

# **Event Information System**

Luigi Arzaga  
Mark Jasper Cabatbat  
Mark Dharyl Cabanting  
Mark Lester Cagay  
Odiether Catabona

## **System Purpose/Objective**

Event Information System (EIS) is planned to be an efficient system to manage, organize, and distribute information regarding events.

Its main objectives are to:

- Concentrate on creating, scheduling and managing events.
- Give real-time accessibility on the event details to users.
- Make the process of registering and attendance tracking of events easier.
- Enhance interaction between the organizers and participants.
- Produce planning, monitoring and evaluation event reports.

## **Users & Roles / Actors**

### **Admin**

Manages the system, user accounts, permissions, and overall configs

### **Event Organizer**

Creates, updates, and manages events; monitors registrations and attendance

### **Registered User**

Views events, registers, receives notifications, and attends events

### **Guest User**

Views public event information without registration (with limited access)

## **Features**

### **Administrator Features**

- User management (add, edit, deactivate users)
- Role and permission control
- System monitoring and reporting
- Event approval (optional)

### **Event Organizer Features**

- Create and manage events

- Upload event details (date, venue, description, speakers)
- Manage participant registrations
- Send announcements and notifications
- View attendance and event analytics

### **Attendee Features**

- Browse available events
- Register or cancel event participation
- View registered events
- Receive event updates and reminders

### **General Features**

- Event calendar and search
- Email or in-system notifications
- Attendance tracking (QR or manual)
- Event reports and summaries

### **Simple Process Flow (Diagram)**



