

Event Management System (EMS)

User Documentation

1. Introduction:-

The Event Management System (EMS) is a web-based application that allows users to view events, register for them, and provide feedback after attending events.

The system is designed to be simple and user-friendly, helping students easily manage event participation.

2. System Requirements:-

To use the Event Management System, the user needs:

- A web browser (Google Chrome, Microsoft Edge, or Firefox)
- Internet connection
- A registered account on the system

No additional software installation is required for users.

3. User Registration (Sign Up):-

New users must create an account before accessing the system.

Steps:

1. Open the EMS website.

2. Click on Sign Up.

3. Enter:

- Full Name
- Email Address
- Password
- Re-enter Password

4. Click Create Account

5. If the data is valid, the account will be created successfully.

After registration, the user can log in using the created credentials.

4. User Login:-

Registered users can log in to access the system features.

Steps:

1. Open the EMS website.

2. Click on Login.

3. Enter:

- Email
- Password

4. Click Sign In

5. The user will be redirected to the dashboard.

5. Dashboard:-

After logging in, the user is redirected to the Dashboard.

Dashboard Features:

Displays a list of available events.

Each event card shows:

- Event title
- Date
- Location

A View button to see more details about each event.

The dashboard helps users quickly browse upcoming events.

6. Event Details:-

When the user clicks View on an event, the Event Details page opens.

Event Details Page Includes:

- Event title
- Date and time
- Location
- Event description

User Actions:

Register for the event

Cancel registration (if already registered)

7. Event Registration:-

Users can register for any available event.

Steps:

1. Open the event details page.

2. Click Register.
3. The system confirms successful registration.

Once registered, the user is marked as attending the event.

8. Feedback Submission:-

After attending an event, users can submit feedback.

Feedback Features:

- Rating the event
- Writing optional comments

Steps:

1. Open the event details page.
2. Scroll to the **Feedback** section.
3. Enter rating and comment.
4. Submit feedback.

The feedback helps organizers improve future events.

9. Logout:-

To securely exit the system:

Steps:

1. Click **Log out** from the navigation bar.
2. The session ends and the user is redirected to the login page.

Logging out ensures account security, especially on shared devices.

10. Conclusion:-

The Event Management System provides an easy and efficient way for users to:

- Discover events
- Register for participation
- Share feedback

The system is designed with simplicity and usability in mind, making it suitable for all users.