

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

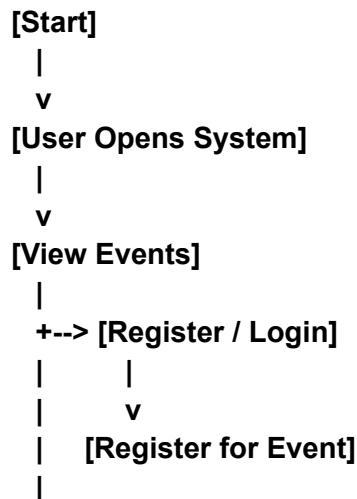
Attendee Features

- 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)



v

[Attend Event]

|

v

[End]