

Evenza: Smart Event Management and Resourcing Platform

User Manual

General User

IM/2016/046

Step 1: To get started, visit <http://evenza.biz>

Evenza Homepage will appear as below

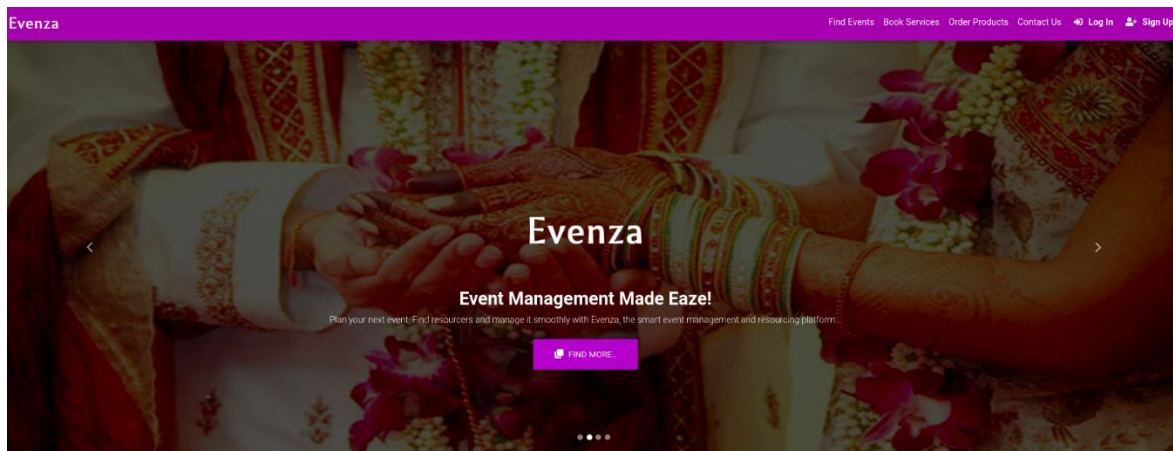


Figure 6. Error! No text of specified style in document..1 Evenza homepage

Step 2: Click on **Sign Up** to sign up as a user to the system.

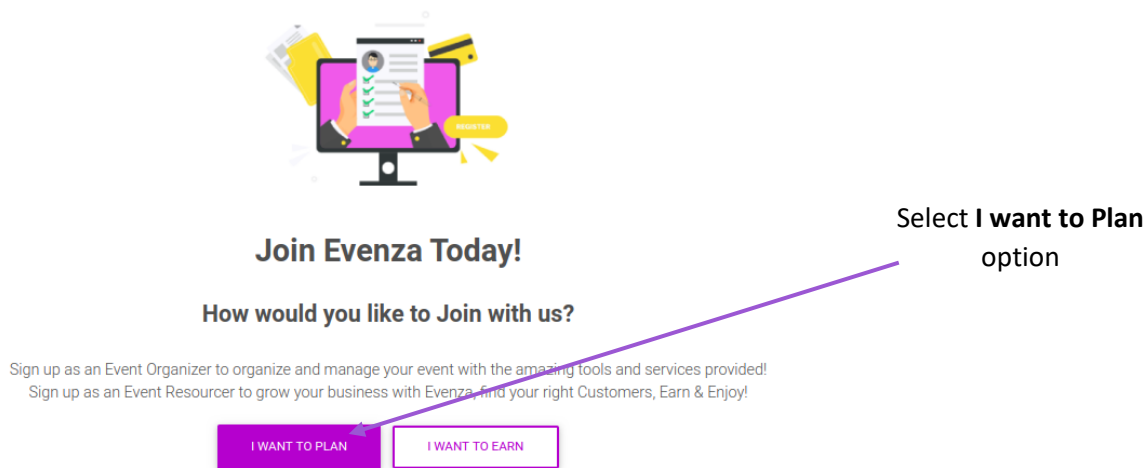
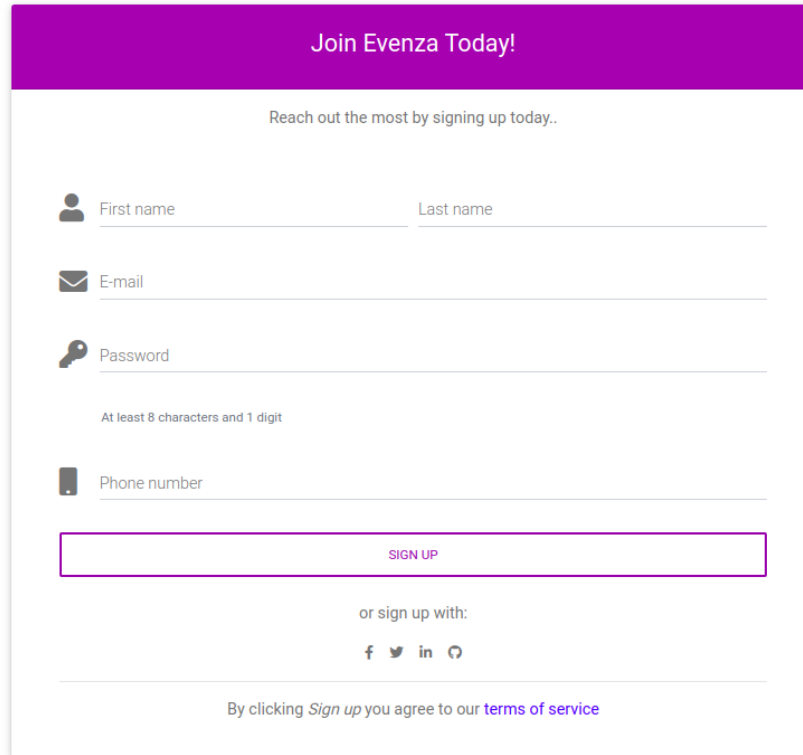



Figure 6. Error! No text of specified style in document..2 Sign up type select screen


Step 3: Fill in the required details and create your account.




Join Evenza Today!


Reach out the most by signing up today..

 First name Last name





 E-mail

 Password

At least 8 characters and 1 digit

 Phone number

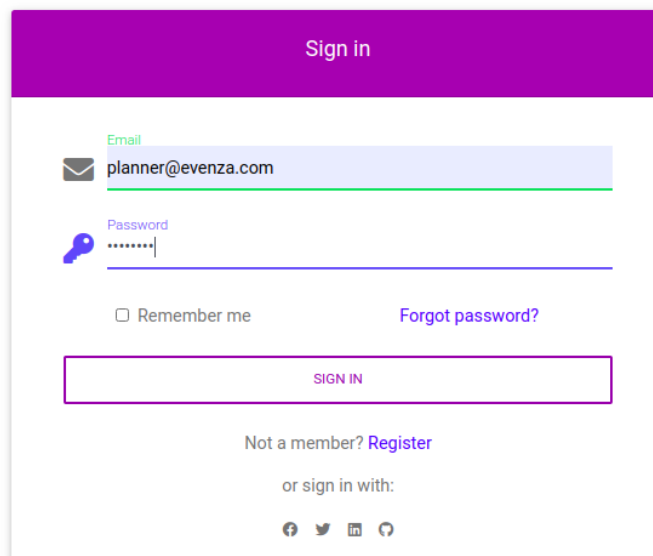
or sign up with:


By clicking *Sign up* you agree to our [terms of service](#)


Figure 6. Error! No text of specified style in document..3 User sign Up Details

Step 4: Once successfully signed up, Log in to System by Clicking on **Log In** on the top bar.



Sign in

 Email

 Password

☐ Remember me [Forgot password?](#)

Not a member? [Register](#)

or sign in with:





   

Figure 6. Error! No text of specified style in document..4 User Login Screen

Step 5: Your Dashboard will appear as below. On top of the dashboard, you can find quick links to access different services provided by the System. You can

- Create a new event or
- Directly search and book/ purchase Services and Products

And also you can access your **Booking/ Order and Service Appointment history, User Profile and Terms & conditions, Help & Support** pages as well through the dashboard. At the bottom you can quickly access your latest **created events** as well.

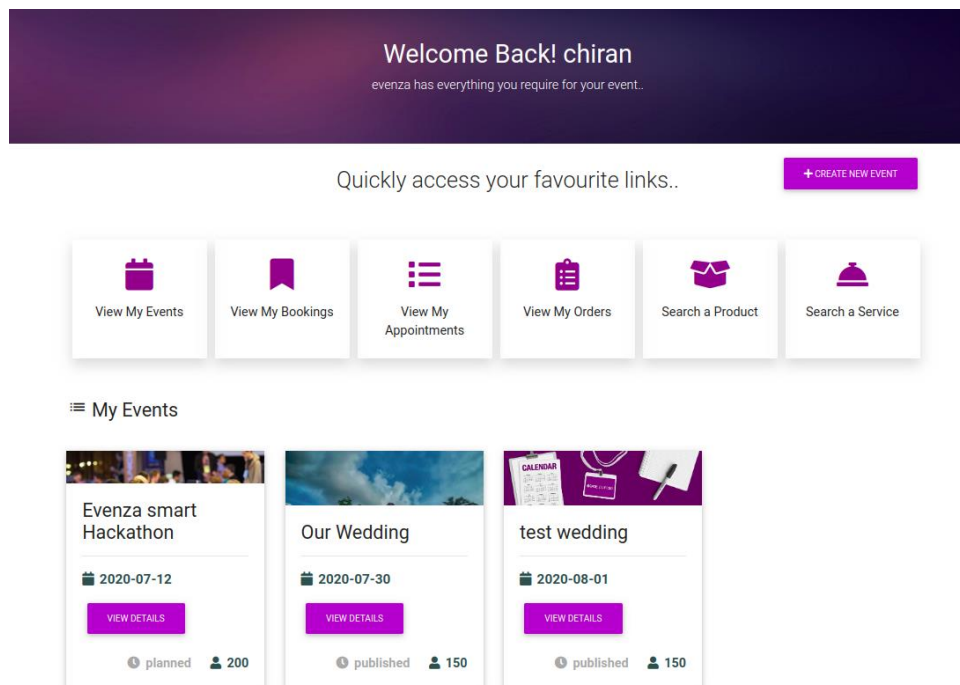


Figure 6. Error! No text of specified style in document..5 Evenza user Dashboard

Step 6: You can also view your events in **My Events** tab in the side bar appears. To create a new event, click on **+Create New Event** button. Then select an Event Type.

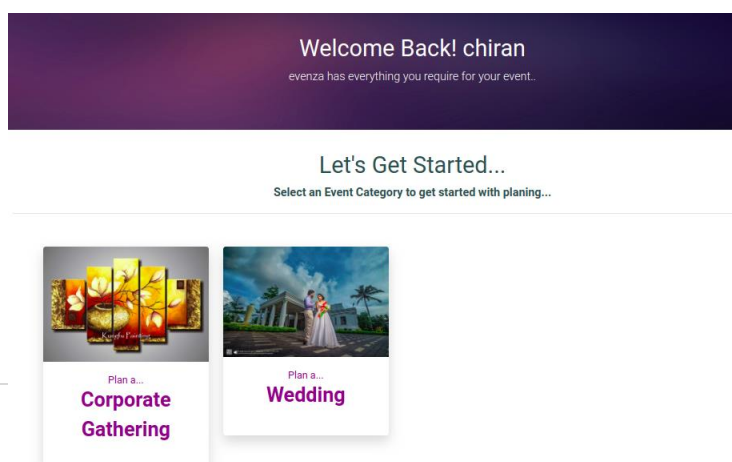


Figure Error! No text of specified style in document..6 Select Event

Step 7: Fill the required details and select required Service and Product categories to be included in the event plan. You can also set event location, planned budget, number of expected participants etc.. through following steps

Create a new Wedding Event

Provide all the required details to proceed...

1 Event Details..
2 Tell a little bit more..
3 Select Service & Products..
4 You are Almost Done..

Name your Event.. *

My first Event

Describe your Event..

Define boundaries.. *

Open: **Anyone can Join**

Select a category..

Wedding

Select Event Dates:

From Date : *

8/10/2020

To Date : *

8/10/2020

Select Event Time (Each Day)

From Time: To Time:

08 : 00 16 : 00

GO NEXT

Figure Error! No text of specified style in document..8 Create an Event - step 1

Create a new Wedding Event

Provide all the required details to proceed...

1 Event Details..
2 Tell a little bit more..
3 Select Service & Products..
4 You are Almost Done..

Expected Total Budget (Rs.).. *

0


No of Expected Participants.. *

1

Upload a Cover Photo:


1000px* 380px or Larger

UPLOAD PHOTO



Set event Location:

SET LOCATION



Social Media Links:

If you have already published the event thorough Social Media, Provide Links here

Facebook

https://fb.com/

@ Instagram

Other Plafoms

Figure Error! No text of specified style in document..7 Create an Event - Step 2

Create a new Wedding Event

Provide all the required details to proceed...

1 Event Details..
2 Tell a little bit more..
3 Select Service & Products..
4 You are Almost Done..

Select Service Categories:
You can find & book best service providers once the event is created...

☐ Photography

☐ Saloon & Dressing

☐ Matchmaking

☐ Event Coordination

☐ DJ & Sounds

☐ handycrafts

☐ Videography

☐ Hotel Service

Select Product Categories:
You can find & order best products & equipments once the event is created...

☐ Audio & Sount Systems

☐ Food Items

PREVIOUS

NEXT

Figure Error! No text of specified style in document..10 Create an Event - Select Service and Product Categories required

Create a new Wedding Event

Provide all the required details to proceed...

1 Event Details..
2 Tell a little bit more..
3 Select Service & Products..
4 You are Almost Done..

Event: Wedding Summary:
Please check twice below details are correct before proceed...

Event Title	: My first Event
Description	:
Event Type	: open
Event Category	: Wedding
Date From	: 2020-08-10
Date To	: 2020-08-10
No of Expected Participants	: 1
Allocated Budget (Rs.)	: 0
Allocated Service Categories	:
Allocated Product Categories	:

PREVIOUS

START AGAIN

CREATE EVENT


Figure Error! No text of specified style in document..9 Create an event - Summary view before creation

Step 8: Once an Event is Created, you can view event details, share it through social media, and manage event in **Event Details** view as below.

Once the event is published details can be viewed publicly by visiting

http://evenza.biz/events/event_id

- **Edit Event Details-** You can edit event details like dates, no of participants, budgets accordingly. Changes will effect to whole event. If the event is **published**, if modified, it will be automatically set to **Unpublished**. You can **Publish the Event** , once all the modifications are done.
- **View event Plan** – view and manage reserd service bookings, product purchases and scheduled tasks in the Event Plan.
- **View event Schedule** – View and Manage event related tasks, bookings and appointments in a calendar view, get upcoming event tasks notifications, schedule and manage event related tasks.
- **Manage Participants** – Add event participants (Closed type events) or Create and share Open type events registration form, create and share event Invitation, QR access codes and view/ print event participants.



Our Wedding

📍 At Matara
 🕒 On 2020-07-30
 🕒 From 08:00 to 20:00

Wedding Ceromany and Home Coming at Sanara hotels, Matara

📅 Category: Wedding

💰 Budget: Rs. 500000

👥 No of Participants (Expected): 150

👤 View all participants: [Event Participants](#)

✅ Allocated Services

Service	Category	State	Details
Chiran Photography	Photography	booked	MORE DETAILS

✅ Orderd Products

Product	Category	State	Details
---------	----------	-------	---------

Action Pane

Event is Published!

Edit Event Details:

[EDIT EVENT DETAILS](#)

Event Plan:

[VIEW EVENT PLAN](#)

Event Schedule:

[VIEW EVENT SCHEDULE](#)

Manage Participants:

[MANAGE PARTICIPANTS](#)

Cancel Event:

[CANCEL EVENT](#)

Figure Error! No text of specified style in document..11 event Details View

Event Plan – You can schedule your own tasks, order them by dragging and dropping, Allocated service and product categories will be listed. You can select and book/ purchase your preferable service or product through this plan. Budget and other details will be automatically adjusted and managed according to your reservations.

Event Plan : Our Wedding

📍 At Matara
 🕒 On 2020-07-30
 🕒 From 08:00 to 20:00

Budget: Rs. 500000

Spent: Rs. 40675

Left: Rs. 459325

UPDATE CHANGES

☰ Plan event Tasks

Drag tasks to rearrange order..

PRINT BUDGET REPORT

<div> <div>📅 Visit Saloon</div> <div> ☰ Task description: to check a hair style ✓ State: pending </div> </div>	<p>Scheduled on: 2020-08-02 ^</p> <p>From : 2020-08-02 13:00 📅</p> <p>To : 2020-08-02 15:00 📅</p> <p>Edit task Remove task</p>
📅 Check Sarees	Scheduled on: 2020-07-29 v
📅 Meet Doctor	Scheduled on: 2020-08-03 v
📅 New Task	Scheduled on: 2020-07-31 v
📅 New Task	Scheduled on: 2020-08-01 v
+ Schedule New Task	

☰ Allocated Services:

Drag services to rearrange priority..

Figure Error! No text of specified style in document..12 Event Plan: Task List

Create New Task

Provide required details to create a new task

📌 Task Title Enter Task title *
New Task

☰ Task Description Enter Task Description

📅 From Date From Date : *
8/10/2020 📅

📅 To Date To Date : *
8/10/2020 📅


From Time: To Time:

CLOSE

Figure Error! No text of specified style in document..13 Create New task dialog Box


☰ Allocated Services:


Drag services to rearrange priority..

 **Chiran Photography**

VIEW SERVICE

MANAGE BOOKING

 Spent budget : Rs.32790


 State : booked

From : 2020-08-02 08:00 📅


To : 2020-08-02 19:00 📅

Budget Allocation:

Spent Budget
32790
.....

 **Reception Halls: Not Selected**

BOOK NOW


 Allocated budget : Rs.175000

Budget Allocation:

Allocated Budget(%)
35
.....


➕ Assign New Service

☰ Allocated Products

 **Creative Wall Arts**

VIEW PRODUCT

MANAGE ORDER

 Allocated budget : Rs.7885


 State : ordered

Order Details:


Order On : 2020-08-01 06:14 📅

Budget Allocation:

Spent Budget
7885
.....

 **Sweets & Cakes: Not Selected**

ORDER NOW

 Allocated budget : Rs.35000

Budget Allocation:

Allocated Budget(%)
7
.....

Figure **Error! No text of specified style in document..**14 Event Plan : Service and Product Bookings, purchases & allocations with budget

Event Schedule – Schedule and manage tasks, view bookings, appointments and tasks on calendar and also this space is used to show scheduled task alerts (Within a day, 6 hours and 3 hours). Alerts will also be notified via emails.

Event Schedule

Bookings

Appointments

Scheduled Tasks

< >

August 2020

month

week

day

list

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
			6:10p Check Sa		3p New Task	9:30p New Task
2	3	4	5	6	7	8
1:30p Booking on Chirani Photogr 6:30p Visit Salo	3:30p Meet Doc					
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Schedule a new task...

you can schedule tasks by selecting a date/ time on calendar as well.

SCHEDULE NEW TASK

Refresh Calendar

REFRESH

What's Next?

Figure Error! No text of specified style in document..16 Event Schedule

Participants Management Area – Here you can create and update event invitation, which will be shared among all the guests, and also add and manage event guests. For open type events, you can create and manage Event Registration Form, and also those registered participants details can be seen here. Participant list can be printed or retrieved via email as a soft copy.

Participants : Our Wedding

At Matara
 On 2020-07-30
 From 08:00 to 20:00

No of Participants: 150
Approved: 2

Event State: published

UPDATE CHANGES

Event Invitation:

Invitation to Event: My first Event 2

We are inviting you to the Wedding of Chiran and Binguni.

monies will start from 2020-07-28 08:30 AM



EDIT INVITATION

PRINT INVITATION

Figure Error! No text of specified style in document..17 Participant Management: Invitation

👤 Add Guests:

First Name *	Last Name	Email Address *	ADD GUEST
Please enter guest name		Please enter a valid email address	

☰ Guest List:

[PRINT GUEST LIST](#)

Event Guest List : Our Wedding

👤 Pending Participants

Name: chiran hewawitharana
Email: cmadusankahw@gmail.com **Invited**

Name: biguni vidushika
Email: biguniemail@gmail.com **Invited**

Name: Chiran HW
Email: chiran.hw@gmail.com **Invited**

Name: Himasha Pramuditha
Email: himashapramuditha1998@gmail.com **Invited**

Name: Gayan Kalutharachchi
Email: chiran.hw@gmail.com **Invited**

👤 Responded Participants

No of Approved Participants: 2

Name: chiran hewawitharana
Email: cmadusankahw@gmail.com **Accepted**


Figure Error! No text of specified style in document..18 Adding Guests and the guest List View

Publish an Event: Once an event is modified, or new guests are added, Event will be set to Unpublished state. After all the modification you can Publish the event.

When publishing an event, the system will

- Send Invitations to all the guests (If invitation has not changed, only for newly added guests)
- Update all event details and plans accordingly.
- Modified dates will be notified to service providers, if services are booked on those dates.

Publish Event



If you **Publish** your event...

- i** Event will be changed to **Published** state.
- i** All **participants** will be invited with updated Invitation.
- i** If possible dates are changed, **service providers** will be informed with pending service bookings and appointments.

Figure Error! No text of specified style in document..19 Event Publish Dialog

[PROCEED PUBLISH](#)[NOT NOW](#)

Step 9: You can place and order, booking or a visit appointment by selecting the desired product or service. If any promotions are stated, promotions and coupons will be automatically deducted from total fee. Payment can be made with either credit/ debit card or PayPal.

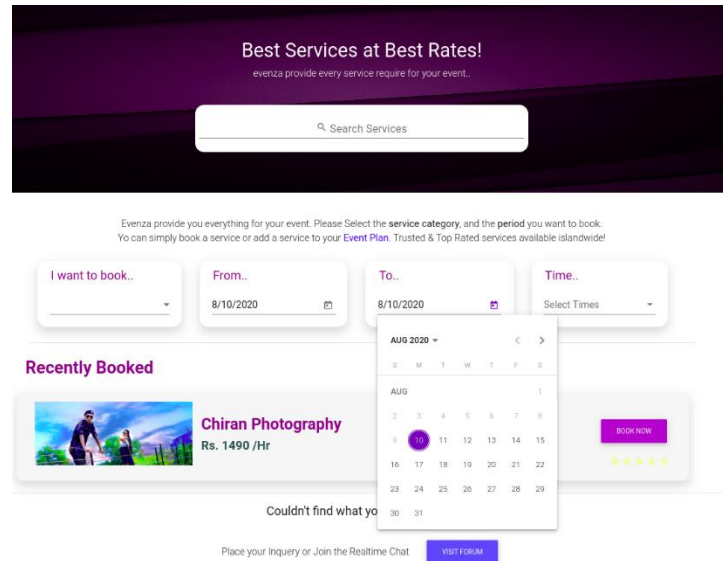


Figure Error! No text of specified style in document..21 Service Search

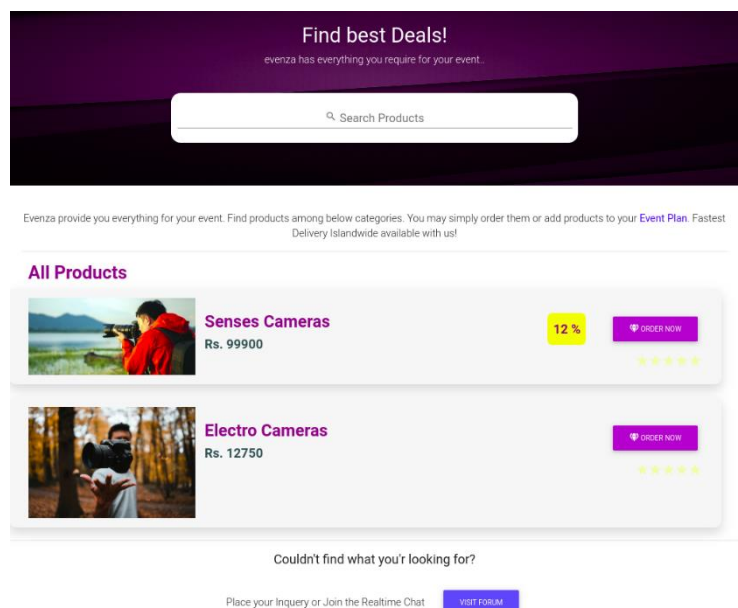


Figure Error! No text of specified style in document..20 Product Search

Step 10: You can view and manage your booking, visit appointments and product orders through the dashboard, If an order or booking in pending state, you can request for a cancellation. Order will be cancelled only if it's accepted by Service Provider, Paid amount will be refunded.

Manage Your Bookings at one place...
You can also manage bookings of a specific event in relevant event plan..

Pending Bookings

Search Bookings

Nothing Booked Here

Completed Bookings

Search Bookings

Booking ID	Service Booked	Booked Date	Duration	Amount Paid	ACTION
B41	Chiran Photography	2020-07-24	10 Hrs	1490	ACTION
B42	Chiran Photography	2020-07-24	20 Hrs	2980	ACTION
B44	Chiran Photography	2020-08-01	22 Hrs	3278	ACTION
B45	Chiran Photography	2020-08-02	22 Hrs	3500	ACTION
B46	Chiran Photography	2020-08-01	5 Hrs	745	ACTION
B54	Chiran Photography	2020-08-04	10 Hrs	1490	ACTION
B53	Chiran Photography	2020-08-04	10 Hrs	1490	ACTION
B52	Chiran Photography	2020-08-04	20 Hrs	2980	ACTION

Manage Your Visit Appointments at one place..
You can also manage appointments of a specific event in relevant event plan..

Requested Appointments

Search your Appointments

Appointed ID	Service Appointed	Appointment Date	Appointed time	State	ACTION
A6	Wedding Photographers	Fri Jun 12	2020	pending	ACTION
A8	Chiran Photography	Thu Jul 30	2020	pending	ACTION
A9	Chiran Photography	Thu Jul 30	2020	pending	ACTION
A10	Chiran Photography	Sun Aug 02	2020	pending	ACTION

Items per page: 5 0 of 0 < >

Confirmed Appointments

Search your Appointments

Appointed ID	Service Appointed	Appointment Date	Appointed time	State	ACTION
A3	NOWYOUSEEME photography	Thu Jun 04	2020	confirmed	ACTION
A5	NOWYOUSEEME photography	Fri Jun 05	2020	confirmed	ACTION

Items per page: 5 0 of 0 < >

Figure Error! No text of specified style in document..22 Manage Event bookings, Appointments and Orders

Step 11: You can view Real Time Event Management Dashboard, important analytical and comparative data visualizations by visiting **Event Report Dashboard**. Relevant reports can also be generated.

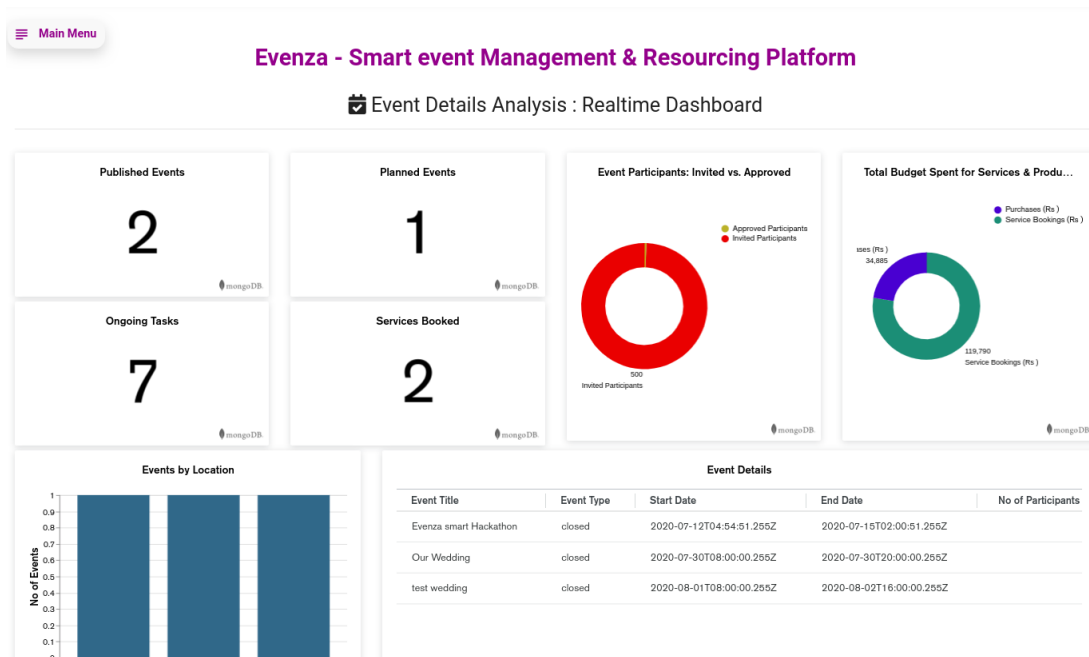


Figure Error! No text of specified style in document..23 Event Report Dashboard

Step 12: A created event can be cancelled. In cancellation process, If the event has been published at least once,

- All the invited participants will be informed with a cancellation notice via an email.
- Pending services state will be updated and relevant service providers will be notified.
- This action can be performed only once and cannot be rolled back.

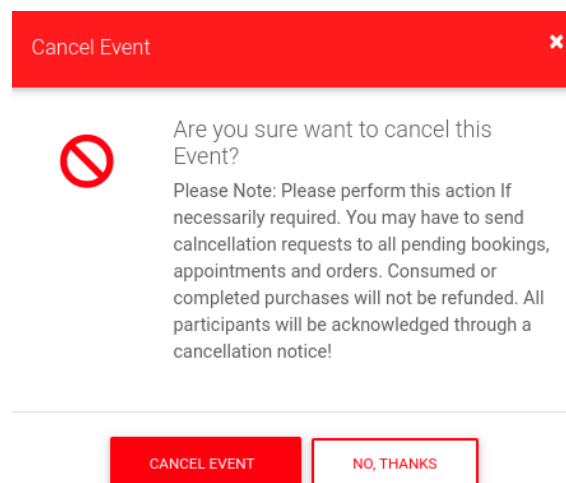


Figure Error! No text of specified style in document..24 Cancel Event Dialog