**Workflow Overview**

**Goal: Automate registration, attendance, and certificate distribution while adding analytics & AI features.**

**Workflow – Microsoft Forms Based**

**1. Registration Phase**

1. **Participant Registration**
   * **Fill Microsoft Form with fields: Name, Email, College, Role (Student/Faculty/etc.).**
2. **Trigger in Power Automate**
   * **Trigger: When a new response is submitted (Microsoft Forms connector).**
   * **Action: Get response details.**
3. **Store Data**
   * **Save participant details in SharePoint List (or Excel in OneDrive for Business).**
4. **Confirmation Email**
   * **Power Automate sends a personalized confirmation email with:**
     + **Event details**
     + **Unique QR Code (generated via QR Code API or Encodian connector).**

**2. Pre-Event Preparation**

* **Power BI dashboard auto-updates from the SharePoint List:**
  + **Registrations by category**
  + **Total count**
  + **College-wise breakdown**

**3. Event Day Check-In**

* **Volunteers use Power Apps mobile app:**
  + **Scan participant QR code**
  + **Power Automate updates the “Attendance” column in SharePoint to Present.**
* **Power BI dashboard shows real-time attendance.**

**4. Post-Event Certificate Distribution**

1. **Scheduled Flow in Power Automate triggers after the event ends.**
2. **Condition: If Attendance = Present, proceed.**
3. **Merge participant name into a Word Online (Business) certificate template.**
4. **Convert the document to PDF.**
5. **Send personalized participation certificate via email.**

**Tools & Connectors Used**

* **Microsoft Forms – Registration form**
* **SharePoint List – Data storage**
* **Power Automate – Workflow automation**
* **Power Apps – QR Code scanning app**
* **QR Code API – QR code generation**
* **Word Online (Business) – Certificate creation**
* **Power BI – Event analytics**

**If you want, I can now design the professional architecture diagram showing:**

* **Microsoft Forms → Power Automate → SharePoint → Power Apps → Power BI → Certificates**