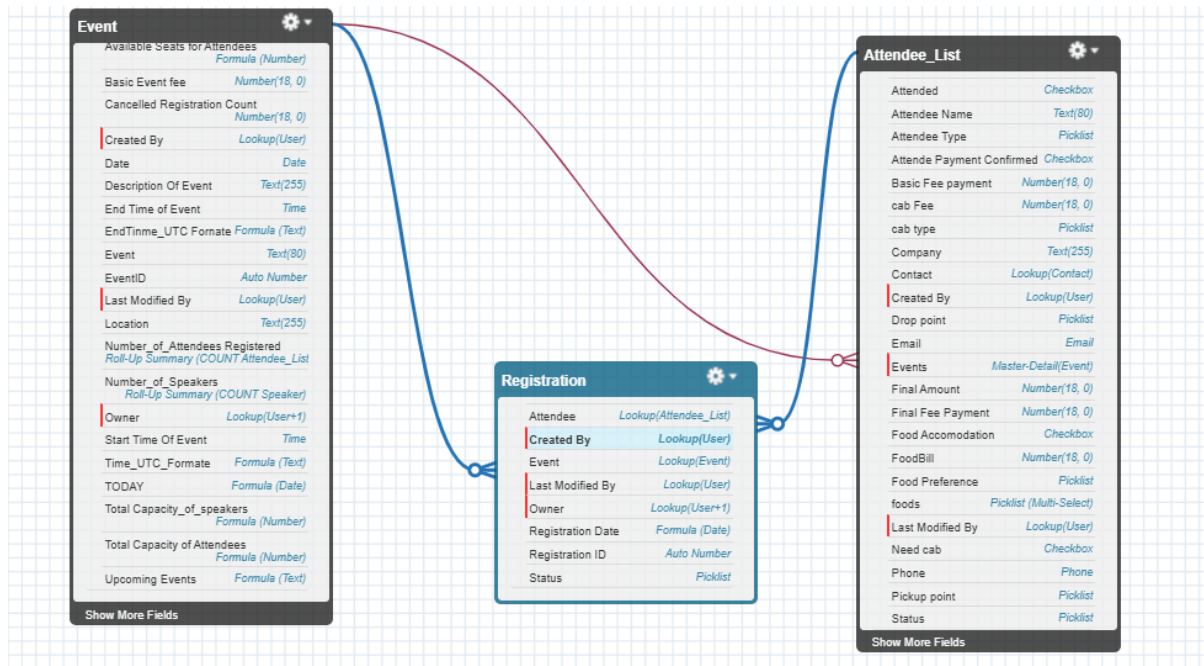
CREATED To **Track which attendee has signed up for which event.**

PARENT: Event,Speaker

CHILD: Refund request
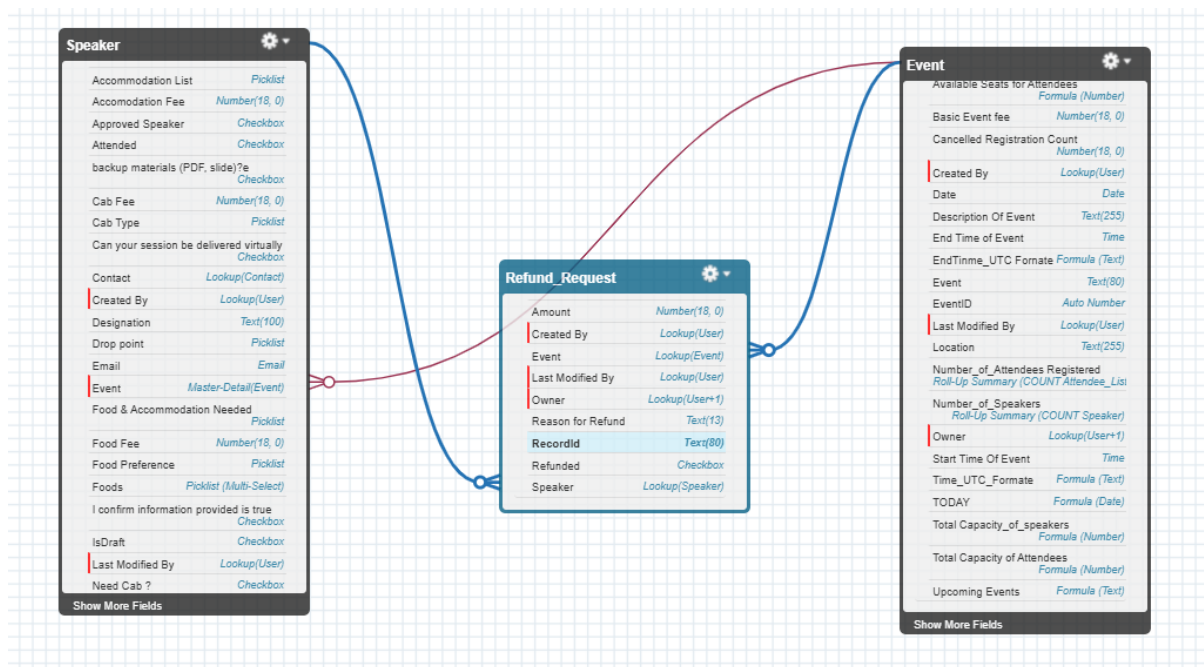
It is used to **track payments made to speakers** and whether any **refunds** were issued.

PARENT: Event,Attendee List

CHILD: Feedback
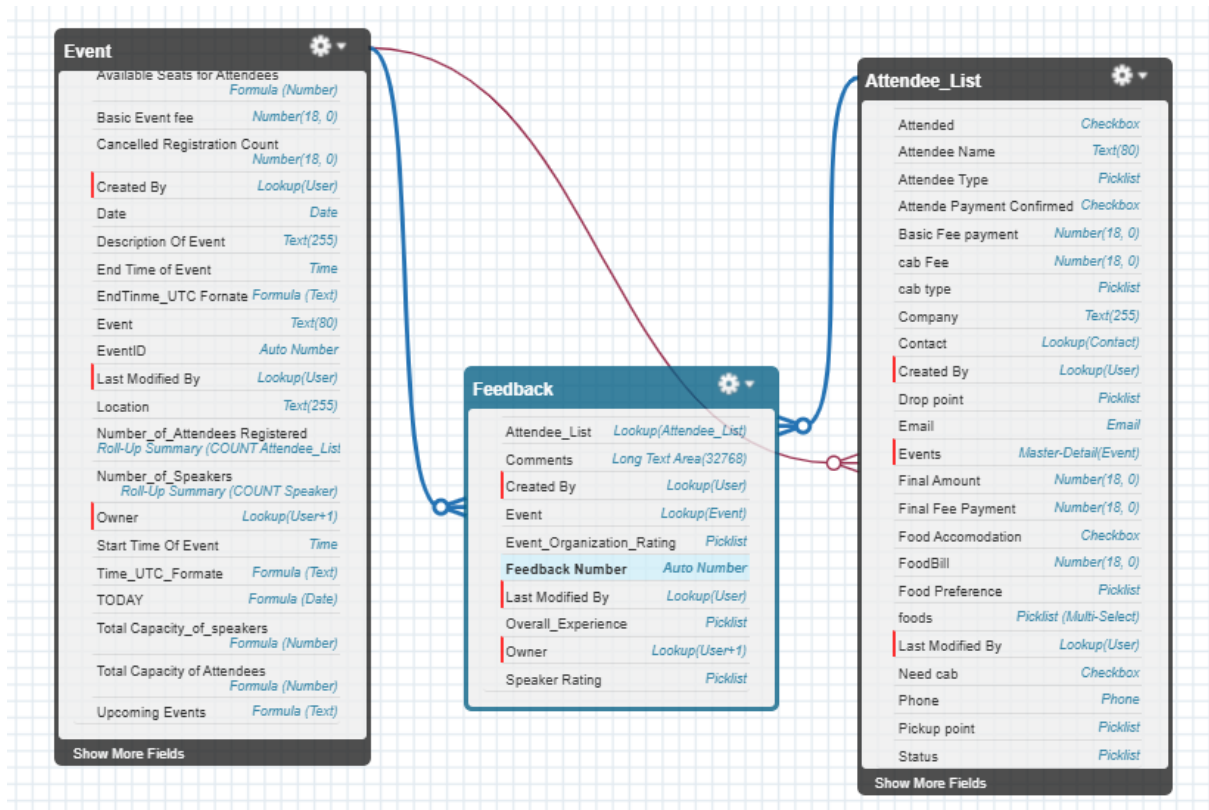
It is used to **collect and store feedback from attendees** about an event.

MASTER DETAILS RELATIONSHIP

OBJECT : EVENT,SPEAKER,ATTENDEE LIST

PARENT → EVENT

CHILD → SPEAKER,ATTENDEE LIST

Speaker to Event

Attendee List to Event

Here we created Master Detail Relationship to count available seat for attendee and Speaker in the event object

Created RollUp summary in the Parent Object Event

Number of Attendee

Roll-Up Summary Options

Data Type	Roll-Up Summary	Summary Type COUNT
Summarized Object	Attendee_List	
Filter Criteria	(Attende Payment Confirmed EQUALS True) AND (Status EQUALS Registered, Attended)	

Number of Speaker

Roll-Up Summary Options

Data Type	Roll-Up Summary	Summary Type COUNT
Summarized Object	Speaker	
Filter Criteria	(Approved Speaker EQUALS True) AND (Speaker_Payment_Confirm EQUALS True)	

EXPERIENCE CLOUD

MILESTONE 1:

WELCOME PAGE:

This is the welcome page for the salesforce Event

All salesforce event will be done in 1 place

Event location will be displayed in the welcome page with the google map link
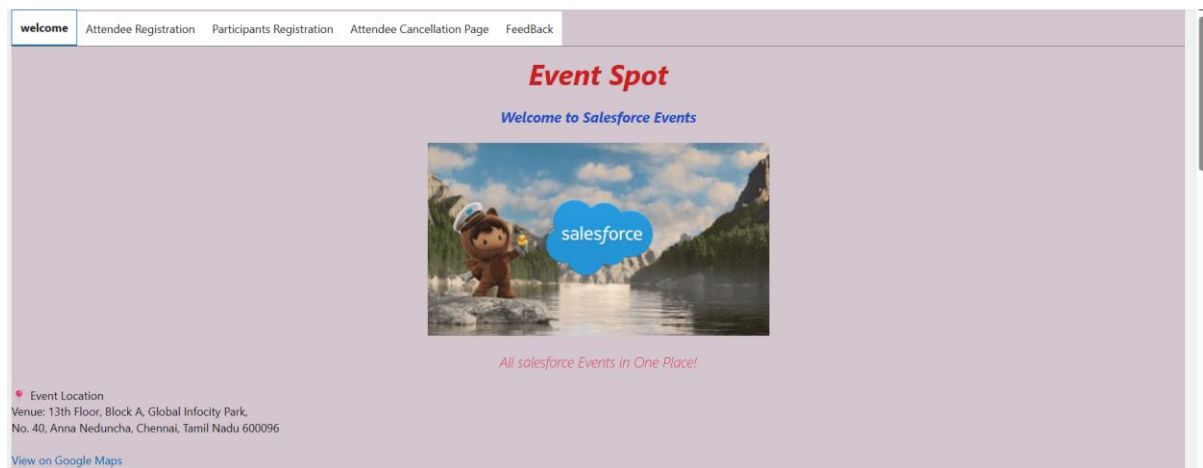
All the upcoming and the Fined Salesforce event will be displayed in the welcome page according to their date.

We can search the event at the top
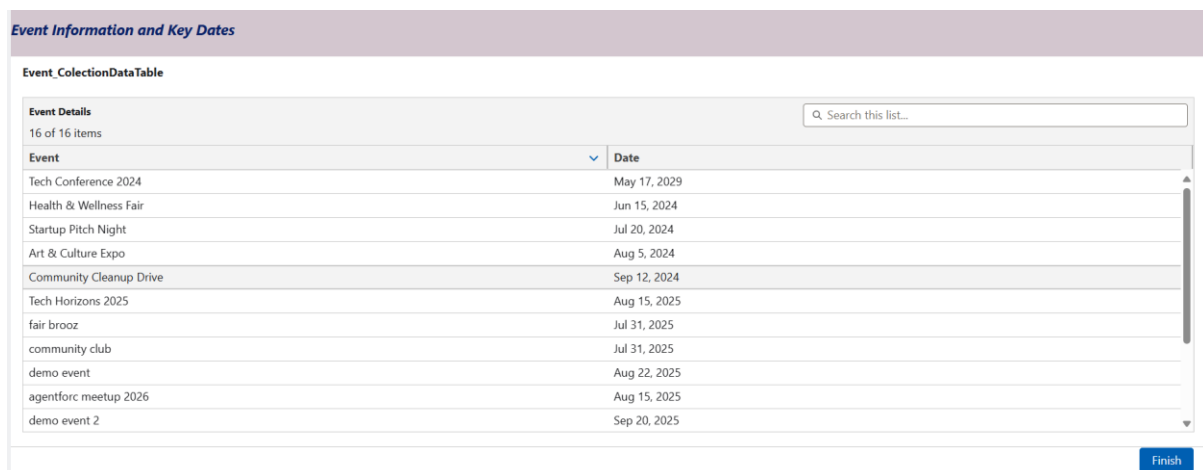
In the welcome page the popular guest with their name and designation will be displayed

At the bottom of the welcome page there is the phone number and mail of the Event spot support team to ask any queries

Questions or Concerns?
For any queries related to the event or registration process, please reach out to our support team:
- Phone: +91 98765 43210
- Email: eventsupport@example.com

MILESTONE 2:

Attendee Registration Process:

In the next tab there is the attendee registration
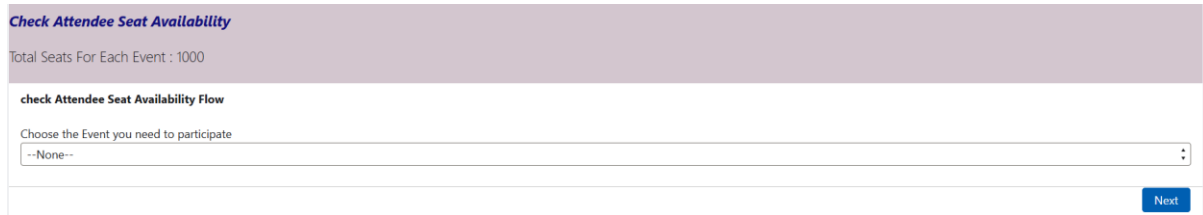
When even the attendee register the form in the experience cloud they will be automatically stored in the salesforce org

MILESTONE 2.1:

Seat Availabitily:

Can check the availability of the set of the particular event by entering their name

Check Attendee Seat Availability

Total Seats For Each Event : 1000

check Attendee Seat Availability Flow

Choose the Event you need to participate

--None--

Next

DEMO:

ENTER THE EVENT NEED THE ATTENDEE NEED TO PARTICIPATE TO CHECK THE SEAT AVAILABILITY

Welcome to the Attendee Registration!

Check Attendee Seat Availability

Total Seats For Each Event : 1000

check Attendee Seat Availability Flow

Choose the Event you need to participate

creators 2026

Next

It is displaying the total seat availability of the particular event

Welcome to the Attendee Registration!

Check Attendee Seat Availability

Total Seats For Each Event : 1000

check Attendee Seat Availability Flow

Yeas Seats are Available
Avaialable seats: 1,000

Previous   Next

MILESTONE 2.2

ATTENDEE REGISTRATION FORM:

This the blank attendee registration form

DEMO:

The attendee should enter the details mention in the form

MANDATORY FIELDS:

- ➢ *Attendee Name
- ➢ *Choose Event
- ➢ Email
- ➢ Phone

If not enter the mandatory field it will throw an error

➢ When the attendee type is other than student then the company name field is mandatory

DISCOUNT PERCENTAGE BASED ON ATTENDEE TYPE:

Student: **50%**

Working Professional: **10%**

Faculty / Educator: **30%**

➢ When food to be provided?, Cab needed? Check box is checked then they should enter the food details and cab details
➢ When Do you have coupon code Check box is checked then they should enter the coupon code

The payment details screen will be displayed when click next

Final screen of registered attendee

Please fill out the form below to register for your preference . We're excited to have you join us!

Registration and attendee registration form

Registered Successfully!
THANK YOU

Previous   Finish

MILESTONE 2.2.1

EMAIL NOTIFICATION:

Attendee will receive an email regarding they registered the event

TD **THASLINA D**
To: ● Thaslina D

☺   ↩ Reply   ↩ Reply all   → Forward   ⬦   📧   ▦   ⋯

Thu 8/28/2025 1:06 PM

External E-mail Alert: DO NOT (a) respond to any messages/ data requests, (b) click on LINKs, and (c) open any attachments from unknown senders & domains.

Dear LIAM ,

Thank you for registering for creators 2026
We're excited to have you join us.

Thank You

↩ Reply   → Forward

Follow up with that they will receive another email like payment details

Thank You for Registering – Awaiting Payment Confirmation

Dear **LIAM,**

Thank you for registering for the event!

We've received your registration details.
Your spot is currently reserved, and will be confirmed once your payment is verified by our finance team.

Kindly pay your total amount of ₹**1,211** to confirm your registration.

Payment Breakdown:

Basic Event Fee : 1,000

Final Event Fee : 950

cabFee: 100

Food Bill : 161

Bank Details for Payment:

Account Holder Name: Event Spot Pvt. Ltd.

Bank Name: State Bank of India

Account Number: 123456789012

IFSC Code: SBIN0001234

Branch: Sholinganallur Branch

Payment Reference: Use your Registration ID (e.g., REG2025-0456)

Please complete the payment and share the transaction reference with us. If you have any questions, feel free to contact our support team.

Thank you!

Event Spot Pvt. Ltd.

The finance team will receive the email like new attendee is created and need to verify the payment details

---

Payment Confirmation New Attendee is Created

TD	THASLINA D To: 🟢 Thaslina D	🙂 ↩ Reply ↩ Reply all → Forward ▦ ⋯	
		Thu 8/28/2025 1:06 PM	

Dear Financial Team,

🚩 A new attendee has registered for the event. Kindly verify and update the payment status in the system.

🔹 Attendee Name : LIAM
🔹 Registration ID: a02gK000004UHp8QAG

Please
take the necessary action at your earliest convenience.

Thank you,
Event Registration System
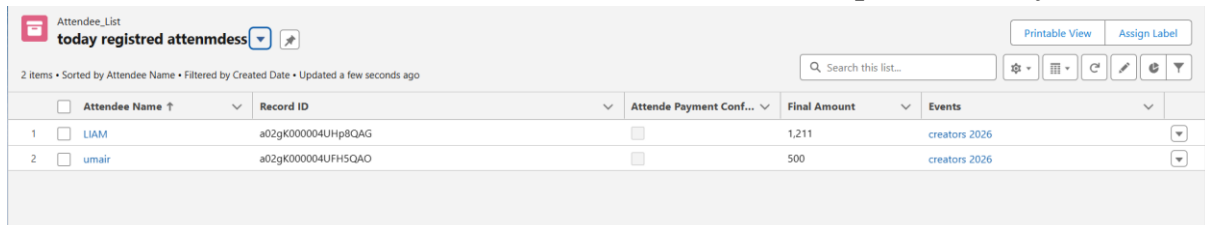
↩ Reply   → Forward

MILESTONE 2.2.2

Finance team:

Created list view to see all the attendee record created on that particular day
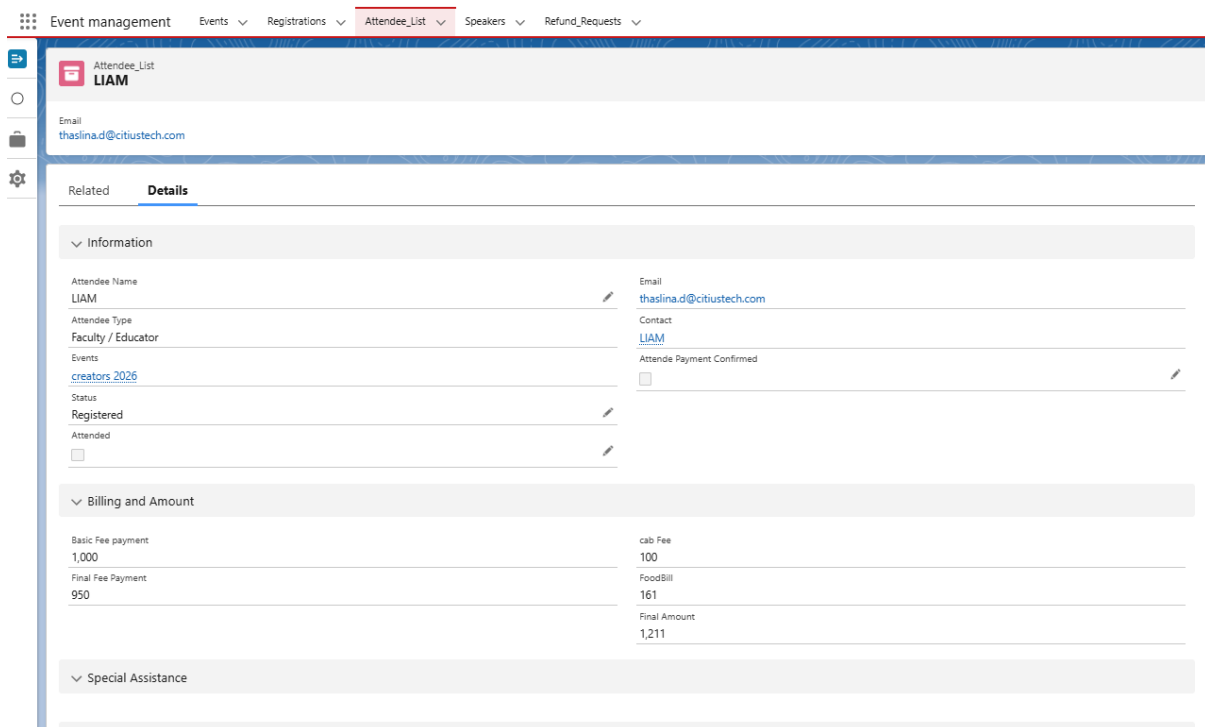
Now the Finance team will check whether the payment is receive or not .

If receive then then will change the attendee payment confirmed check box to true

The finance team has restriction that they cannot see all the fields , they can see only the payment details field and has the privileged to change the attendee payment confirm checkbox.

DEMO:

Finance team change the attendee payment confirm checkbox to true

After they confirm, the attendee seat will be confirmed and receive the email regarding to the event

🎉 You're In! Your Event Registration is Confirmed

SM Saarmila Finance Manager
To: ● Thaslina D

Reply   Reply all   Forward

Thu 8/28/2025 1:19 PM

Hi **LIAM**, 👏 🎉

Great news! Your payment has been successfully confirmed, and your spot for the event is officially reserved.

🏛 **Event Details:**

Event: creators 2026

Date: February 2, 2026

✅ **What's Next?**

- Bring your confirmation email or ID on the event day.

- Arrive 15 minutes early for check-in.

- Get ready for an exciting experience!

If you have any questions, feel free to reply to this email or contact our support team.

Thanks for being part of this event!

Warm regards,

Event Coordination Team

Reply   Forward

WHEN Attendee Attended the EVENT:

They will receive the thankyou email along with the feedback link

🌞 Share Your Experience – We'd Love Your Feedback! creators 2026!

C charu Attendee Event Manager
To: ● Thaslina D

Reply   Reply all   Forward

Thu 8/28/2025 2:51 PM

Hi LIAM,

Thank you for attending creators 2026!

We hope you had a great experience. Your feedback is very important to us and helps us improve future events.

👉 Please take a moment to fill out
our feedback form:

https://url.avanan.click/v2/r01/___https://orgfarm-07fc65cb7b-dev-
ed.develop.my.site.com/EventForm___.YXAzOmNpdGl1c3RlY2gtcHJvZDphOm86MTI1YmE5NzEyZmQxN2JjNTc5OTRmZWVkYTVmYWZhZDM6NzpmNWZiOjVmMmVjYzhlOTZiYWQ2OGViNzFmMjBlOTc0Z
TNhMjc1NDVkNTkzNTMwYmYwZTBlMTE4OGIzOThmMTNkOTNkZTI6dDpUOk4

It
 only takes 2 minutes, and your input means a lot!

We'd love to hear your thoughts on the event, the speakers, and the overall experience. Your feedback helps us make future events even better.

Thank you again for being part of our event.
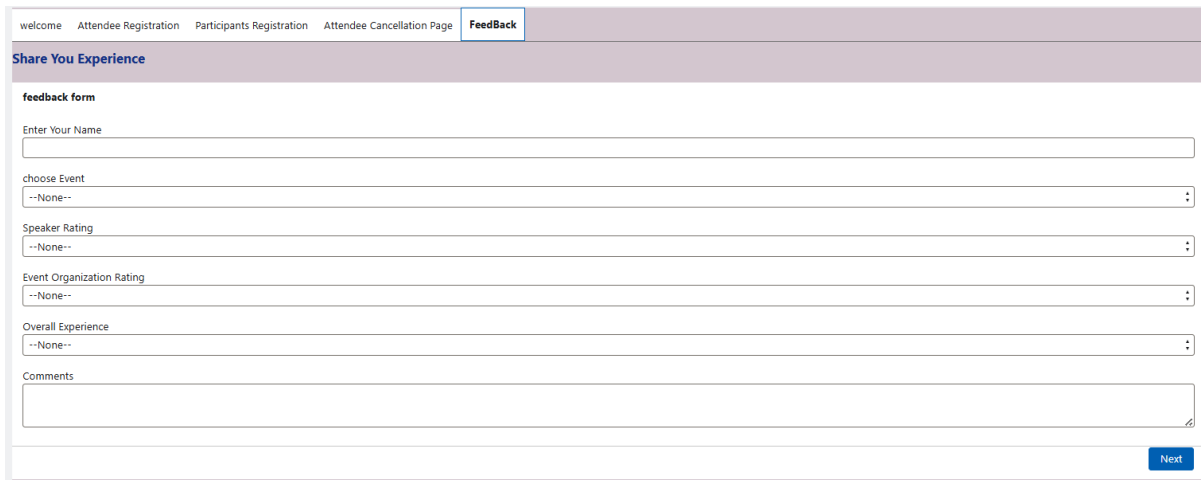
Warm
 regards,
Team EventSpot Pvt Ltd

Reply   Forward

MILESTONE 2.2.3:

FEEDBACK:

With the link provided the user will navigate to the website , by clicking the feedback tab they will get the below page

While choosing the event they can see only the completed event

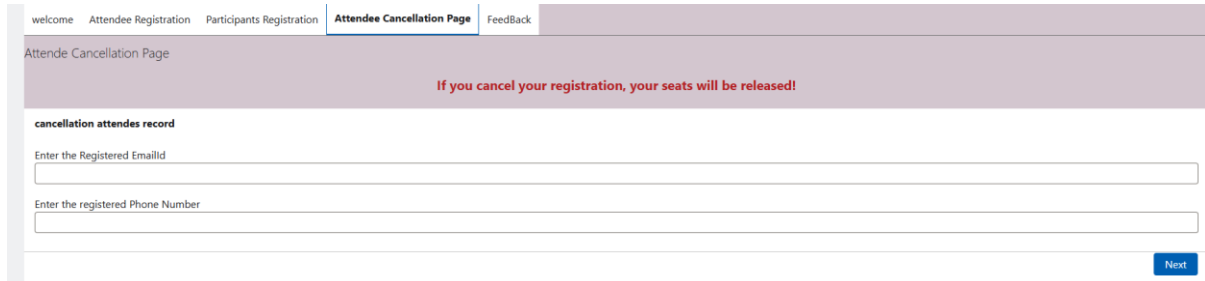After finishing the Feedback form the next page will be displayed like this

the records will be stored in the salesforce org in the feedback object

MILESTONE 2.3

CASE: When the attendee register with the same email for the same event

The user cannot register they will show the page like this

CASE: When the attendee register with the same email with the different event then they are allowed to register

They will receive the page like bellow mentioned

MILESTONE 3:

ATTENDEE CANCELATION:
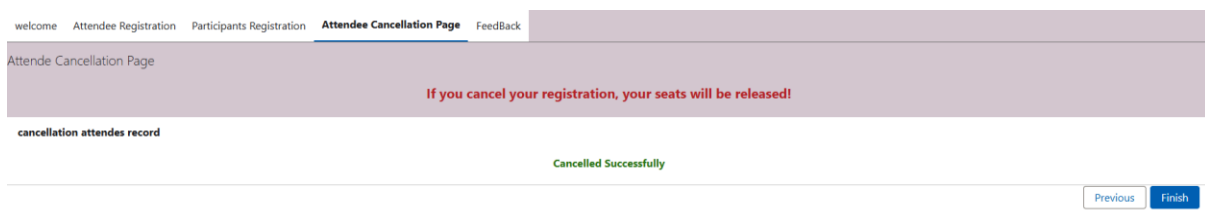
The Attendee without the payment completed can cancel the registration:

By clicking the attendee cancellation page the attendee can cancel their registration

By entering the emailID and Phone number their registration will be cancelled

The status will be automatically changed as cancelled in the Salesforce org attendee_list object

After cancellation the attendee will receive and email

Registration Cancellation Confirmation

Hi guhan,

Your registration has been successfully cancelled.

If you have any questions, contact us at support@example.com.

Thank you.

Reply | Forward

MILESTONE 4:

Speaker Registration:

MILESTONE 4.1:

Similar to the attendee

The speaker can check the event seat availability details
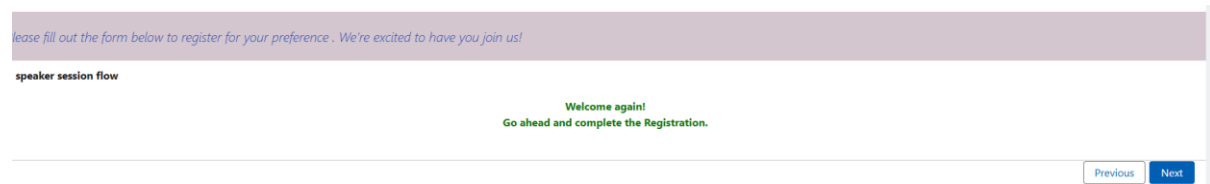
MILESTONE 4.2:

Speaker Registration form

CASE 1: IF ne wuser ten allow to register

CASE 2: If old user with the different event , then it will show the bellow page

lease fill out the form below to register for your preference . We're excited to have you join us!

speaker session flow

Welcome again!
Go ahead and complete the Registration.

Previous | Next

CASE 3: If the old use with the same event then he will not allowed to register

then it will show the below page

Please fill out the form below to register for your preference . We're excited to have you join us!

speaker session flow

Duplicate record detected For This Particular Event!
Kindly enter the valid Email ID and Register Again

Previous | Finish

MANDATORY FIELD :

*Enter you name

PHONE(Validation)

*Email(validation)

*Designation

*One-Line Speaker Bio

*upcoming events

*Topic

Next Move to Special Assistance page

Here when Need Food and Accomodation checkbox is checked then *Food & Accommodation Needed and *Accommodation List will be the mandatory field

When need cab checkbox is checked then *cab type , *Pickup point

And *Drop point are mandatory field

Next Presentation Logistics and Technical Needs page will be displayed

MANDATORY FIELD :

Language

Please confirm that all the information you've provided is accurate.

I confirm information provided is true(checkbox)

NOTE: Once Registered Cannot Cancel!

I agree to the terms and conditions. I understand that once registered, cancellation is not allowed(checkbox)

The checkbox is mandatory and need to be checked to complete the registration

✗ You Are Not Registered
You must agree to the privacy policy before proceeding with registration.
Please review the terms, check the box, and try registering again.

If Not the above page will be displayed

speaker session flow

⚠️ Important Instructions for Speakers – Please Read Before Payment

- You are required to complete the registration form and make the payment to initiate your speaker registration.
- Once payment is successful, your registration status will be marked as "Registered", and you will receive a confirmation email.
- This confirmation does not guarantee participation in the event.
- Your registration will be reviewed by the Event Manager, who will evaluate your profile and topic relevance.
- If your registration is approved, you will receive a final confirmation and be officially added to the speaker list.
- If your registration is not approved, your payment will be refunded in full to your original payment method.
- By proceeding, you agree to this review and refund policy and understand that approval is subject to manager discretion.

☐ I have read and understood the speaker registration instructions.

Please pay ₹ 799.00 to confirm your registration.

☐ I confirm I have completed the payment

Previous   Next

Here the speaker should complete the payment while registering and the speaker once registered they cannot cancel the registration

I have read and understood the speaker registration instructions(checkbox)
I confirm I have completed the payment(checkbox)

The above mentioned checkbox should be checked to complete the registration successfully

FINAL SCREEN:

✅ Registered Successfully
Thank you

Previous   Finish

MILESTONE 4.3:

Email Notification

After the speaker completed the registration successfully then they will receive an email

You're Registered! Speaker Confirmation

External E-mail Alert: DO NOT (a) respond to any messages/ data requests, (b) click on LINKs, and (c) open any attachments from unknown senders & domains.

Hi amair, 👋

Thank you for registering as a speaker for creators 2026! 🎉

We're excited to have you on board.

✅ **What Happens Next**

📌 Your registration status is now "Registered".

💳 A confirmation of your payment has been received.

🔍 Your profile will now be reviewed by our Event Manager.

📋 **What You Should Know**

⚠️ Approval is not guaranteed.

The manager will assess your topic, profile, and relevance to the event.

👍 If approved, you'll receive a final confirmation and be added to the speaker list.

💸 If not approved, your payment will be refunded to your original method 10 days before the event date.

💬 **Need Help?**

If you have any questions or need assistance, feel free to reply to this email or contact our team.

Thank you once again for your interest and enthusiasm!

📞 Contact Number: +91 98765 43210

📧 Email: [support@eventspot.com]support@eventspot.com

We look forward to reviewing your submission. 🙌

Warm regards,

Event Coordination Team

MILESTONE 4.4

APPROVAL PROCESS

After Registering the speaker event management representative will give the submit for approval to the event manager to verify and allow the speaker to participate in the event

Once submitted the manager will get the email notification
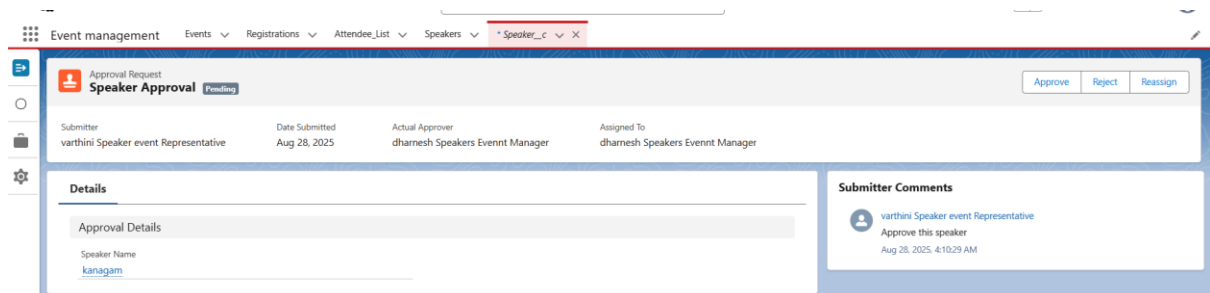
By clicking the link it will redirect to the specific record

They will get the notification the the org also
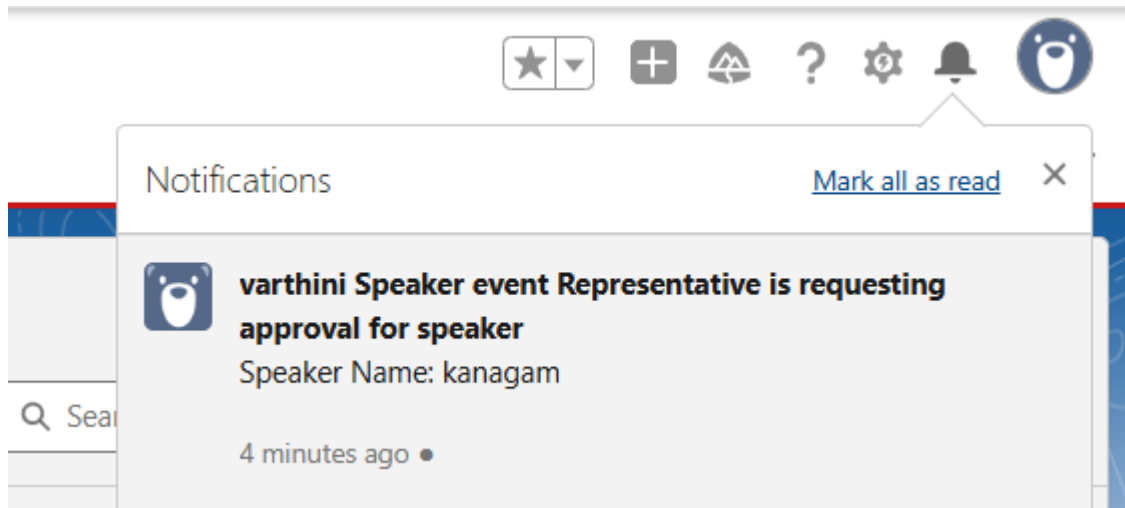
Here they can approve or reject the speaker according to the details provided

Once approved the Speaker will get and email and the event representative will get and email

REPRESENTATIVE EMAIL FROM MANAGER:

Speaker Request Approved – kanagam

D dharnesh Speakers Evennt Manager<thaslina26@gmail.com>
To: ● Thaslina D

☺ ↩ Reply ↩ Reply all → Forward

Thu 8/28/2025 4:46 PM

Dear THASLINA D,

I have reviewed and approved the speaker request for:

https://url.avanan.click/v2/r01/___https://orgfarm-07fc65cb7b-dev-ed.develop.my.site.com/EventFormvforcesite/a03gK000008wjuc___.YXAzOmNpdGI1c3RlY2gtcHJvZDphOm86MjIwZjA5MTM5NjIjMjUyYjFiOTI1NDU1ODg5OTImNzA6NzpjNDYzOjY2NzFiNjRINDcyODc3ODFINDczOWNIZGO3Yjk0Yjc0YzA3YjZjNGFiODU0M2O5MTI4ZGRjNzRhOWUyMDVjMTc6cDpUOk4

The speaker is now approved and can proceed to the next steps.

If you have any questions or need further assistance, feel free to reach out.

↩ Reply → Forward

SPEAKER EMAIL FROM MANAGER:

🎉 You're Officially Registered as a Speaker – Welcome Aboard!

D dharnesh Speakers Evennt Manager<thaslina26@gmail.com>
To: ● Thaslina D

☺ ↩ Reply ↩ Reply all → Forward

Thu 8/28/2025 4:46 PM

Hello **kanagam**, 👋

🎉 Great news! Your registration has been approved by the event manager, and you're now officially part of our speaker lineup!, and you're now officially part of our speaker lineup! 🔑

Event Name: **creators 2026**

Date Of Event : **February 2, 2026**

🎊 Thank you for joining us!

We're thrilled to have you on board and can't wait for the energy and insights you'll bring to your session! 💡

If you have any questions or need support, feel free to reply to this email — we're here to help. 💬

Warm regards,

Event Team

If you have any questions or need support, feel free to reply to this email.

creators 2026

📧 **SupportEventspot@gmail.com**

↩ Reply → Forward

MILESTONE 4.5:

When the speaker Attended the event then they will receive and email with the certificate

MILESTONE 4.6:

When the speaker is Rejected

The event manager will send and email like Speaker is Rejected

Speaker Request Rejected – finxal

dharnesh Speakers Evennt Manager<thaslina26@gmail.com>
To: Thaslina D
Thu 8/28/2025 5:03 PM

After reviewing the speaker request for:
https://url.avanan.click/v2/r01/__https://orgfarm-07fc65cb7b-dev-ed.develop.my.site.com/EventFormvforcesite/a03gK000008woav__,YXAzOmNpdGI1c3RlY2gtcHJvZDphOm86NDMxM2RlMjYyYjA4NmNjN2EyNjIwOGFkNDA4OGYyOTU6Nzo4MTIlQjE4ZTIwY2FjZTg1NmRjNTJkNjYyM2U3MTkwYmIyZjEyZmFjMGUwZjFmYTBmYzE4MTVlZGVmODcxODU5ZDZhOWY6cDpUOk4

I regret to inform you that the request has been rejected.

Please review the details and make any necessary updates before resubmitting, if applicable.

Let me know if you need any clarification.

↩ Reply   → Forward

Before 10 days the event start the TASK will be assigned to the Finance team and notification will be received to the finance team