

USER GUIDE ON HOW TO USE [WWW.RM29.ORG](http://WWW.RM29.ORG) EVENT PROGRAMME SERVICES



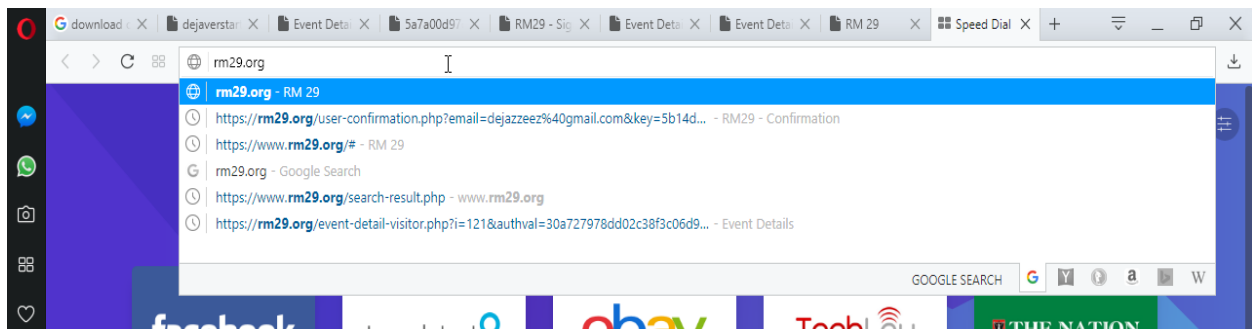
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Rm29.org takes you into an era of paperless solutions by ensuring that you can actually plan an event without having to worry about the cost and inconvenience attached to printing handbills and an event program

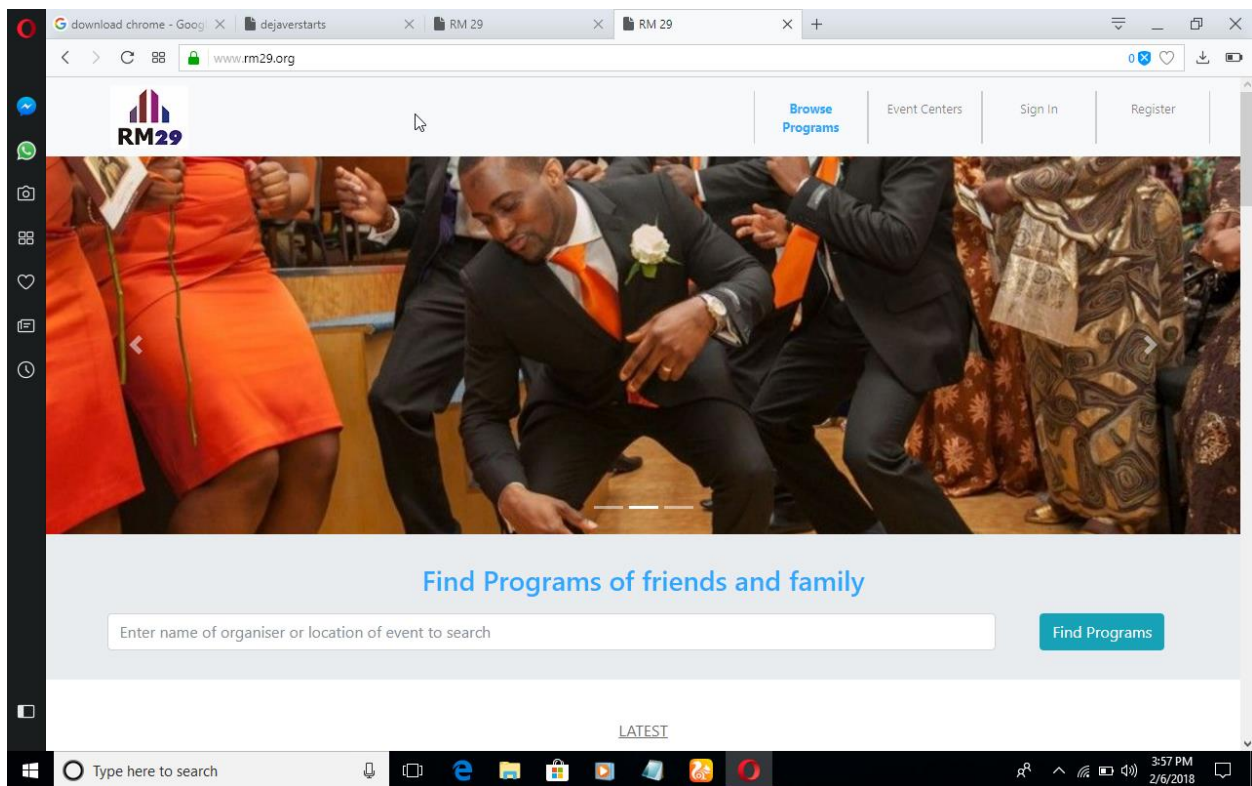
The steps involved in placing an event and its program on [www.rm29.org](http://www.rm29.org) is quite self-explanatory, but this guide was designed to give you concise step by step details on how to use these services, help you use the website services better and maximize everything rm29.org has to offer.

## How to use rm29.org in steps

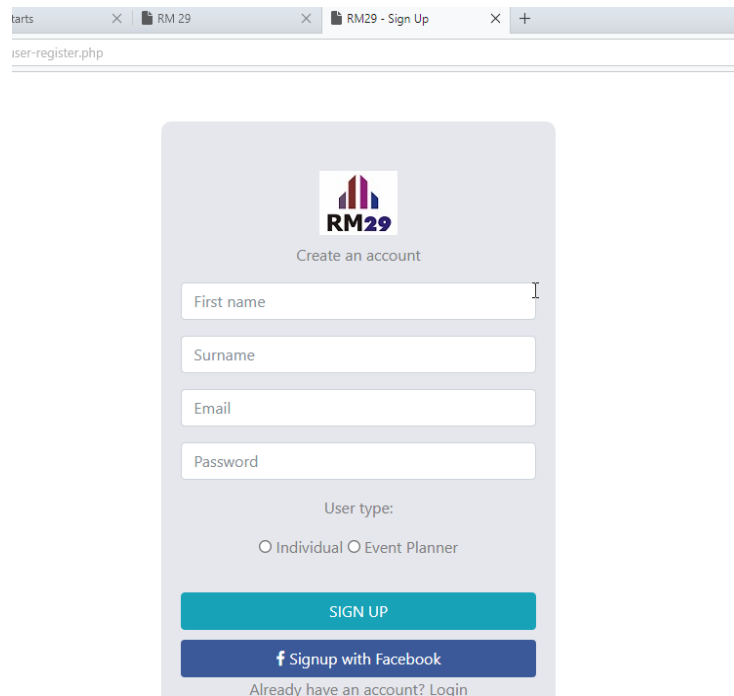
1. Open your browser and type in [www.rm29.org](http://www.rm29.org) or simply type in rm29.org into the address bar



The website page opens up

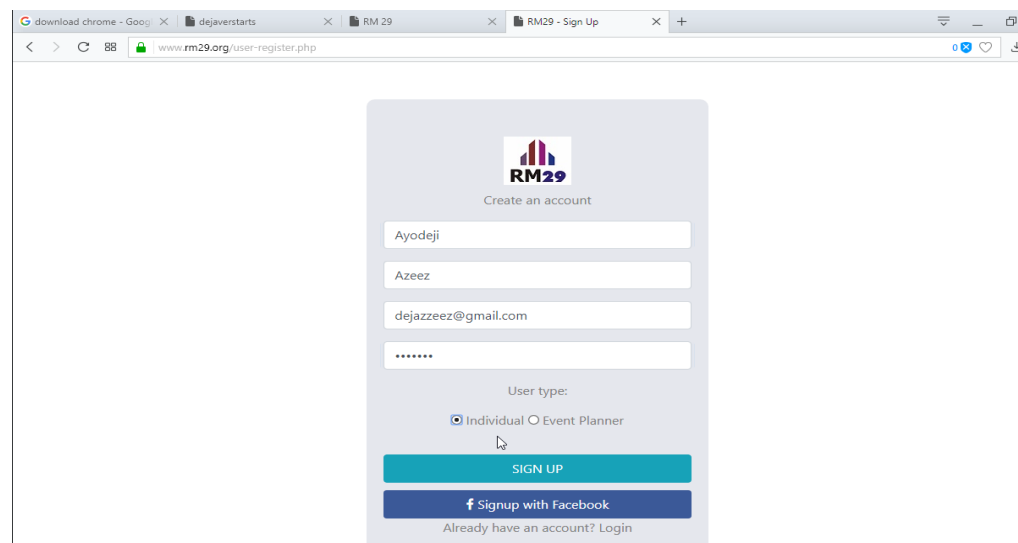


## 2. Sign up in steps



The screenshot shows a web browser with three tabs: 'tarts', 'RM 29', and 'RM29 - Sign Up'. The address bar shows 'user-register.php'. The registration form is centered on the page and includes the RM29 logo, a 'Create an account' heading, and input fields for 'First name', 'Surname', 'Email', and 'Password'. Below these fields are radio buttons for 'User type' with options 'Individual' and 'Event Planner'. At the bottom of the form are two buttons: a teal 'SIGN UP' button and a dark blue 'Signup with Facebook' button. A link 'Already have an account? Login' is located at the very bottom of the form.

Fill in your details and remember to create a strong password. You can also signup with your Facebook account as an alternative. Choose the option INDIVIDUAL if you are a common user or option EVENT PLANNER, if you want to register as a business organization or service provider, that wants to offer services to users of Rm29.org



This screenshot shows the same registration form as the previous one, but with sample data entered. The 'First name' field contains 'Ayodeji', the 'Surname' field contains 'Azeez', and the 'Email' field contains 'dejazzeez@gmail.com'. The 'Password' field is filled with seven dots. The 'User type' section shows the 'Individual' radio button selected. The browser tabs and address bar are the same as in the previous screenshot.

When you are done with filling in your details click on SIGN UP

User type:

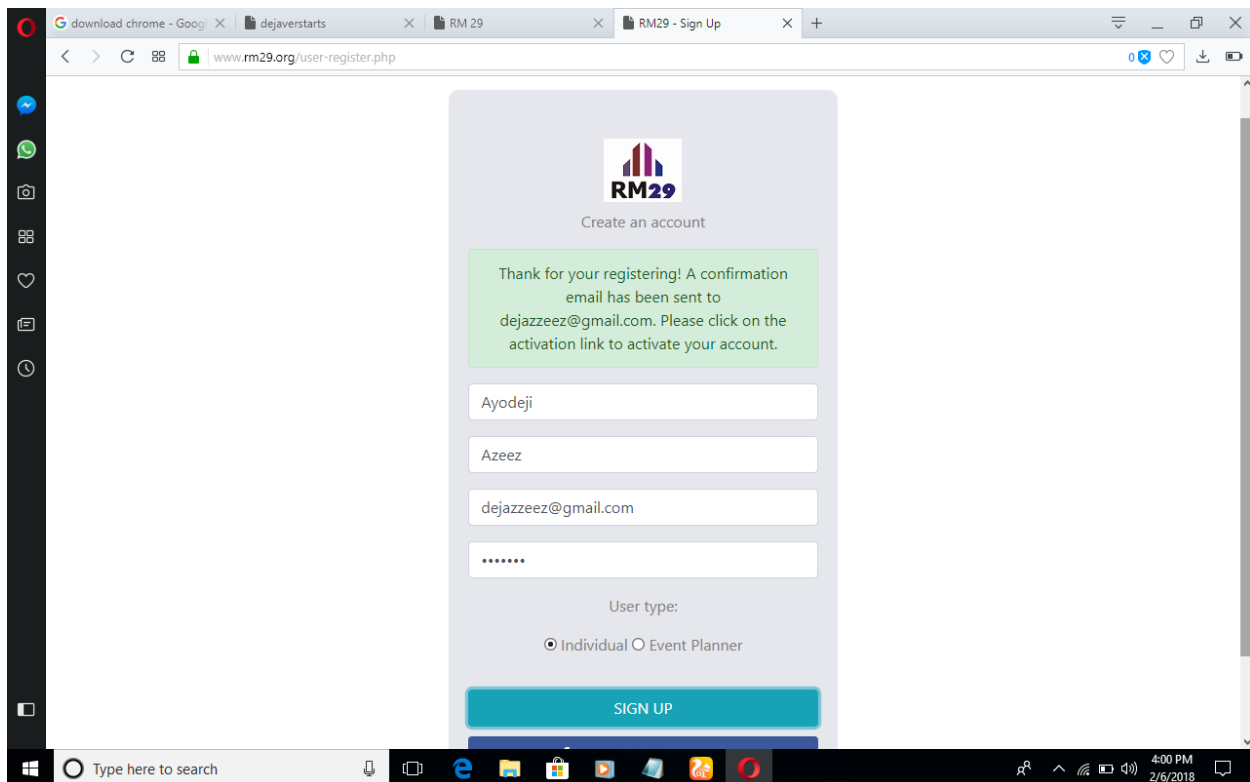
☒ Individual ☐ Event Planner

**SIGN UP**

**f Signup with Facebook**

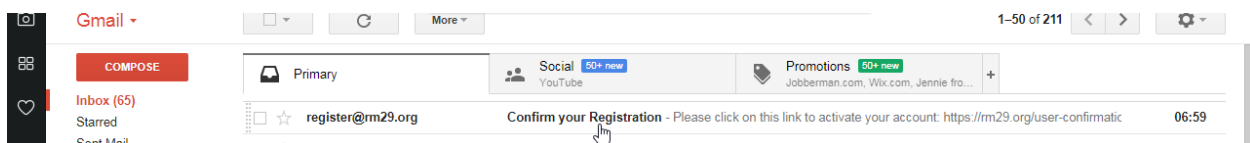
Already have an account? Login

A notification appears on screen, which tells you a message has been sent to your email address

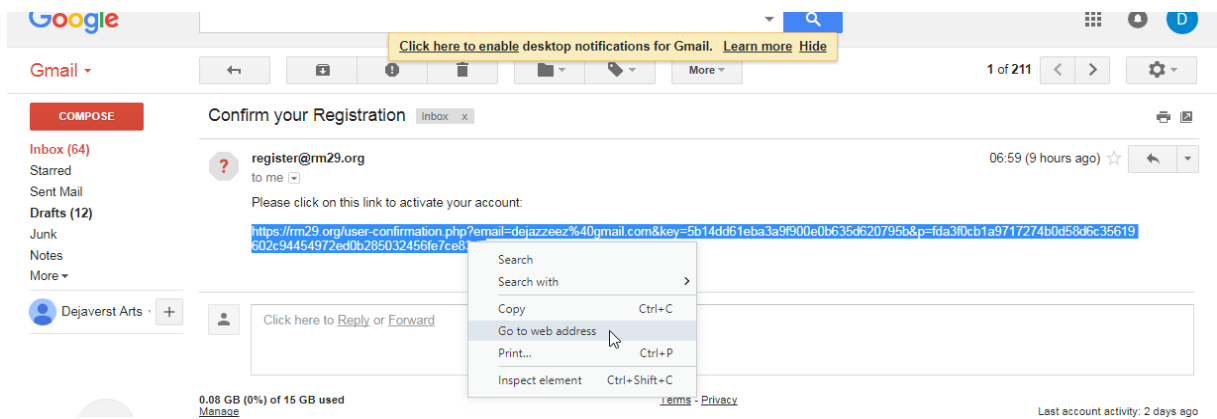


As you click on SIGN UP a message with a link embedded in it, is automatically sent to your email address to confirm the email you filled is correct.

NB- check inside your spam folder or other message folders if you don't find this message in your Inbox folder

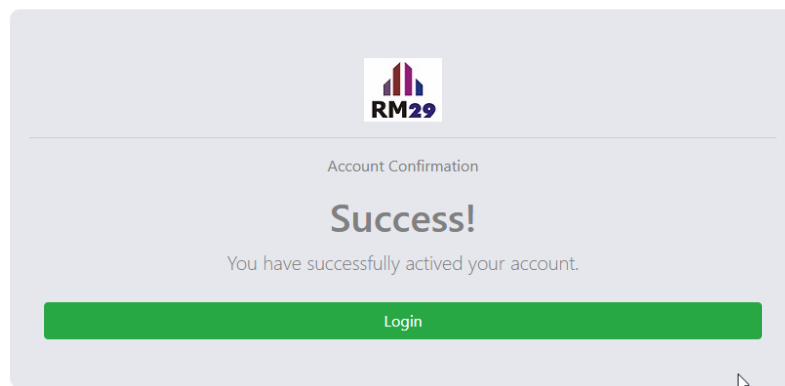
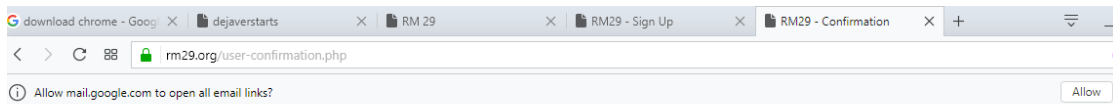


Open up the message. Follow link directly

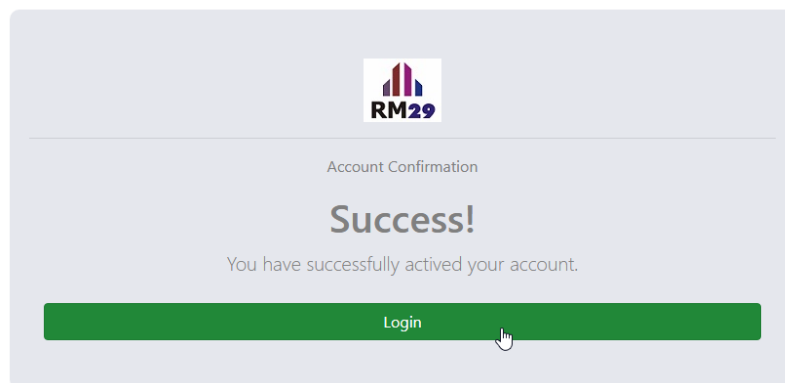
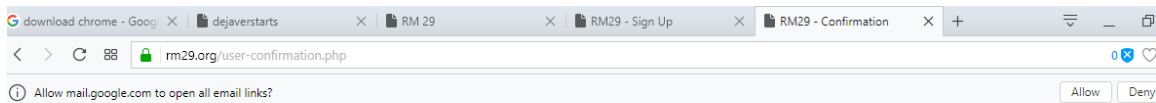


Or copy and paste in a reliable browser.

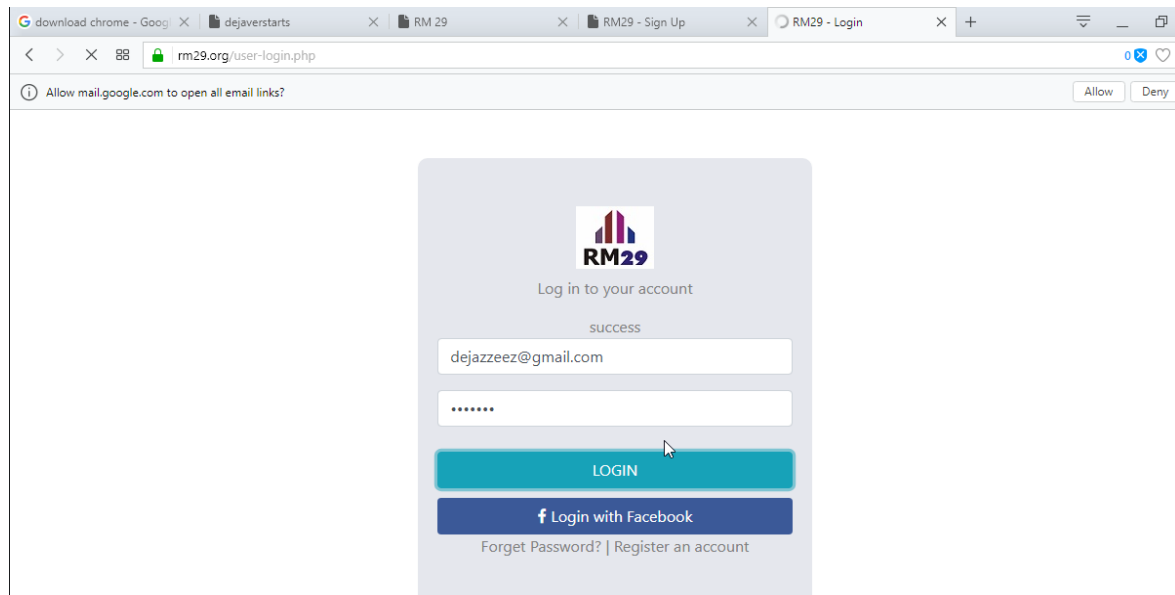
If all is done correctly, you get to a page that confirms the success of your registration



Now click on Login, to log into your account for the first time



Enter your Login details and click Log in



download chrome - Google X de javerstarts X RM 29 X RM29 - Sign Up X RM29 - Login X

rm29.org/user-login.php

Allow mail.google.com to open all email links? Allow Deny

**RM29**

Log in to your account

success

dejazzeez@gmail.com

.....

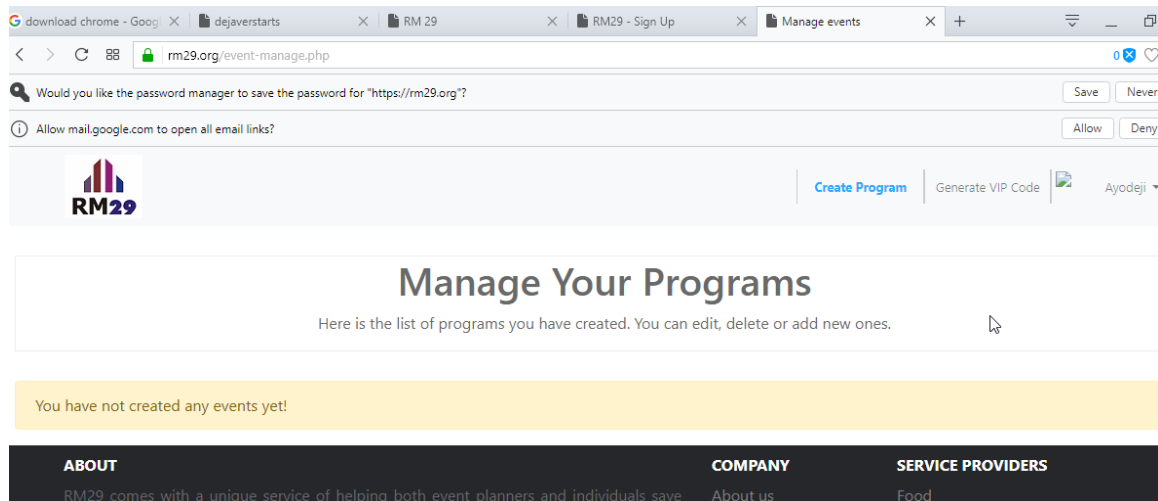
LOGIN

f Login with Facebook

Forgot Password? | Register an account

That takes you to the manage your programs page

### 3.Create a Program for your event



download chrome - Google X de javerstarts X RM 29 X RM29 - Sign Up X Manage events X

rm29.org/event-manage.php

Would you like the password manager to save the password for "https://rm29.org"? Save Never

Allow mail.google.com to open all email links? Allow Deny

**RM29** Create Program Generate VIP Code Ayodeji

## Manage Your Programs

Here is the list of programs you have created. You can edit, delete or add new ones.

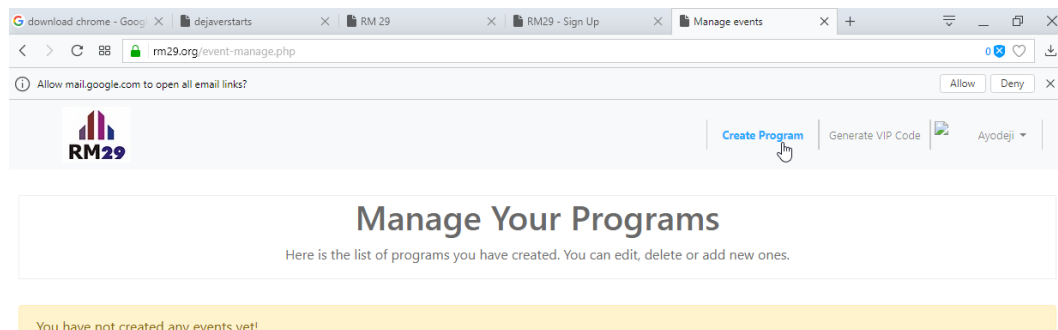
You have not created any events yet!

**ABOUT** RM29 comes with a unique service of helping both event planners and individuals save

**COMPANY** About us

**SERVICE PROVIDERS** Food

Click on Create Program to create a paperless program that can be shared with your event attendees.



download chrome - Google X de javerstarts X RM 29 X RM29 - Sign Up X Manage events X

rm29.org/event-manage.php

Allow mail.google.com to open all email links? Allow Deny

**RM29** Create Program Generate VIP Code Ayodeji

## Manage Your Programs

Here is the list of programs you have created. You can edit, delete or add new ones.

You have not created any events yet!

Fill in the necessary details; event name, event type, short description of event, location address and date of event. Starting with event program name.

The screenshot shows a web browser window with the URL `rm29.org/event-add.php`. The page features the RM29 logo on the left and navigation links for 'Create Program', 'Generate VIP Code', and a user profile 'Ayodeji'. The main form, titled 'Add New Event Program', includes the following fields: a text input for the event name (containing 'Ayodeji is 23!'), a dropdown menu for 'Select an event type', a text area for 'Short description about the event', a text input for 'Location, e.g. Ikeja', and a date input showing 'mm/dd/yyyy'. Below these are two file upload sections: 'CHOOSE AN EVENT IMAGE (Max. size: 2MB)' and 'UPLOAD PROOGRAM (Max. size: 8MB)', each with a 'Choose File' button and the text 'No file chosen'. A green 'Submit your event' button is located at the bottom right of the form.

Choose the category of your event from the drop down menu.

This screenshot shows the same 'Add New Event Program' form as above, but with the 'Select an event type' dropdown menu open. The menu lists the following options: 'Select an event type', 'Wedding', 'Birthday' (which is highlighted with a blue background and a mouse cursor), 'Burial', 'Religion', 'Seminar', 'Dinner', and 'Others'. The rest of the form, including the input fields and file upload sections, remains unchanged.

Give a short description of your event

RM29

Create Program

Generate VIP Code

Ayodeji

### Add New Event Program

Ayodeji is 23!

Birthday

Celebration of life

Location, e.g. Ikeja

mm/dd/yyyy

CHOOSE AN EVENT IMAGE (Max. size: 2MB)

Choose File No file chosen

UPLOAD PROOGRAM (Max. size: 8MB)

Choose File No file chosen

Submit your event

Type in the address of your event

RM29

Create Program

Generate VIP Code

Ayodeji

### Add New Event Program

Ayodeji is 23!

Birthday

I'm 23, come celebrate with me!

Alliason Hotel, 16 Panorama street, Wemabod estate, Ikeja, Lagos

mm/dd/yyyy

CHOOSE AN EVENT IMAGE (Max. size: 2MB)

Choose File No file chosen

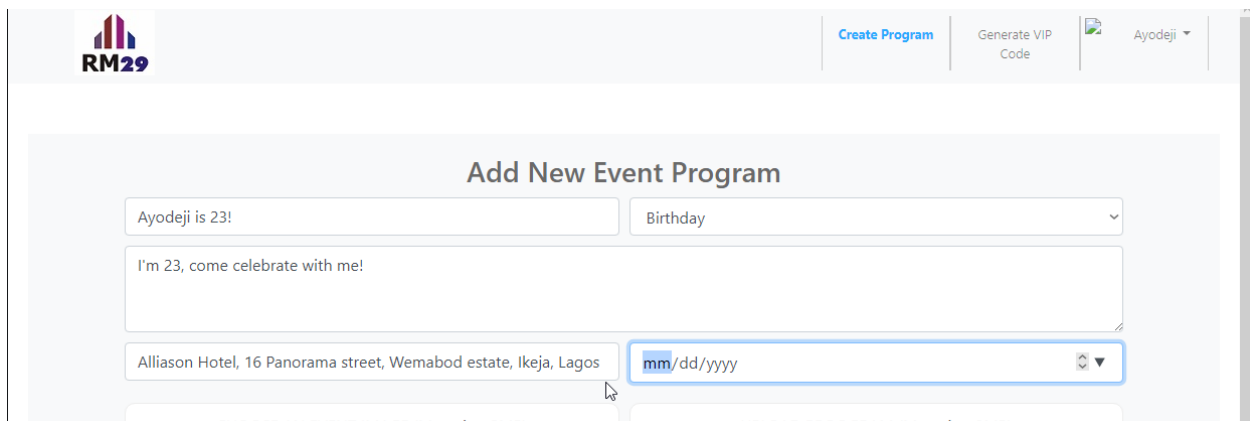
UPLOAD PROOGRAM (Max. size: 8MB)

Choose File No file chosen

Submit your event

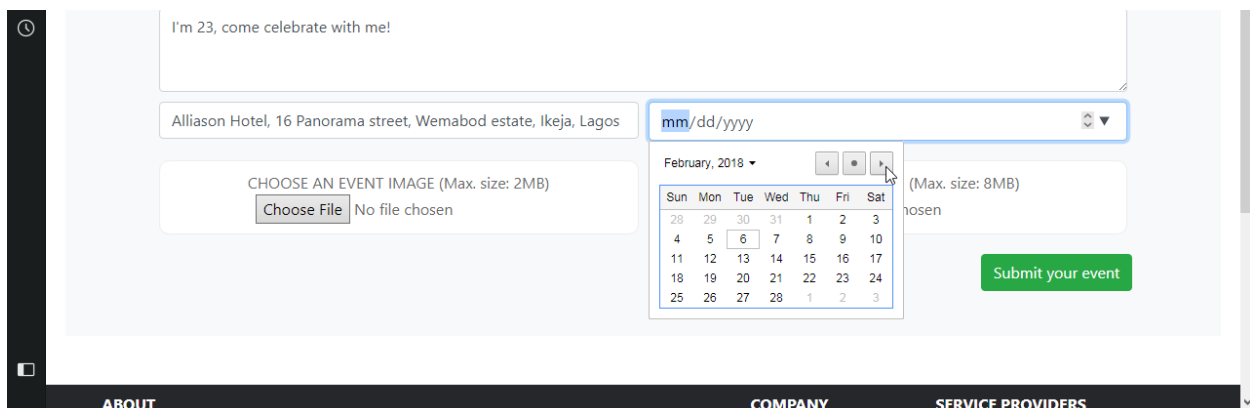


Choose the date and time for the event



The screenshot shows the 'Add New Event Program' form. At the top, there is a header with the RM29 logo, a 'Create Program' button, a 'Generate VIP Code' button, and a user profile 'Ayodeji'. The form contains several input fields: 'Ayodeji is 23!', a dropdown menu set to 'Birthday', a text area with 'I'm 23, come celebrate with me!', and a text field with 'Alliason Hotel, 16 Panorama street, Wemabod estate, Ikeja, Lagos'. A date selection field is highlighted with a blue border, showing a placeholder 'mm/dd/yyyy' and a calendar icon. Below the form, there are two buttons: 'CHOOSE AN EVENT IMAGE (Max. size: 2MB)' and 'UPLOAD PROOGRAM (Max. size: 8MB)'.

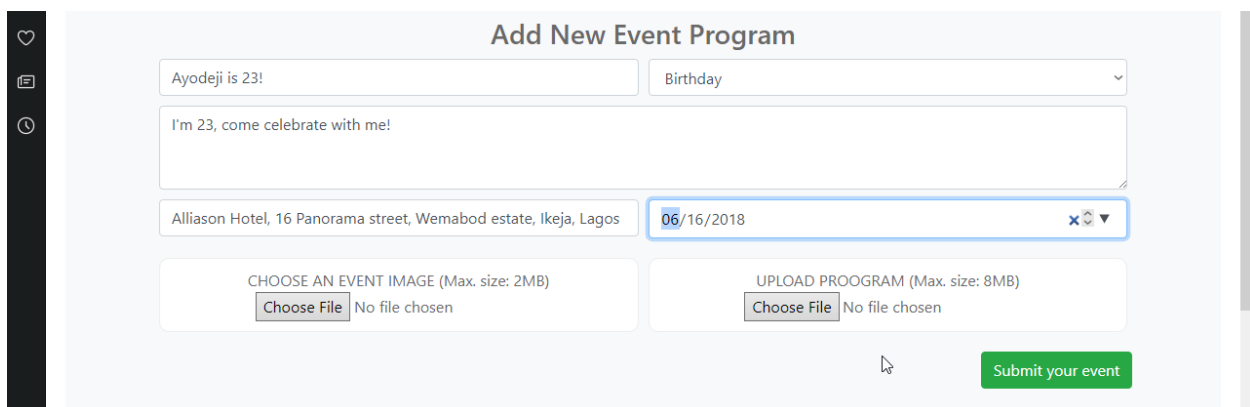
Use the side arrow to scroll between various months



This screenshot shows the date picker interface. The date field is set to 'mm/dd/yyyy'. A calendar for February 2018 is displayed, with the date '6' selected. The calendar has a table structure with days of the week as headers and dates as content. A green 'Submit your event' button is visible at the bottom right of the form area.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	1	2	3

Set the date



This screenshot shows the final state of the form where the date has been set to '06/16/2018'. The date field now displays the full date and includes a close button (X) and a dropdown arrow. The 'Submit your event' button is still present at the bottom right.

Choose an image, that describes your event i.e your handbill or flyer.

Alliason Hotel, 16 Panorama street, Wemabod estate, Ikeja, Lagos

06/16/2018

CHOOSE AN EVENT IMAGE (Max. size: 2MB)  

Choose File

 No file chosen

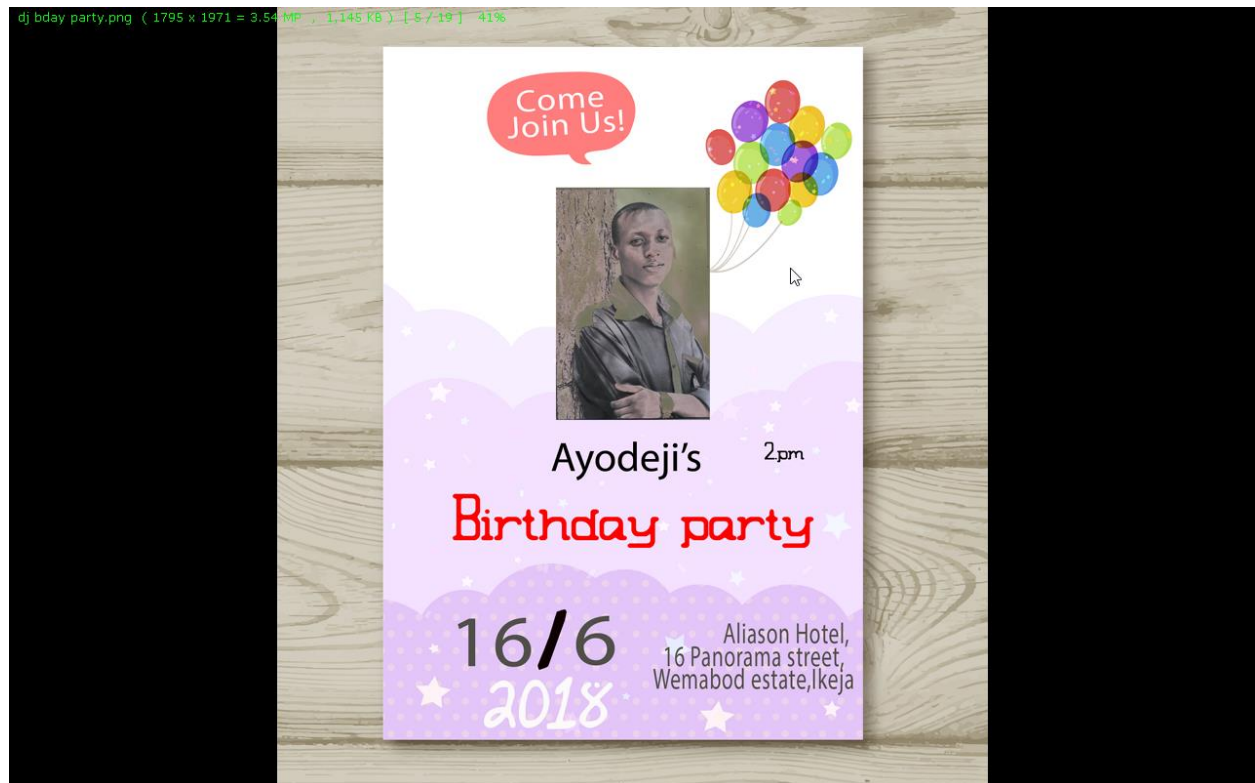
UPLOAD PROOGRAM (Max. size: 8MB)  

Choose File

 No file chosen

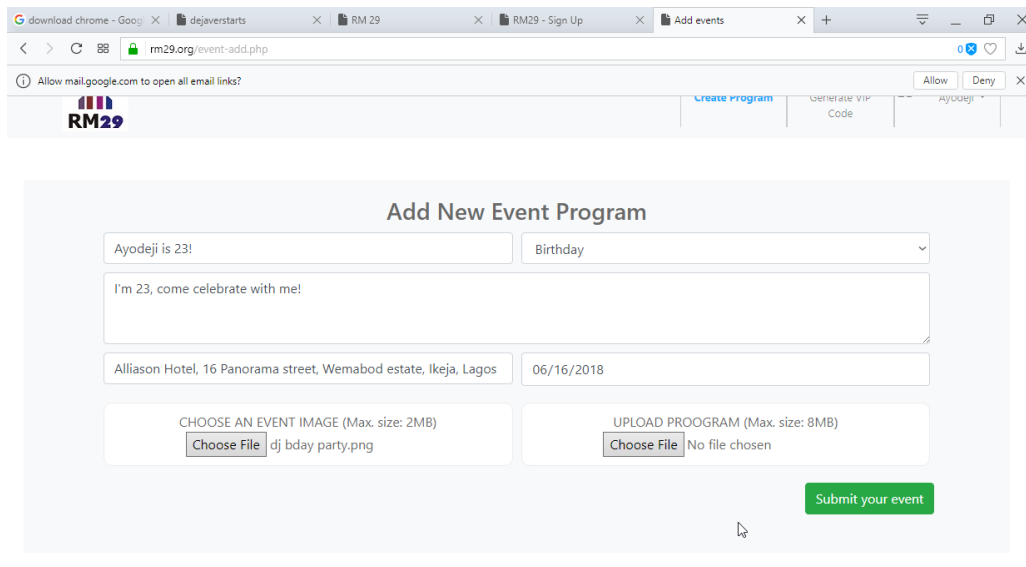
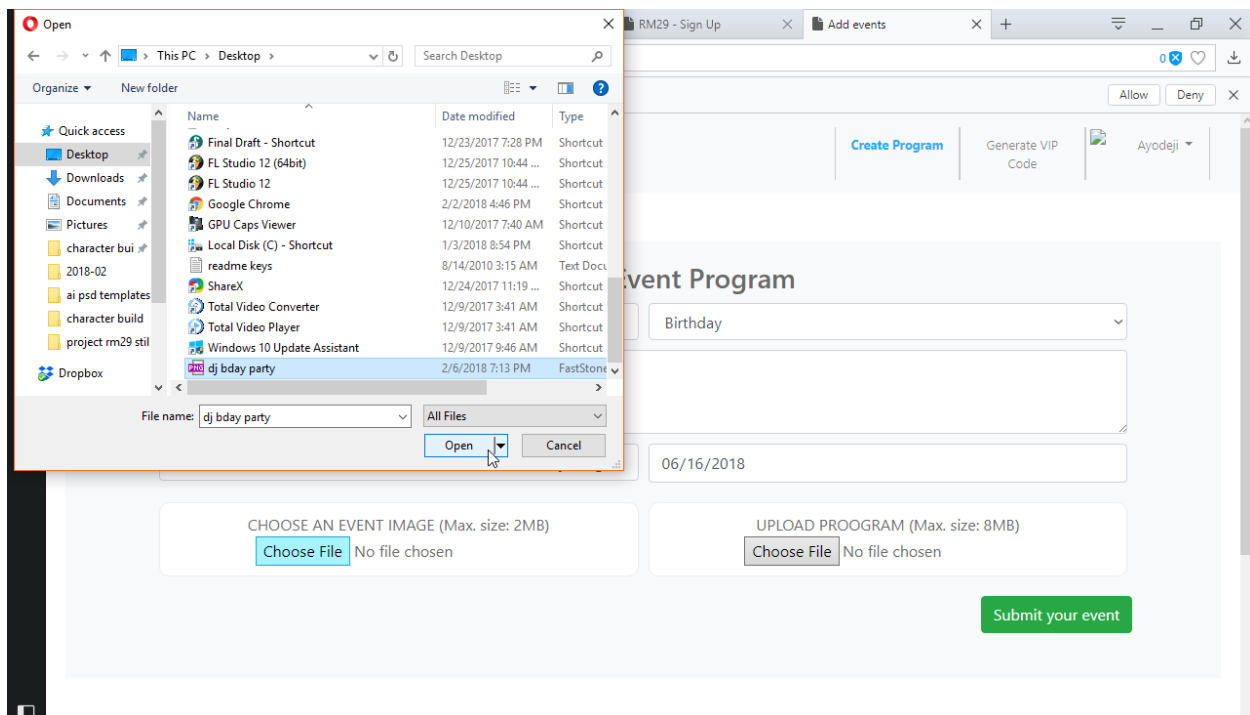
Submit your event

Here is a sample Image of the handbill of this sample event. Create that kind of image for your event in JPEG or PNG format. Here is an example of the handbill or flyer for this event



Select it from the location it was saved on your computer

N.B - Image must not exceed 2MB in file size



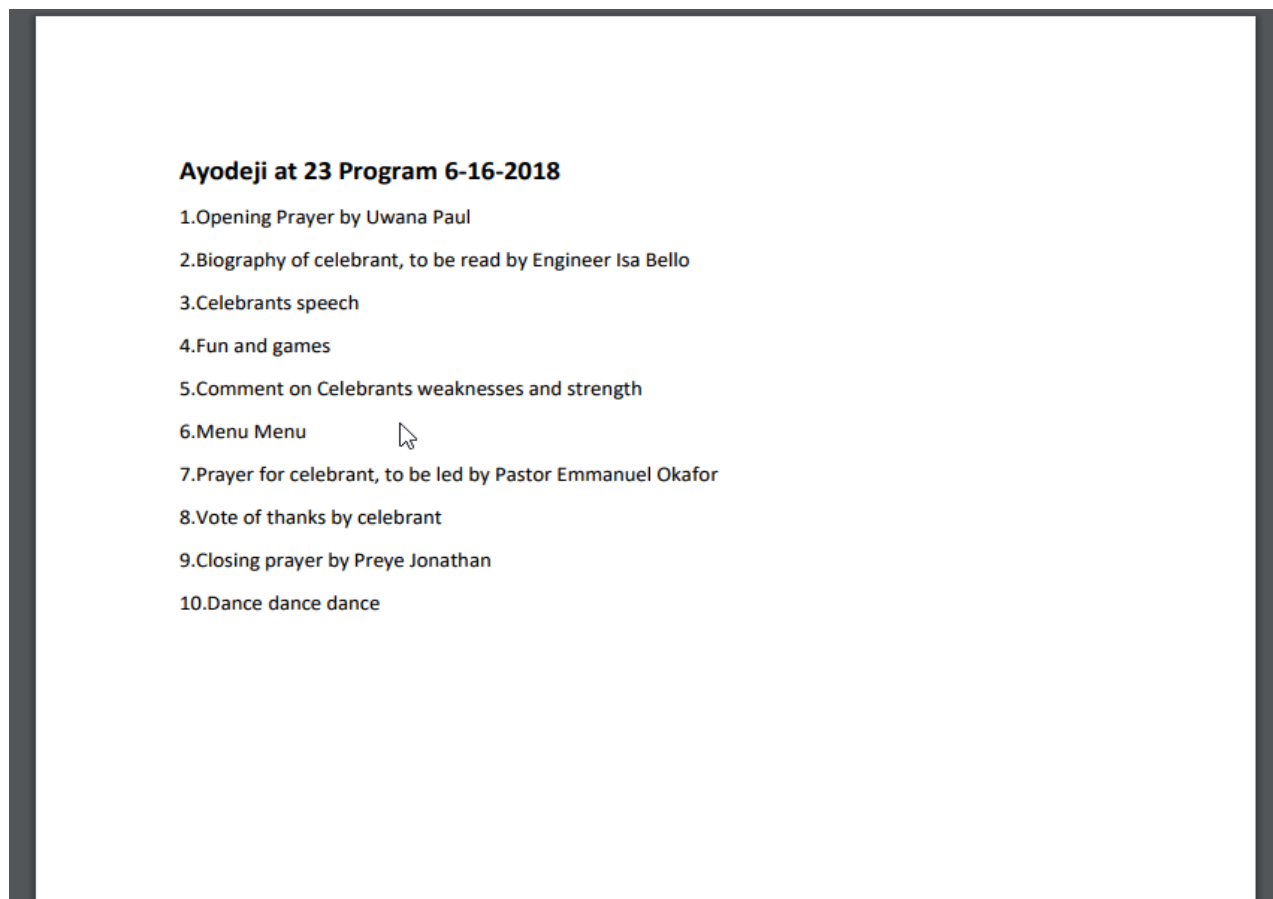
Now upload your PDF program file

N.B - PDF file must not exceed 8MB

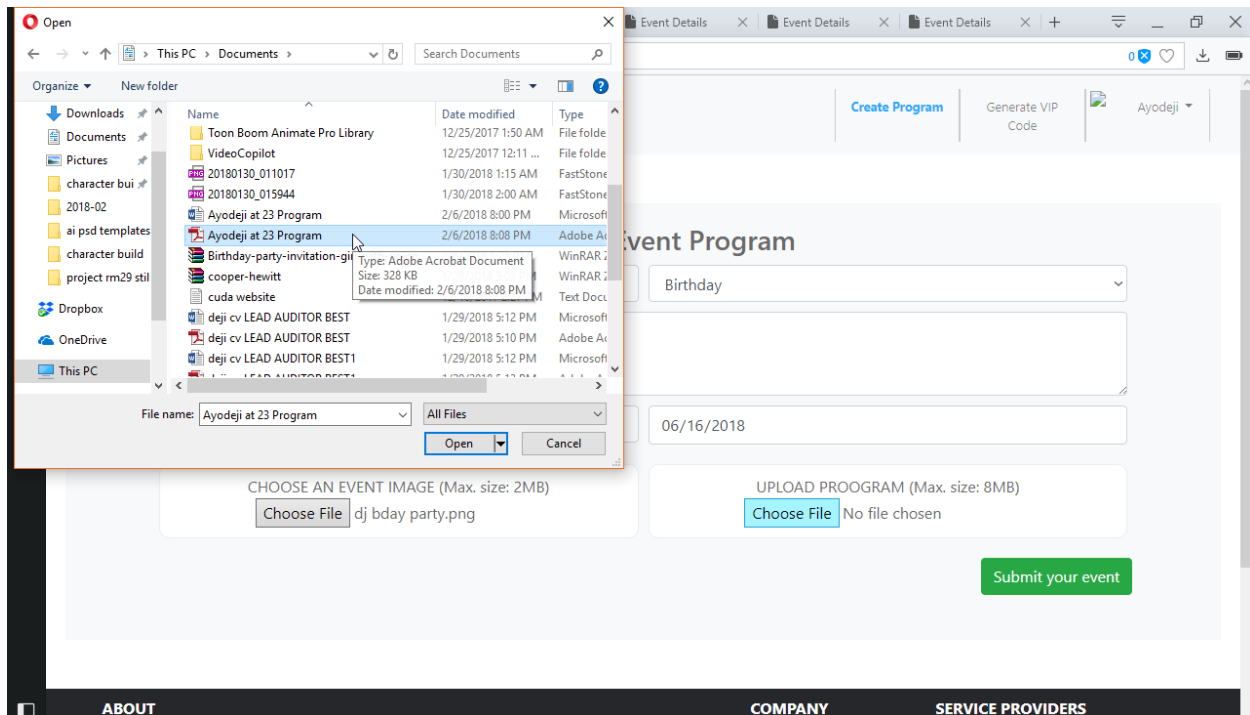
The screenshot shows a web form titled "Add New Event Program". It contains the following fields and elements:

- Event Name: "Ayodeji is 23!"
- Event Type: "Birthday" (dropdown menu)
- Description: "I'm 23, come celebrate with me!"
- Location: "Alliason Hotel, 16 Panorama street, Wemabod estate, Ikeja, Lagos"
- Date: "06/16/2018"
- Event Image: "CHOOSE AN EVENT IMAGE (Max. size: 2MB)" with a "Choose File" button and the filename "dj bday party.png".
- Program File: "UPLOAD PROOGRAM (Max. size: 8MB)" with a "Choose File" button and the text "No file chosen".
- Submit Button: "Submit your event"

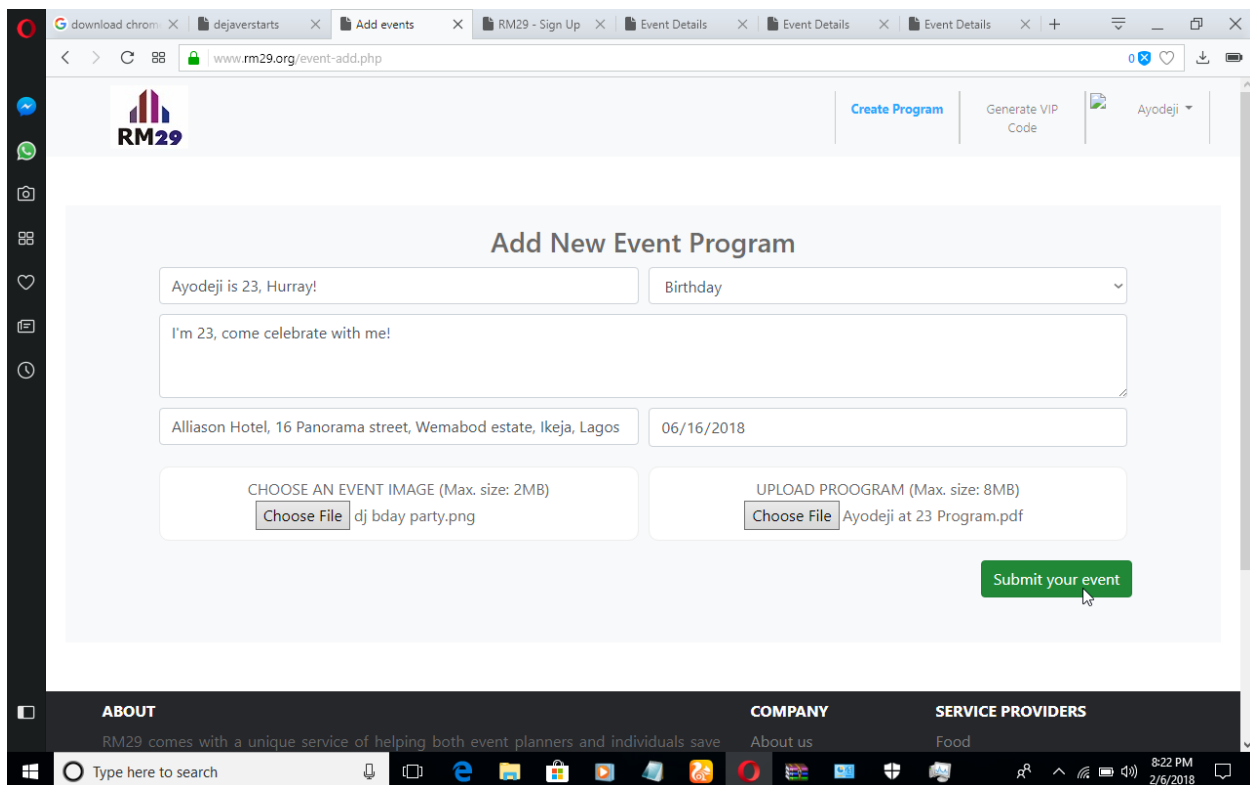
Example of program created for this event in PDF format. It could be a church programme with hymns etc. It could be just anything!



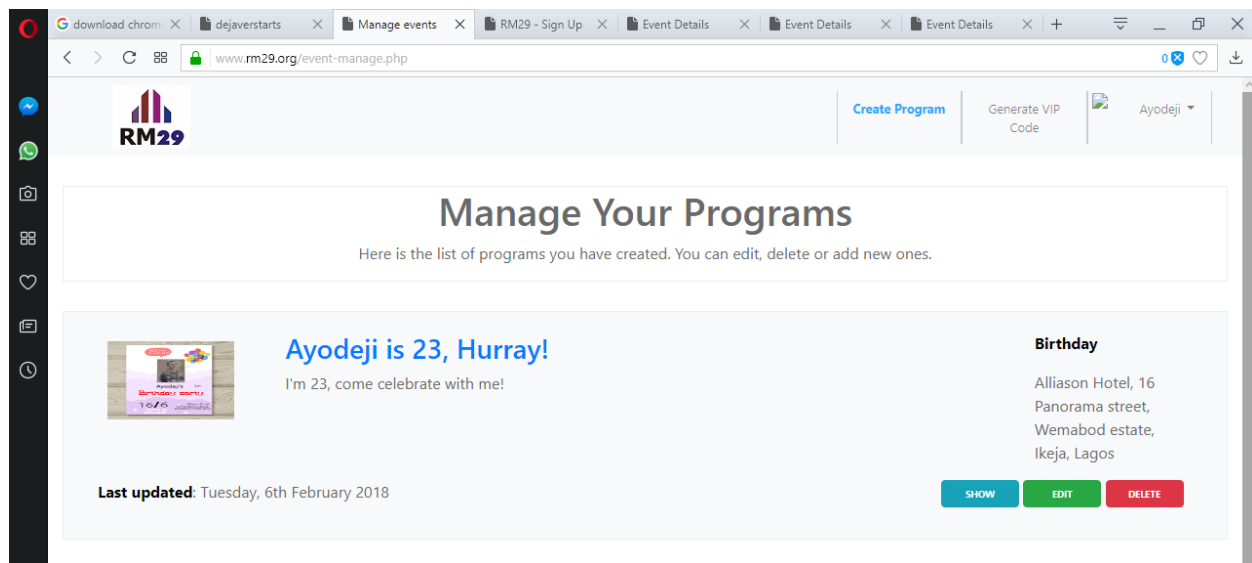
Choose the file from the location where it was saved.



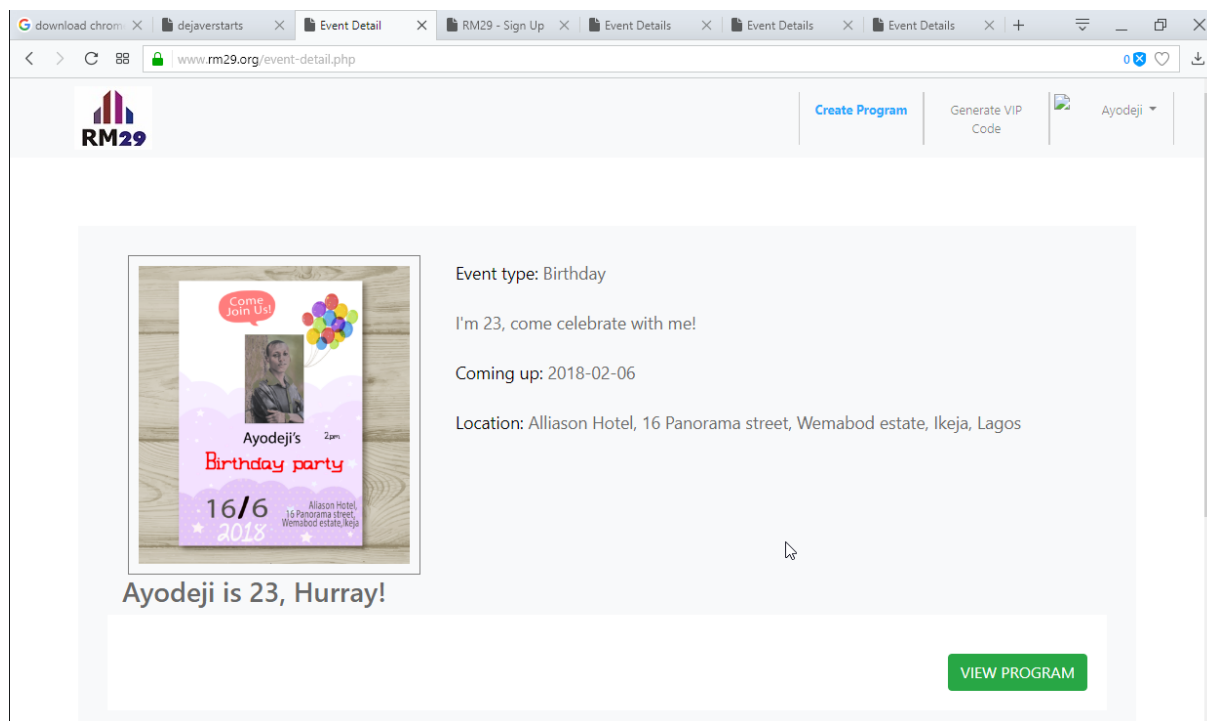
Finish up by clicking on submit your event.



Final look of your created event page. You can view, edit or delete your event on this page.



Click show to view your event in full.




That was easy and fun! wasn't it? Now let's dive into the last part which describes how your event attendees can access what you've created.

**STEP 4.** Share the name of your event on social media or the internet with family and friends, event attendees, invited guests etc. Tell them to search for the event name on [www.rm29.org](http://www.rm29.org) before or even during the event. In this case the name of my event "ayodeji is 23", Hurray! To view the event as an attendee or maybe as the event owner, follow these steps.

Search for the event name

www.rm29.org



Find Programs of friends and family

ayodeji is 23 hurray! I


Find Programs

LATEST

Upcoming events

Click find program

www.rm29.org



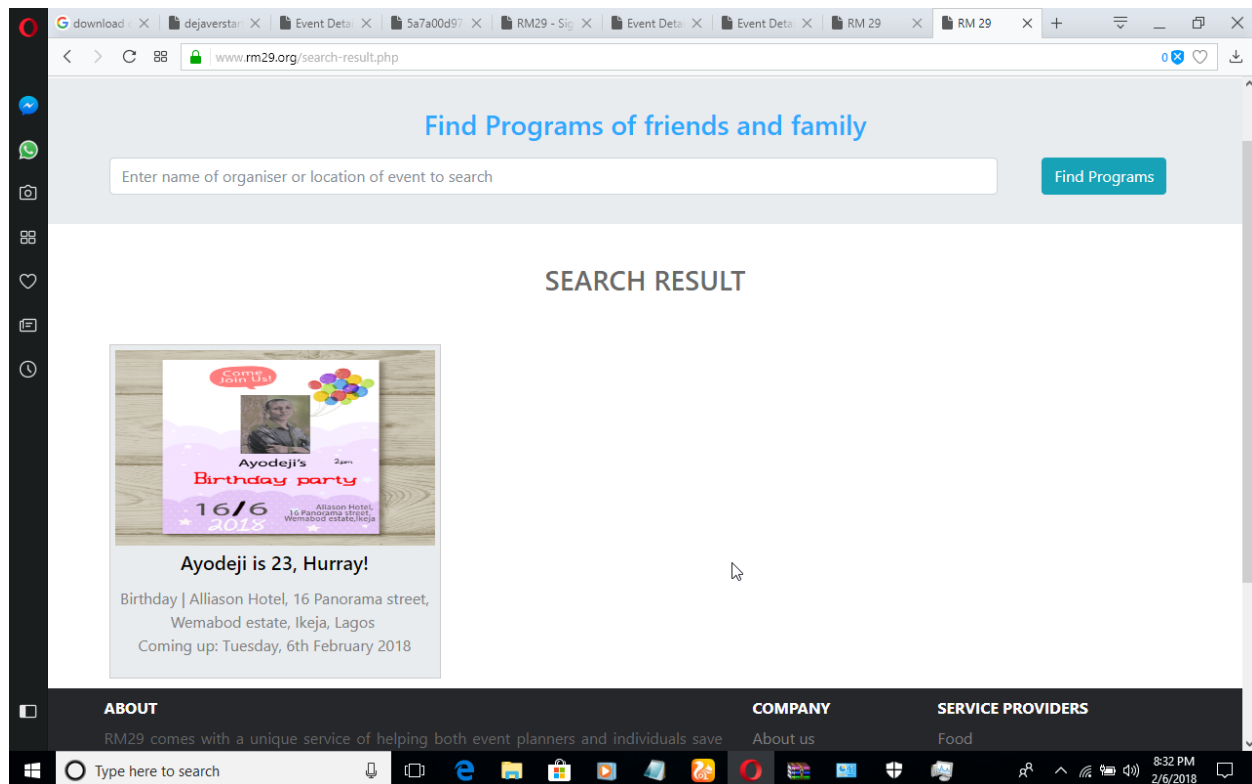
Find Programs of friends and family

ayodeji is 23 hurray!

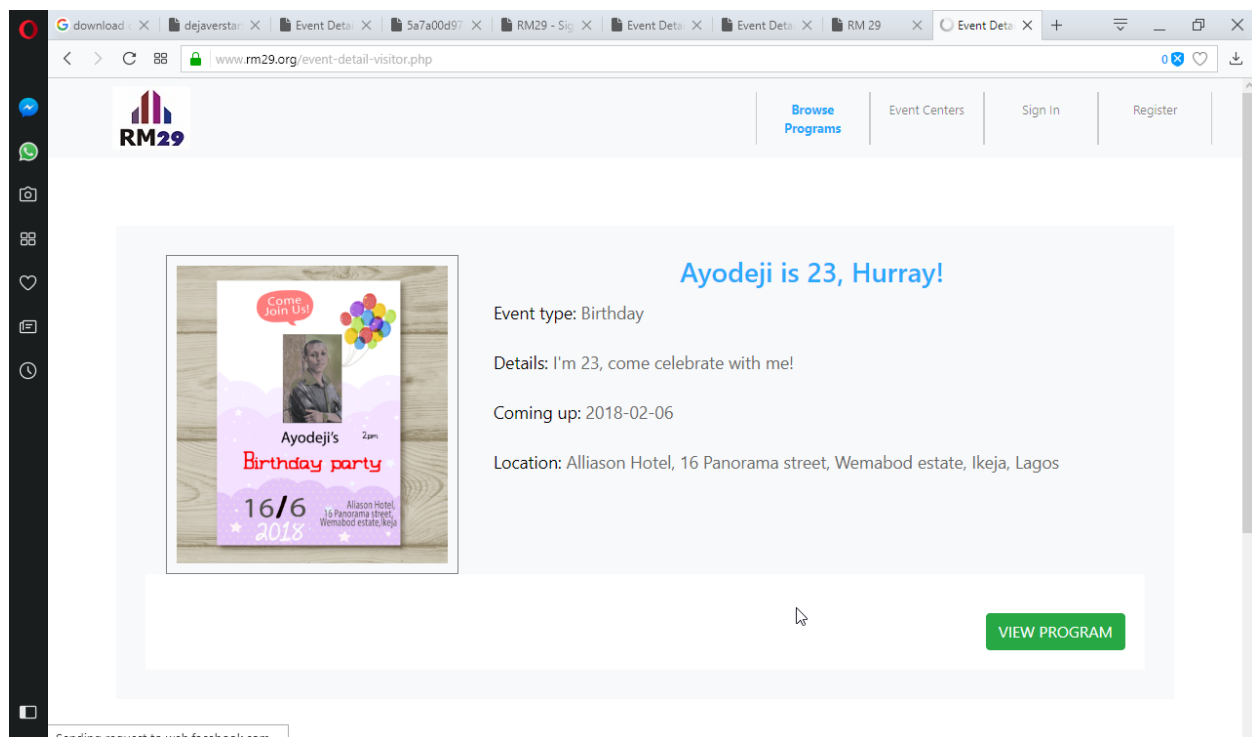
Find Programs

LATEST

Search result appears. Click on the event from the search result page for full view

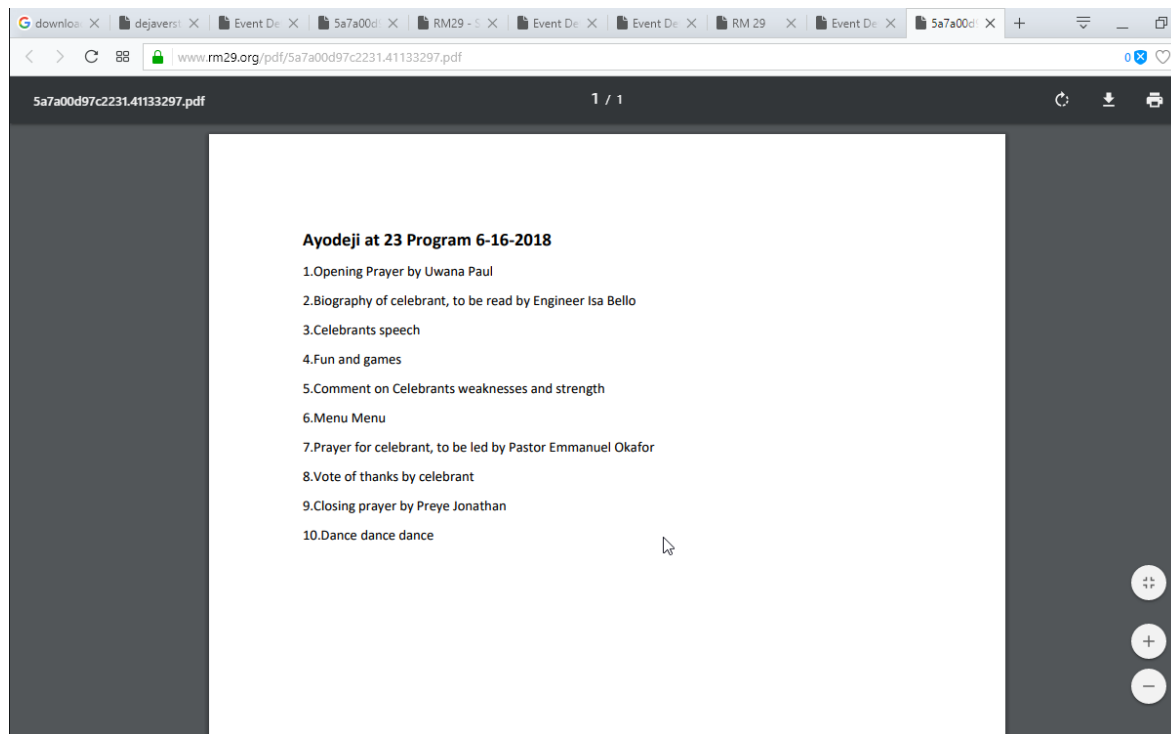


Full view



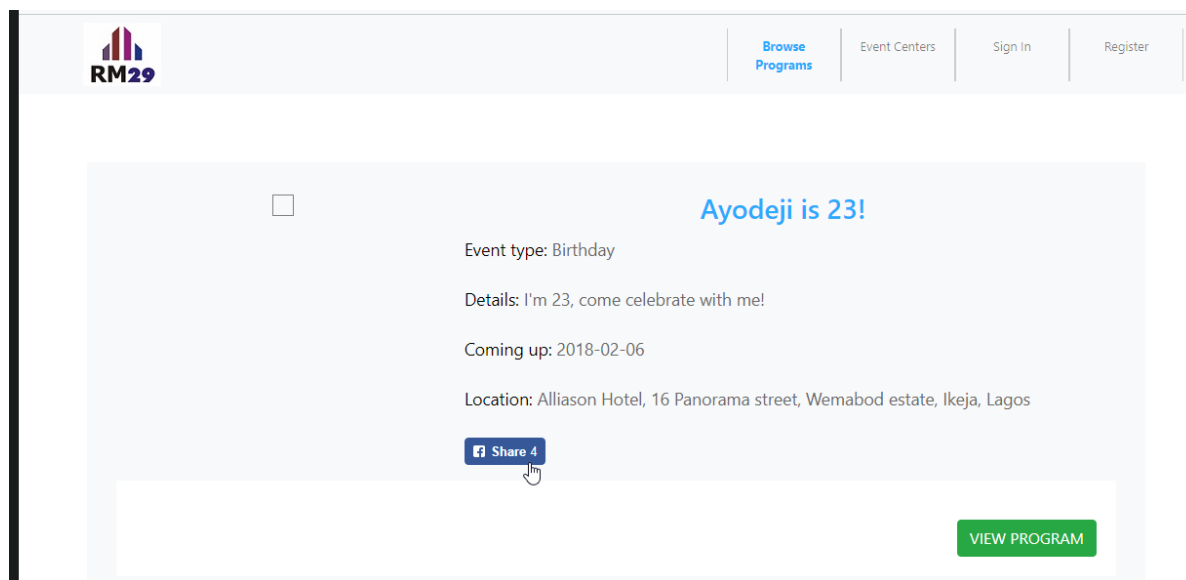
Click view program to view or download the PDF programme.

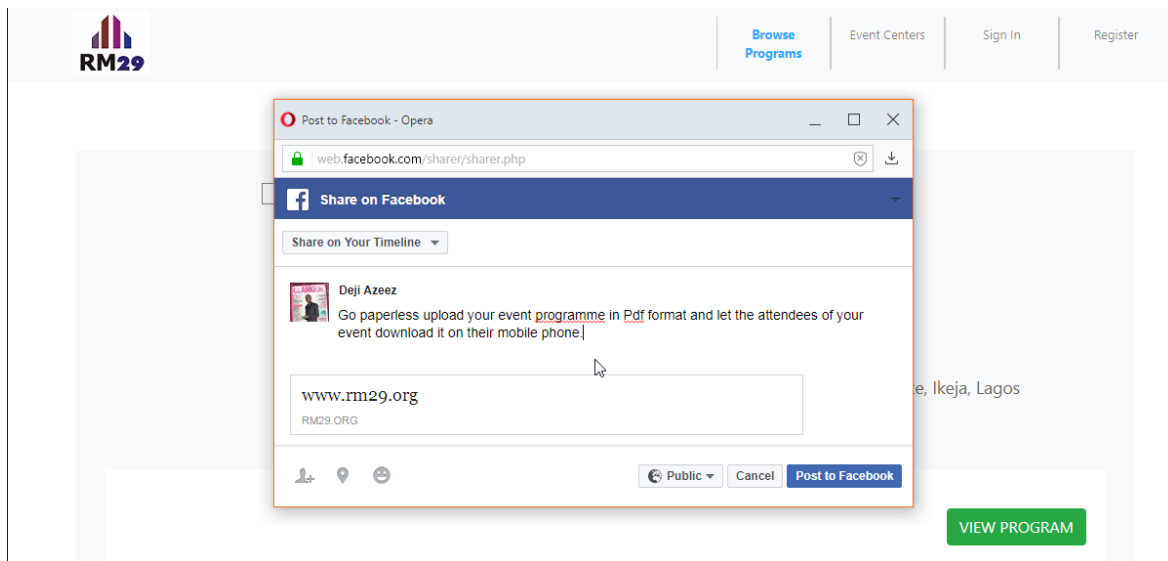




That was so easy. You have certainly saved a lot of money with this paperless alternative to printing of event programmes!

If these paperless alternative to printing of programme papers or handbills goes down well with you, then help others know about it by going back to the page below and clicking SHARE





Post it to Facebook for your friends to see.

N.B Event service providers can also sign in in a similar way, only difference is that you sign up as an EVENT PLANNER and not an INDIVIDUAL.

Event planners should also contact us by E-mail or give us a call to discuss business with us. We can also be reached on our social media Platforms. Check below for our Contact information

That is it!

Thanks for following closely.

For any complaint, send an email to [programmes@rm29.org](mailto:programmes@rm29.org).

CONTACT US

+2348063257803 +2348158941932

Facebook - Program RM29

Twitter - @programrm29

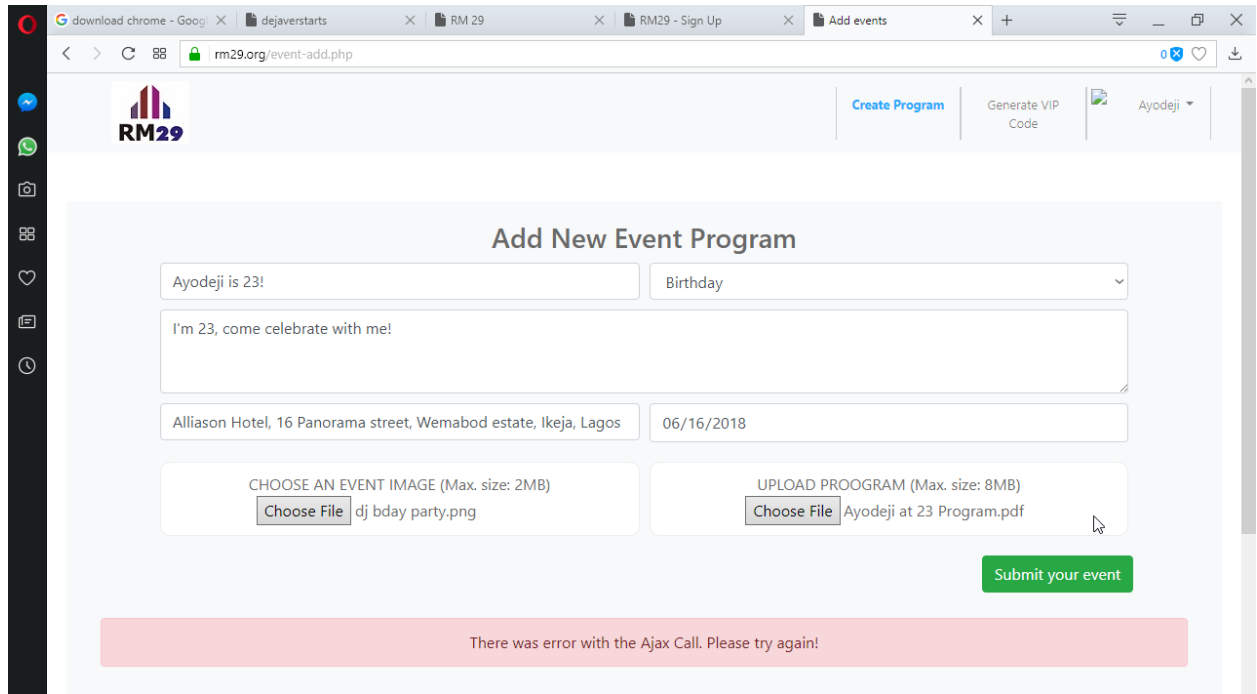
Instagram - programrm29

Email - [programmes@rm29.org](mailto:programmes@rm29.org)

Linked in - Program\_rm29

## FREQUENTLY ASKED QUESTIONS (FAQS)

1. I try to upload a file and I get an error message on screen that says. "There was an error with the Ajax call, please try again."
- 2.



The screenshot shows a web browser window with the URL `rm29.org/event-add.php`. The page title is "Add New Event Program". The form contains the following fields and elements:

- Event Name: "Ayodeji is 23!"
- Event Type: "Birthday" (dropdown menu)
- Description: "I'm 23, come celebrate with me!"
- Location: "Alliason Hotel, 16 Panorama street, Wemabod estate, Ikeja, Lagos"
- Date: "06/16/2018"
- Event Image Upload: "CHOOSE AN EVENT IMAGE (Max. size: 2MB)" with a "Choose File" button and the filename "dj bday party.png".
- Program Upload: "UPLOAD PROOGRAM (Max. size: 8MB)" with a "Choose File" button and the filename "Ayodeji at 23 Program.pdf".
- Submit Button: "Submit your event"
- Error Message: A red box at the bottom of the form containing the text "There was error with the Ajax Call. Please try again!"

Answer – When you get this error, it means the file you are uploading is not in PDF format. Please note that Microsoft word DOCX files aren't yet accommodated on rm29.org. So if you get this kind of error message, then choose a program file that is in PDF format. That should pretty much solve the problem.