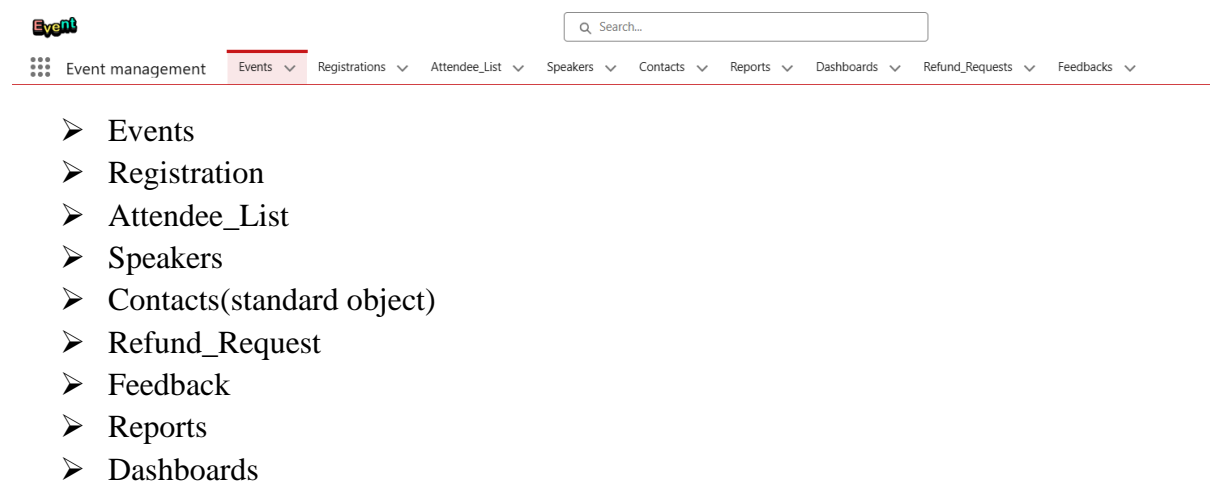


SALESFORCE EVENT MANAGEMENT SYSTEM

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:



The screenshot displays the Salesforce Event Management System interface. At the top, there is a navigation bar with the 'Event' logo on the left and a search bar on the right. Below the logo, the 'Event management' menu is expanded, showing a list of objects: Events, Registration, Attendee_List, Speakers, Contacts (standard object), Refund_Request, Feedback, Reports, and Dashboards. Each item in the list is preceded by a right-pointing arrow icon.

- 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 <ul style="list-style-type: none">✓ Registered✓ Attended✓ Cancelled	Picklist
Attended <ul style="list-style-type: none">✓ 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 <ul style="list-style-type: none">✓ Vegetarian✓ Non-Vegetarian✓ vegan	Picklist
foods	Picklist (Multi-Select)
Need cab	Checkbox

cab type ✓ only pickup ✓ pickup + drop	Picklist
Pickup point ✓ Thiruvanniyur 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 ✓ Thiruvanniyur 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 <ul style="list-style-type: none"> • Only Food • Only Accommodation • Both • None 	Picklist
Accommodation List <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • Thiruvanmiyur MRTS Station 	Picklist

<ul style="list-style-type: none"> • 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 <ol style="list-style-type: none"> 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 <ul style="list-style-type: none"> ✓ 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 <ul style="list-style-type: none"> • Thiruvanmiyur MRTS Station • Indira Nagar MRTS Station 	Picklist

<ul style="list-style-type: none"> • 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 attendee_list (ATTENDEE_LIST OBJECT)
- can see all the Attendee_List Record(ATTENDEE_LIST OBJECT)

Speaker Event manager profile

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

Speaker Event Management Representative

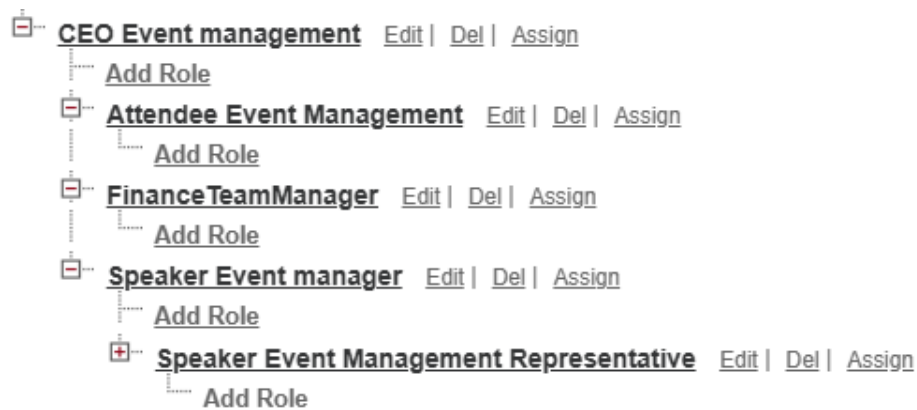
- Can read Not edit the record(SPEAKER OBJECT)

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:

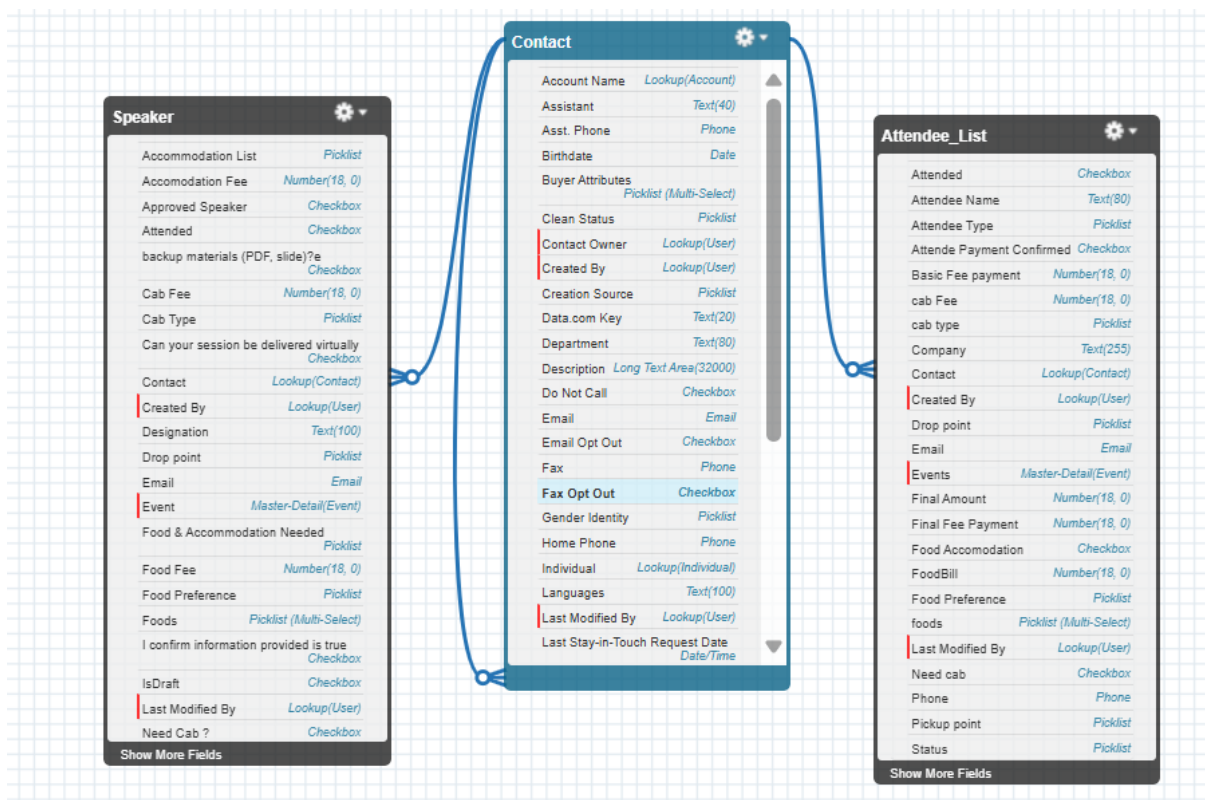


RELATIONSHIP

Lookup Relationship

PARENT → Contact

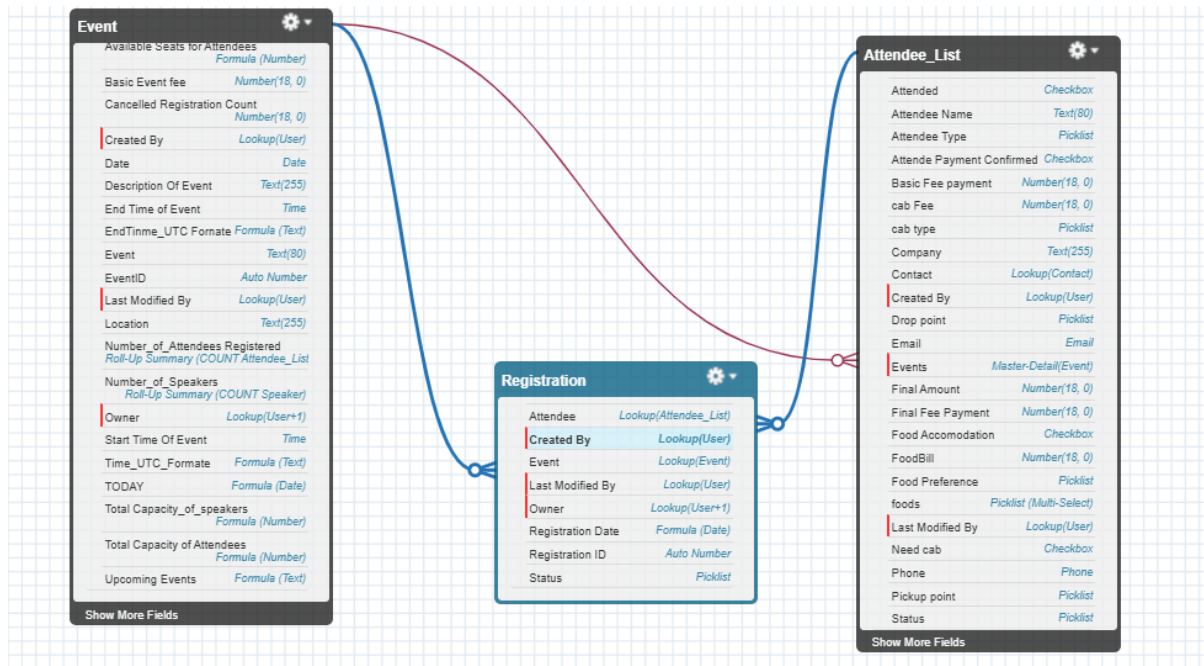
CHILD → Speaker , Attendee List



Created lookup field to store all the speaker and attendee details in contact for future use

PARENT: EVENT, ATTENDEE LIST

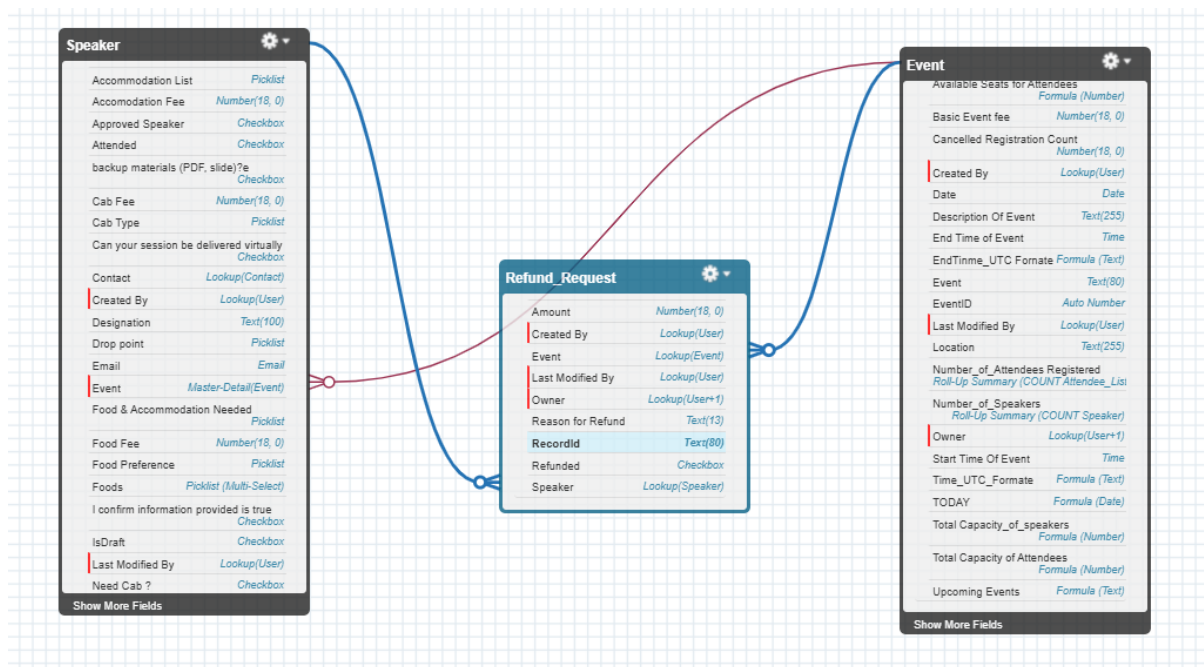
CHILD: Registration



CREATED To Track which attendee has signed up for which event.

PARENT: Event,Speaker

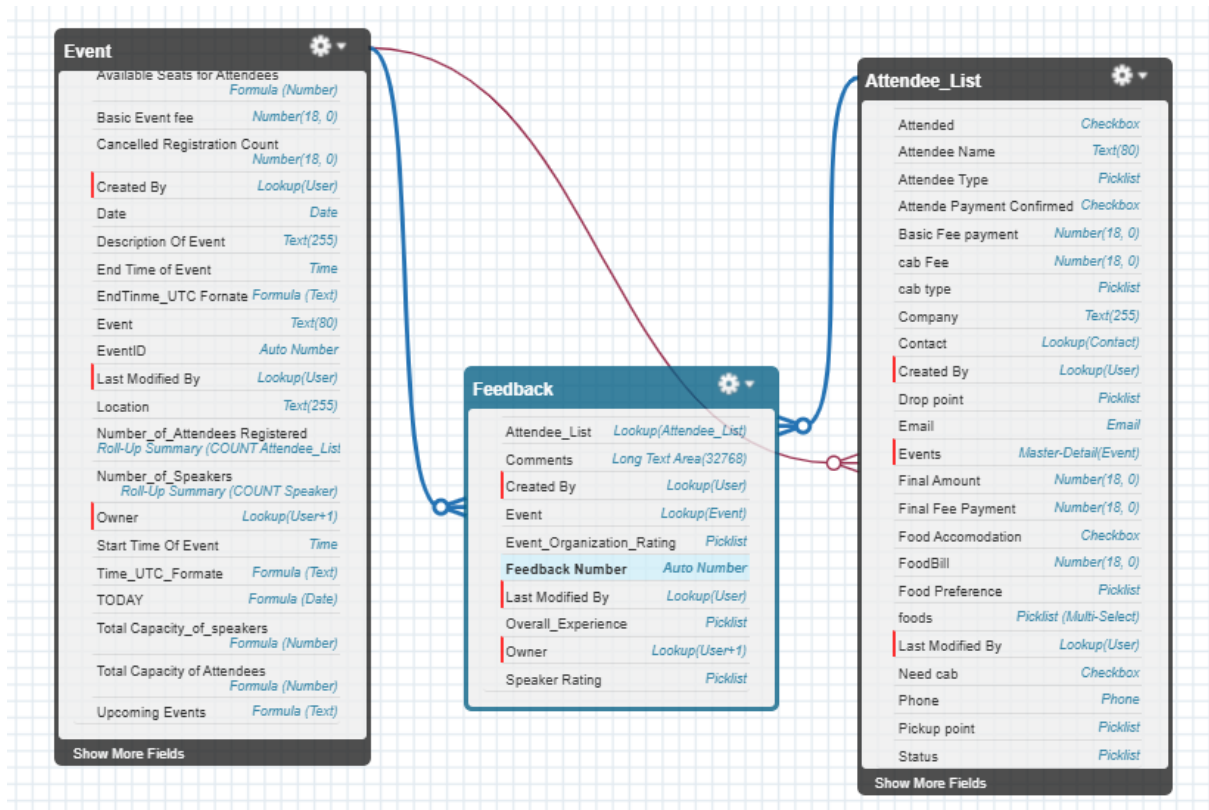
CHILD: Refund request



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
Summarized Object	<u>Attendee_List</u>
Filter Criteria	(Attendee Payment Confirmed EQUALS TRUE) AND (Status EQUALS Registered, Attended)

Summary Type COUNT

Number of Speaker

Roll-Up Summary Options

Data Type	Roll-Up Summary
Summarized Object	<u>Speaker</u>
Filter Criteria	(Approved Speaker EQUALS TRUE) AND (Speaker_Payment_Confirm EQUALS TRUE)

Summary Type COUNT

EXPERIENCE CLOUD

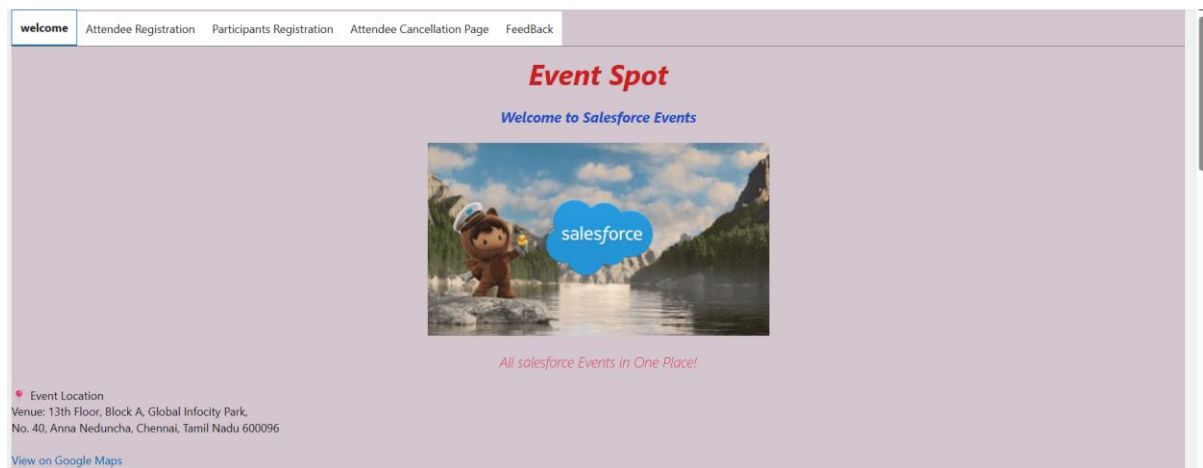
MILESTONE 1:

WELCOME PAGE:

This is the welcome page for the salesforce Event

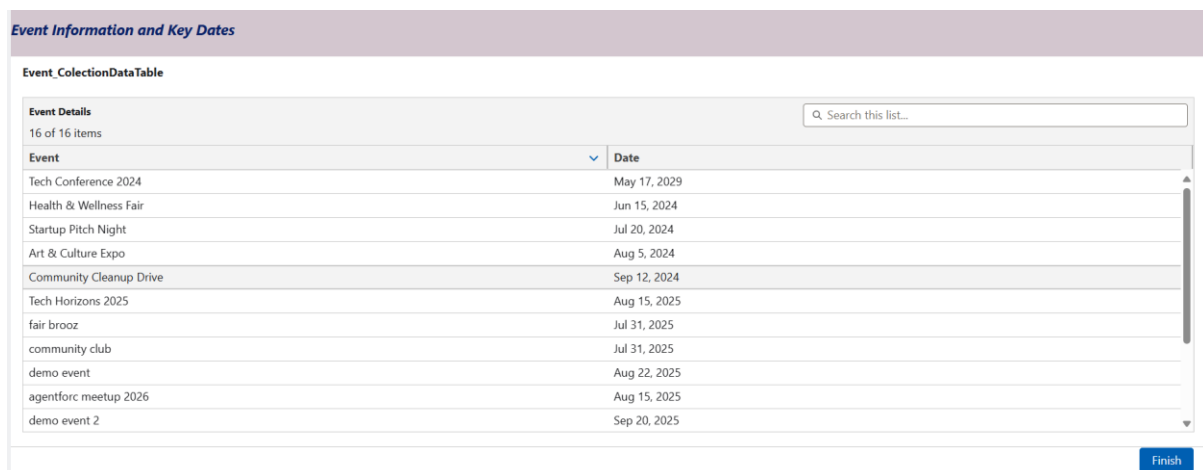
All salesforce event will be done in 1 place

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


Our Popular Guests!



Marc Benioff

Chairman, CEO, and Co-Founder of Salesforce, Marc Benioff is a pioneer of cloud computing and a global advocate for ethical leadership.

Learn More



Parker Harris

Co-Founder of Salesforce and CTO of Slack, Parker Harris drives the company's technical vision and innovation in cloud platforms

Learn More

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

welcome **Attendee Registration** Participants Registration Attendee Cancellation Page FeedBack


Attendee Registration

SALESFORCE INDUSTRIES SUMMIT

JOIN THE FASTEST PATH TO INNOVATION IN YOUR INDUSTRY.

REGISTER NOW

salesforce



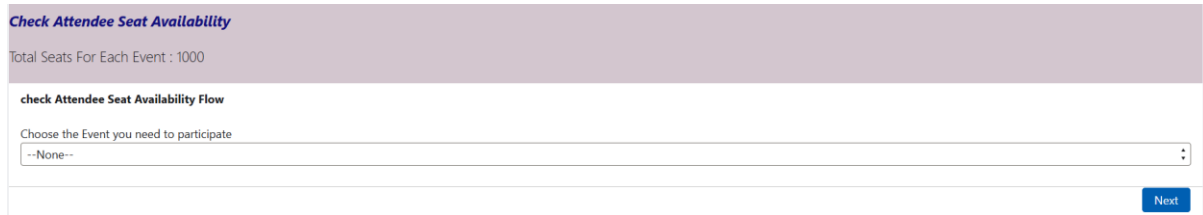
Welcome to the Attendee Registration!

When even the attendee register the form in the experience cloud they will be automatically stored in the salesforce org

MILESTONE 2.1:

Seat Availabilty:

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



DEMO:

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



It is displaying the total seat availability of the particular event



MILESTONE 2.2

ATTENDEE REGISTRATION FORM:

This the blank attendee registration form

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

Registration and attendee registration form

Basic Details

* Attendee Name Email

* Choose Event Phone

Attendee type

Special Assistance

Food Price Details

Veg: ₹161
Non Veg : ₹259
Vegan : ₹290

☐ food to be provided?

Cab Price Details

Pickup: ₹ 100
Pickup + Drop : ₹ 200

☐ Cab needed?

Coupon

5 % Discount on COUPON CODE

☐ Do you have coupon code

Next

DEMO:

The attendee should enter the details mention in the form

MANDATORY FIELDS:

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

* Attendee Name

Please enter some valid input. Input is not optional.

* Choose Event

Please select a choice.

Email

Please enter a valid email address in the format: name@example.com.

Phone

Enter valid Phone Number, should contain 10 digits

If not enter the mandatory field it will throw an error

Attendee type

Working Professional

--None--

Student

Working Professional

Faculty / Educator

Industry Expert

- 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

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

Registration and attendee registration form

Basic Details

* Attendee Name

LIAM

* Choose Event

creators 2026

Attendee type

Working Professional

Email

thaslina.d@cityustech.com

Phone

8877665544

* company Name

barath

Special Assistance

Food Price Details
Veg: ₹161
Non Veg : ₹259
Vegan : ₹290

☒ food to be provided?

Food Preference

Vegetarian

foods

Mixed vegetable curry

Cab Price Details
Pickup: ₹ 100
Pickup + Drop : ₹ 200

☒ Cab needed?

Cab type

only pickup

* Pickup point

Phoenix Market City (Velachery)

Coupon

5 % Discount on COUPON CODE

☒ Do you have coupon code

enter the coupon code

EVENT123

Next

The payment details screen will be displayed when click next

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

Registration and attendee registration form

Payment and Billing

Basic Event Fee : ₹ 1,000
Final Event Fee : ₹ 950
cabFee: ₹ 100
Food Bill : ₹ 161
Final Amount : ₹ 1,211.00

Previous 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

 **THASLINA D**
To:  Thaslina D

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

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 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



THASUNA D

To: Thasina 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 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

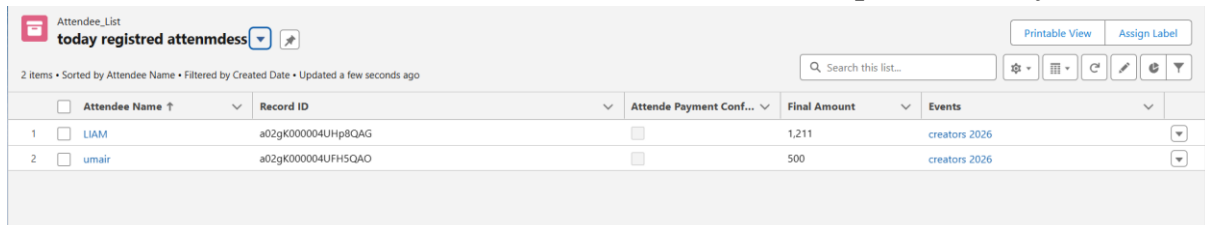
🔄 Reply

➡ Forward

MILESTONE 2.2.2

Finance team:

Created list view to see all the attendee record created on that particular day



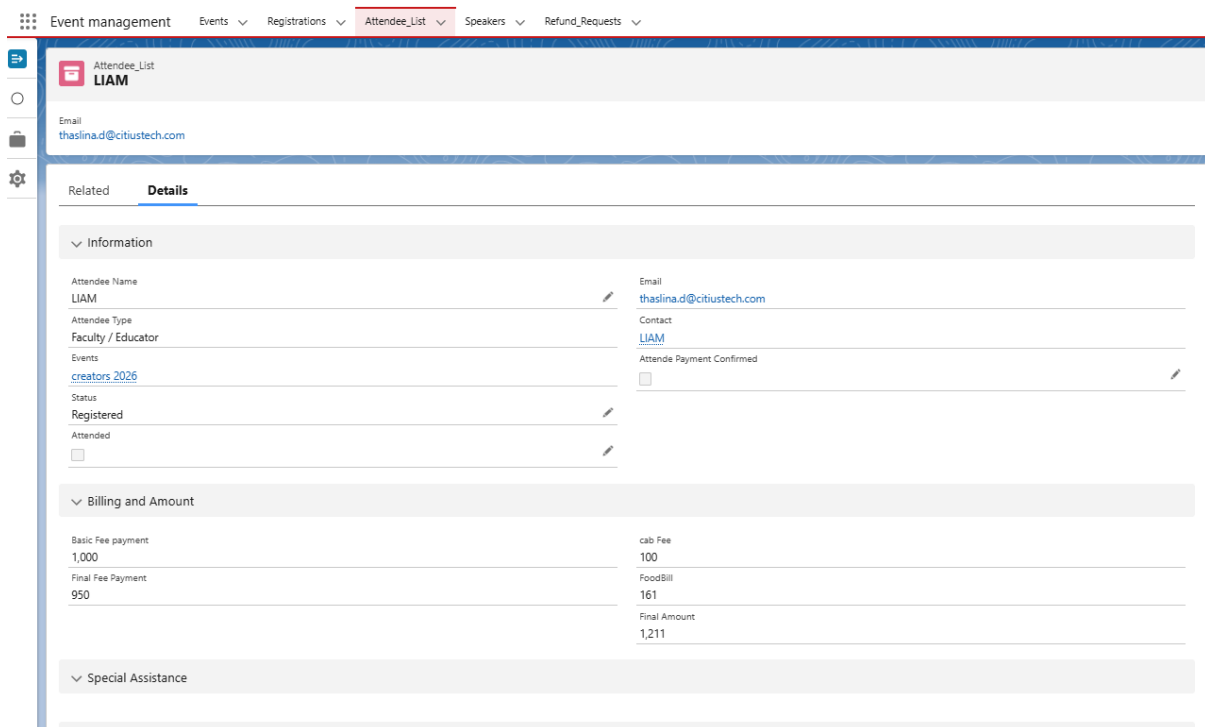
The screenshot shows a table view titled "Attendee_List" with a filter "today registered attendees". It displays 2 items, sorted by Attendee Name. The table has columns for Attendee Name, Record ID, Attendee Payment Confirmed, Final Amount, and Events. Two records are visible: LIAM (Record ID: a02gK000004UHp8QAG, Final Amount: 1,211) and umair (Record ID: a02gK000004UFH5QAO, Final Amount: 500). Both records are for the "creators 2026" event.

	Attendee Name	Record ID	Attendee Payment Confirmed	Final Amount	Events
1	LIAM	a02gK000004UHp8QAG	<input type="checkbox"/>	1,211	creators 2026
2	umair	a02gK000004UFH5QAO	<input type="checkbox"/>	500	creators 2026

Now the Finance team will check whether the payment is received or not.

If received, then they will change the attendee payment confirmed checkbox to true.

The finance team has a restriction that they cannot see all the fields; they can see only the payment details field and have the privilege to change the attendee payment confirmed checkbox.



The screenshot shows the details view for the attendee "LIAM". The left sidebar contains navigation links for Event management, Events, Registrations, Attendee_List (selected), Speakers, and Refund_Requests. The main content area is divided into sections: Information, Billing and Amount, and Special Assistance. The Information section includes fields for Attendee Name (LIAM), Email (thaslina.d@citiustech.com), Attendee Type (Faculty / Educator), Events (creators 2026), Status (Registered), and Attended (checkbox). The Billing and Amount section includes fields for Basic Fee payment (1,000), cab Fee (100), Final Fee Payment (950), FoodBill (161), and Final Amount (1,211). The Special Assistance section is currently empty.

Information	
Attendee Name	LIAM
Email	thaslina.d@citiustech.com
Attendee Type	Faculty / Educator
Events	creators 2026
Status	Registered
Attended	<input type="checkbox"/>

Billing and Amount	
Basic Fee payment	1,000
cab Fee	100
Final Fee Payment	950
FoodBill	161
Final Amount	1,211

Special Assistance	
--------------------	--

DEMO:

Finance team change the attendee payment confirm checkbox to true

Attendee_List

LIAM

Email
thaslina.d@citiustech.com

Related

Details

Information

Attendee Name

LIAM

Attendee Type

Faculty / Educator

Events

[creators 2026](#)

Status

Registered

Attended

☐

Email

thaslina.d@citiustech.com

Contact

[LIAM](#)

Attendee Payment Confirmed

☒

Billing and Amount

Basic Fee payment

1,000

Final Fee Payment

950

cab Fee

100

FoodBill

161

Final Amount

1,211

Special Assistance

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

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 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
 



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 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-develop.my.site.com/EventForm?_YXA4OmhpdlG1ic3R1Y2gtchJvZDphOm8MTI1YmE5NzEyZmZuX2JjNTc0S0TRmZWVhYTYVbWZlZDM6bmZmNzI0ZjVmMmVjYzh1OTZiYwQ2OGVhZnFmHjB1OTc0ZTNhMjclNDVhNTkzNTIwYmYwZTB1MTE4OGIzOTI0MjM0NTkzOTI0dDpUOk4=

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.

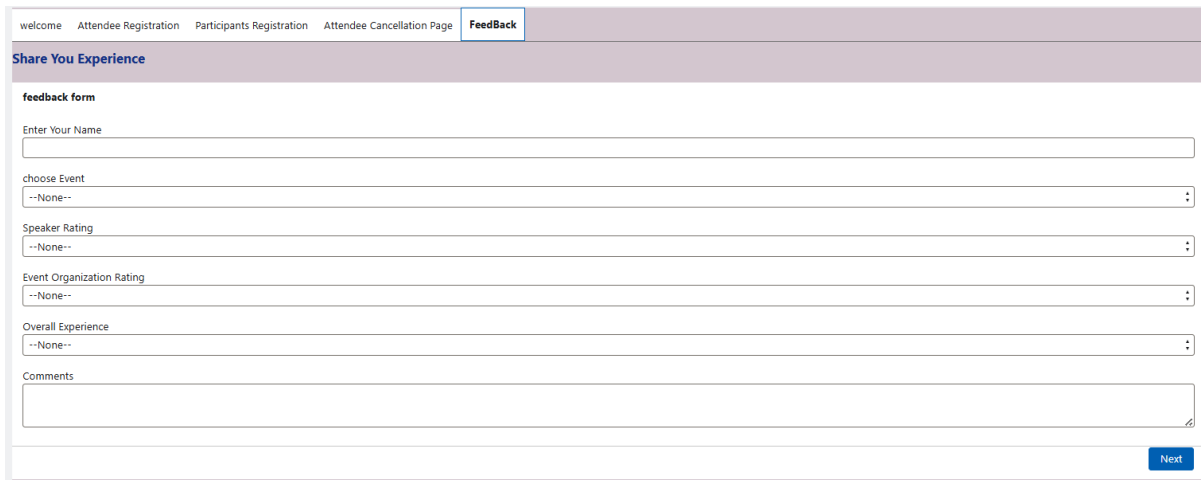
Warm
regards,
Team EventSpot Pvt Ltd

[← 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



The screenshot shows a web application interface with a navigation bar at the top containing links: 'welcome', 'Attendee Registration', 'Participants Registration', 'Attendee Cancellation Page', and 'FeedBack'. The 'FeedBack' link is highlighted. Below the navigation bar is a section titled 'Share Your Experience' in a purple header. Under this header, the text 'feedback form' is displayed. The form consists of several input fields: 'Enter Your Name' (a text box), 'choose Event' (a dropdown menu showing '--None--'), 'Speaker Rating' (a dropdown menu showing '--None--'), 'Event Organization Rating' (a dropdown menu showing '--None--'), and 'Overall Experience' (a dropdown menu showing '--None--'). Each dropdown menu has a small downward arrow icon. Below these fields is a 'Comments' section with a large text area and a small icon in the bottom right corner. At the bottom right of the form, there is a blue button labeled 'Next'.

While choosing the event they can see only the completed event

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



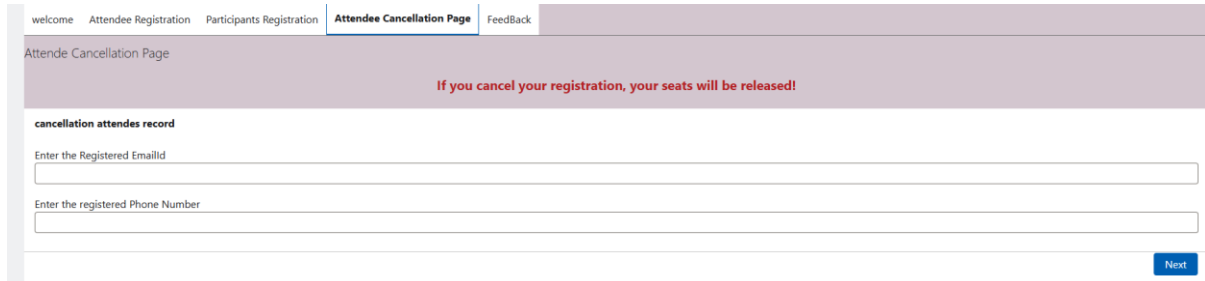
The screenshot shows the confirmation page after submitting the feedback form. It features a purple header with the text 'Share Your Experience'. Below the header, the text 'feedback form' is displayed. The main content area contains a message: '🙌 Thank you for your feedback! We appreciate your time and support. Your input helps us improve future events.' At the bottom right of the page, there are two buttons: 'Previous' and 'Finish'.

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

MILESTONE 3:

ATTENDEE CANCELTION:

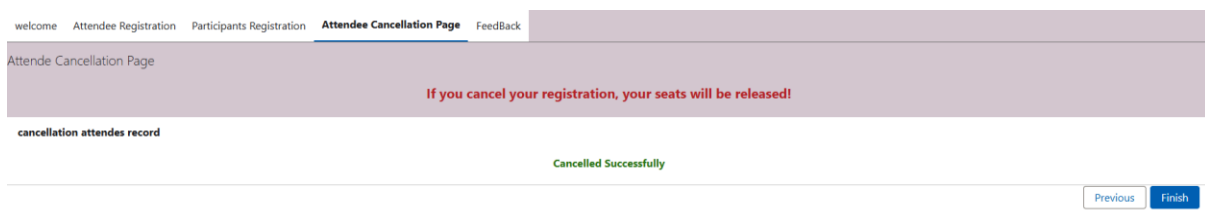
The Attendee without the payment completed can cancel the registration:



The screenshot shows the 'Attendee Cancellation Page' with a navigation bar at the top containing 'welcome', 'Attendee Registration', 'Participants Registration', 'Attendee Cancellation Page' (highlighted), and 'FeedBack'. Below the navigation bar, the page title 'Attendee Cancellation Page' is displayed. A red warning message states: 'If you cancel your registration, your seats will be released!'. Under the heading 'cancellation attendees record', there are two input fields: 'Enter the Registered EmailId' and 'Enter the registered Phone Number'. A 'Next' button is located at the bottom right of the form.

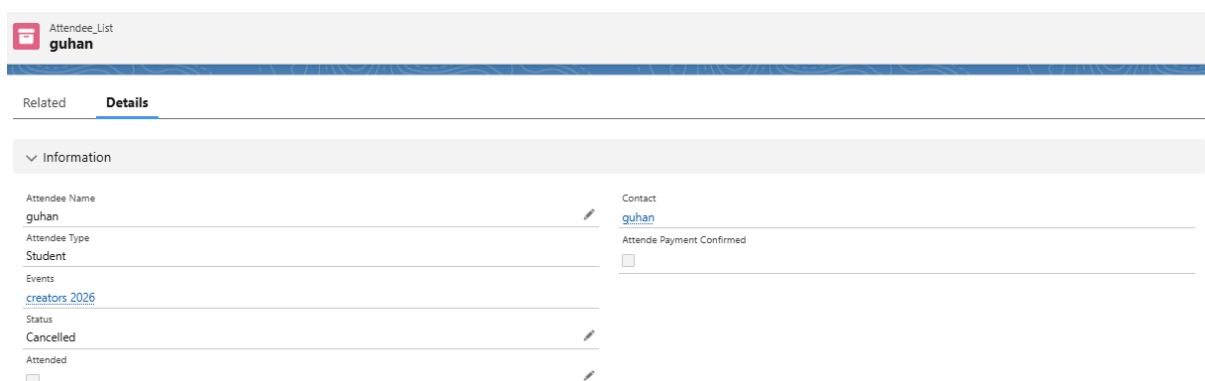
By clicking the attendee cancellation page the attendee can cancel their registration

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



This screenshot shows the 'Attendee Cancellation Page' after a successful cancellation. The navigation bar and page title are the same. The red warning message is still present. Below the heading 'cancellation attendees record', a green message states: 'Cancelled Successfully'. At the bottom right, there are two buttons: 'Previous' and 'Finish'.

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



The screenshot shows the Salesforce 'Attendee_List' record for 'guhan'. The record is displayed in a table format with columns for 'Attendee Name', 'Attendee Type', 'Events', 'Status', 'Contact', and 'Attendee Payment Confirmed'. The 'Attendee Name' is 'guhan', 'Attendee Type' is 'Student', 'Events' is 'creators 2026', 'Status' is 'Cancelled', and 'Attendee Payment Confirmed' is 'No'. The 'Contact' field is linked to 'guhan'. The record is shown in a 'Details' view with a 'Related' tab also visible.

After cancellation the attendee will receive and email

Registration Cancellation Confirmation

TD

THASLINA D

To: Thaslina D

☺

↩ Reply

↩ Reply all

➡ Forward

📎

📧

📅

⋮

Thu 8/28/2025 3:46 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.

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:

welcome Attendee Registration **Participants Registration** Attendee Cancellation Page FeedBack

Participants Registration



MILESTONE 4.1:

Similar to the attendee

The speaker can check the event seat availability details

Check Speaker Slot Availability

Total Seats For Each Event : 20

check speaker seat availability

Choose the Event you need to participate

--None--

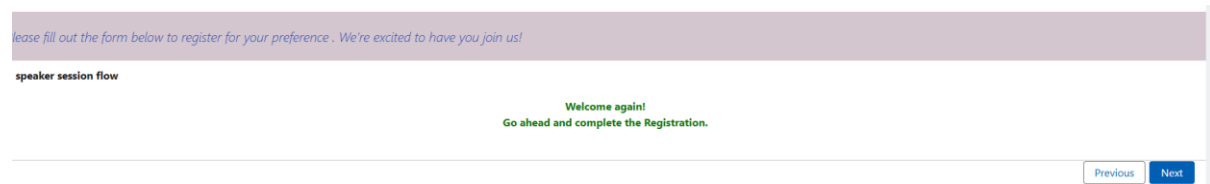
Next

MILESTONE 4.2:

Speaker Registration form

CASE 1: If new user then allow to register

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



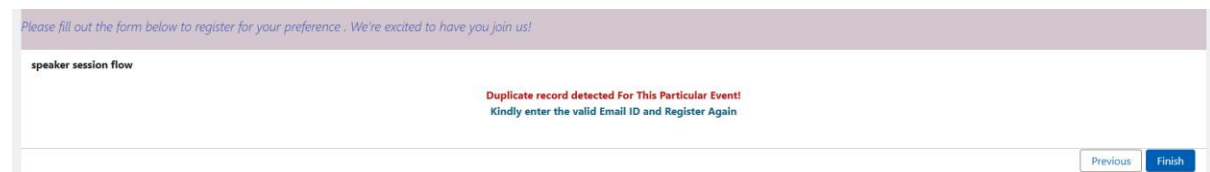
Please fill out the form below to register for your preference. We're excited to have you join us!

speaker session flow

Welcome again!
Go ahead and complete the Registration.

Previous Next

CASE 3: If the old user with the same event then he will not be 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 your name

PHONE(Validation)

*Email(validation)

*Designation

*One-Line Speaker Bio

*upcoming events

*Topic

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

speaker session flow

▼ Basic Information

* Enter you name
amair

Phone
7865476975

* Email
thaslina.d@citiustech.com

Social Media Links

* Topic
ybrhtr

* Designation
byrf

* One-Line Speaker Bio
tvrhf

* upcoming events
creators 2026

Next

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

speaker session flow

SPECIAL ASSISTANCE

▼ Foods & Accomodation

☒ Need Food and Accomodation

* Accommodation List
Full Night Stay with Meals

* Food & Accommodation Needed
Only Accommodation

▼ Cab Details

☒ Need Cab

* Pickup point
Thoraipakkam Signal

* cab type
Pickup + Drop

* Drop point
Thoraipakkam Signal

Previous Next

Next Presentation Logistics and Technical Needs page will be displayed

MANDATORY FIELD :

Language

Presentation Logistics and Technical Needs

Technical Requirement

Microphone

Projector

Laptop

Internet Access

Speakers/Sound System

*Preferred language for presentation
English

Target Audience
Students

▼ Billing

Accommodation Fee : 999
Food Fee : 0
Cab Fee : 200.00
Total Amount : 1,199.00

☒ Can your session be delivered virtually

☒ backup materials (PDF, slide)?e

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

☒ I confirm information provided is true

NOTE: Once Registered Cannot Cancel!

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

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

Submit for Approval

Comments

Approve this speaker |

CancelSubmit

Once submitted the manager will get the email notification

Approval Required: New Speaker Created in Salesforce

V

varthini Speaker event Representative<2004thaslina@gmail.com>

To: Thaslina D

Thu 8/28/2025 4:40 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 Approver,

A new speaker has been created in Salesforce and requires your review and approval. Below are the details:

Speaker Name: kanagam

Session :

Bio :gurewhfire
Created By: THASLINA D
Date Created: 8/28/2025

Please review the speaker profile at your earliest convenience and let us know if any further information is needed.

You can access the speaker record directly via the following link: https://url.avanan.click/v2/r01/_https://orgfarm-07fc65cb7b-dev-ed.develop.my.site.com/EventFormforcesite/a03gK000008wjuc___YXAzOmNpdGI1c3RlY2gtcHJvZDphOm86NGFkM2MyYjNkYWY1Mjc1ZmQzODlhMDM3NTE2NTZhZTc6NzoyN2Y2QjlkNDkyNTIiMzUxOQOwOWU5YzMyOTJmYjBmMzc0MTdlYW00MDNjOWZjNGI2MjczMjMwNTIiMmQwMjgzOTFmODk6cDpUOk4

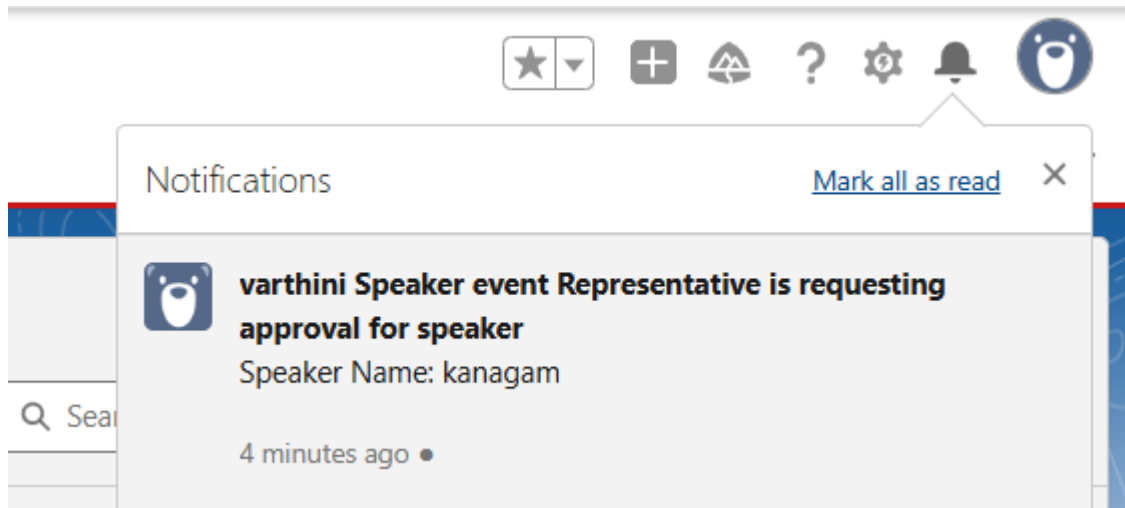
Thank you for your attention and support.

Reply

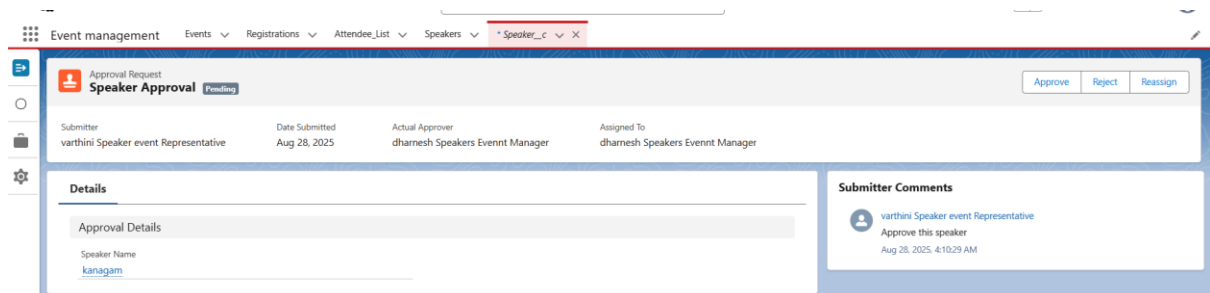
Forward

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: 

Reply

Reply all

Forward

Thu 8/28/2025 4:46 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 THASLINA D,

I have reviewed and approved the speaker request for:
https://urlavanan.click/v2/r01/_https://orgfarm-07fc65cb7b-dev-ed.develop.my.site.com/EventFormvforcesite/a03gK000008wjuc__YXAzOmNpdGI1c3RlY2gtcHJvZDphOm86MjhwZjA5MTM5NjJlMjUyYjFiOTI1NDU1ODg5OTlmNzA6NzpjNDYzOjY2NzFiNjRlNDcyODc3ODFiNDczOWNiZGQ3Yjk0Yjc0YzA3YjZjNGFiodU0M2Q5MTI4ZGRjNzRhOWUyMDVjMTc6cDpUOk4


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: 

Reply

Reply all

Forward

Thu 8/28/2025 4:46 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.

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

The screenshot displays an email interface. The email header shows the subject "Your Speaker Certificate" and the sender "THASUNA D" (Thasuna D). The email body contains a warning: "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." Below this, it says "Dear kanagam," and "Thank you for speaking at our event. Please find your certificate attached." There are "Reply" and "Forward" buttons. Below the email, a PDF viewer shows the "SpeakerCertificate.pdf" file. The certificate itself is titled "Certificate of Participation" and states: "This is awarded to kanagam for contributing to the event creators 2026 on 2026-02-02. This certificate is system-generated and does not require a physical signature."

MILESTONE 4.6:

When the speaker is Rejected

The screenshot shows a web application interface for "Event management". The top navigation bar includes "Events", "Registrations", "Attendee_List", "Speakers", and "Speaker_c". The main content area displays a "Process Instance Step" for "Speaker Approval" with a status of "Rejected". Below this, a table lists the submission details: Submitter (varthini Speaker event Representative), Date Submitted (Aug 28, 2025), Actual Approver (dharnesh Speakers Evennt Manager), and Assigned To (dharnesh Speakers Evennt Manager). A "Details" section shows "Approval Details" with the Speaker Name as "fimal". On the right, an "Approver Comments" box shows a comment from "dharnesh Speakers Evennt Manager" stating "Rejected" on "Aug 28, 2025, 4:33:21 AM".

The event manager will send and email like Speaker is Rejected

Speaker Request Rejected – finxal

D dharnesh Speakers Event Manager <thasina26@gmail.com>
To: Thasina D

Reply Reply all Forward Thu 8/28/2025 5:03 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.

After reviewing the speaker request for:

https://url.avanan.click/v2/r01/_https://orgfarm-07fc65cb7b-dev-ed.develop.my.site.com/EventFormvforcesite/a03gK000008woav__YXAzOmNpdGI1c3RlY2gtcHJvZDphOm86NDMxM2RlMjYyYjA4NmNjN2EyNjIwOGFkNDA4OGYyOTU6Nzc4MTIIOjE4ZTIwY2FjZTg1NmRjNTJkNjYyM2U3MTkwYmlyZjE5ZmFjMGUwZjFmYT8mYzE4MTVlZGVmODcxODU5ZDZhOWY6cDpUOk4

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

Task		Refund Request for Speaker Name: ({Record.Name}) , Record Id : ({Record.Id})		Mark Complete	Edit Comments	Change Date	Create Follow-Up Task
Name	Related To firus						
Details							
Assigned To Saamila Finance Manager				Status Not Started			
Subject Refund Request for Speaker Name: ({Record.Name}) , Record Id : ({Record.Id})				Name			
Due Date 9/7/2025				Related To firus			
Priority Normal							
Created By dharnesh Speakers Event Manager, 8/28/2025, 4:57 AM				Last Modified By dharnesh Speakers Event Manager, 8/28/2025, 4:57 AM			
Comments							