USER GUIDE ON HOW TO USE WWW.RM29.ORG EVENT PROGRAMME SERVICES
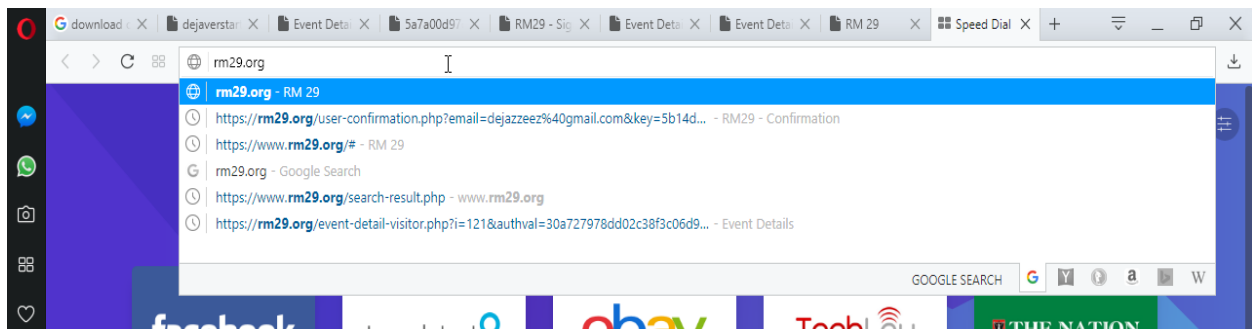
RM29   www.rm29.org

Publication date- February 2018

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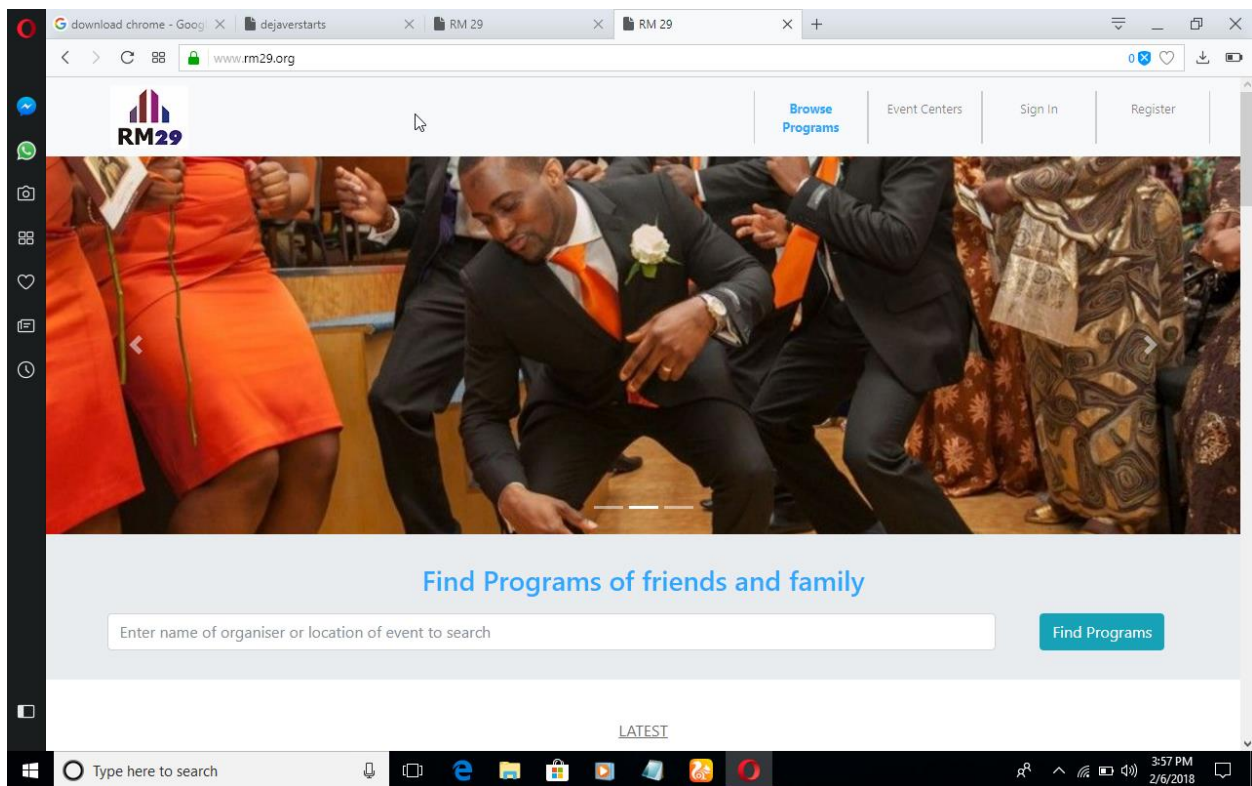
The steps involved in placing an event and its program on www.rm29.org is quite self-explanatory, but this guide was designed to give you concise step by step details on how to use these services, help you use the website services better and maximize everything rm29.org has to offer.
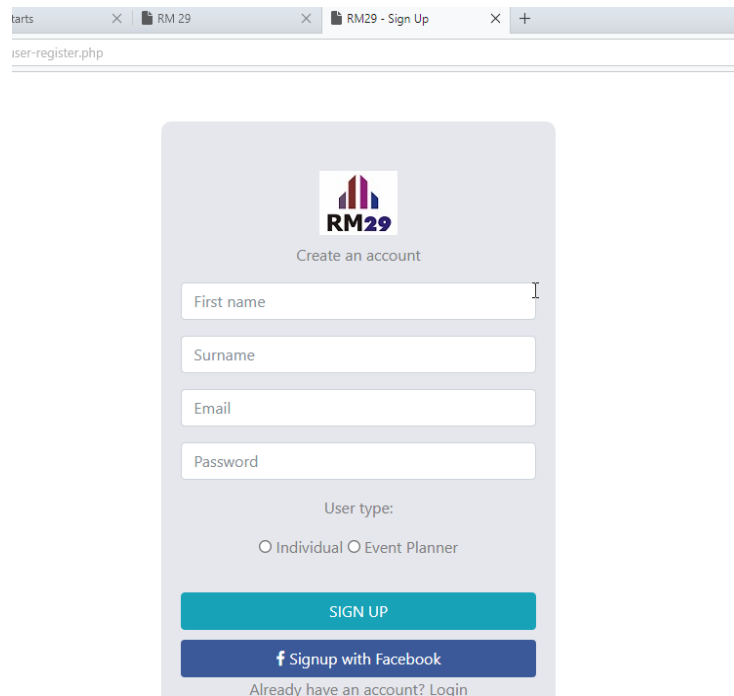
How to use rm29.org in steps

1.Open your browser and type in www.rm29.org or simply type in rm29.org into the address bar
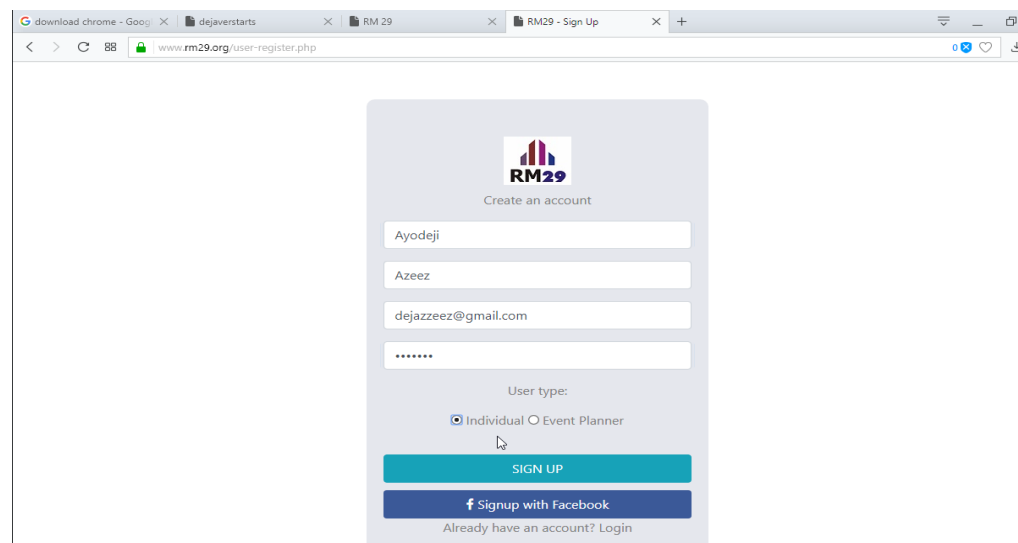

The website page opens up

2.Sign up in steps

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

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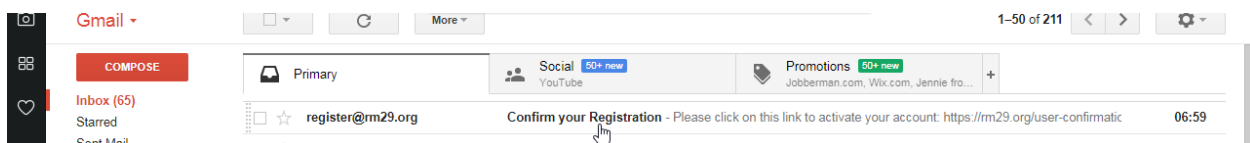

A notification appears on screen, which tells you a message has been sent to your email address
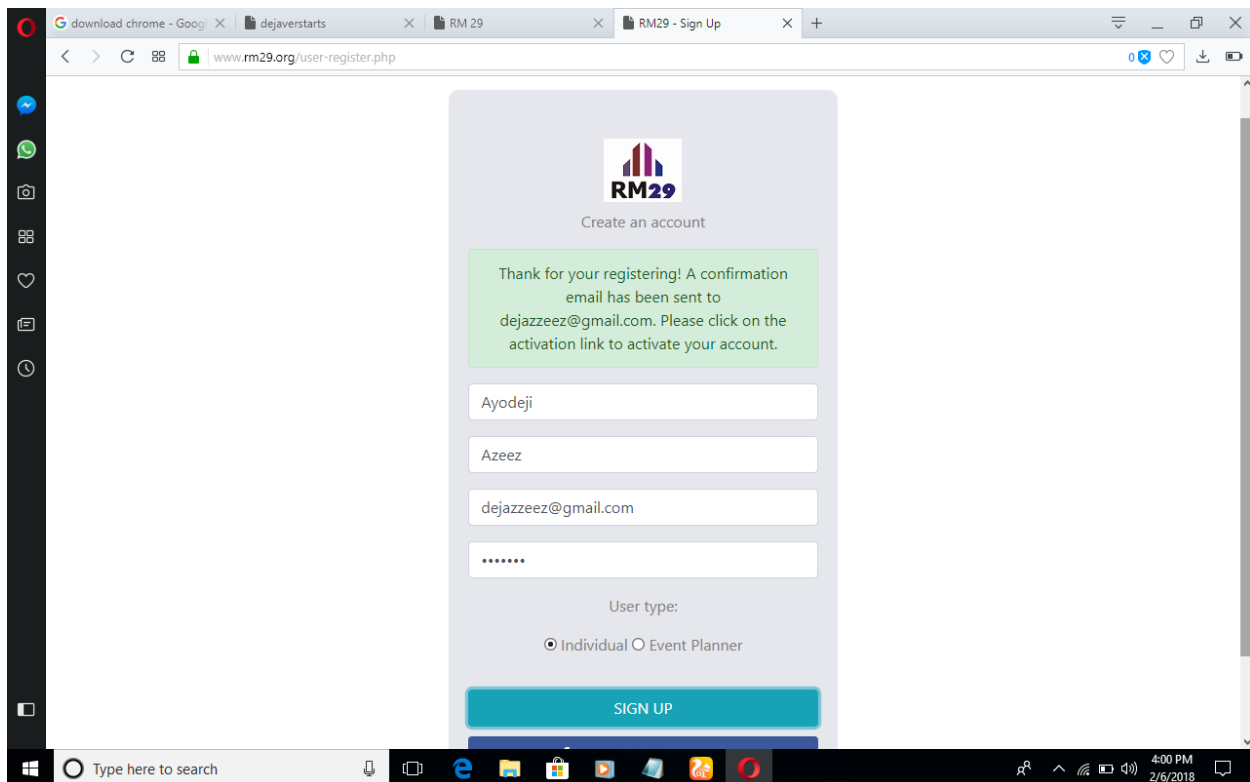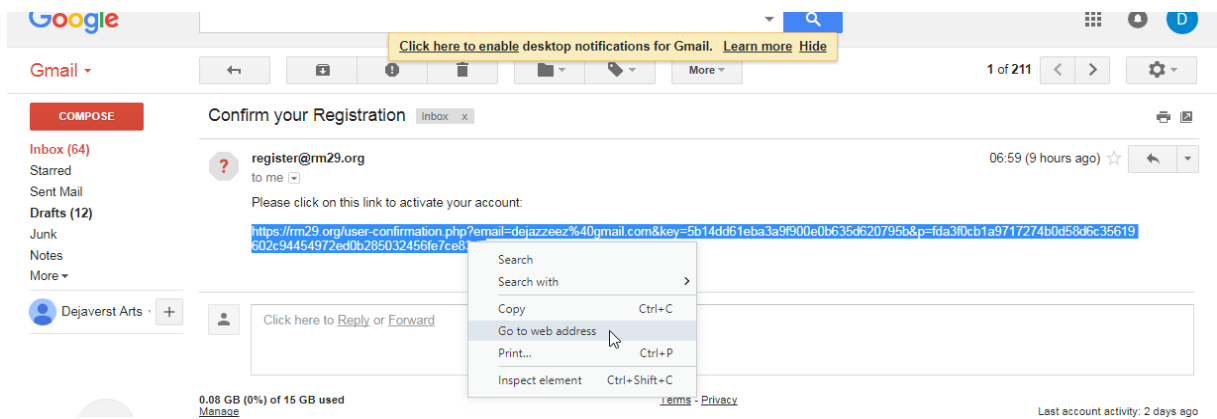

As you click on SIGN UP a message with a link embedded in it, is automatically sent to your email address to confirm the email you filled is correct.

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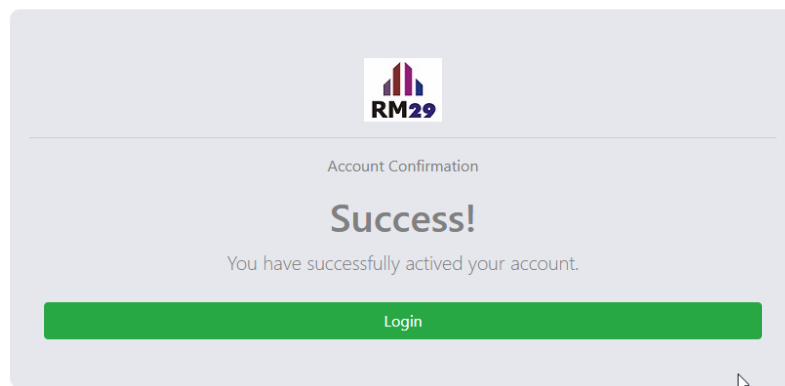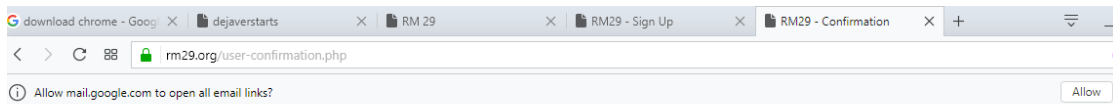

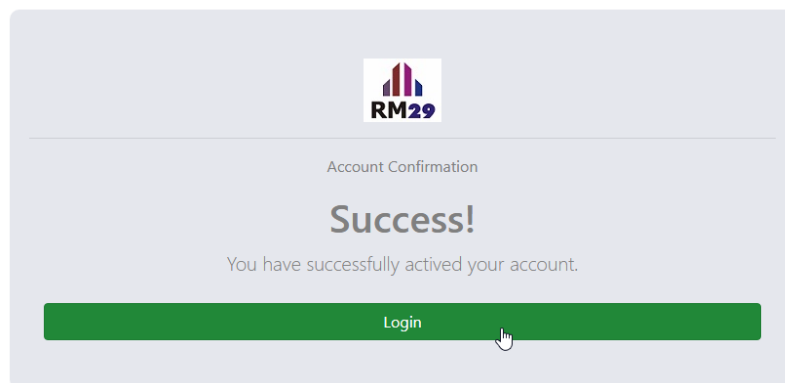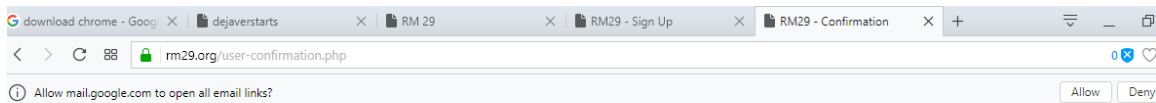Open up the message. Follow link directly
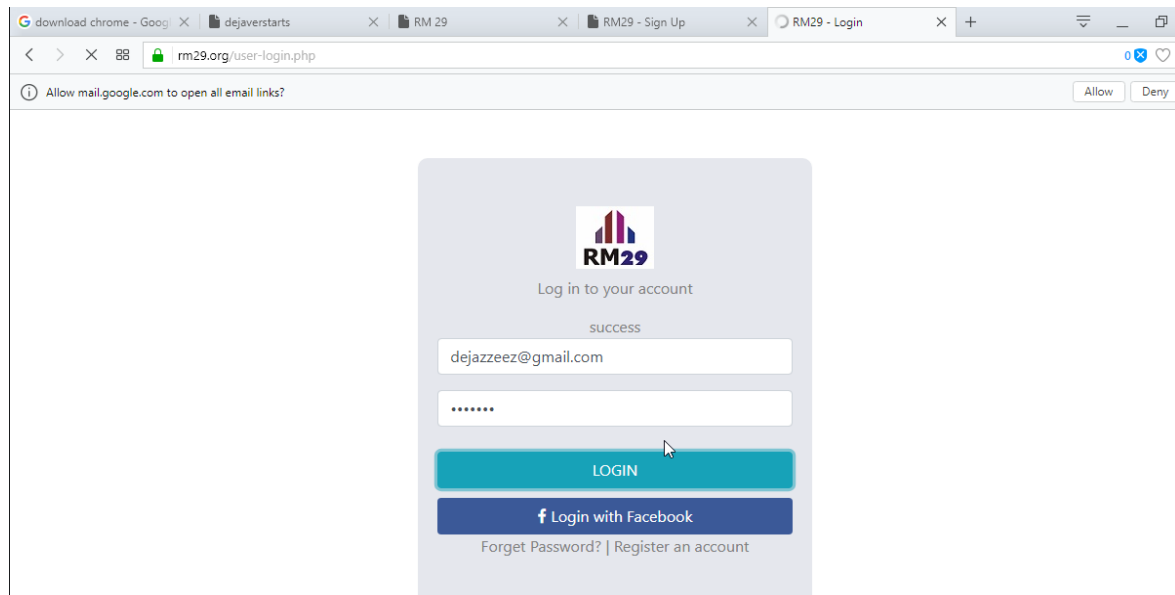
Or copy and paste in a reliable browser.

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
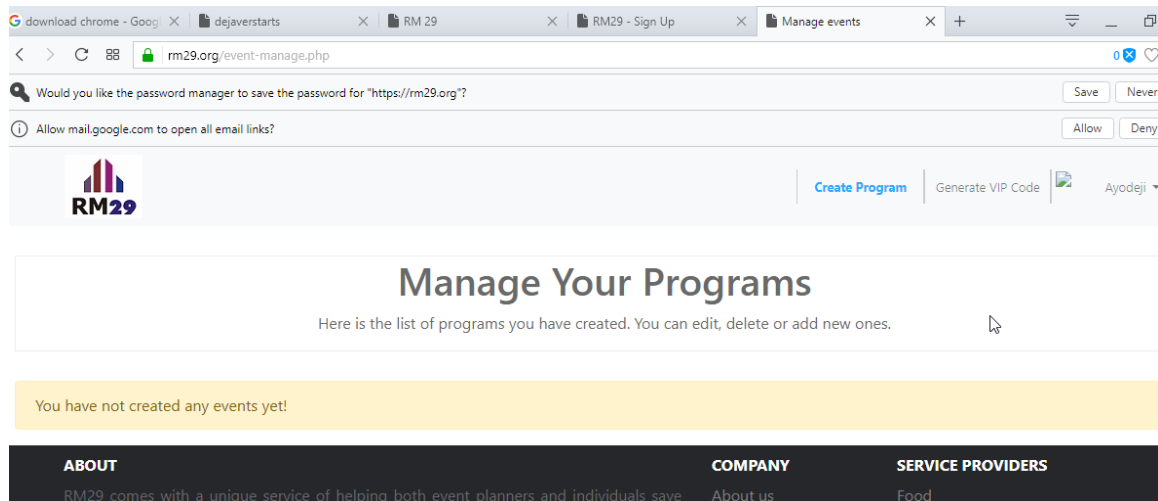
That takes you to the manage your programs page

3.Create a Program for your event

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

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

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

Give a short description of your event

Type in the address of your event
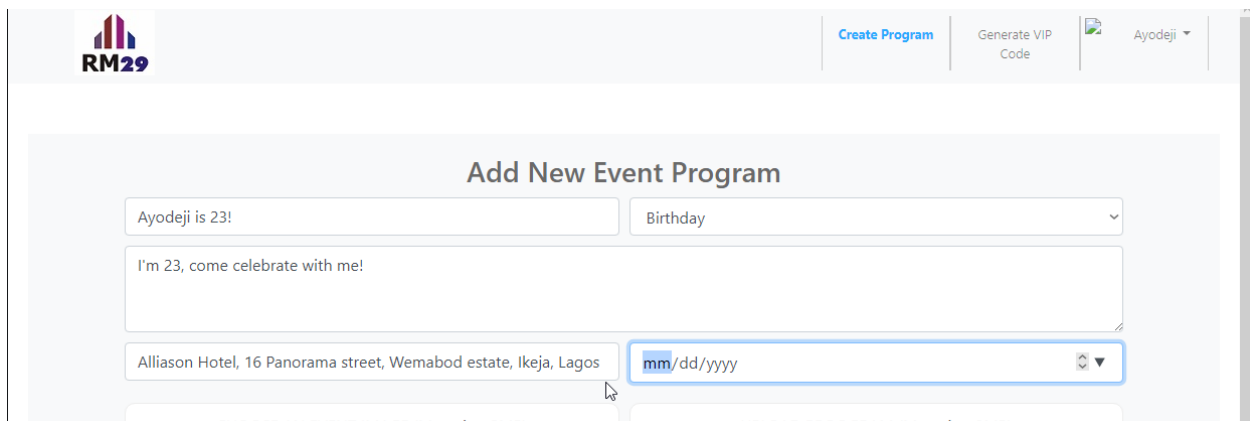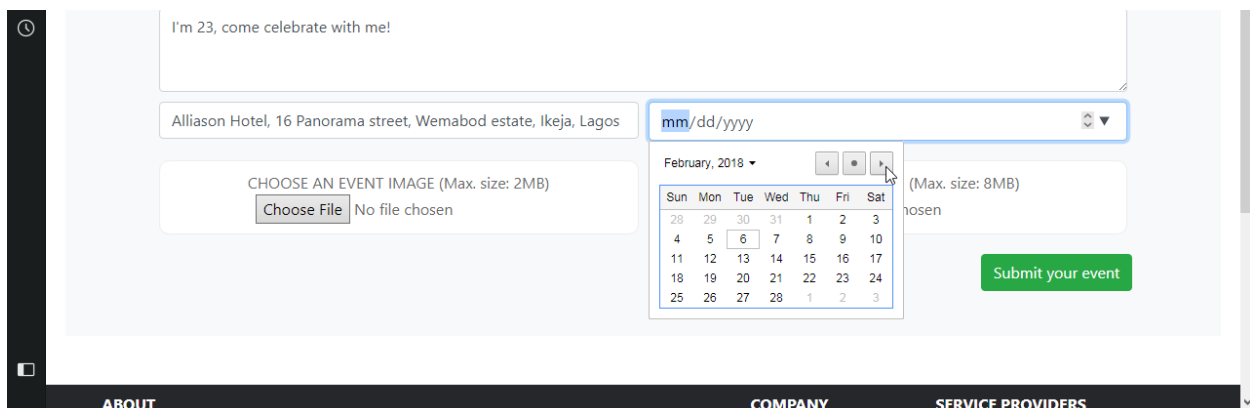
Choose the date and time for the event
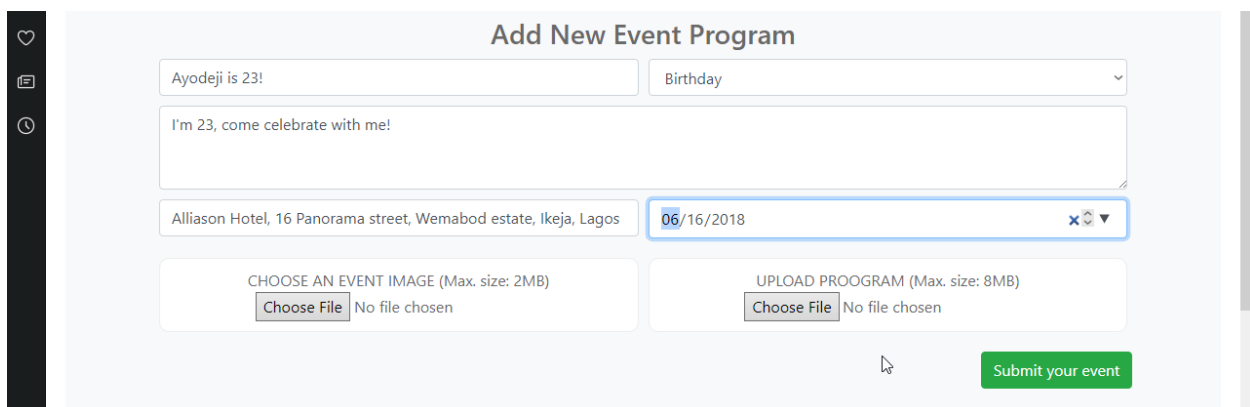
Use the side arrow to scroll between various months

Set the date

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

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
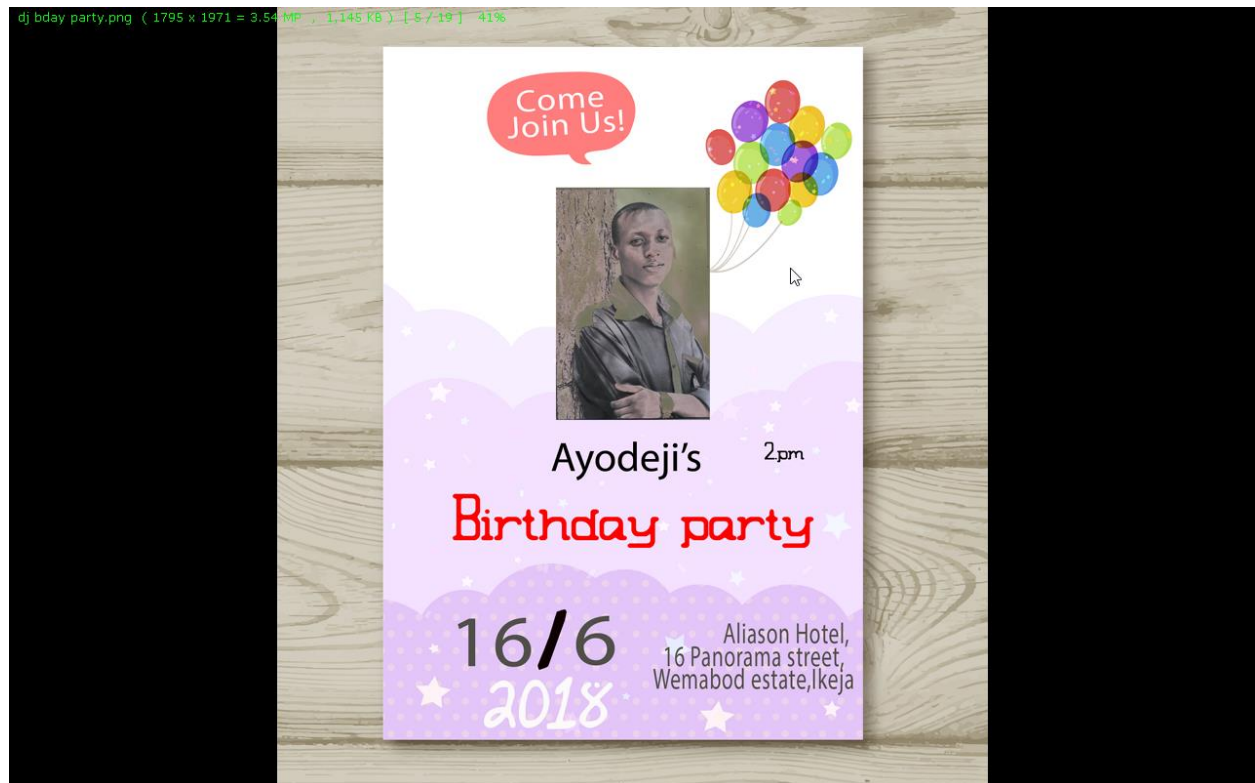
Select it from the location it was saved on your computer

N.B - Image must not exceed 2MB in file size
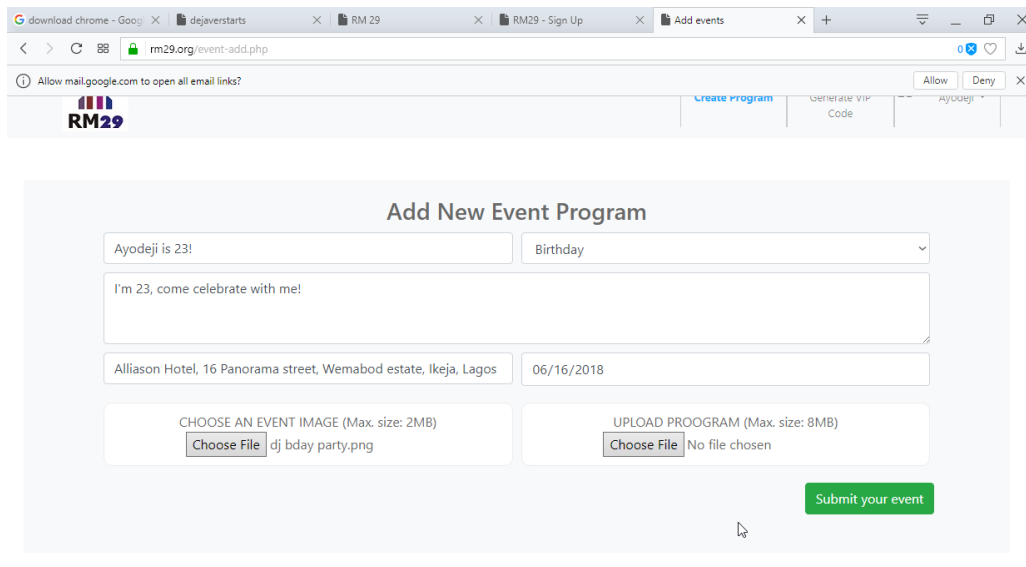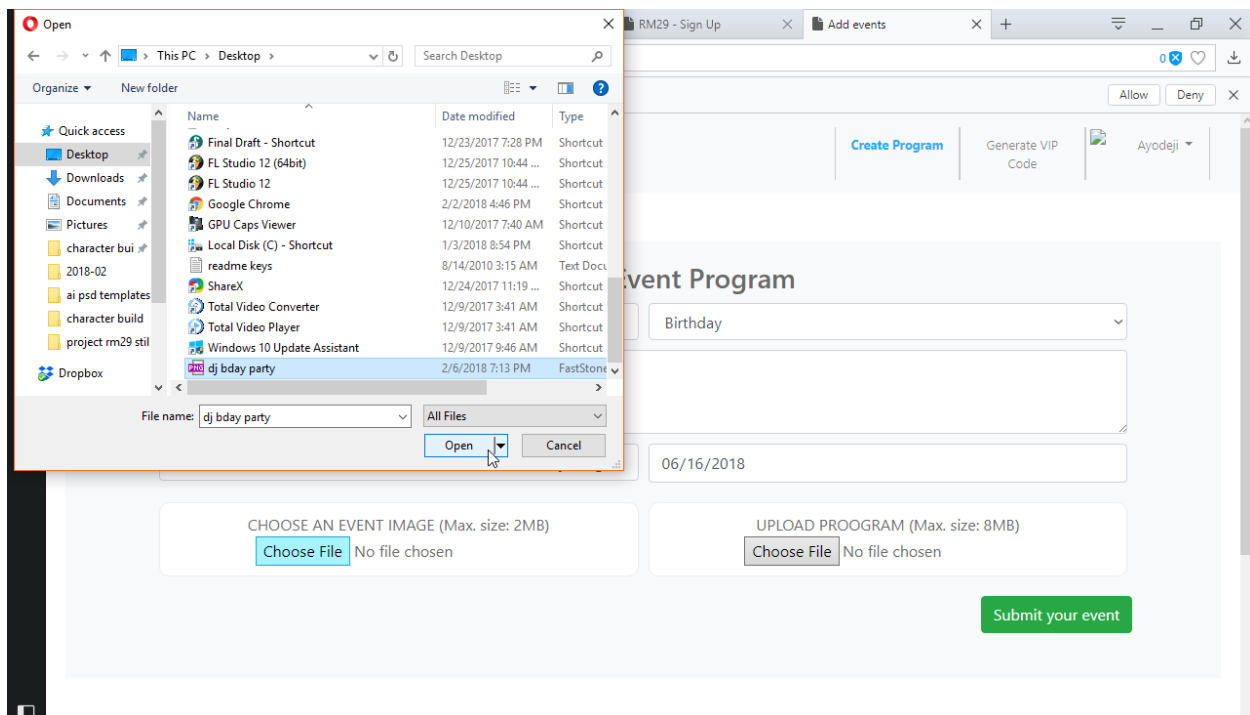
Now upload your PDF program file

N.B - PDF file must not exceed 8MB

Example of program created for this event in PDF format. It could be a church programme with hymns etc. It could be just anything!
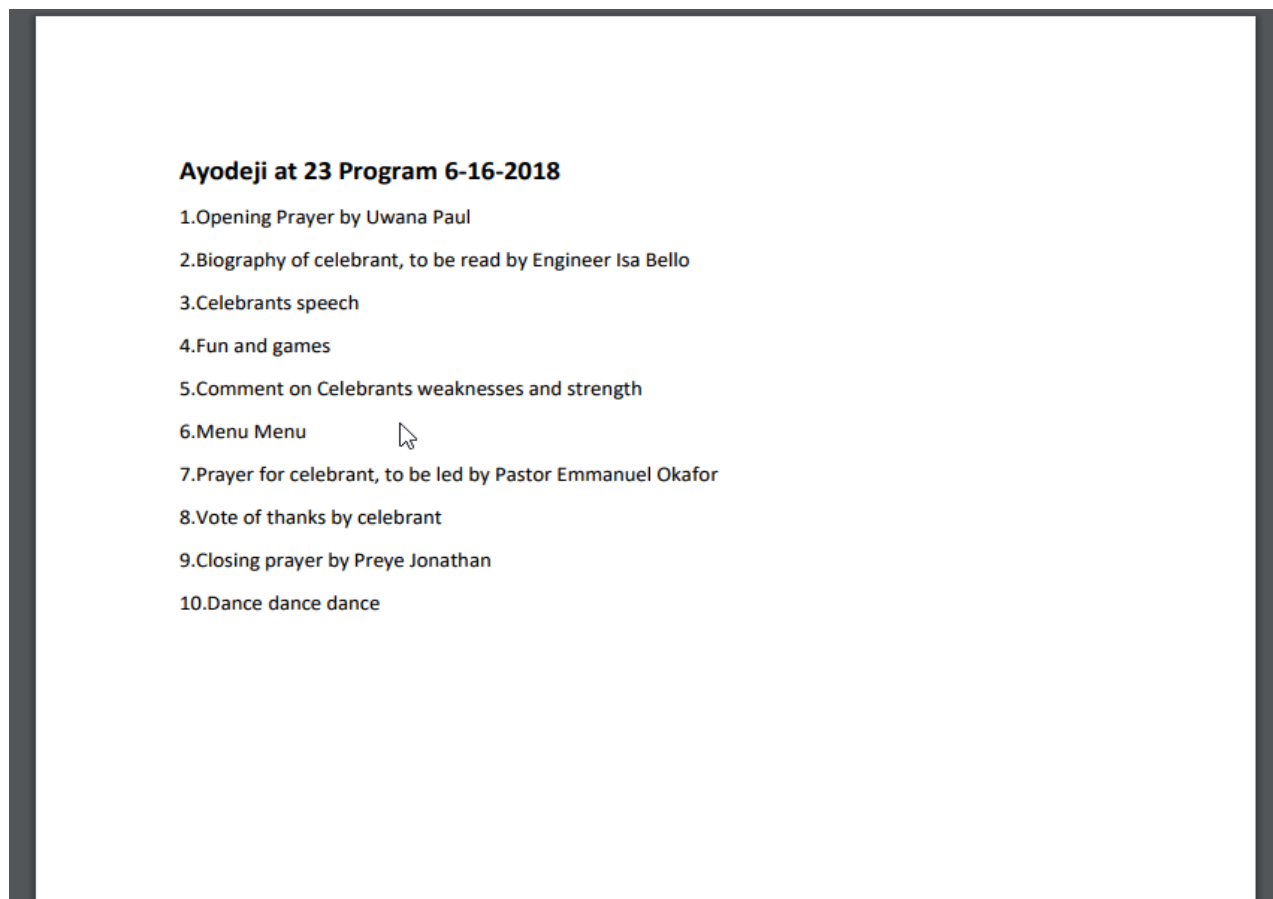
Choose the file from the location where it was saved.

Finish up by clicking on submit your event.
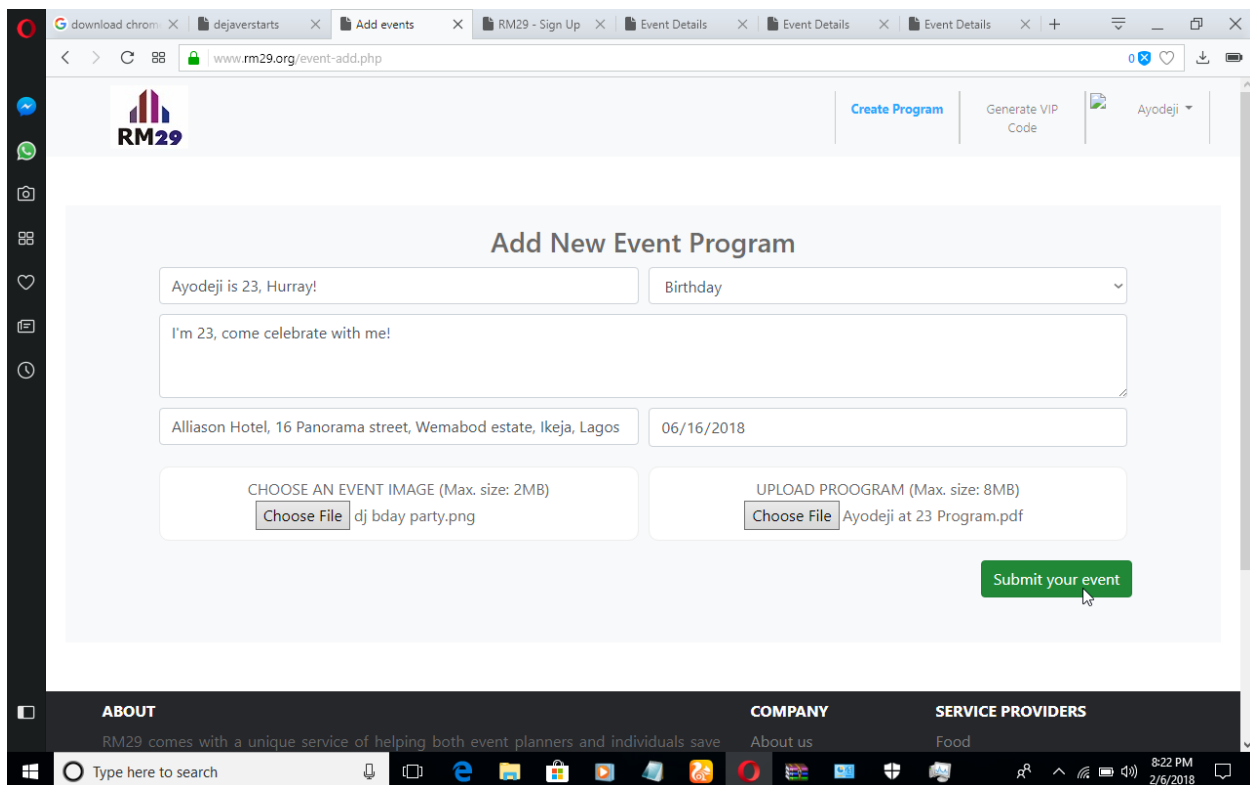
Final look of your created event page. You can view, edit or delete your event on this page.
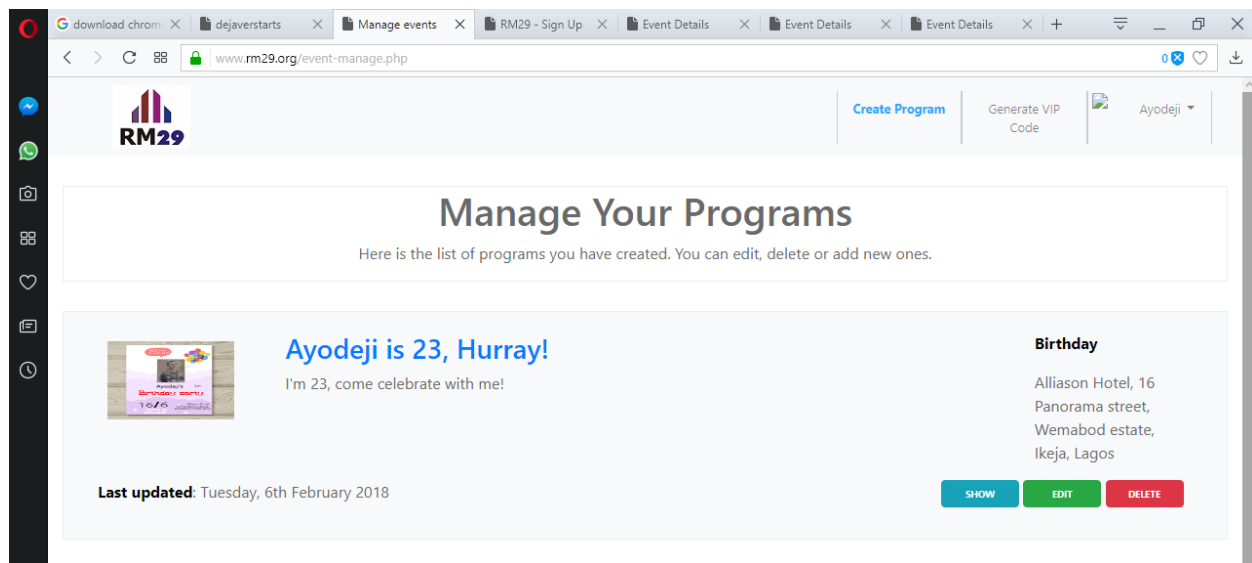
Click show to view your event in full.
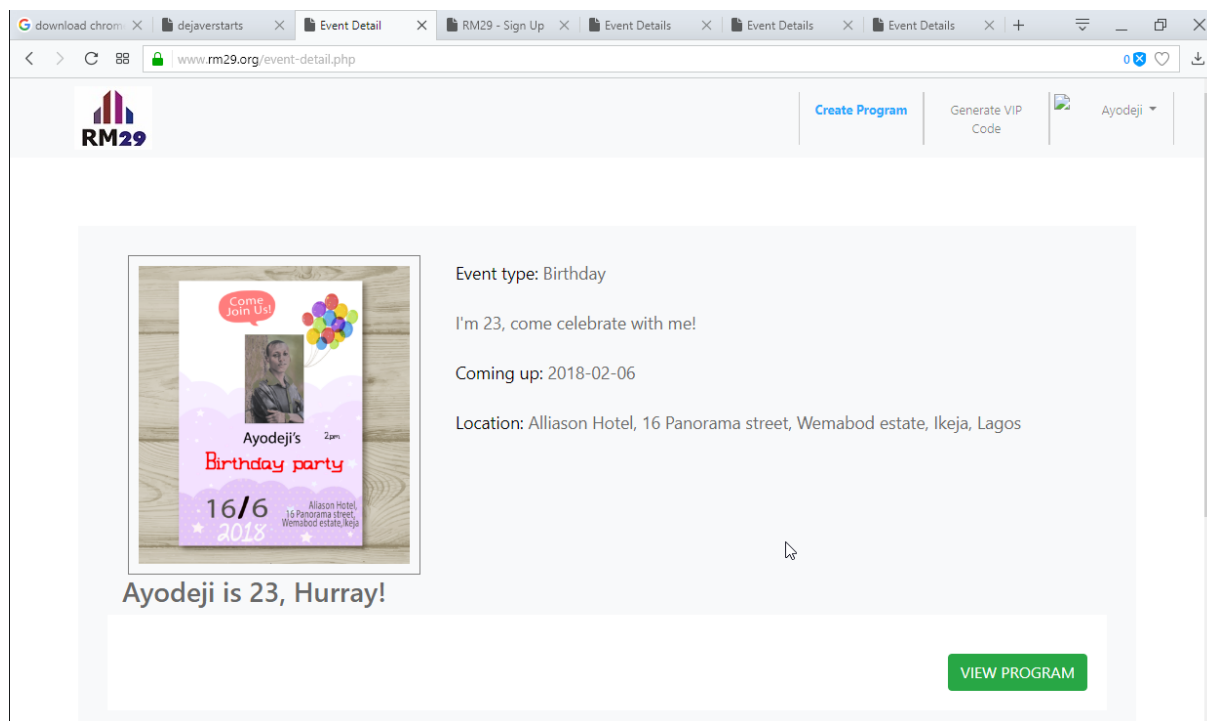
That was easy and fun! wasn't it? Now let's dive into the last part which describes how your event attendees can access what you've created.
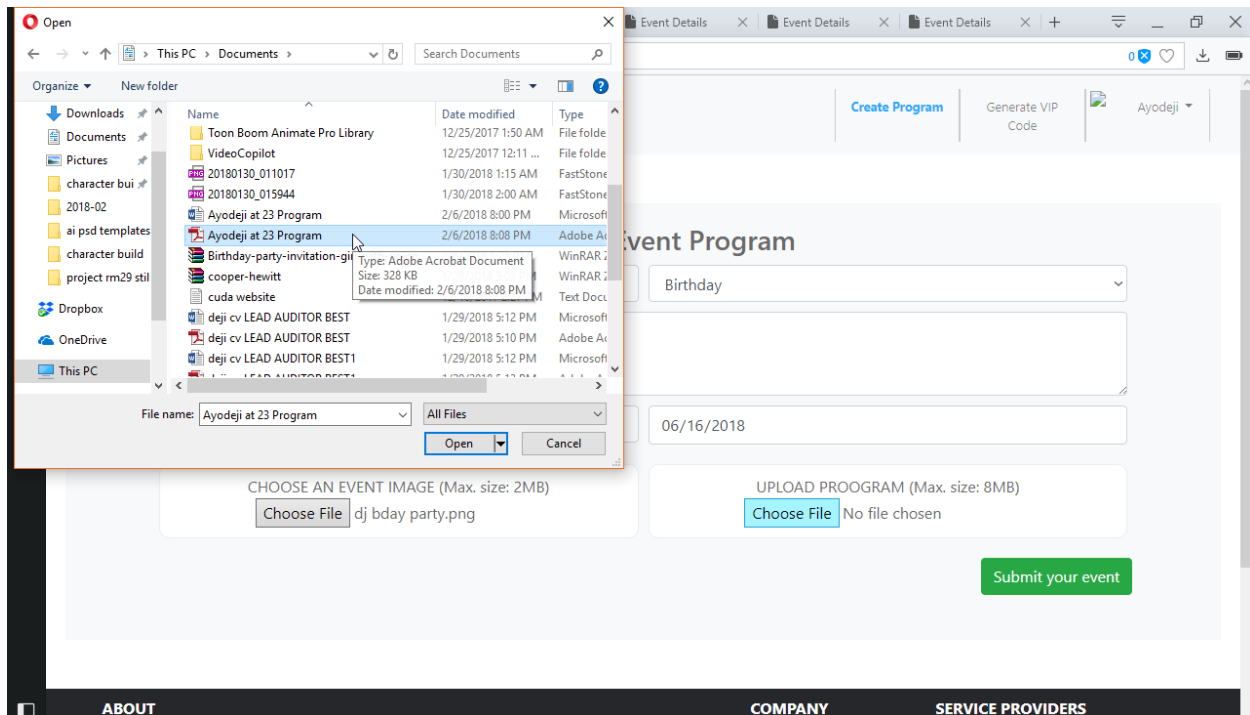
STEP 4. Share the name of your event on social media or the internet with family and friends, event attendees, invited guests etc. Tell them to search for the event name on www.rm29.org before or even during the event. In this case the name of my event "ayodeji is 23", Hurray! To view the event as an attendee or maybe as the event owner, follow these steps.

Search for the event name

Click find program

Search result appears. Click on the event from the search result page for full view
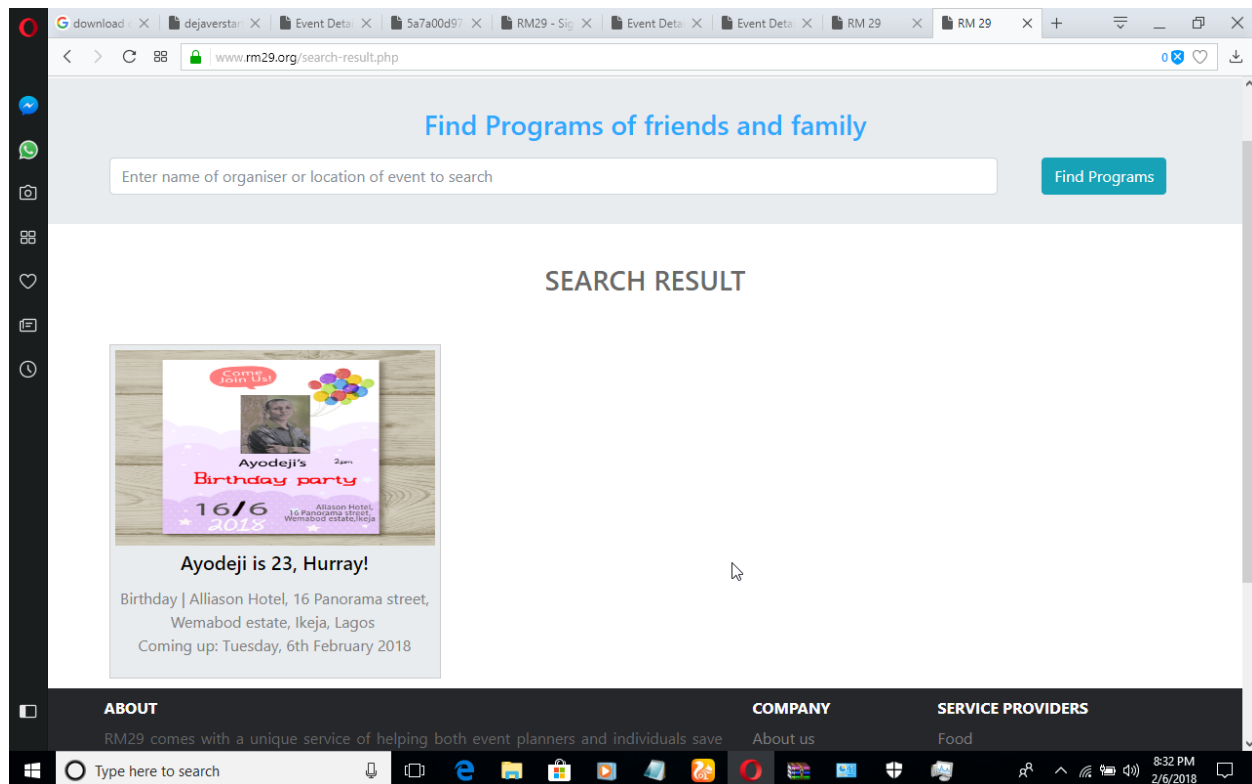
Full view
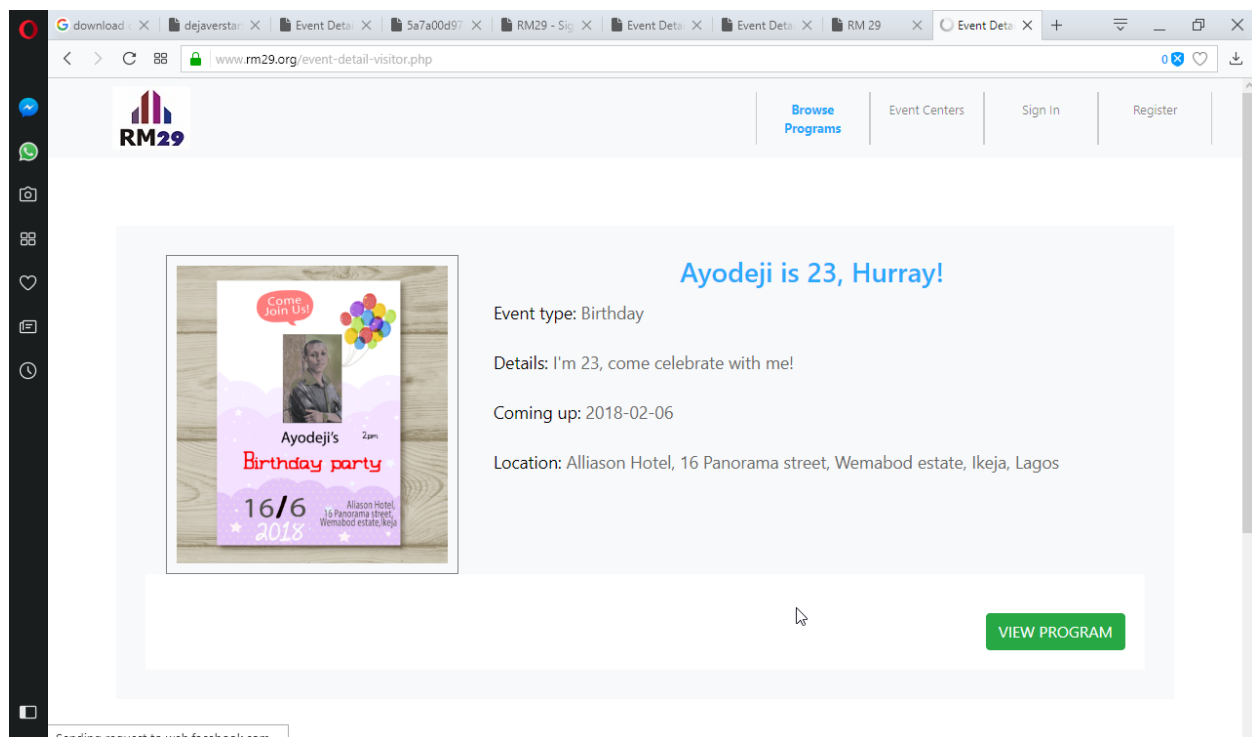
Click view program to view or download the PDF programme.

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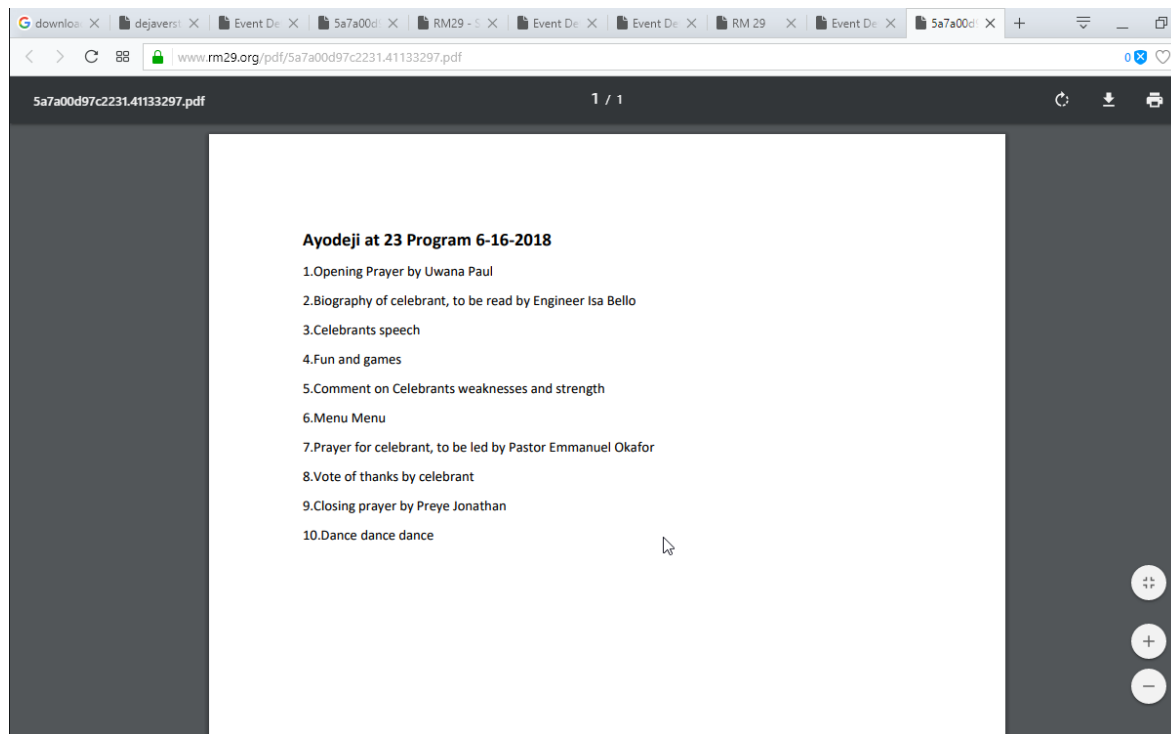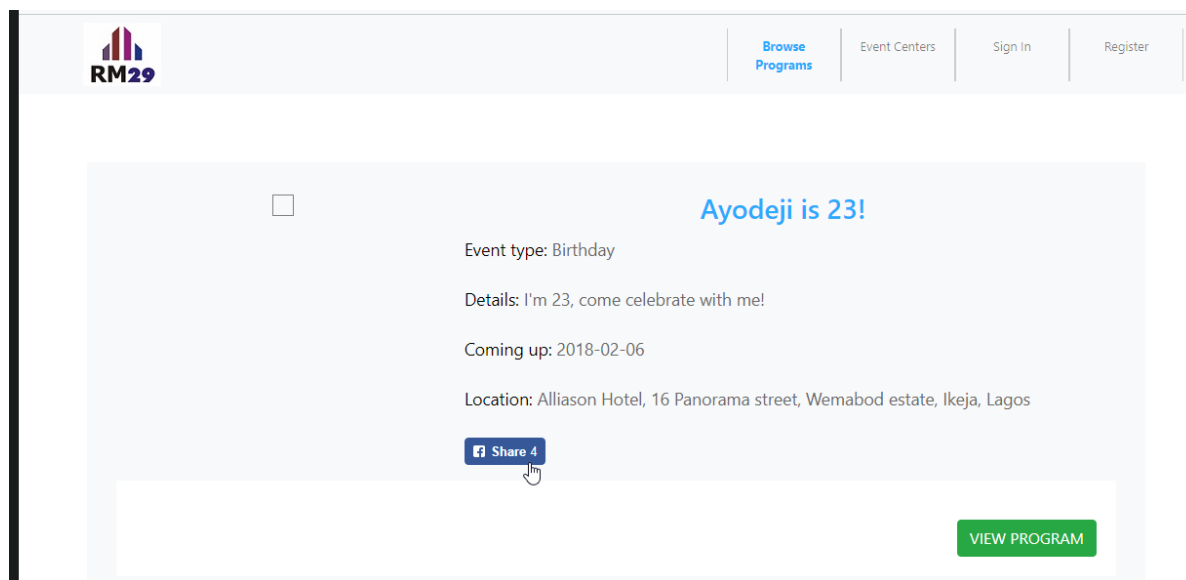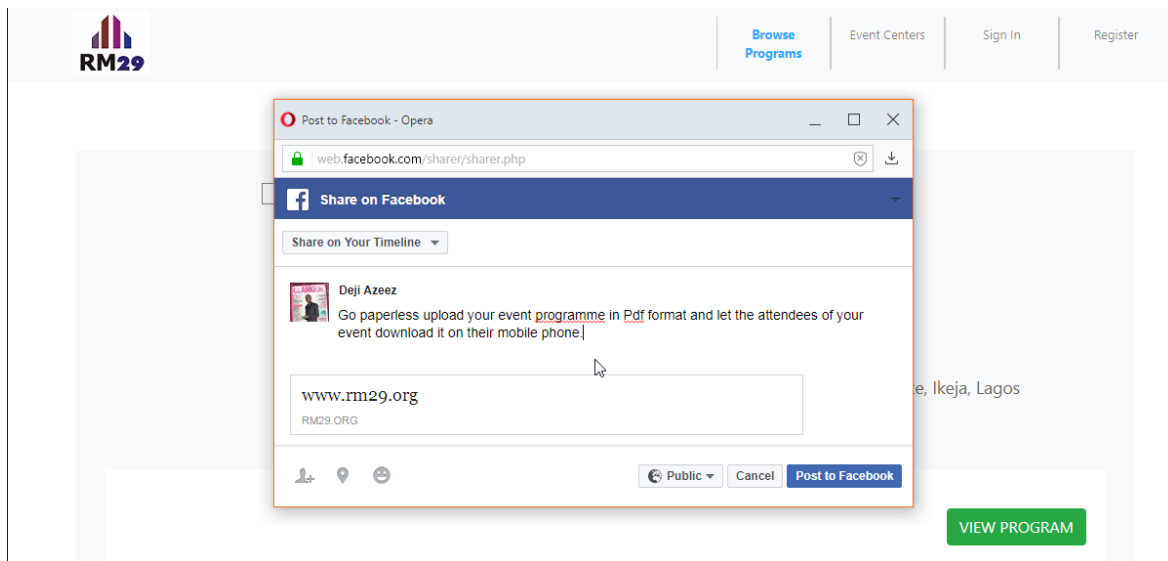
Event planners should also contact us by E-mail or give us a call to discuss business with us. We can also be reached on our social media Platforms. Check below for our Contact information

That is it!

Thanks for following closely.

For any complaint, send an email to programmes@rm29.org.

CONTACT US

+2348063257803 +2348158941932
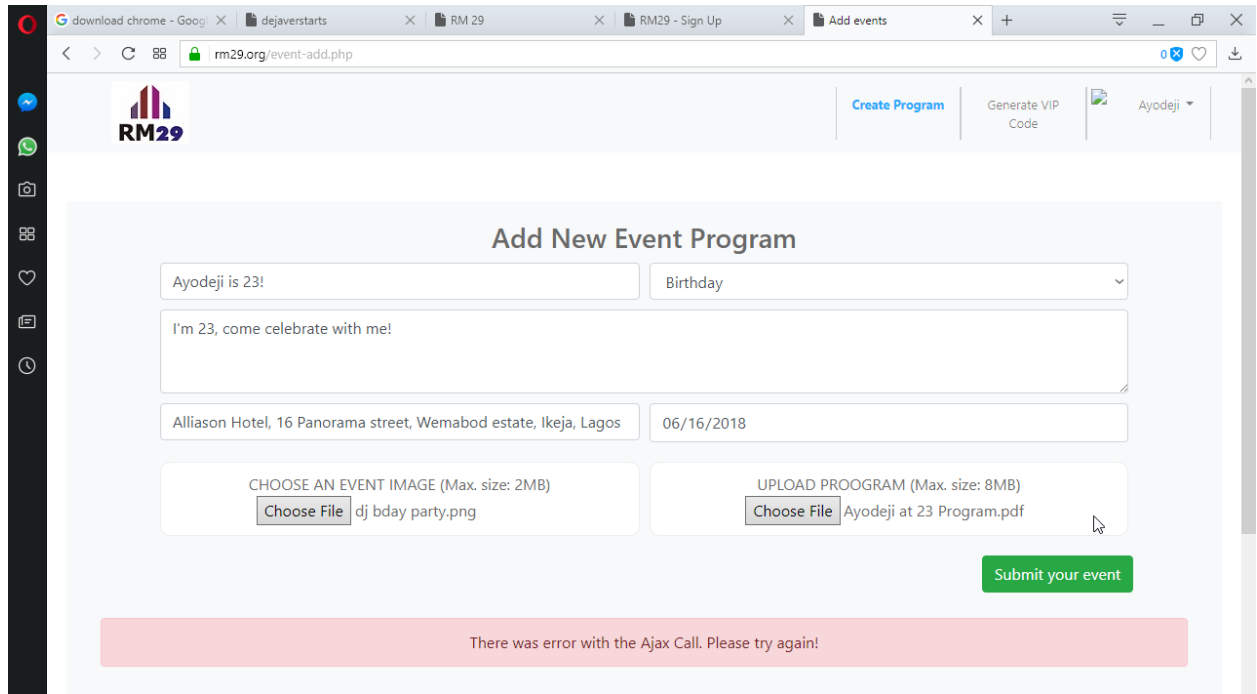
Facebook - Program RM29

Twitter - @programrm29

Instagram - programrm29

Email - 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.

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.