

EVENT MANAGEMENT SYSTEM

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1. Objective and Scope	3
2. Project End Users	4
3. Features	4
3.1 Login to the system	4
3.2 Event Creation and Management.....	4
3.3 Registration and Ticketing	5
3.4 Communication Tools.....	5
3.5 Promotion and Marketing.....	5
3.6 Event Analytics	5
3.7 Event Reminders and Notifications	6
3.8 Feedback and Surveys	7

1. Objective and Scope

The objective of the Online Event Management System is to simplify the process of planning, organizing, and managing various types of events. It aims to provide event organizers with a user-friendly platform where they can create, customize, and promote their events efficiently. Additionally, the system seeks to enhance the experience for attendees by offering easy registration and ticketing options, along with timely updates and communication.

By centralizing event-related tasks and information, the system aims to streamline event logistics, increase engagement, and ultimately, contribute to the success of both small-scale gatherings and large-scale conferences.

It provides ways for event organizers and attendees to connect and interact, both before and during events. Through features like chat rooms the system encourages everyone to share ideas and communicate with each other. This helps make events more engaging and enjoyable for everyone involved.

The scope of the product includes the following basic features:

- The system will work for various types of events, from big conferences to small gatherings, making it useful for different kinds of occasions.
- It will have different roles for different users, like event organizers who create events and attendees who sign up for them.
- It will have features like event creation, attendee registration, ticket purchasing, and communication tools built into it.
- The system will be easy to use for both event organizers and attendees, even for people who aren't very tech-savvy.
- It's mainly focused on helping people manage events smoothly, so it won't include features unrelated to event planning and organization.
- It will be an online platform, accessible through the internet, making it convenient for users to access from anywhere with an internet connection.

2. Project End Users

The project end users are the individuals or groups who will interact with and benefit from the project collaboration tool.

2.1 Event Organizers:

Event organizers are individuals or organizations responsible for planning, coordinating, and executing events. They use the system to create event listings, manage event details (such as date, time, location, and description), set up ticketing options, track attendee registrations, communicate with attendees, and oversee event logistics

2.2 Event Attendees:

Attendees are individuals who participate in events organized through the system. They use the system to browse upcoming events, register for events, purchase event tickets, receive event-related notifications and updates, communicate with event organizers, and provide feedback after attending events

3. Features

3.1 Login to the system

Each and every user should be authenticated with a User Name and Password to login into the system.

Validations for User Name and Password.

User Name: It accepts only Alphabets, Numbers, Dot (.) symbol and Underscore (_) symbol.

Password: It can be anything of the users' choice.

3.2 Event Creation and Management

- This allows the organizers to create and customize event listings with details such as date, time, location, description, and images and makes easy access for the attendees to event details, including schedule, agenda, speakers, and venue information.

- This feature helps organizers get their events started smoothly, making it easier for them to organize successful events that people will want to attend.

3.3 Registration and Ticketing

- The Registration and Ticketing feature in an Online Event Management System helps people sign up and get tickets for events easily. It helps organizers to manage attendee registrations, including setting up ticket types, pricing, and capacity limits.
- Attendees can use the system to register for events and choose the type of tickets they want, like regular or VIP. They can pay for their tickets securely online using different payment methods. They can buy ticket without any hassle making it more convenient for everyone involved.

3.4 Communication Tools:

The Communication feature in an Online Event Management System makes it easy for organizers to keep in touch with attendees before, during, and after the event. It includes features like sending emails or messages to let attendees know about important updates, reminders, or changes to the event schedule.

This help organizers stay connected with attendees, answer any questions they might have, and make sure everyone has the information they need to have a great time at the event. With these communication tools, organizers can keep everyone informed and make the event experience better for everyone involved.

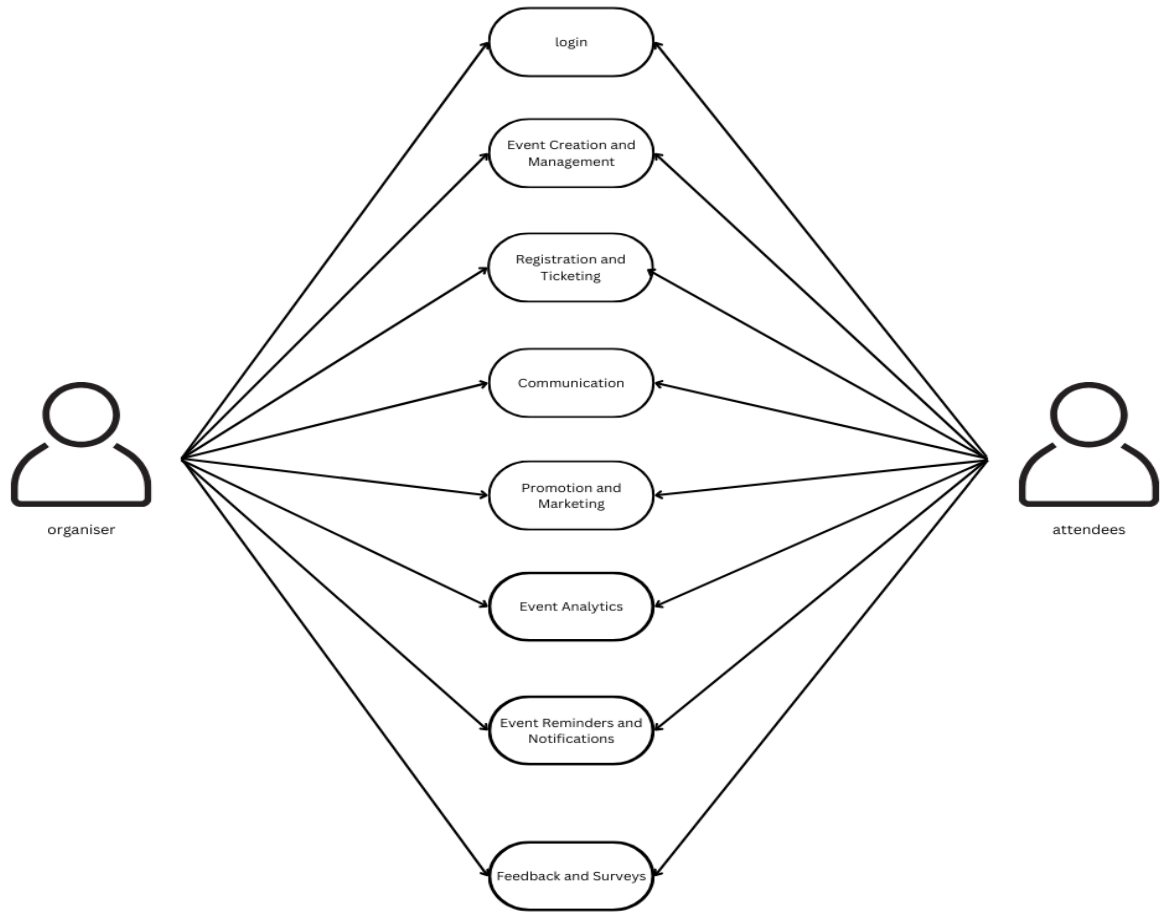
3.5 Promotion and Marketing:

This feature helps organizers spread the word about their events and attract more attendees. Organizers can use different channels, like social media or email, to promote their events and reach a larger audience. They can also offer special discounts or incentives to encourage people to sign up.

3.6 Event Analytics:

This feature gives them important information about things like how many tickets have been sold, who's coming to the event, and where they're coming from. This data helps organizers see which parts of their event are popular and which ones might need a little more attention.

They can use this insight to make smart decisions that improve the event and make it even better for everyone involved. With Event Analytics, organizers can track their event's success and make adjustments to ensure it's a hit with attendees.



Use case diagram for event management system

3.7 Event Reminders and Notifications:

The Event Reminders and Notifications feature is like having a friendly assistant who helps you remember important things about an event. It sends you messages or alerts to remind you about upcoming events, changes to the schedule, or any other important information you need to know. These reminders can come through email, text messages, or notifications on your phone or computer.

They help make sure you don't forget about an event and keep you informed about what's happening. With Event Reminders and Notifications, you can stay on top of everything and make sure you don't miss out on any exciting events.

3.8 Feedback and Surveys:

After the event, organizers can send out surveys or feedback forms to attendees to hear about their experiences. It's a way to find out what attendees liked, what they didn't like, and what could be improved for next time.

This feedback helps organizers understand what worked well and what could be better, so they can make future events even more enjoyable for everyone. It's like getting advice from friends to throw an even better party next time.