

# Event Registrations Management for DTHM4Kaiako Web Application

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**Abstract**—DTHM4Kaiako is a website designed for Digital Technologies and Hangarau Matihiko (DTHM) curriculum content teachers in New Zealand. Its Events section advertises upcoming professional development events. Prior to this project, event organisers had a large amount of overhead when conducting their tasks, where events and event registrations data was stored in many spreadsheets rather than a database. Event participants had to fill out external forms and re-enter the same data each time. The solution is a custom event registrations management system implemented within the existing DTHM4Kaiako web application. The project had three objectives: (O1) improving the data management for event registrations, (O2) improving the registration process and accommodating for custom session questions, and (O3) improving the organisers' communication method with participants. A database schema was developed and refined to ensure the core behaviours were modelled correctly. There is now a user interface for organisers to view and manage their events' and event registrations' data. Event participants now have a streamlined registration process that is self-contained in the website. Their data is autofilled in registration forms and they can view and update their information as well as withdraw from events themselves. To evaluate the software solution, a think-aloud user study was conducted. Study participants were satisfied that the software solution contained the core tasks for event organisers and participants, and the processes for completing these was efficient.

**Index Terms**—event registration software, Django, DTHM

## I. INTRODUCTION

This software solution project sets out to extend the DTHM4Kaiako<sup>1</sup> Django web application to accommodate for creating and managing event registrations. DTHM4Kaiako was designed for teachers of the Digital Technologies and Hangarau Matihiko (DTHM) curriculum content in New Zealand. It provides a community for Digital Technologies Teachers Aotearoa (DTTA), a plethora of teaching resources and a source for finding professional development events organised by DTTA. DTTA is one of the parties behind the web application's resources and events.

To optimise how event organisers and participants carry out their tasks, an event registrations management system is needed. To do so, three objectives are defined. The first objective (**O1**) is to improve the data management of event registrations. The tasks for event organisers should be streamlined to improve organisers' efficiency. The second objective has

two parts. The first part (**O2.1**) is to improve the registration process for event participants, who in most cases are New Zealand primary and secondary school teachers, where their data should be autofilled into the forms and they can control their data. The second part (**O2.2**) is to facilitate extension for complexly structured custom registration form questions, where the first step in this direction is to investigate and allow for event session questions to be added to the registration forms. Lastly, objective three (**O3**) is to improve the communication methods the event organiser has with event participants, where they can send mass announcements to event participants via email conveniently.

Objectives **O1**, **O2.1** and **O3** have been achieved and validated via a think-aloud user study. The existing database was extended to store registration data and there are user interfaces for managing events and their event registrations (**O1**). The registration process has been implemented within DTHM4Kaiako. Participants' personal data is autofilled within the forms and is stored within the existing PostgreSQL database (**O2.1**). Event participants can now view a list of their past and future events (**O2.1**). They also can update and withdraw their own registrations themselves (**O2.1**). Organisers can send mass emails to notify participants of important announcements (**O3**). For **O2.2**, since the registration process is now self-contained within DTHM4Kaiako, it facilitates customisation and extension. An investigation was conducted into how to implement registration session questions. However, after investigating several Python libraries, it was discovered that this sub objective was too complex to achieve within the scope of this project.

This report will cover the solution's rationale and evaluation. Section II explains the project's context and objectives. Section III discusses some existing event registration software and analyses them in terms of the stakeholders' needs. The final software solution is detailed in Section IV, along with its design, implementation, development process and evaluation process. A discussion of the solution, its evaluation and limitations as well as a reflection are contained in Section V. Section VI concludes this report and future work. Appendix A contains evidence of the software development process, a user manual for end users, evidence of manual and automated testing, wireframes, the record of stakeholder requirements feedback and acceptance testing, handover documentation and

<sup>1</sup><https://www.DTHM4Kaiako.ac.nz/>

the evolution of the database schema.

## II. BACKGROUND AND OBJECTIVES

### A. Background

This project is a University of Canterbury staff project, supervised by Professor Tim Bell. It is for the University of Canterbury Computer Science Education Research Group (UCCSER) and is an individual project. It will add functionality to the Events section of DTHM4Kaiako, a Django web application for teachers of the DTHM curricular content. In recent years, online professional development training sessions have become popular and proved successful [1]. Manaaki (encouraging and supporting others), in particular, manaakitanga, is a core value of this web application. This is as Digital Technology teachers are vital for preparing students for the digital world and they should be empowered as much as possible. This has become important in recent years since, as of 2022 [2], Digital Technology has become compulsory at every education level in New Zealand primary and secondary schools. Resultantly, many teachers need to up skill. Teachers are also often short on time and need to feel like this use of their time will be beneficial.

Currently, data collection tools such as Google Forms<sup>2</sup> are used to collect event attendees' information. Events such as CS4HS events [3; 4] have had 150 registrations at their peak. Having many spreadsheets with a large capacity of participants involves a large amount of overhead when conducting tasks which could be avoided with a Django Admin application interface. For instance, when an attendee updates their application, the admin has to make these changes. While this current method is sufficient for small, simple events, its effectiveness reduces significantly for popular events.

From a participant's perspective, prior to this project, they manually enter their personal information for each registration form. This is time consuming when a teacher registers for multiple events. It can also lead to inconsistencies and incorrect data input. This is problematic when event staff need to contact an event participant's emergency contact.

A solution is needed to optimise the time for participants and the admin to execute their tasks whilst storing application information in a maintainable manner. Furthermore, it must be a custom solution. There are no existing open-source Django event applications or third party websites that accommodate for these requirements to be incorporated and also allow for customisation. A future goal is to allow for complex flows of optional conditional questions in the registration forms. A custom solution will allow for this extendability.

### B. Objectives

The Events section advertises upcoming events. Previously, it allowed event participants to: 1) find past and upcoming events, 2) view an event's details (start and end date times, description, sponsors, locations, organisers and sessions), 3) register via an online external form such as a Google Forms

that was accessed via an event's Event Details page. For an event organiser, the Django Admin Application that was within the DTHM4Kaiako web application allowed them to create an event and update its details. The event registration data collected via an external form was stored in Google Sheets. Event organisers had a huge number of spreadsheets to manage, causing unnecessary overhead. This application had a PostgreSQL relational database management system<sup>3</sup> prior to this project. From an events perspective, data for users, educational entities (e.g. schools, associations), events, sessions and locations were stored but registration data was not. Event participants had to repeat their data within an external form each time they registered, where it was not saved for future use. This added overhead to the registration process.

The project has three objectives. The first (**O1**) is to improve how event registration data is stored and viewed. By having interfaces which organise event registrations' data in a logical manner, an organiser's tasks will have a low interaction cost. This is important as interaction cost maps directly to usability [5] and therefore efficiency. Extending the existing database to store this data will keep the event related data together for easy retrieval.

The second objective has two sub goals. The first (**O2.1**) is to make registering convenient. A registration form needs to be designed and implemented to obtain personal and billing information from participants within the DTHM4Kaiako. Forms should be autofilled to minimise their completion time. Event participants should be able to update and withdraw their registrations, themselves, omitting organisers' involvement.

A future goal is to include complexly structured custom registration form questions, such as nested, conditional questions. Hence organisers can tailor sessions to their participants. The second sub goal (**O2.2**) is a stepping stone. For it, event sessions questions need to be investigated and implemented, where future custom questions are resultantly facilitated.

Finally, the third objective (**O3**) is to optimise the effort required for organisers to communicate with participants, where they can send bulk email notifications within DTHM4Kaiako. This replaces the need for manually copying and pasting participants' email addresses.

A key non-functional requirement is for users to have a reduced cognitive load. This project became a proof of concept, which is part of the groundwork of the new DTTA website specification that will be sent as a request for proposal (RFP). Even though functionality was prioritised over usability, providing a user friendly solution will give DTTA insight into the benefits of usability. Furthermore, the intention is that users will have an enjoyable user experience [6]. To do so, its user interface should follow user interface principles such as Jakob Nielson's heuristics [7]. Finally, this solution's appearance should be cohesive with DTHM4Kaiako.

<sup>2</sup><https://www.google.com/forms/about/>

<sup>3</sup><https://www.postgresql.org/>

### III. RELATED WORK

There are several existing, popular event registration web applications such as Eventbrite<sup>4</sup> and Eventfinda<sup>5</sup>. Eventbrite allows an event organiser to easily create an event and minimises the organiser's tasks. Eventfinda gives an event organiser more control over the ticket types and allows for them to create sessions for an event and specify on-sale and off-sale times. Regardless, none of these fulfil the core requirements of the stakeholders as shown in Table I. One crucial issue is that these will not accommodate for the future goal of including customised questions for event sessions within the form. They also do not integrate nicely with the existing Events section of DTHM4Kaiako, where the organiser would need to duplicate the same information that is present on an event's page again in these applications in order to create a registration form. This would lead to unnecessary repetition and the Events section would not be self-contained, where teachers would need to further sign up to another web application.

One key observation in these existing software is that payments are managed by a third party such as PayPal<sup>6</sup>. This does not give the DTHM4Kaiako event organiser control of sending invoices to teachers' school and the teacher themselves would have to supply their billing information to get this reimbursed. This goes against the desired functionality of the DTHM4Kaiako admin, one of the core stakeholders.

Another important observation is that the terminology used within these software alternatives is strongly transaction focused. This gives the user the impression that the event registration is greatly business focused. This goes against DTHM4Kaiako's core value of manaaki. From the stakeholders' perspective, it is essential that the teachers registering for events are welcomed and valued throughout the entire registration process.

One of the biggest disadvantages of using existing event registration software such as EventBrite, Whova, Xing, Brown Paper Tickets, Wild Apricot, Splash and Regpack is that they all require a fee to create tickets [8]. The event registration solution for DTHM4Kaiako must be free and accessible by any New Zealand teacher. The stakeholders do not want there to be a fee for putting "tickets" on the software solution application.

The organiser has little control of what questions are asked in the registration form. There is neither an option to obtain participant's emergency contact information, wellbeing information and dietary requirements. Lastly, a countdown timer pressures participants to complete their registration.

These provide insight into the expected functionalities of an event registration form. Firstly, if a user is logged in, then their personal information should be autofilled into the registration form. Secondly, the participant can modify the prefilled information. They are expected to confirm their email address when doing this. They also must agree to the event's

terms and conditions. Thirdly, the admin must complete a form to create an event and can export data summaries. Lastly, participants can view their event registrations in a separate page. They can cancel their application, edit their registration information and there is a form to contact the event organiser.

These existing solutions are neither satisfactory nor are extendable. This project distinguishes itself from these by granting the event organiser full control of managing events and event applications. Registering for events will take place within DTHM4Kaiako. The user experience will emphasise manaaki, and be less transaction focused. The organiser will be able to obtain all the necessary information for the events, where the database models are carefully created based on the requirements of the stakeholders, which differ from the user needs of alternative solutions. Finally, the solution will support the future addition of custom questions for sessions.

### IV. SOLUTION

#### A. Design

The two key stakeholders are Tracy Henderson and Jack Morgan. Tracy is DTHM4Kaiako's admin and is currently on DTTA's committee as their secretary. She has experience creating events in DTHM4Kaiako and manages the event registrations. Jack is the Senior Software Engineer and Project Manager for UCCSER. The software solution has to meet his quality and maintainability standards and satisfy both these stakeholders' requirements.

1) *Database Schema:* A major part of this project was implementing the database as per the initially proposed database schema (Appendix's Figure A.13). Modifications were welcomed, provided Jack agreed to them. The schema had been developed by Jack and several other DTHM4Kaiako developers and care had been taken to ensure it captured the necessary models. It was modified after analysing existing event registration software, conducting requirements elicitation and receiving feedback throughout developing the solution. The final database schema is shown in Figure A.15 in the Appendix.

The Event Registration model has been extended to include who the participant is *representing* (e.g. themselves, their school, an association such as DTTA), billing information such as the *physical billing address*, the *billing email address*, who *to bill* and *admin billing comments*, and information about the participant's emergency contact (*first name*, *last name*, *relationship* and *phone number*). Billing properties were requested so that the organiser can arrange invoices. An Address model was added to model the physical billing address. The User model was extended to include the *educational entities* (e.g. schools, organisations, associations) that the participant belongs to so that these can be requested in the registration form. It had the properties of *sessions facilitating* and *events staffing* added so that facilitators and staff had access to event information and the numbers of each could be recorded. The initial *billing address* property of the User model was moved to the Event Registration model as Tracy noted that a participant

<sup>4</sup><https://www.eventbrite.co.nz/>

<sup>5</sup><https://www.eventfinda.co.nz/ticketing/>

<sup>6</sup><https://www.paypal.com/us/home>

Table I  
SUMMARY OF COMMON EXISTING EVENT REGISTRATIONS MANAGEMENT SOFTWARE TOOLS.

Core requirement	Event Brite	Event Finda	Whova	Xing	Brown Paper Tickets	Wild Apricot	Splash	Regpack	Humanitix
Allow for session registration questions	No	No	Yes	No	Yes	Yes	Yes	Yes	No
Allow for conditional registration questions	No	Yes	No	No	No	No	No	Yes	No
Language used shows manaaki	No	No	No	No	No	No	No	No	No
No usage fees	No	No	No	No	No	No	No	No	No
No third party payment system	No	No	No	No	No	No	No	No	No
Participants can update their details after registering	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Send bulk emails to participants	Yes	Yes	No	No	No	Yes, uses templates	Yes	Yes	Yes
Generate custom data spreadsheets	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Monitor event data as an organiser	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

may be funded by a different educational entity or themselves, depending on the event.

For the Event model, the *price* property has been excluded since the cost to attend is now modelled via the Participant Type model using its *cost* property. This was decided as the attendance fee is dictated by the participant type, rather than a global event fee to attend. The property of *participant types* was added since this allows event organisers to decide upon custom participant types for their event if they desire. The properties of *catered*, *contact email address*, *cancelled*, *event staff* and *deleted event registrations* were also added. This was because: 1) it is common for events to have a catered lunch or afternoon tea, 2) event participants need a way of contacting the organiser, 3) event participants need to know if an event is cancelled, 4) event organisers need to know who the event's staff are, and 5) organisers need to know the number of participants who withdrew and why, so that they can explain to caterers and facilitators why there is a difference in the expected number of participants to those at the event.

A Deleted Event Registration model was created to capture the date and time of withdrawing and the reason(s) for withdrawing. This was necessary as the database would still contain the participant's information in a registration, regardless of changing its status. It is unethical and a breach of privacy to store information about withdrawn participants. Therefore, the Deleted Event Registration model does not store the primary key of the withdrawn user.

The Event Registration model now has a *sessions* property and the Session model has an *event registrations* property. This allows organisers to know what session(s) participants wish to attend during the event. The *facilitators* property was also added to the Session model so event organisers know who is facilitating them.

A many to one relationship has been added between the Registration Form Optional Question model and the Registration Form model, as well as a many to one relationship between the Registration Form Session Choice model and the Registration Form model. Another many to one relationship was added between the Registration Form Optional Question and the Event model.

The language used to refer to registrations has changed from

*Applications* and *Applicant to Registrations and Participant* as it was found through discussions with the stakeholders and study participants' comments from the think-aloud user study that this was more sensible.

Note that the relationship between the Event and Participant Type is modelled as a many to many relationship. Consequently, the database only contains unique participant types, where the name and the cost is the unique ID for participant types. In many cases, events will have a participant type of 'Teacher' that has no participation cost. While it will appear to the event organiser that participant types are custom to the event, there will only be one instance of each unique participant type within the database. Therefore, if the organiser deletes a participant type from an event, it will appear deleted to them, but if another event also has that participant type, it will remain in the database. This provides customisation if needed whilst allowing for common participant types to exist without revealing to other organisers what participant types are globally present in the database. It also avoids duplicates.

The evolution of the detailed database schema is captured in the Appendix's Figures A.13, A.14 and A.15. An overview of the models and their key relationships is shown in Figure A.12 in the Appendix.

2) *Technologies*: This project's technology stack uses the same technology stack as the existing DTHM4Kaiako codebase. Sensibly, this keeps all of DTHM4Kaiako's data self-contained. This was convenient for storing data within the existing PostgreSQL database. The Python-based Django web framework is used for the backend development, with a PostgreSQL database that has a GIS add-on. Django templates, HTML, CSS, SASS, Javascript and Bootstrap 4 are used in the frontend. The Django framework has a Model-View-Template architecture and the structure of the project related modules are depicted in Figure A.16 in the Appendix. The Django framework is a lightweight framework that encourages quick development, with excellent documentation. It is regarded as a secure framework [9; 10] and supports scalability [11]. To run the application in any environment, Docker Compose<sup>7</sup> is used for containerisation. This was set up for

<sup>7</sup><https://docs.docker.com/compose/>

DTHM4Kaiako prior to this project and DTHM4Kaiako's repository's *README.md* on GitHub contains steps for setting this up for development. HTML, CSS, Javascript and Bootstrap along with Django templates allow for sufficient user interfaces to be created that are consistent with the existing pages of the application and the admin view.

Django's Admin<sup>8</sup> Application is used to provide model-focused user interfaces. It is an automatic admin interface which interprets the models' metadata to do this. Only authorised admins can access this interface and it allows them to manage the database entities of the application.

3) *Wireframes*: Wireframes were used to receive rapid feedback on the solution's user interface. The Event Details page that is publicly accessible is shown in Figure A.4 in the Appendix. It contains key event information and allows participants to register, and view, update and withdraw their registration. Figure A.8 depicts the wireframe for the flow of registering for an event. This was based on the path observed when analysing existing event registration applications. The Event Registration page is illustrated in Figure A.5, which contains a form with registration questions for a prospective participant. The My Event Registrations page is depicted in Figure A.6 and gives participants control over their registration data. Figure A.7 shows the wireframe for the admin interface for viewing an event registration. This was the initial approach for allowing an organiser to view and update event registrations. It was phased out later in the project and interfaces for the organiser to manage events and their registration was designed within the user-facing Events section of DTHM4Kaiako. Figures A.9, A.10 and A.11 show the organiser's Events Management, Manage Event and Manage Event Registration pages.

4) *Stakeholder Requirements*: The textual requirements from the stakeholders are recorded in the User Stories document in the Appendix. These dictated what was implemented and the behaviour of the software solution. Section IV-C2 discusses the process of gathering, verifying and refining these requirements in detail.

## B. Implementation

The functionalities for Objectives **O1**, **O2.1** and **O3** have been implemented. This was done by extending the database models and creating new views, forms and Django templates. Objective **O2.2** has only been partially implemented due to a wide scope and narrow time frame for implementation. The User Manual in the Appendix provides a walk-through of the functionalities added. The key pages within the software solution and their associated access levels are displayed in Figure A.17 in the Appendix.

1) *Objective O1*: An improved data management system for event registrations was implemented. This was achieved by extending and refining the database schema before implementing the models within the existing PostgreSQL database. The Django Admin Application which already had pages for

the User, Event, Session and Series models was extended to have interfaces for the instances of the Event Registration, Registration Form, Participant Type and Dietary Requirement models. The Events interface within this was extended to include the Registration Form associated within, as the stakeholders felt that this was a more efficient layout. This provided the backbone for the admin and event organisers to view, update and delete event registrations, participant types and dietary requirements. However, the stakeholders reported that the overall usability of the default Django Admin Application could be improved by organising the information in a clearer manner and having more logical flows between pages. Also, upon researching best practices for the Django Admin application, it was found that it was not intended to be scaled. Additionally, only the admin should have access to this application, so granting event organisers access to it could provide an unwanted security attack surface. Following this, the Events Management, Manage Event and Manage Event Registration pages were implemented within the main user-facing application to separate the access levels of an admin and event organisers.

The Events Management page allows an event organiser to view all past and upcoming events they organise in a master list. These are ordered by most recent for convenience. There is also the option to generate custom spreadsheets. This behaviour is contained within a collapsible container element. This allows organisers to create tailored spreadsheets with data from their events. Event staff, who run the event, have the same access permissions as event organisers.

The Manage Event page for an event is accessed via the Events Management page. It gives an event organiser full control over an event and its data. Key details like the event's start and end date times, open and close date times for registrations and the event's capacity are displayed. The participant types and their associated attendance costs and counts, counts of registration statuses (pending, approved, declined, withdrawn), and reasons for withdrawing and their counts are all displayed at the top of the page.

Several collapsible container elements are below this information. These are for: 1) viewing and updating the event's details (all properties of the Event model), 2) viewing and updating the event's registration form details, 3) adding new participant types, 4) updating and deleting participant types, 5) viewing a list of registration forms which are separated based on approval status, 6) generating custom registration data, and 7) sending bulk emails to participants. An organiser can publish and cancel an event here. An unpublished event has containers 4) and 5) but not 6) and 7). For a cancelled event, the containers' data is only viewable. The intention behind this interface is to allow for key data to be displayed in a sensible and easily accessible location, and for core actions to be made more accessible. The events and events' registrations' data is seamlessly handled behind the scenes and the event organiser is empowered to conduct their tasks efficiently.

This is the same intention for the Manage Event Registration page. All the data collected from the event registration form

<sup>8</sup><https://docs.djangoproject.com/en/4.0/ref/contrib/admin/>

is displayed. The event participant is the only user who can modify it. This removes the involvement of the organiser. They can approve the attendance of the prospective participant, set the status of their registration to ‘paid’ if they have an attendance cost, note down staff comments and admin billing comments, and update the participant type if it was incorrectly selected.

2) **Objective O2.1:** The event registration form was designed so that only the relevant fields are present and that a participant’s information is autofilled in future registration forms. Overall, the My Event Registrations gives participants the control to manage their own registration data.

Prospective participants access the registration page by clicking the green ‘Register for this event’ button on the Event Details page. Green was requested by the stakeholders as it suggests the primary action on the page. This is supported by [12] and users will look at this first on the user interface. Upon accessing the Event Registration page, the participant is informed that their personal information is autofilled and that they should check that it is correct and up to date. A privacy disclaimer is present below this which informs them that only the necessary data is collected and if they withdraw their registration, their data will be permanently deleted. These statements were included to protect all parties.

Having their personal data autofilled in the form reduces their cognitive load as they do not have to recall their information. This has two benefits: firstly, the teacher has a quicker experience completing the form, and secondly, they are less likely to enter incorrect information. The user can update these fields as required. This is important as all information relating to a user is globally propagated throughout the website, ensuring participants’ information is up to date everywhere.

The registration data is stored within the database as an instance of the Event Registration model. The User model was extended to contain the participant’s personal information. To autofill the registration form, the User model instance associated with the logged in user is retrieved from the database and its properties are used to fill the fields. Upon saving or submitting a registration form, the user’s associated User object is updated in the database.

All registration forms have fields for collecting personal and participant type information. A physical event has fields for collecting accessibility and emergency contact data. A catered event asks for dietary requirements. An event that has an attendance fee has fields asking for billing information. Prospective participants must also agree to the event’s terms and conditions.

After registering for an event, a participant can navigate to their My Event Registrations page. They can view past and upcoming events they are attending. There is a card element for each event registration which contains a link to the event’s page, and key data including the event’s date and contact email address, their registration’s status, a button for updating their registration details and another for withdrawing it. Event participants can do both actions either here or on the Event Details page. This reduces the cognitive load of the user as

they will be on one of these pages when they are thinking about withdrawing. They are allowed to do either action prior to the event commencing, showing manaaki. A modal is used to prevent accidental withdraws. The withdraw buttons’ background colour was yellow-orange as the stakeholders associated this with risk, which is supported by [13]. ‘Confirm withdrawing’ was chosen as the text on the model’s button so there is no doubt in what action is executed.

3) **Objective O2.2:** To facilitate the registration form’s extension, it was designed so that it is made up of multiple forms. This allowed these to be interchanged based on the event’s requirements and sub forms can be used within a future user profile page to allow the user to update their personal details. Django-crispy-forms<sup>9</sup> was used to format these into one seamless form.

Upon investigating how to implement session questions, and ultimately custom questions, within the registration form, several Django libraries were inspected. Django-fobi<sup>10</sup> appeared as the most promising. It would accommodate for adding custom questions of any question type, be it a multi-select question, drop-down menu question, file upload question or a text field question. However, two issues were discovered. Firstly, although powerful, it provided much more customisation than was necessary which would mean that it was more complex and unnecessarily large for what was needed. This would overwhelm an organiser. Secondly, to include custom questions, it would require the implemented registration form to be re-made using django-fobi completely. The existing sub forms could not be slotted in conveniently with these, where the two different object types were not compatible. Additionally, a user interface element for displaying which sessions were in each stream for multi-day events was required but no suitable library was located for this. After this investigation, it was concluded that this objective was much more complex than initially thought and implementing session questions within the form was removed from this project’s scope.

4) **Objective O3:** Within the Manage Event page, there is a collapsible container element which contains a form for sending bulk emails to participants. It contains these fields: *your name* (autofilled), *email to contact you* (autofilled with the event’s contact email by default), *subject*, *message*, and three tick boxes for whether you want to cc yourself and send it to approved participants and pending participants. It is important that the event organiser can send a copy of the email to themselves for their record purposes. This is showing manaaki to organisers. Being able to distinguish between approved and pending participants was another important request from the stakeholders so that they have the finer granularity and control available. For development purposes, MailHog<sup>11</sup> was used to test that emails were sent.

5) **Accessibility:** The colours selected for the user interface are noted in the User Stories document in the Appendix under

<sup>9</sup><https://django-crispy-forms.readthedocs.io/>

<sup>10</sup><https://readthedocs.org/projects/django-fobi/>

<sup>11</sup><https://github.com/mailhog/MailHog>

'Non-functional requirements'. These were requested by the stakeholders. Accessibility was not a high priority for the stakeholders as they prioritised functionality over usability. However, the colours a user with protanopia, deutanopia, or tritanopia would see are recorded there. While most colours have sufficient contrast, the pastel colours for the status labels would require improvement in the future. Regardless, all coloured elements have legible text that informs the user of the action of the element.

### *C. Method and Project Management (Development Process)*

*1) Tracking Progress:* To manage the project, Kanban and a Trello board were used (Figure A.1 in Appendix). Seven milestones were used to section the features to implement and tasks per milestone were created in Trello. Milestones were followed well, until implementing session questions was discovered to be too complex for the project scope. To replace this, a milestone to implement a more customisable event organiser interface was made and followed.

Before a task was moved to 'Done', sufficient testing was conducted (explained in section IV-C3). To manage the versions of the source code, GitHub was used as the DTHM4Kaiako codebase is stored in it. Upon commencing this project, its 'develop' branch was forked and this project's source code had been developed within this.

Clockify has been used to track the amount of time put into this project and tags classified the type of work conducted (Figures A.2 and A.3 in the Appendix). Overall, 436 hours have been logged. The largest portion is writing source code (40.5%), followed by writing automated unit tests (13.7%) and creating the project's artifacts (10.5%).

*2) Requirements Elicitation and Documentation:* Initially, an informal interview was conducted with Jack to gather the requirements for the project and determine the areas of the draft database schema that needed more investigation. The requirements history from this project is in the Requirements History document in the Appendix. Due to my lack of practical requirements elicitation experience, additional requirements elicitation sessions were planned for and conducted prior to commencing a new milestone. This was to utilise the new knowledge gained as this project progressed and assist with obtaining the correct requirements and uncover any tacit knowledge. On several occasions, the stakeholders reflected on an acceptance criteria and changed it.

During these informal requirements elicitation sessions, questions were prepared which had been inspired from the existing registration management tools noted in Section III, from analysing the database schema and the existing requirements at that point in time. High level questions were asked first to uncover the root problems for event organisers and participants. These guided me towards the direction of what questions to focus on next in terms of my list of prepared questions. After the 'Five Whys' method was learnt in SENG404, this was used. On many occasions, clarification or a definition was asked for to ensure I had understood what the stakeholders had said. For example, the phase 'educational entity' was referred

to and I was unsure of what this encompassed prior asking for a definition.

To validate that requirements were correctly recorded, they were repeated back to the Jack and Tracy after the discussion and adjusted if needed. The stakeholders were proactive at saying when the other stakeholder may disagree on a requirement, and these requirements were checked with the other stakeholder to ensure they were in agreement.

The requirements were formalised using user stories with acceptance criteria. These were used to validate the solution. Four non-functional requirements and 15 user stories were documented as seen in the User Stories document in the Appendix. Small adjustments to their acceptance criteria were made throughout the project after the additional requirements gathering session that happened prior to start on a new milestone.

*3) Quality Assurance:* To validate the solution, full manual acceptance criteria (AC) testing was conducted when: 1) a user story was completed, 2) to check a milestone was met, 3) prior the think-aloud user study, and 4) after making user interface adjustments and additions based on the outcomes from the user study. This was recorded in a spreadsheet and can be seen in the Appendix, where this acted as a live AC tracker. This was done by walking through the relevant functionality and assessing whether the acceptance criteria for each user story was met. Regression testing was carried out to ensure the earlier user stories' behaviour was unaffected by the new functionalities. Informal demonstrations (either in person or via Zoom) and Slack discussions with the stakeholders were used validate ambiguous acceptance criteria.

Informal code reviews were conducted by Jack to ensure that he was satisfied with the code written and that it meet his standards. These occurred once a large unit of work was implemented such as the fully functional registration form. Feedback from Tracy was received less than from Jack. Jack had a more concrete vision of the solution and technical knowledge, whereas Tracy was influenced by her enthusiasm for a solution and it was often difficult to refine the requirements.

Finer granularity manual testing was conducted throughout the development of the functionalities. This is documented in the Appendix, where there was a table per user story. This was favoured early on during the project while the minimum viable product of the Event Registration and My Event Registrations pages were being implemented. After the stakeholders approved these, unit tests were heavily prioritised over manual tests. Functions relating to models, urls and forms were unit tested, however the key scenarios for the views were prioritised over having a significant number of scenarios covered. Jack requested that the critical unit tests were prioritised rather than having exhaustive unit tests. This was as he wanted all the core functionality implemented so that a cohesive proof of concept was produced and it could be used for DTTA's request for proposal for their new website's specification.

The DTHM4Kaiako codebase has a strict linter to ensure the code style was of high quality, appeared to be written

by one person and docstrings were present. This project's repository used GitHub actions to check the code style and that all tests passed (Appendix Figure A.23). 'TODO' comments were requested by Jack and added to note future areas of work that were outside of this project's scope. An example of this is the billing details in the registration form that needs to be hidden dynamically when the participant selects a participant type that has no cost to attend.

*4) Evaluation Process:* To evaluate the final software solution, a think-aloud user evaluation study was planned and conducted. An application was submitted to the University of Canterbury's Human Research Ethics Committee. This was approved on September 9th 2022. The purpose of this evaluation process was to determine whether: 1) the core functionalities implemented encompassed the desired behaviour of event organisers and event participants from the lens of managing event registrations, 2) the process for conducting an event organiser's core tasks was of a satisfactory speed, 3) the process for registering for an event as an event participant was of a satisfactory speed, 4) the data that is requested via the registration form matches what an event organiser would expect to require for organising their events. The appearance of the application was not the primary focus of the study. However, participants' comments on the user interface were welcomed, for the purpose of identifying which aspects required improvement.

This method of evaluation was used as it allows end users to explore the software solution's functionality organically and how they conduct their tasks could be analysed. Participants were asked to complete each new flow available for an event organiser and participant in succession. The summary of the key questions asked throughout the interview are shown in the Appendix in the Study Findings document.

The criteria for selecting interview participants was experience in organising events or foresee themselves organising events in the future. The study was advertised via the online DTTA community board. Five New Zealand educators were interviewed between September 19th and September 29th 2022. Interviews were conducted via Zoom and were recorded for the purpose of re-watching them in the event that key comments were missed. Overall, interviews took a total of nine hours. Due to participants' enthusiasm and willingness to share their thoughts, the data gathered from the study was rich, so having five participants proved to be sufficient.

The summary of the key findings is shown in Table II. A detailed summary is within Appendix. To protect the identity of the study participants, this summary document does not have detailed coding connecting what a specific interview participant said to them. Minor adjustments to the user interface were made based on their comments to improve the solution. The highlighted rows indicate which aspects require further exploration, where participants had conflicting views on many user interface aspects of this software solution. A summary of these is noted in Table III. While these are minor, they assist with improving the usability of this project.

While the overarching criteria is whether the project's

Table II  
THE KEY OUTCOMES OF THE STUDY.

ID	Key outcome that all participants agreed on	Relevant objectives
US2	The core actions desired by an event organiser were present within the event registrations management system.	<b>O1</b>
US3	The event registrations management system enabled them to conduct their core tasks efficiently.	<b>O1</b>
US4	The data requested within the registration forms was sufficient.	<b>O2.1</b>
US5	The core actions desired by an event participant were present within the Event Details, Event Registration and My Registrations pages.	<b>O1</b>
US6	All study participants felt that the registration process was streamlined.	<b>O2.1</b>
US7	The processes for creating custom spreadsheets as an event organiser was intuitive.	<b>O1</b>
US8	The processes for sending a bulk email to event participants as an event organiser was quick.	<b>O3</b>

Table III  
USER INTERFACE ASPECTS THAT REQUIRE FURTHER INVESTIGATION.

Area within the Events section	Number of aspects commented on	Percentage requiring future investigation
Event Details page	10	40.0
Event Registration page	23	56.5
My Event Registrations page	15	20.0
Updating registration form	4	25.0
Withdrawing registration form	11	36.4
Events Management page	10	30.0
Manage Event page	26	69.2
Manage Event Registration page	9	55.6
General/Throughout	5	60.0

objectives are met, several metrics can be used to evaluate the solution. These are shown in Table IV, where a four-point (N-P-L-F) rating scale, inspired from [14], is provided per metric. These were endorsed by Jack. Finally, since sustainability is becoming an important quality attribute of software, whether the solution aligns with the Sustainable Development Goals should also be considered.

## V. DISCUSSION, EVALUATION AND LIMITATIONS

### A. Discussion and Evaluation

The percentage of study participants that said 'yes' to all the study's questions (%100) indicates that the solution's quality is fully achieved. This metric is reliable as it reflects the end user's voice. The study outcomes of US1 to US8 indicate that the objectives of **O1**, **O2.1** and **O3** are met. However, all participants had experience organising events. Having an inexperienced event organiser participate would have strengthened the metric's reliability, as the solution should be also suitable for inexperienced organisers. While the focus was on event organisers for the study, it would have also been beneficial to have New Zealand teachers participate to gather their thoughts on solely the participant related behaviours.

Acceptance testing was conducted to validate the solution. Acceptance testing produces reliable metrics in terms of

Table IV  
METRICS USED TO EVALUATE THE EVENT REGISTRATIONS MANAGEMENT SYSTEM IMPLEMENTED.

Metric	Scale (%)	Rationale of scale	Value	Level
Percentage of user study questions that received a positive answer from all participants	<b>Full achieved: &gt;90-100, Largely achieved: &gt;70-90, Partially achieved: &gt;50-70, Not achieved 0-50</b>	Smaller partitions and higher percentage partitions are necessary as the user study reflects the opinions of the end users and their satisfaction.	100%	Fully achieved
Percentage of user stories passed	<b>Full achieved: &gt;90-100, Largely achieved: &gt;80-90, Partially achieved: &gt;40-80, Not achieved 0-40</b>	The fully achieved partition is small as user stories capture the core behaviours expected and we want to have a reliable quality indicator. The partially achieved window accounts for minor failures. Since this metric hides this information, it is better to be strict.	93%	Fully achieved
Percentage of all acceptance criteria passed	<b>Full achieved: &gt;90-100, Largely achieved: &gt;70-90, Partially achieved: &gt;50-70, Not achieved 0-50</b>	This scale is more generous than that for the percentage of stories passed as this metric provides more insight into failures.	99%	Fully achieved
Percentage of overall code coverage	<b>Full achieved: &gt;80-100, Largely achieved: &gt;60-80, Partially achieved: &gt;40-60, Not achieved 0-40</b>	Code coverage does not reflect the quality of the tests written so having a large partition for full achieved is needed, especially as it is difficult to have 100% coverage. High levels of code coverage is expected in UCCSER codebases.	71%	Largely achieved
Number of code style issues found by the DTHM4Kaiako linter	<b>Full achieved: 0, Largely achieved: &lt;20, Partially achieved: 20-100, Not achieved &gt;100</b>	For the GitHub pipeline to pass, the linter must not find any code style issues.	0	Fully achieved

achieving the objectives since these reflect the end user's perspective on the expected behaviours. Both the metrics of the percentage of user stories passed (93%) and the percentage of total acceptance criteria passed (99%) are deemed as fully achieved. Note that there are 15 user stories and 'U14: Event Registration Session Questions' was excluded from the calculations as it was out of scope.

To verify the functionality implemented, manual and unit tests were written. Overall, 411 unique manual tests were created and documented. They were run when the associated functionality was implemented, before the end of a milestone, before the study and at the end of the project. Of these, 99% passed. One failed due to the billing questions not being hidden when the selected participant type had an attendance cost. These manual tests and their final state is shown in the Appendix. 192 unit tests were written which is 94% of all unit tests present in the application, so the number of automated tests present has significantly improved. The overall codebase's coverage is now 71%. The lowest percentage of coverage for a file within the Events Application is the *views.py* file with 54% coverage, followed by the *utils.py* file at 63%. Figures A.18, A.19, A.20 and A.21 in the Appendix show core unit testing statistics. The metric of the percentage of code coverage suggests that the quality of the solution is largely achieved. However this metric on its own is not reliable as coverage does not reflect the quality of the tests written.

The metric of how many issues the strict DTHM4Kaiako linter found is important as it suggests how maintainable and readable the code written is. It also impacts the status of the GitHub repository's pipeline, where if there are any code styling issues, the pipeline fails. The linter found no issues with the code written, so from this lens, the quality of the

solution is full achieved.

When reflecting on this solution in terms of the Sustainable Development Goals<sup>12</sup>, it aligns with Goals Four (Quality Education), Nine (Industry, Innovation and Infrastructure), and Ten (Reduced Inequalities). By improving the registration process, New Zealand educators are more likely to register for events as they will no longer experience hoha (frustration) when registering for multiple events at a time, plus they can view a list of events they are attending. This results in professional development DTHM events being more accessible to educators and educators wanting to register for more events. Because the registration process makes events more accessible, the inequality between competent DTHM teachers and those who are starting on their journey to upskill will reduce. Finally, the events registration management system demonstrates innovation and enhances the web application's infrastructure. It also strengthens the DTHM community by empowering both event organisers and participants to conduct their tasks relating to registering and managing events.

#### B. Limitations

One of the limitations of this events registrations management solution is that a library like django-fobi cannot be easily integrated with the implemented registration form. This means that an alternative library or designing the implementation of custom questions yourself may be required. Alternatively, if a library like django-fobi was to be used, then the implementation of the registration form will likely need to be restructured to reflect the structure of django-fobi's form questions. Django-fobi has a structured way of containing

<sup>12</sup><https://sdgs.un.org/goals>

questions within a form and they all have to be implemented using django-fobi for the form to be compiled. In other words, there is no convenient way to combine normal django forms with django-fobi forms.

Django-crispy-forms is used to style all the forms within the application. A trade-off was made between the consistency in the user interface's style that using this library provides and the customisation of the appearance of the forms. While it abstracts away the details of styling the forms, it introduces the limitation of additional work required to achieve a different user interface appearance of the fields within the form. For example, the form to view and update the details of an event in the Manage Event page has django-crispy-forms applied to its appearance which means that the start and end date times' fields are text fields instead of date and time pickers. Another example is the default narrow multi-select fields where the user has to use press CONTROL and click to select different list elements. This is annoying when there is a large list of elements, such as the event locations list, as only five elements are visible in the scroll box at once.

Django applications are commonly made up of sub applications, referred to as 'Applications', such as the default Django Admin Application. The Events Application within the codebase has been built within the DTHM4Kaiako web application, rather than externally designed and imported. This means that if another developer wished to use the same Events Application implemented within this project, additional work would be required to extract it into its own Python package and publish it within PyPi<sup>13</sup> to be used elsewhere.

While deemed acceptable for the purpose of a proof of concept project by the stakeholders, the unit tests written focused on the most critical aspects of the codebase, like the urls, models and views rather than being exhaustive. A limitation of this is when future developers conduct exhaustive regression testing, where they will have to run through the manual testing spreadsheet or write their corresponding unit tests. Even though the manual testing spreadsheet is thorough and covers an extensive number of edge cases, it is time consuming.

Another limitation is that the scope of this project did not include migrating the Admin Application's functionality of creating a new event to the Events Management page. This means that the DTHM4Kaiako admin has to create each new event themselves, or provide admin access to event organisers which is not ideal from a security perspective. Ultimately, the admin should only be managing the web application's user. This is also true for when event organisers need to add additional education entities such as a new school or a new location to the database.

Usability was prioritised below functionality, meaning the solution's usability is weak in several areas as highlighted by the study. While minor, such as the position or colour of a button, comments about the usability of the solution were made during the think-aloud study. These could have been

avoided if usability was emphasised as a core quality attribute by the stakeholders. To improve it, conducting a survey with explicit usability questions using likert scales to pinpoint the usability issues would be beneficial for future developers.

### C. Reflection

One key learning outcome is how to optimise the evaluation process and improve the reliability of its outcomes. In hindsight, if I had a large group of user evaluation study participants then a broader perspective of the appropriateness of solution could have been obtained. This would have strengthened the reliability of the study's outcomes further. To do this, I should have created an advertisement in the first month of the project to gauge interest for the study. This would have given me a larger window to gather study participants and made the user evaluation study preparation period more efficient. Additionally, having a broader range of opinions on the solution would have potentially highlighted issues that may have been overlooked by the five study participants.

I should have written more unit tests from the start of the project rather than relying on manual tests. Even if time was required to update these when parts of the implementation of the registration form changed, there would have been more unit tests present once the minimum viable product of the registration form page was completed. This would have minimised the time spent conducting regression tests.

Having a frequent feedback loop with my stakeholders meant that I could address changes to wireframes and acceptance criteria of the user stories with speed. Since the solution was refined throughout the project, the study participants were satisfied with the core behaviours and the flows. A contributing factor to this was the skill of asking the right questions and realising when something may have been misunderstood. One technique I employed was the 'Five Whys' technique where you keep asking 'Why?' until you have exhausted the questions of why something is an issue and the root cause.

While I delivered 93% of the user stories, this does not reflect that the project scope had to be reduced to exclude implementing session questions in a user friendly manner within the registration form. Conducting a more in-depth requirement elicitation activity at the beginning of the project may have raised the issue of the complexity of implementing the sessions questions. Questions should have been asked about how they should be displayed and how the event streams relating to these sessions should be represented for complexly structured events. This would have meant that the project's scope could have been more realistic. Additionally, having known that the session questions were complex to implement, I could have been more thorough with finding a suitable library to use from the start.

I should have taken a more proactive approach when I recognised that the stakeholders were unsure of how much could be achieved during this project's duration and they were unsure of how some functionalities should behave, such as the session questions and custom event questions. When I had sensed uncertainty, I should have asked more pointed questions

<sup>13</sup><https://pypi.org/>

such as ‘If an event such as the CS4HS event was to be run in 2023, how would you expect an event participant to select their stream and relevant sessions in the registration form?’. Fortunately, I was learning about requirements elicitation in SENG404 and I applied the ‘Five Whys’ method and utilised the knowledge gained from the researching alternative software solutions. Additionally, as I gained more knowledge of Django, I learnt what was feasible, whereas I had no experience with Django before this project.

One challenge I faced was having my user evaluation study conducted a three weeks later than planned due to waiting for approval from the human research ethics committee and finding participants. Planning to apply for this earlier would have allowed for a larger window to gather more participants and to make adjustments to the solution based on their comments. Fortunately, I only had two minor aspects to clarify once I received a reply from the committee.

## VI. CONCLUSION AND FUTURE WORK

This project set out to solve the issue of events registration management for the existing DTHM4Kaiako Django web application. Previously, organisers relied on a large set of spreadsheets to store and manage event registrations’ data, resulting in unnecessary overheads. Event participants had to repeat their data within an external form each time they registered. There was no database to save and retrieve their data. To overcome this, the existing PostgreSQL database within the DTHM4Kaiako application has been extended to include event registration related models and instances of these are stored in the database. This was after refining and extending the draft database schema.

Objective **O1** was met as the data management of event registrations has improved to a satisfactory standard. There are user interfaces which allow an event organiser to view a list of their events, and view and manage their event data and the associated event registrations data. Objective **O2.1** has been achieved as the registration process is self-contained within the website and participant’s data is autofilled for their convenience. There is also a user interface for viewing a list of their event registrations. While objective **O2.2** was too complex for the project scope, an investigation into Python libraries for how to implement session questions was conducted. Objective **O3** was met as organisers can send bulk emails to event participants conveniently.

One of the key long terms goals is implementing session questions and custom, complexly structured conditional questions in registration forms. Another future goal is to implement a process for managing organisers’ emails, where email templates and an archive of emails is desired. One smaller future goal is to extend the Events Management page to include an interface for creating an event and duplicating a past or cancelled event. Events can be created in the Admin Application but this behaviour should be migrated to the Events Management page. Paginating the registration form once its list of questions grows, incorporating registration

coupons for subsidising attendance fees and exploring the idea of an event wait-list are other future goals.

Overall, this solution has captured and modelled the core entities and behaviours desired for organisers and participant of DTHM events. The database schema can be provided to DTAA for their request for proposal for their future website which will use this solution as a proof of concept. Additionally, it provides a strong foundation for future additions. Participants from the think-aloud user evaluation study were satisfied with the improved event registrations management system.

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## APPENDIX

The Trello board 'SENG402 Project' is divided into four main sections:

- Backlog:** Contains cards for 'Development' tasks such as 'Autofill event registration forms' and 'User can withdraw their event application via either the event applications page or the event details page'.
- To Do:** Contains cards for 'Development' tasks like 'Event applications for past events should not be editable' and 'Shouldn't be able to make applications for past events via admin'.
- Work In Progress:** Contains cards for 'Development' tasks such as 'Update the sample data so that the registration form entities created have registration form details present (times and Ts&Cs)' and 'Allow a user to create an "other" dietary requirement'.
- Done:** Contains cards for 'UI/UX' and 'Development' tasks like 'Create and show sketches of registration form and flow to Tim and Jack for approval' and 'Implement initial DB schema'.

**Key Links** sidebar:

- Manual Testing Spreadsheet (1)
- Dietary Requirements (2)
- Tax Invoice (Xero) Template (1)
- Bootstrap 4.X (1)
- Stakeholder Feedback (1)

Figure A.1. Trello board used to track the project's progress.

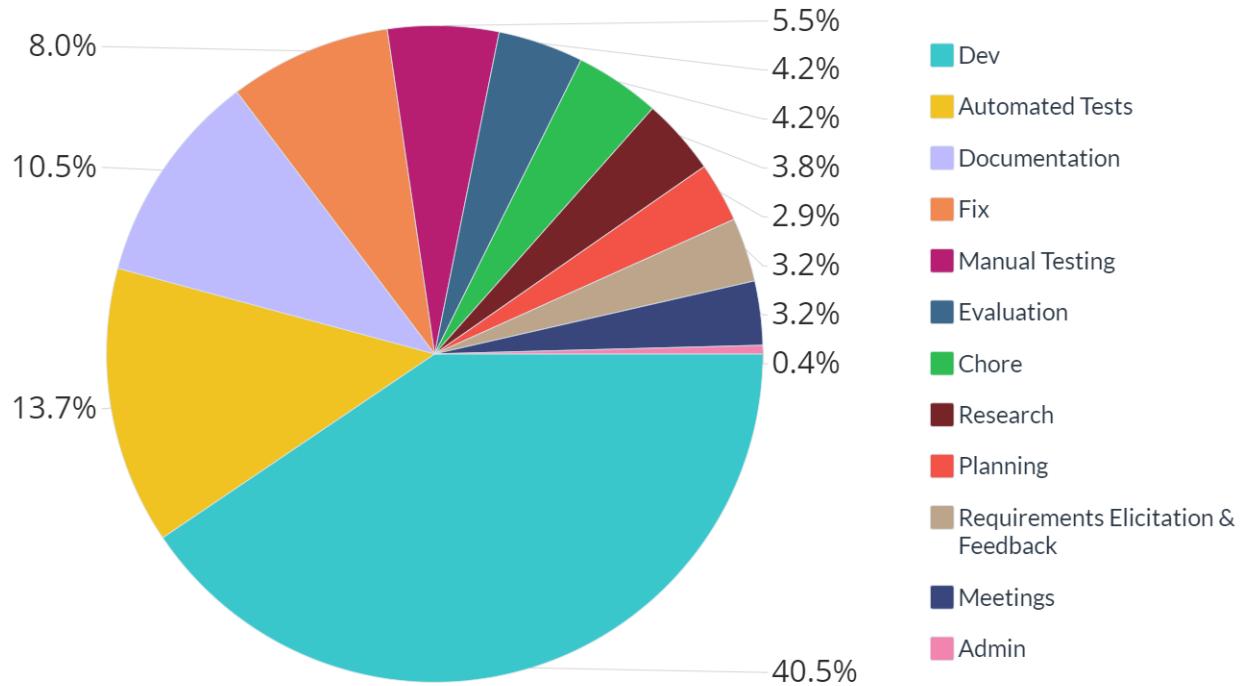


Figure A.2. Hours logged in Clockify so far.



Figure A.3. Hours worked per month on the project, recorded in Clockify.

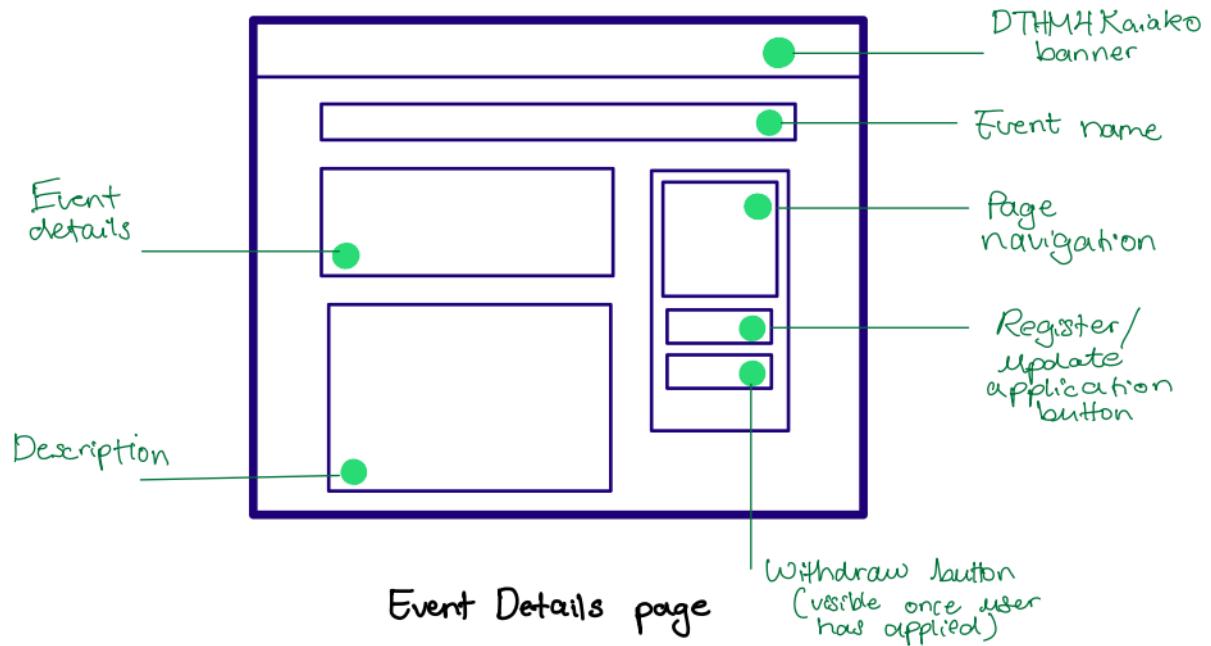


Figure A.4. Wireframe for the Event Details page where a user can see an event's information and can apply to attend.

The wireframe illustrates the layout of the Event Registration Form. At the top right is the DTHM4 Kauako banner. Below it is a text input field labeled "Event name". The form is divided into three main sections: "Person Information" (containing fields for first name and address), "Billing Information" (containing fields for street number and address), and "Applicant type\*" (containing a dropdown menu, terms and conditions text area, and an "Agree" checkbox). A large "Register"/"Apply" button is located at the bottom left.

**DTHM4 Kauako banner**

**Event name**

**Section for gathering personal information**

**Section for gathering billing information**

**Section for choosing applicant type & agreeing to terms and conditions**

**"Register"/"Apply" button**

**Event Registration Form**

Figure A.5. Wireframe for the Event Application form page which users can access to apply for an upcoming event.

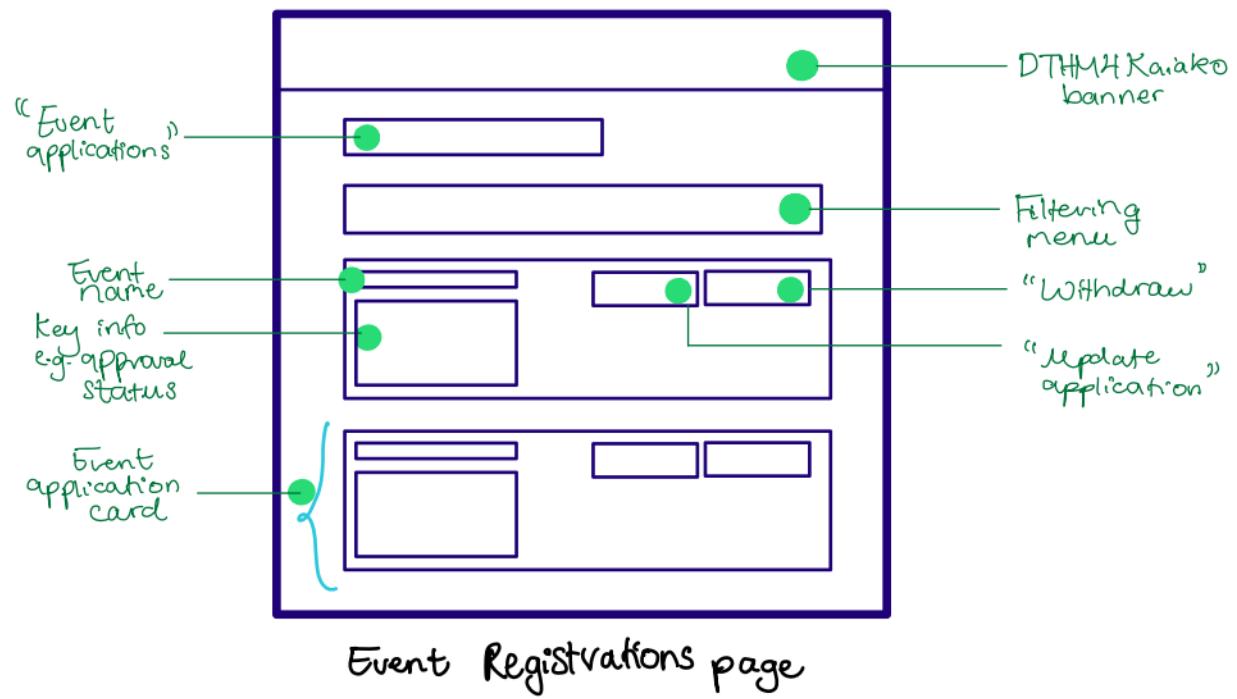


Figure A.6. Wireframe for the Event Applications page where a user can view their event applications at a glance.

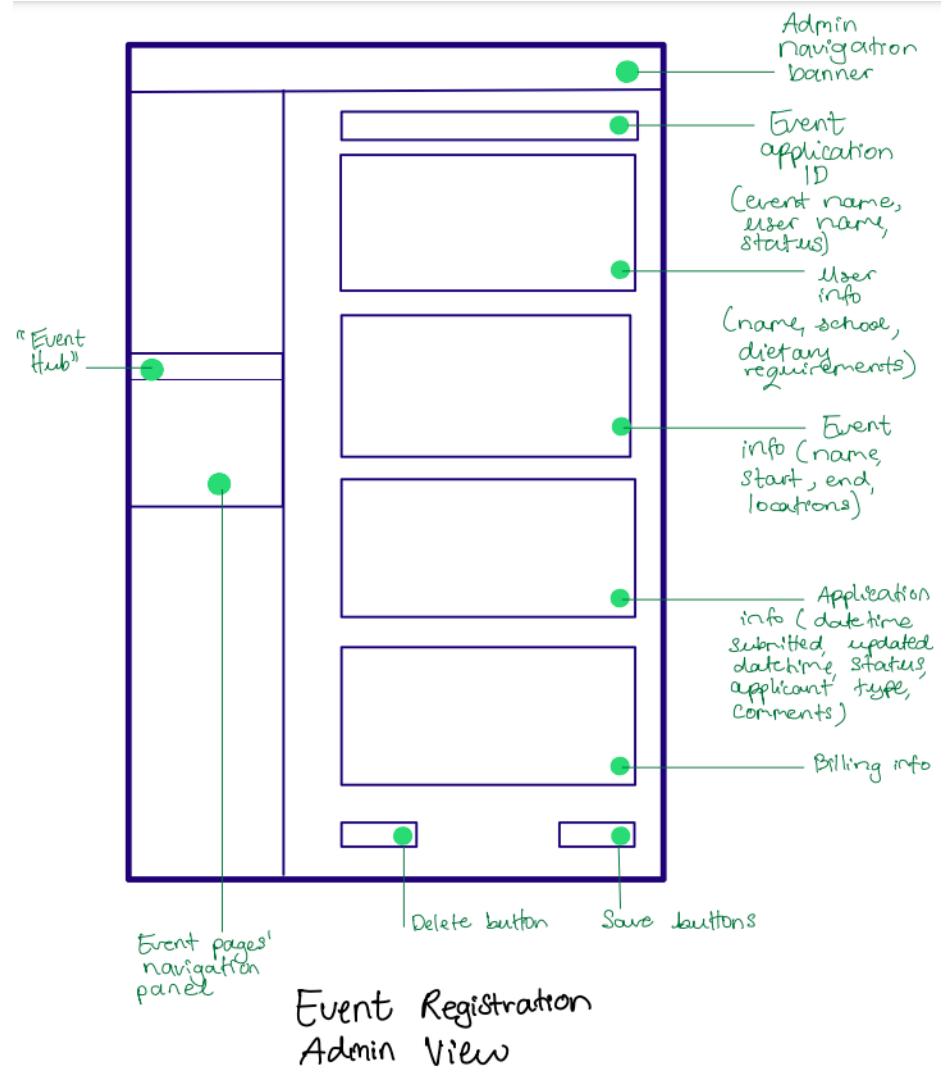


Figure A.7. Wireframe for the Event Applications admin view page that allows the admin to manage event applications for events.

## Registering for an event / updating event registration form

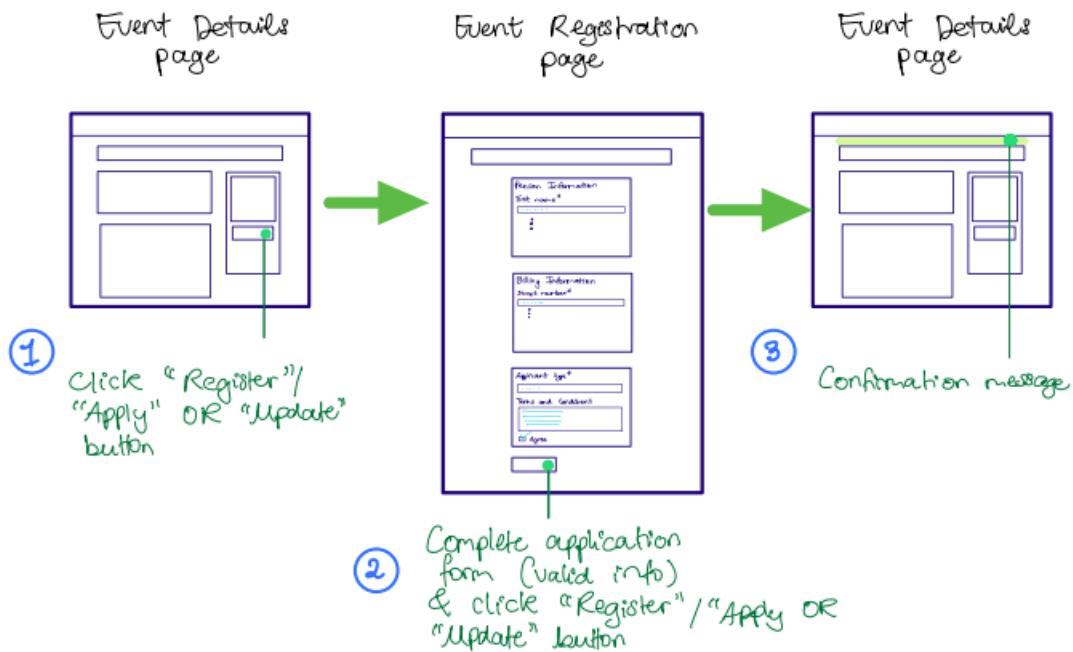


Figure A.8. User experience flow for a user either registering/applying for an upcoming event or updating their event application via the Event Details page.

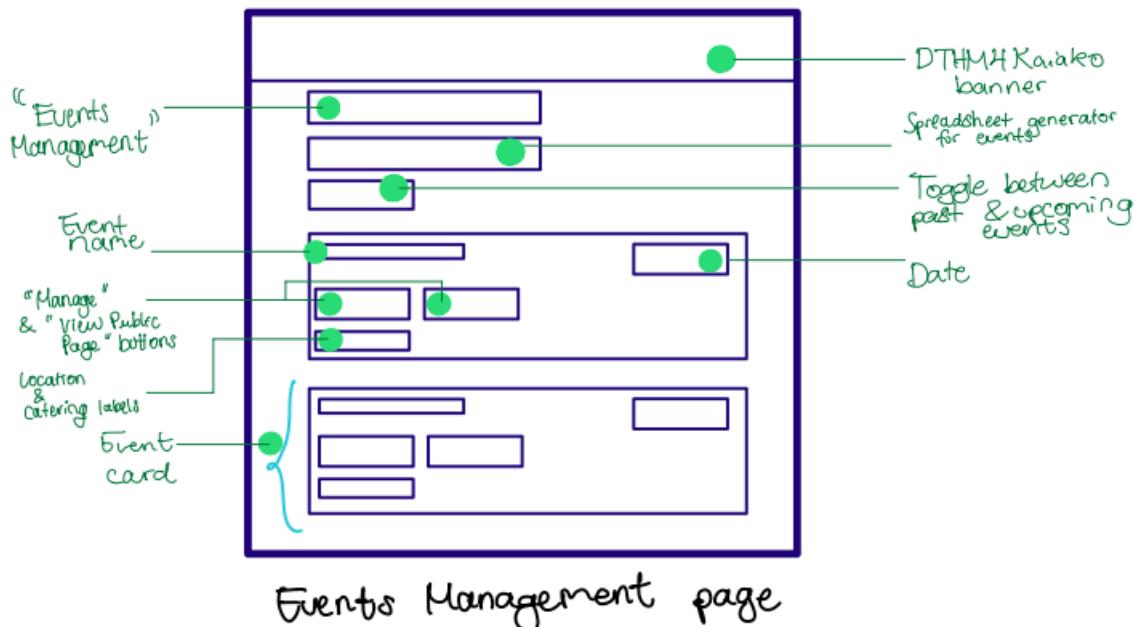


Figure A.9. Wireframe for the Events Management page that allows an event organiser to view their past and upcoming events.

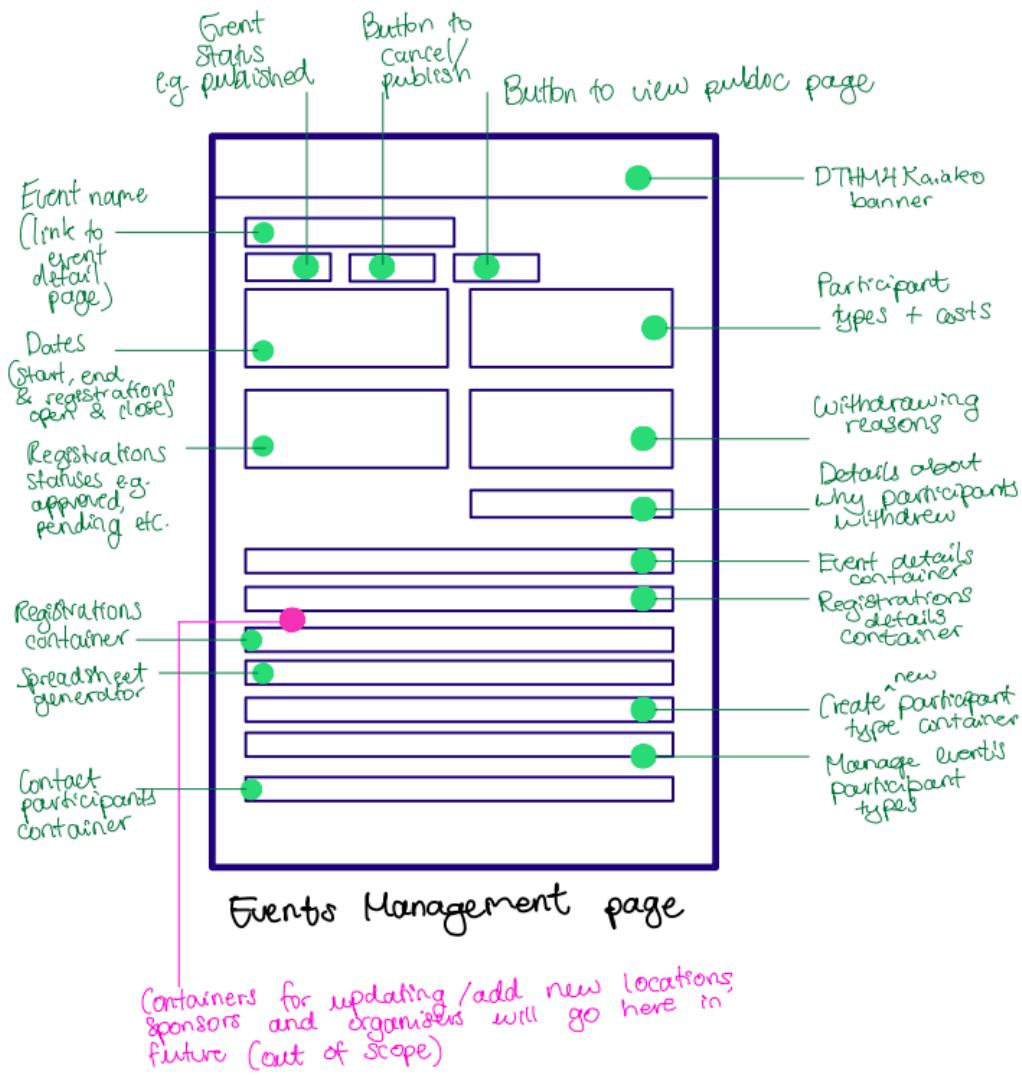


Figure A.10. Wireframe for the Manage Event page that allows an event organiser to view and update their event details as well access its associated event registration forms to approve these.

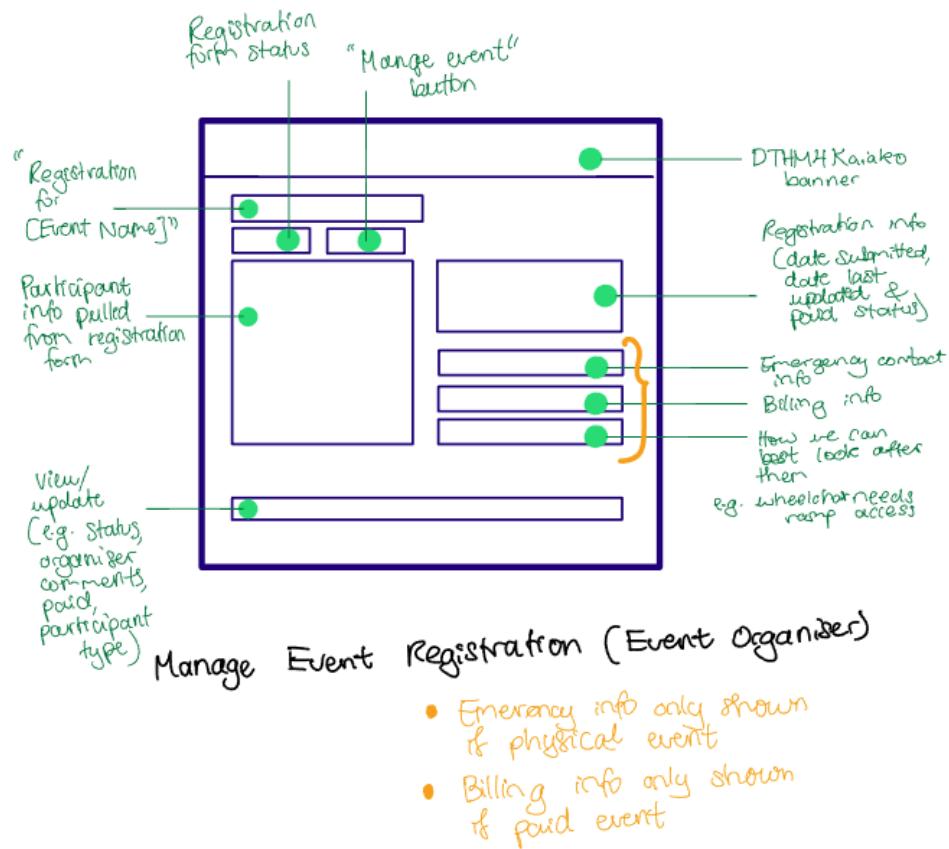


Figure A.11. Wireframe for the Management Event Registration page that allows an event organiser to view and update an event registration form.

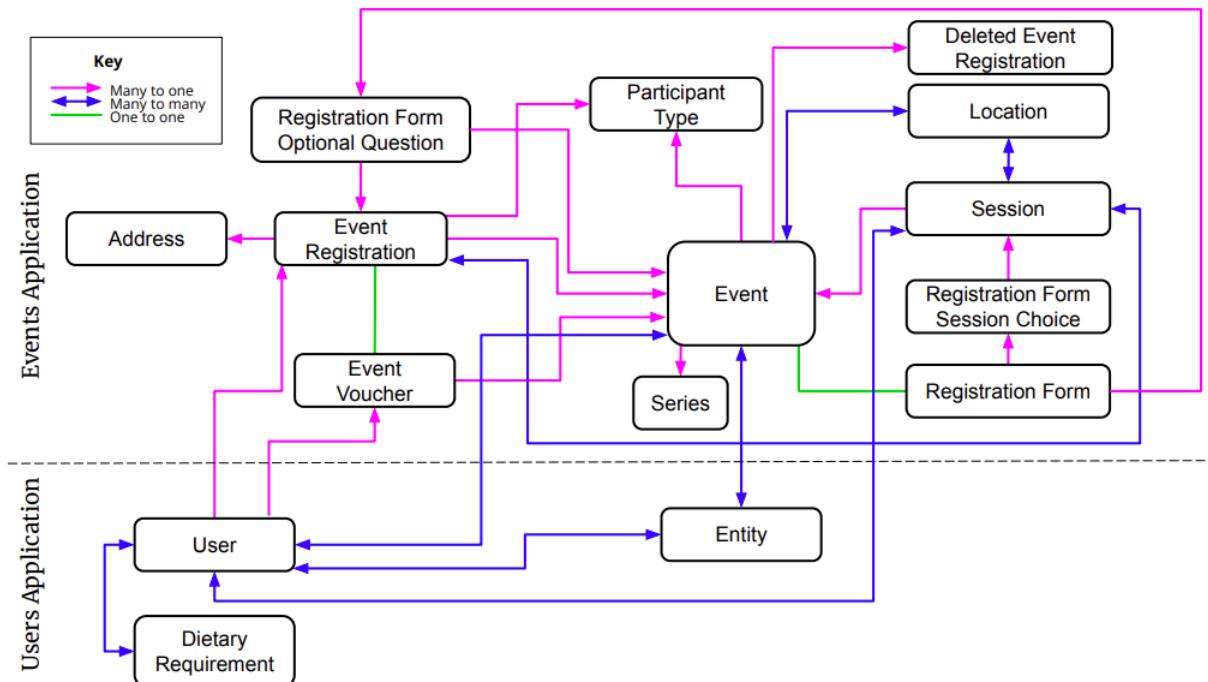


Figure A.12. High level database schema for DTHM4Kaiako's event registration management feature as of the end of this project.

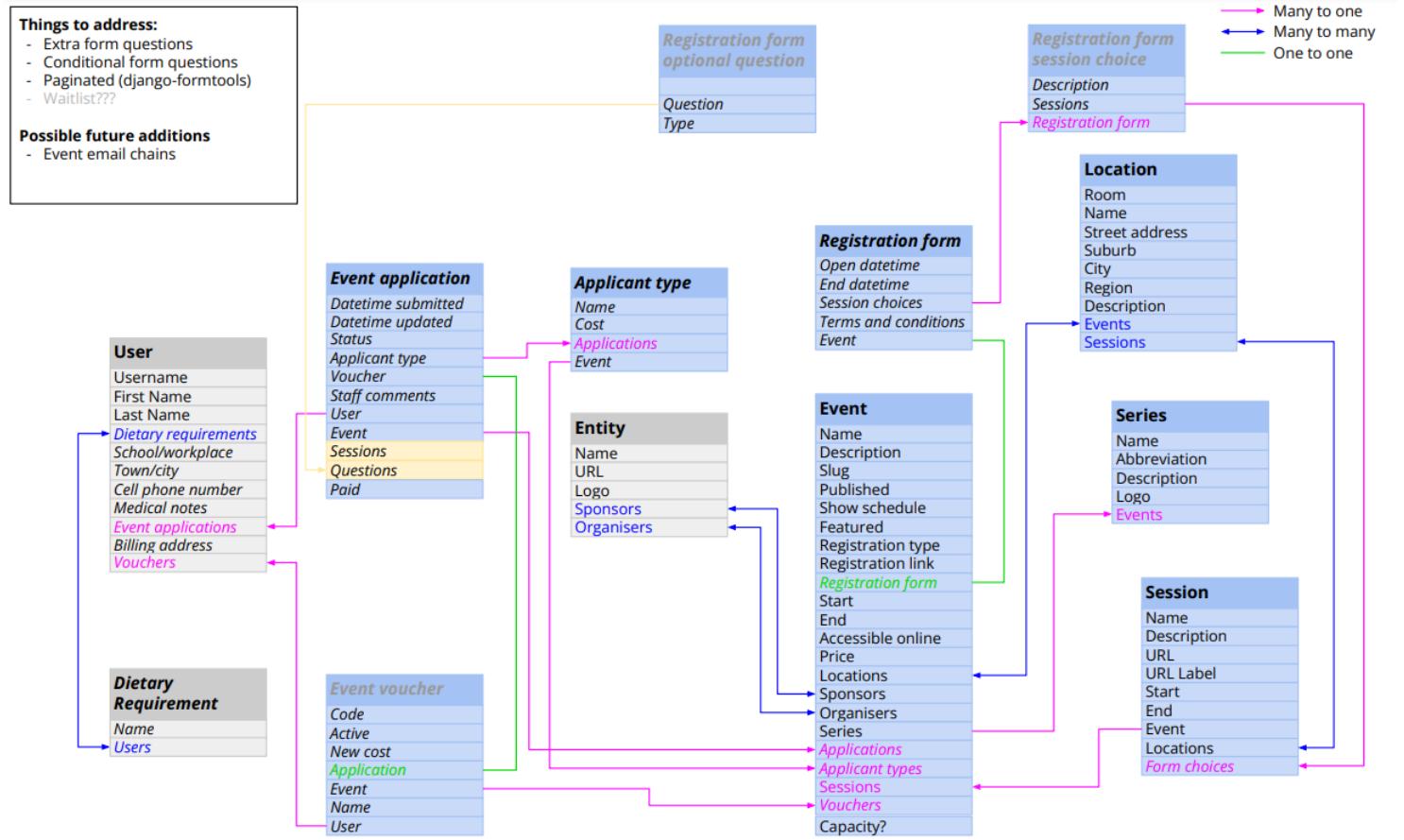


Figure A.13. Detailed database schema that was drafted prior this projected for the events registration management feature of DTHM4Kaiako (January 2022).

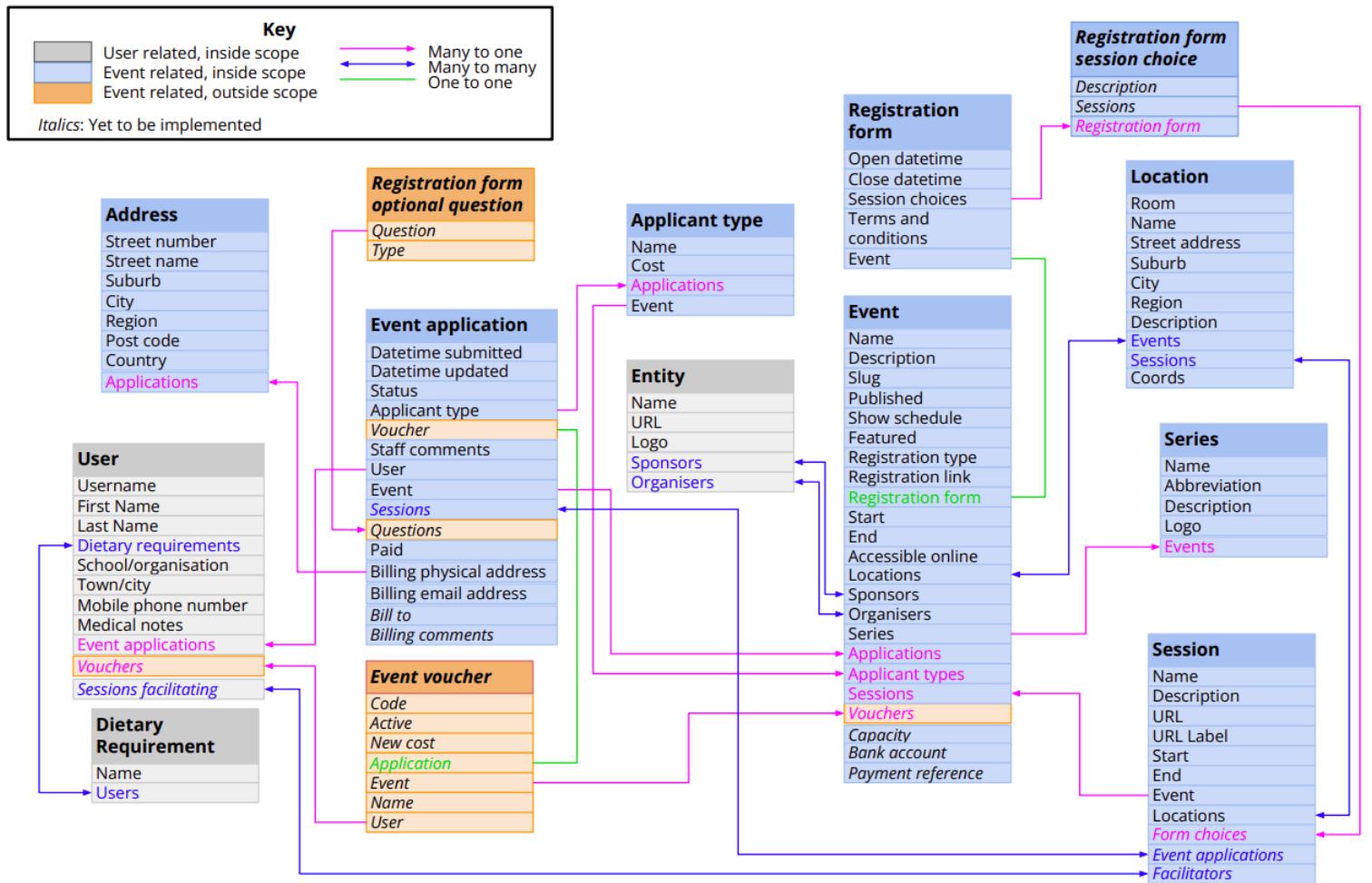


Figure A.14. Detailed database schema of the current events registration management feature of DTHM4Kaiako as of June 2022.

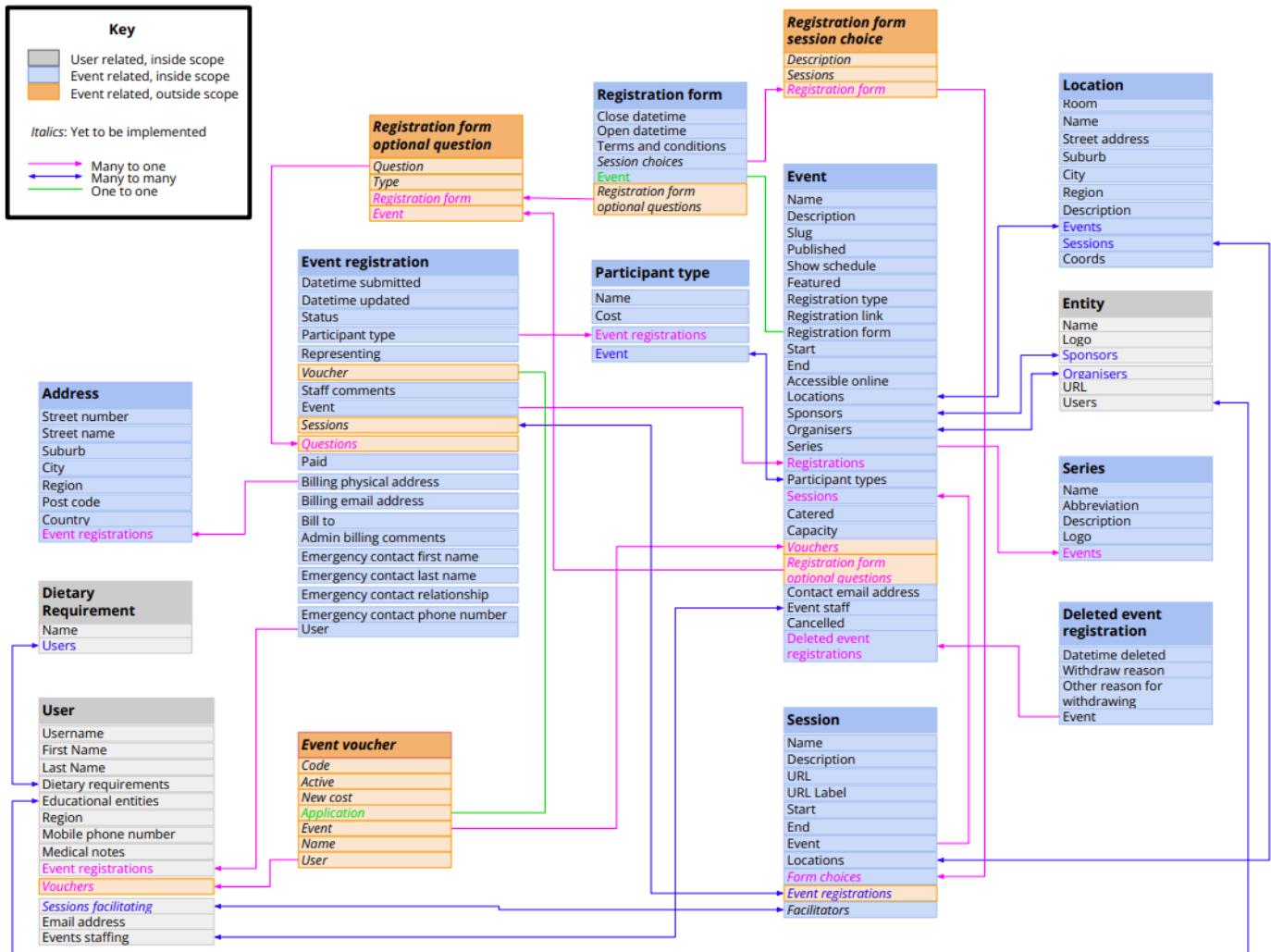


Figure A.15. Detailed database schema of the current events registration management feature of DTHM4Kaiako as of the end of this project (October 2022).

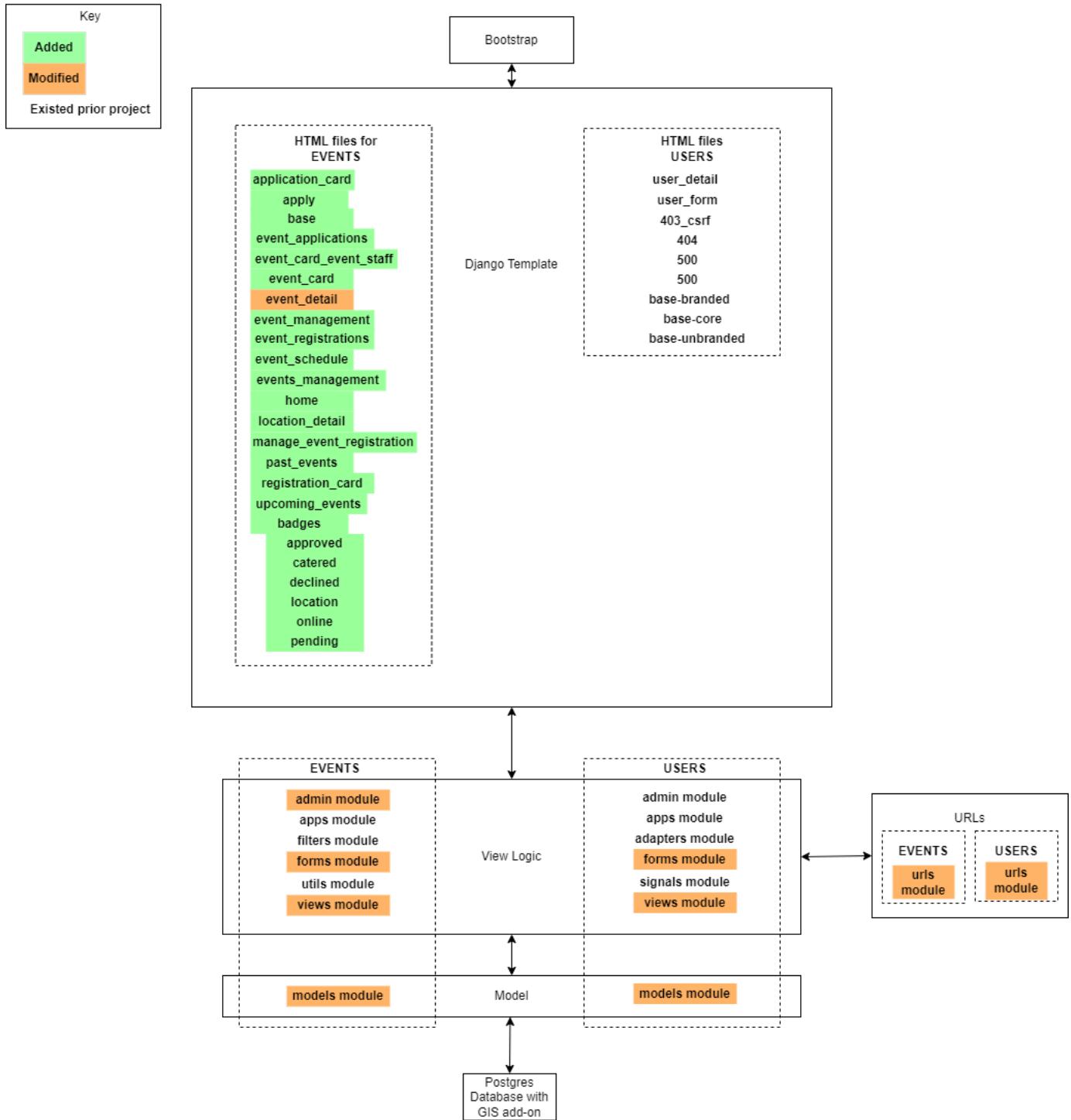


Figure A.16. Key modules of the project in terms of the Django framework.

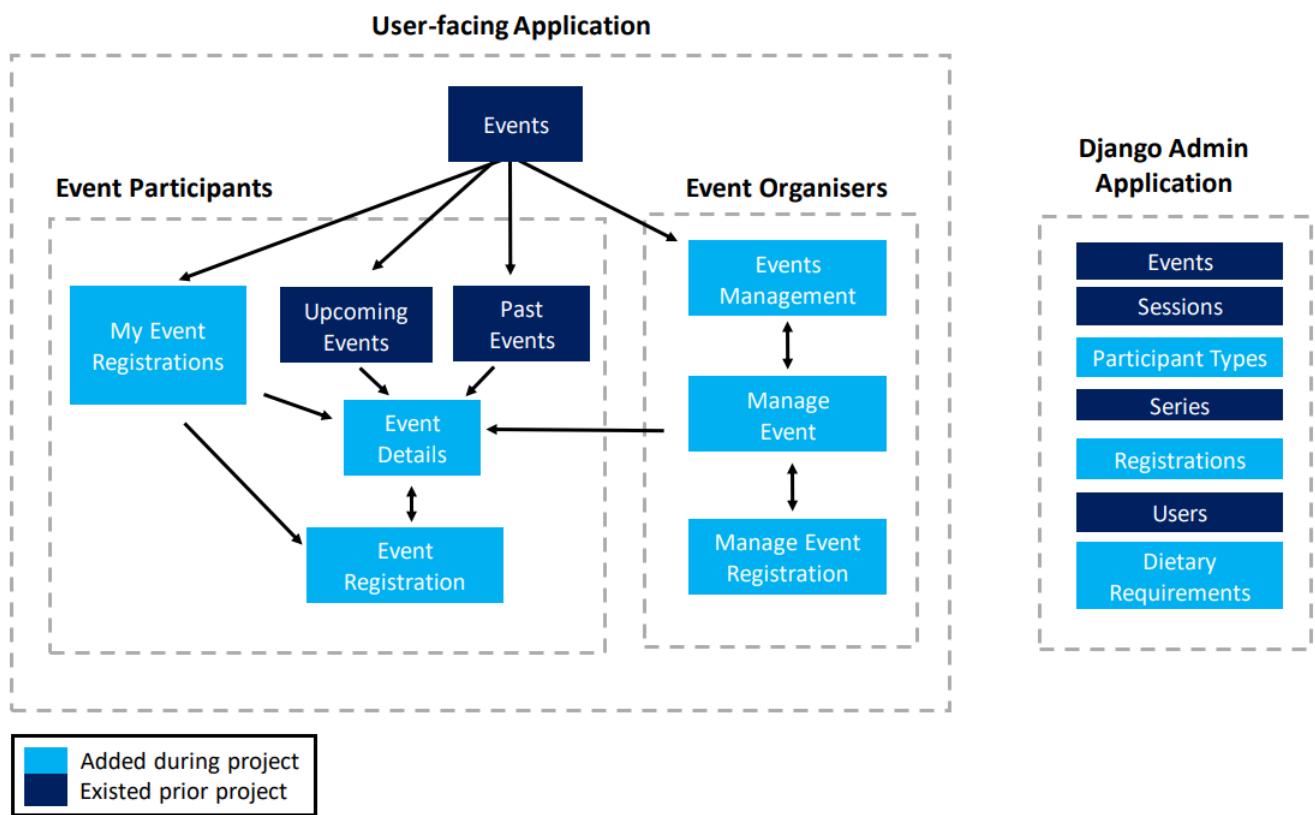


Figure A.17. Available pages for event participants, event organisers and DTHM4Kaiako's admin. Note that the Django Admin Application is a separate application with DTHM4Kaiako designed for admin use e.g. managing users.

Name	Stmts	Miss	Branch	BrPart	Cover
ara_ako/__init__.py	0	0	0	0	100%
ara_ako/admin.py	16	0	0	0	100%
ara_ako/apps.py	4	0	0	0	100%
ara_ako/models.py	20	2	0	0	90%
ara_ako/urls.py	4	0	0	0	100%
ara_ako/views.py	31	10	2	0	64%
config/__init__.py	2	0	2	0	100%
config/context_processors/__init__.py	0	0	0	0	100%
config/context_processors/api_keys.py	3	0	0	0	100%
config/context_processors/deployed.py	3	0	0	0	100%
config/context_processors/dtta_menu.py	6	0	0	0	100%
config/context_processors/version_number.py	4	0	0	0	100%
config/filters/__init__.py	0	0	0	0	100%
config/filters/get_item.py	5	0	0	0	100%
config/filters/markdown.py	9	1	0	0	89%
config/settings/__init__.py	0	0	0	0	100%
config/settings/base.py	96	0	2	1	99%
config/settings/local.py	26	26	0	0	0%
config/settings/production.py	45	45	0	0	0%
config/settings/testing.py	15	0	0	0	100%
config/templatetags/__init__.py	0	0	0	0	100%
config/templatetags/query_replace.py	9	0	0	0	100%
config/templatetags/read_static_file.py	13	6	2	0	47%
config/urls.py	18	4	4	1	68%
config/views.py	7	1	0	0	86%
contrib/__init__.py	0	0	0	0	100%
contrib/sites/__init__.py	0	0	0	0	100%
dtta/__init__.py	0	0	0	0	100%
dtta/admin.py	19	0	0	0	100%
dtta/apps.py	4	0	0	0	100%
dtta/models.py	73	16	2	0	76%
dtta/urls.py	4	0	0	0	100%
dtta/views.py	45	15	0	0	67%
events/__init__.py	0	0	0	0	100%
events/admin.py	117	28	8	0	71%
events/apps.py	4	0	0	0	100%
events/filters.py	25	0	0	0	100%
events/forms.py	296	73	28	9	72%
events/models.py	389	72	124	20	73%
85, 1052, 1063, 1071, 1079, 1087					
events/urls.py	6	0	0	0	100%
events/utils.py	46	16	14	1	62%
events/views.py	887	332	412	87	54%

Figure A.18. Test coverage percentages per Events Application file (see events/admin.py to events/views.py).

TOTAL	6541	1519	830	129	71%
-------	------	------	-----	-----	-----

Figure A.19. Total codebase coverage at the end of this project.

```
Ran 205 tests in 13.819s
OK
```

Figure A.20. Output from running all tests within the codebase.

```
Ran 192 tests in 13.682s
```

```
OK
```

Figure A.21. Output from running all Events Application tests within the codebase.

```
47
48     def test_delete_participant_type_view_and_logged_in_and_staff_and_successfully_deletes_type_globally(
49         self
50     ):
51         event = Event.objects.create(
52             name="Security in CS",
53             description="description",
54             registration_type=2,
55             start=datetime.datetime(2023, 2, 13),
56             end=datetime.datetime(2023, 2, 14),
57             accessible_online=False,
58             published=True
59         )
60         event.save()
61         user = User.objects.create_user(
62             username='kate',
63             first_name='Kate',
64             last_name='Bush',
65             email='kate@uclive.ac.nz',
66             password='potato',
67         )
68         user.save()
69         event.event_staff.set([user])
70         event.save()
71         self.client.force_login(user)
72         participant_type = ParticipantType.objects.create(name="Teacher", price="10.00")
73         event.participant_types.set([participant_type])
74         kwargs = {
75             'event_pk': event.pk,
76             'participant_type_pk': participant_type.pk
77         }
78         url = reverse('events:delete_participant_type', kwargs=kwargs)
79         self.client.post(url)
80         self.assertEqual(ParticipantType.objects.filter(name="Teacher", price="10.00").count(), 0)
```

Figure A.22. Example of unit test.

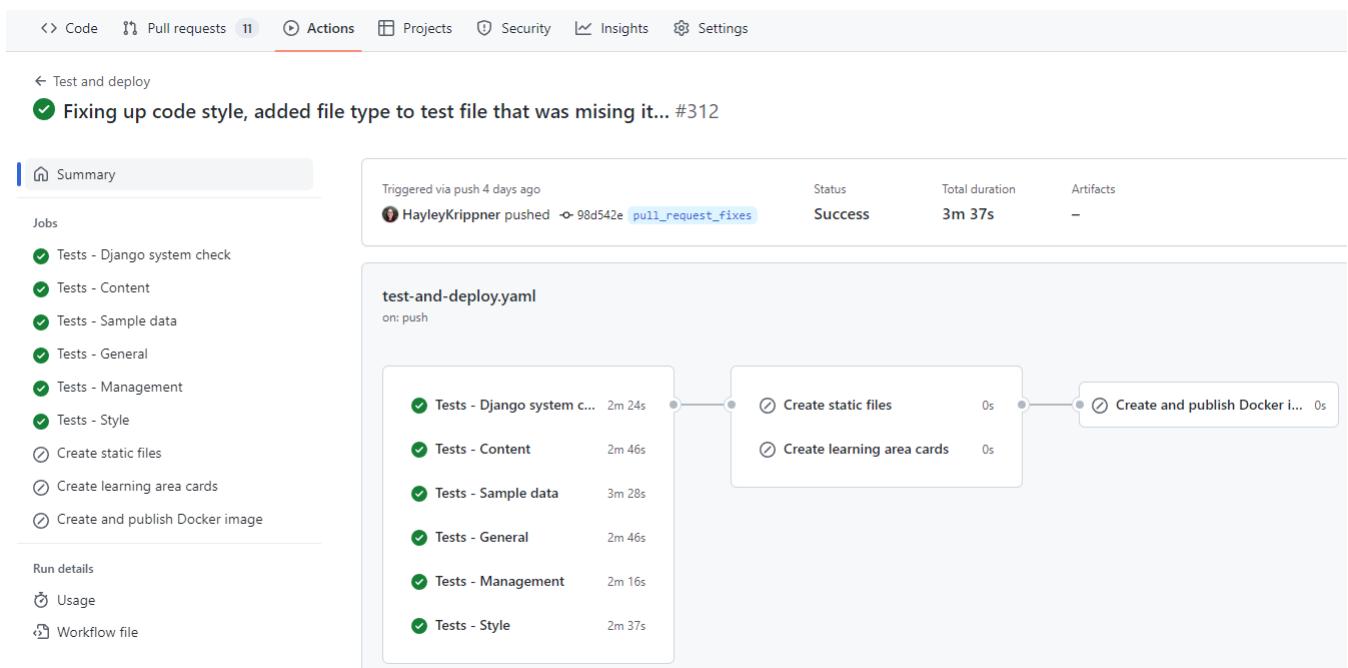


Figure A.23. GitHub repository actions for DTHM4Kaiako.

## Supporting Documents

- User stories and non-functional requirements
- Requirements evolution record
- Study findings
- Acceptance testing record
- Manual testing for user story U0
- Manual testing for user story U1
- Manual testing for user story U2
- Manual testing for user story U3
- Manual testing for user story U4
- Manual testing for user story U5
- Manual testing for user story U6
- Manual testing for user story U7
- Manual testing for user story U8
- Manual testing for user story U9
- Manual testing for user story U10
- Manual testing for user story U11
- Manual testing for user story U12
- Manual testing for user story U13
- User guide
- Frequently asked questions for future developers

# Event Registrations Management for DTHM4Kaiako

## User Stories

This document records the finalised non-functional and function requirements requested by the stakeholders.

### Non-functional Requirements

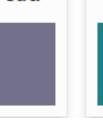
**NFR1:** The language used, and overall user experience needs to embody manaakitanga (uplifting, encouraging, welcoming, supportive).

**NFR2:** The flow for completing each action needs to be sufficiently fast for the event organiser and/or event participant. NOTE: “sufficient” is not defined in terms of a measurable period, but rather it should not cause the event organiser and/or event participant any hoha (frustration or anger). To do so, the cognitive load for users should be low.

**NFR3:** The style of forms used should reflect the type of forms that the UCCSER’s Django web applications use which is the django-crispy-forms's styling.

**NFR4:** The colour of the buttons, badges and labels should be consistent with the existing web application. The meaning of each colour should be consistent and intentional. The requested meaning of the colours used:

Colour	Usage	Purpose	Accessibility for colour blind users (True colour, followed by how a user with protanopia, deutanopia, or tritanopia would see them)			
Default Bootstrap 4 success colour (green)	<ul style="list-style-type: none"><li>Registering for an event</li><li>Publishing an event</li></ul>	Primary action on the page	 <i>True</i>	 <i>Prot.</i>	 <i>Deut.</i>	 <i>Trit.</i>
Default Bootstrap 4 primary colour (navy)	<ul style="list-style-type: none"><li>Buttons that are not the primary action on the page or there are buttons with the same level of importance</li></ul>	Secondary actions	 <i>True</i>	 <i>Prot.</i>	 <i>Deut.</i>	 <i>Trit.</i>

Default Bootstrap 4 warning colour (yellow orange)	<ul style="list-style-type: none"> <li>Withdraw from event</li> <li>“Confirm withdrawing” button in withdraw modal</li> </ul>	It is an okay action to take but you need to be cautious, think about it before you proceed. Note that red was not chosen as that could upset the participant when withdrawing (make them feel bad for withdrawing) and we want to make it okay for them to withdraw (no pressure on them)	   
Default Bootstrap 4 danger colour (dark red)	<ul style="list-style-type: none"> <li>Delete participant type</li> </ul>	Dangerous to proceed, it can have negative consequences. It is okay as an organiser or as they have the power and responsibility to do so.	   
#a7efe7 (light blue)	<ul style="list-style-type: none"> <li>Online event badge</li> </ul>	Easy to identify and not the first thing you notice, and a different colour to other badges and labels	   
#148086 (dark blue)	<ul style="list-style-type: none"> <li>In-person event badge</li> </ul>	Easy to identify and not the first thing you notice, and a different colour to other badges and labels. Similar colour as online event badge to signify it represents location related information	   

#b4ffb1 (light green for background) #14863a (dark green for text)	<ul style="list-style-type: none"> <li>Approved registration badge</li> <li>Published event label (with black text)</li> </ul>	Green is associated with a positive state, and it does not require attention	
#ffd4ac (light orange for background) #ff7b00 (dark orange for text)	<ul style="list-style-type: none"> <li>Pending registration badge</li> <li>Not published event label (with black text)</li> </ul>	Orange is associated with an action that requires attention	
#ffc6c6 (light red for background) #ff4343 (dark red for text)	<ul style="list-style-type: none"> <li>Declined registration badge</li> <li>Cancelled event label (with black text)</li> </ul>	Red is associated with a negative action	
#e1acff (light purple for background) #7700ff (dark purple for text)	<ul style="list-style-type: none"> <li>Catered event badge</li> </ul>	Different from other badges	
#d1d1d1	<ul style="list-style-type: none"> <li>Closed registrations label background</li> <li>Ended event label background</li> </ul>	Grey is associated with something that does not require attention	

	<ul style="list-style-type: none"> <li>“No” label on withdraw registration modal</li> </ul>		
--	---	--	--

## User Stories List

- U0: Admin Control of Events and Event Registrations [Phased out]
- U1: Viewing Event Details
- U2: Registering to Attend an Event
- U3: Viewing My Event Registrations
- U4: Updating my Event Registration Details
- U5: Withdrawing from an Event
- U6: Auto filling Registration Form Data
- U7: Events Management
- U8: Managing an Event
- U9: Managing Event Registrations
- U10: Generating Custom Event and Event Registration Data Spreadsheets
- U11: Contacting Event Participants
- U12: Marking Registrations as Paid
- U13: Managing an Event’s Participant Types
- U14: Event Registration Session Questions (out of scope)

### U0: Admin Control of Events and Event Registrations [Phased out]

As an event organiser or event staff, I can manage my event and event registrations via the Admin application within the web application.

**AC1:** I can access my event’s details via the Events page. All events are displayed in a master list and are identifiable by their name.

**AC2:** I can view and update the following information of my event:

- Name
- Description
- Show schedule
- Featured
- Registration type (Register (automatically approved registrations), Register (manually approved registrations), External registration link, Invite only)

- External event registration link
- Start datetime
- End datetime
- Accessible online
- Locations
- Sponsors
- Organisers
- Series
- Catered
- Published
- Cancelled
- Contact email address
- Event staff
- Capacity
- Sessions
- Registration form

**AC3:** I can create sessions for my event in the Event creation/edit page. The fields with the session creation/editing form are:

- Name
- Description
- URL
- URL label
- Start datetime
- End datetime
- Locations

**AC4:** The registration form associated with my Event is within the Event creation/edit page. The fields as part of this are:

- Open datetime
- Close datetime
- Terms and conditions. This is prefilled with generic terms and conditions which can be used as a guide.

**AC5:** I can access my event's series via the Series page. All series are displayed in a master list.

**AC6:** I can view and update the following information of my series:

- Name
- Abbreviation
- Description
- Logo

**AC7:** I can access my event's session via the Session page. All sessions are displayed in a master list.

**AC8:** I can view and update the following information of my session:

- Name
- Description
- URL
- URL label
- Start datetime
- End datetime
- Locations

**AC9:** I can access my event's registrations via the Event Registrations page. All event registrations are displayed in a master list. Each is identified by the name of the event, participant's first and last names and the approval status.

**AC10:** I can view the following information of an event registration:

- Datetime submitted
- Datetime updated
- Status
- Participant type
- Representing
- Staff comments
- Paid
- Emergency contact first name
- Emergency contact last name
- Emergency contact relationship
- Emergency contact phone number

Note that the billing physical address, billing email address, bill to and admin billing comments should not be displayed, where these will be present in the spreadsheet generation functionality.

**AC11:** I can update the following information of an event registration:

- Status
- Paid
- Staff comments
- Admin billing comments
- Participant type

**AC12:** I can access the global dietary requirements via the Dietary Requirements page. These are displayed in a master list.

**AC13:** I can update the following information of a dietary requirement:

- Name

**AC14:** I can access my event's participant types via the Participant Type page. All participant types are displayed in a master list.

**AC15:** I can view and update the following information of my event participant type:

- Name
- Price

**NOTE: This user story was phased out when U7-U13 were introduced. The functionality was implemented and is still present, but only the DTHM4Kaiako admin can access this. It has been kept for development purposes but should be disabled for the DTHM4Kaiako admin due to the amount of data present a super user has access to and this information should only be accessed by an event organiser or event staff member when goes live.**

## **U1: Viewing Event Details**

As an event participant or a prospective event participant, I can view the details of an advertised event. This is so I can learn more about what the event is for, and when and where it will take place. As an event organiser, or event staff, I can also view this page so that I can see what is publicly advertised.

**AC1:** All publicly accessible information is displayed on the Event Details page for me to see.

**AC2:** The key information of an event should display in the top right corner of the Event Details page for me to see. This information, in this order, is:

- Start datetime of the event. This should be in the format of “Saturday 24 June, 2022, 10am”.
- End datetime of the event. This should be in the same format as the start datetime.
- Cost. If the event is free to all event participant types then it should say “free！”, otherwise it should say “Attendance fee applies”.
- Location. This should say “none” if the event is an online event. If it is an in-person event, then the locations should be listed here, where a link is available to the Location page.

**AC3:** Below the key information, the event’s description should be present for me to see. This outlines what that event is about and gives prospective event participants a sense of what will be involved.

**AC4:** Below the description, a list of sessions should be displayed for me to see if the event has sessions.

**AC5:** To the right of the key information and the description, there should be a navigation panel. This should include hyperlinks so that the event participant can locate the event details, description and sessions easily when there is a large amount of information about the event.

**AC6:** Above the key information session, there should be a purple badge that says “Catered” to inform me that the event is catered if it is catered

**AC7:** Below the right navigation panel, there should be a button that I can click to register to attend the event.

**AC8:** If I am the event organiser or event staff for this event, I should be able to access the event’s Manage Event page. This should be done via a navy button in the top left corner of the page, below the page’s header showing the event’s name.

**AC9:** If the event is cancelled, then there should be a label saying “Cancelled” in the position of the button to register to inform me of this. It should have a light red background and black text.

**AC10:** If the event has ended, then there should be a label saying “Event is in the past” in the position of the button to register to inform me of this. It should have a light grey background and black text.

## **U2: Registering to Attend an Event**

As a prospective event participant, I want to register to attend an event of my choosing.

**AC1:** There is a button on the Event Details page which allows me to register for the event. An event can be one of four types and each type should be shown differently:

- 1) Register via the Event Details page (automatically approved registrations.) The button to register should say “Register to attend event” and should have a green background.
- 2) Register via the Event Details page (manually approved registrations). The button to register should say “Register to attend event” and should have a green background.
- 3) Register via an external event registration link. The button to register should say “Visit external event website” and should have a green background.
- 4) Invite only. The button to register should be disabled with the text “This event is invite only” and it has a grey background.

**AC2:** The Event Registration page is accessible via this registration button.

**AC3:** I can register to attend up until the start of any event. If the event is catered, then there is a warning message on the Event Registration page that kindly informs me that my dietary requirements may not be considered due to the short notice.

**AC4:** The Event Registration page contains a single page form that I must complete to register for the event. All the information I provided must be valid in order to register.

**AC5:** I must be logged in to view the Event Registration page. If they are not logged in, then they are redirected to the Login page.

**AC6:** The registration form contains many fields. Aside from the fields to collect my personal data, the fields are dependent on the type of event. Only the relevant fields for an event should be shown to me.

**AC7:** The fields that are used to collect my personal data are

- First name
- Last name
- Region
- Education entities they belong to e.g., school, organisation, association
- Email address
- Phone number
- Participant type, displayed as e.g. “Teacher (\$20.00)” or “Event Staff (free)” within a drop-down menu

- Who I am representing e.g. myself, educational entity

**AC8:** My email address and phone number should be confirmed so that there is a mechanism in place to minimise the risk of me incorrectly entering this data.

**AC9:** For an in-person event, the following fields should be present in the registration form:

- How can we best look after you
- Emergency contact's first name
- Emergency contact's last name
- Relationship with emergency contact
- Emergency contact's phone number

**AC10:** For a catered event, the following fields should be present in the registration form:

- Dietary requirements

This should be an optional field. It should also have help text noting that the organisers will try their best to accommodate my dietary needs.

**AC11:** For an event that requires participants to pay to attend, the following fields should be present in the registration form:

- Street number
- Street name
- Suburb
- City
- Region
- Post code
- Country
- Bill to
- Billing email address

**AC12:** Billing information fields should not be shown to me if the price of the participant type's attendance is free.

**AC13:** The order which the registration form fields should go in is:

- First name
- Last name
- Region
- Education entities they belong to e.g., school, organisation, association
- Email address
- Phone number
- Dietary requirements
- How can we best look after you
- Participant type
- Who they are representing e.g. themselves, education entity.

- Emergency contact's first name
- Emergency contact's last name
- Relationship with emergency contact
- Emergency contact's phone number
- Street number
- Street name
- Suburb
- City
- Region
- Post code
- Country
- Bill to
- Billing email address

**AC14:** The registration form should have headings per sub section to help assist the participant navigate the form. These should be *Personal Information*, *Billing Information* and *Terms and Conditions*. Note that the Billing Information heading will only be present when the billing fields are present.

**AC15:** The registration form should be styled using the django-crispy-forms' styling.

**AC16:** I must agree to the event's terms and conditions. These must be clearly stated at the bottom of the registration form. This should be the last question in the form.

**AC17:** There is a privacy statement for me noted at the top of the registration form.

**AC18:** If I have previously registered to attend this event and then withdraw, I must re-register if I want to attend the event (changed my mind).

### **U3: Viewing My Event Registrations**

As an event participant, I can view my event registrations in a convenient place.

**AC1:** I can navigate to my My Event Registrations page via the navigation bar at the top of the web application.

**AC2:** I must be logged in to access this page.

**AC3:** I can view my past and upcoming events. These should be separated into separate tabs. The tab that is currently being selected should have a label that is coloured light blue with black text to signify the selected tab. The other tab's label should have a light grey background with black text to show that it is not selected (create depth).

**AC4:** I can see the following information about a past event they have attended or an upcoming event they will be attending:

- Event's name
- Whether it is an online or an in-person event

- Whether it is catered
- Event's contact email
- Event's start datetime (same format as the datetimes in the Event Details page)
- Event's end datetime (same format as the datetimes in the Event Details page)
- Approval status (Pending, Approved or Declined)

This information should be displayed with a UI card element.

**AC5:** I can access the Event Detail page of an event listed on this page. This is done by clicking on the name of the event within the UI card element.

**AC6:** Event registration data should be ordered by the soonest event first when I view the upcoming events' event registrations.

**AC7:** Event registration data should be ordered by the most recent event first when I view the past events' event registrations.

**AC8:** The registration status is shown to me as a coloured label. It can be:

- Pending (light orange background and dark orange text)
- Approved (light green background and dark green text)
- Declined (light red background and dark red text)

**AC8:** The location of the event is displayed to me as a label above the contact email address. If the event is an online event, it should show the “Accessible online” badge that already is being used within the Events section. If the event is an in-person event, it should show the name of the event as a badge (city, region).

**AC9:** If the event is a catered event, then the purple catered badge that is being used in the Event Details page should appear next to the location badge.

**AC10:** I can only view my own event registrations and no one else can view mine.

**AC11:** I can see that an event has been cancelled. This is displayed by a label that has a light red background and black text which says “Cancelled”.

## **U4: Updating my Event Registration Details**

As an event participant, I can update my registration details for an event I have registered for.

**AC1:** I can update my registration details themselves via the My Event Registrations page. There is a green button on the right side of the UI card element that says, “Update details”.

**AC2:** I can update my registration details themselves via the Event Details page. There is a green button which replaces the button to register for the event and it says, “Update details”.

**AC3:** All the information that I entered in the form initially appears within the form.

**AC4:** I can update every field within the event registration form.

**AC5:** I must re-agree the event's terms and conditions when I update my registration details.

**AC6:** I can update my details up until the event commences. The button to update them on the Event Details and My Event Registrations pages should be hidden after this point.

**AC7:** Only I can update my registration details and I cannot update anyone else's.

## **U5: Withdrawing from an Event**

As an event participant, I can withdraw from an event that I have previously registered to attend.

**AC1:** I can withdraw from an event myself via the My Event Registrations page by clicking a yellow-orange button that says "Withdraw". This is positioned under the "Updated Details button".

**AC2:** I can withdraw from an event myself via the Event Details page by clicking a yellow-orange button that says "Withdraw". This is positioned to the right of the "Updated Details button".

**AC3:** There is a modal in place to prevent me from accidentally withdrawing from an event if I was to unintentionally click the "Withdraw" button.

**AC4:** If the status of an event registration is "Declined" then I cannot withdraw my application.

**AC5:** Only I can withdraw my registration and I cannot withdraw anyone else's via this page.

**AC6:** I must be logged in to withdraw from an event. If I am not logged in, then I am redirected to the Login page.

## **U6: Automatically Filling Registration Form Data**

As an event participant, my time is precious so I want my personal data automatically filled into future event registration forms.

**AC1:** Upon registering for another event after registering for an event, my personal information is autoloaded into the registration form. These fields are:

- First name
- Last name
- Region
- Education entities they belong to e.g., school, organisation, association
- Email address
- Phone number
- Dietary requirements
- How can we best look after you

Note that data that has been previously entered and relating to emergency contact details and billing information should not be autoloaded as it can vary between events.

**AC2:** I am informed at the top of the registration form that my data has been autoloaded for my convenience and to check that it is up to date and correct.

**AC3:** I must re-agree to the terms and conditions when registration after the first time I have registered i.e. on a per event and per registration basis.

## **U7: Events Management**

As an event organiser or event staff member, I need to be able to view a master list of all the events I am managing or have managed all in one place within a convenient user interface.

**AC1:** I can navigate to my Events Management page via the navigation bar of the web application.

**AC2:** I must be logged in to access this page. If not, I am redirected to the Login page.

**AC3:** The events I organise are separated into past and upcoming events. The same user interface style as that for separating the upcoming and past events in the My Event Registrations page is used for this.

**AC4:** If I am logged in but do not have any past or upcoming events that I am organising, then I am informed of this.

**AC5:** Each event that I organise should have the following information clearly stated below it in a UI card element:

- Location if it is an in-person event
- Whether it is catered
- Whether it is online or in-person
- The event's start datetime and end datetime
- How long until the event commences in terms of weeks and months

**AC6:** There are two navy buttons below the event card's information that allows me to navigate to the Manage Event page and the public facing Event Details page. The button to the Event Details page should only be visible when is published.

**AC7:** Like in the My Event Registrations page, the events I am organising should be ordered by the soonest event first when viewing the upcoming events. Events should be ordered by the most recent event first when viewing the past events.

## **U8: Managing an Event**

As an event organiser or event staff member, I need to be able to manage the data of the events I am managing in a convenient user interface.

**AC1:** I can navigate to the Manage Event page of an event I am organising or have organised via the Events Management page's "Manage Event" button within the card of this event that is on that page.

**AC2:** I must be logged in to access this page. If not, I am redirected to the Login page.

**AC3:** The page is organised so that the most frequently required information is present at the top of the page under the heading that says the name of the event. This information is separated into sections: *Key Information* (top left), *Registration Statuses* (below Key Information), *Participant Types* (top right) and *Reasons for Withdrawing* (below Participant Types).

**AC4:** There is a statement informing me whether the registrations are automatically approved or if I must manually approve these. This is below the frequent information text.

**AC5:** It must be clear to me that the event is either: Not Published, Published, or Cancelled. This is visually represented as a label under the heading “Key Information” heading, where the label’s background is coloured light orange, light green and light red respectively.

**AC6:** The data shown in the section *Key Information* is:

- Datetime when registrations open (shown for a not published, published and cancelled event)
- Datetime when registrations close (shown for a not published, published and cancelled event)
- Event start datetime (shown for a not published, published and cancelled event)
- Event end datetime (shown for a not published, published and cancelled event)
- Capacity in the format of “10% (3 of 30)” (shown for a published and cancelled event)

**AC7:** The data shown in the section *Registration Statuses* is a list of the counts of each registration status type. This section is only present for published and cancelled events. The specific data shown are:

- Approved
- Pending
- Declined
- Withdrawn
- Total attending

**AC8:** The data shown in the section *Participant Types* is a list of the counts of each participant type that has been approved to attend. They should be in the format of “Teacher (\$20.00)” or “Event Staff (free)”. If the event has not been published, then the names and costs of participants are only listed.

**AC9:** The data shown in the section Reasons for Withdrawing is only present for published and cancelled events. These reasons should be displayed in two columns, so they do not take up too much space visually. The list of reasons for withdrawing is:

- No longer interested
- Change of plans
- No funding
- Inconvenient location
- Wrong event
- Class of personal development
- Illness
- Prefer not to say
- Other

The optional other reasons for withdrawing are shown in a UI collapsible container element so it does not take up too much visual space. These reasons should be listed in a bullet pointed list. This container should have the name “Details” on it.

**AC10:** For an event that is published or not published, I can view all the data for the event, and I can update it via a form that is present in a UI collapsible container element with the name “Event Details”. The data values that I can view, and update are:

- Name
- Description
- Show schedule
- Featured
- Registration type
- External event registration link
- Start datetime
- End datetime
- Accessible online
- Locations
- Sponsors
- Organisers
- Series
- Is catered
- Contact email address
- Event staff
- Capacity

If the event I am viewing is a cancelled event, then I can only view this data and not edit it.

**AC11:** For an event that is published or not published, I can view all the data for the event registration form, and I can update it via a form that is present in a UI collapsible container element with the name “Registration Details”. The data values that I can view, and update are:

- Open datetime
- Close datetime
- Terms and conditions

If the event I am viewing is a cancelled event, then I can only view this data and not edit it.

**AC12:** For each data piece shown in, the name of the data piece should be bolded text and the value should be shown in normal text.

**AC13:** Whenever I update the event’s data, I will be informed via a message at the top of the page that I have been successful. This message will have a green background.

**AC14:** As an event organiser or event staff, only I can access the Manage Event page.

**AC15:** An event can only be published if open and close datetimes for the event registrations are present. If not, I am informed via an error message.

**AC16:** The closing datetime for registrations must be before the start datetime for the event.

## **U9: Managing Event Registrations**

As an event organiser and event staff of an event, I can manage the event's registrations.

**AC1:** I can access a particular event registration by navigating to the Manage Event page for the given event, then opening the “View Registrations” container, followed by selecting the desired event registration. You are then taken to the Manage Event Registration page.

**AC2:** The event registrations within the “View Registrations” container are identified by the first and last name of the participant.

**AC3:** I can view all the information submitted in the registration form for a given participant on the Manage Event Registration page. On the top left of the page, the following information is displayed under the “Participant Info” heading:

- Participant first and last name, where the label says “Participant”
- Representing (who they are representing at the event)
- Participant type, where the name and the attendance fee are shown
- Region
- Email address
- Mobile phone number
- Educational entities they belong to (listed in a bullet pointed list)
- Dietary requirements (listed in a bullet pointed list). If the participant does not have any, then “None” represents this.

On the top right of the page, the following information is displayed under the “Registration Info” heading:

- Participant first and last name, where the label says “Participant”
- The datetime that the registration form was submitted, where the label says “Submitted”. The format should be same as that for datetimes used in the Event Details page.
- The datetime that the registration form was last updated, where the label says “Last updated”. The format should be same as that for datetimes used in the Event Details page.
- Paid, shown as a “Yes” or “No”. This field is only shown if the participant type has an attendance fee.

**AC4:** If the event is an in-person event, then the emergency contact details are shown on the Manage Event Registration page. These are in a UI collapsible container element to protect the privacy of the participant and their emergency contact. This UI element has the name “Emergency Contact” on it and is located below the “Registration Info” section.

**AC5:** If the event is a paid event, then the billing details are shown on the Manage Event Registration page. These are in a UI collapsible container element to protect the privacy of the participant and the

person who will pay for their attendance. This UI element has the name “Billing Details” on it and is located below the “Registration Info” section, under the “Emergency Contact” container.

**AC6:** If the event is an in-person event, then the billing details are shown on the Manage Event Registration page. These are in a UI collapsible container element to protect the privacy of the participant. This UI element has the name “How We Can Best Accommodate for Them” on it and is located below the “Registration Info” section, under the “Billing Details” container.

**AC7:** I can view and update the following details for a given event registration within a UI collapsible container element that has the text “Details” on it:

- Status. This is a drop-down menu containing the options of “Pending”, “Approved”, “Declined”
- Paid. This is a tick box and only shows if the event participant type has a fee to attend.
- Staff comments. This is a text area.
- Admin billing comments. This is a text area.
- Participant type. This is a drop-down menu containing the event’s participant types and their associated attendance fee in the format of “Teacher (\$20.00)” or “Event Staff (free)”.

The status and participant type must be selected. All the existing information is shown in the appropriate fields in this form.

**AC8:** The “Details” container has a button below the form that says “Update event registration” and the button has a navy background. Clicking this button updates the registration form fields that I have control over.

**AC9:** When the “Update event registration” is clicked, then I will be informed via a message at the top of the page that I have been successful. This message will have a green background.

**AC10:** As an event organiser or event staff, only I can access the Manage Event Registration page.

**AC11:** I must be logged in to access this page. If not, I am redirected to the Login page.

## **U10: Generating Custom Event and Event Registration Data Spreadsheets**

As an event organiser or event staff, I can generate a custom spreadsheet containing any data from my events and their associated event registrations.

**AC1:** On the Events Management page, there is a UI collapsible container element at the top of the page that opens to allow me to generate a spreadsheet that contains any data points from my events. The name on this container is “Generate Custom Events Data Spreadsheet”.

**AC2:** I should be able to select the following fields to be contained in the events management spreadsheet:

- File name
- Event name
- Description
- Published status

- Show schedule
- Featured status
- Registration type
- External event registration link
- Start datetime
- End datetime
- Accessible online
- Is free
- Locations
- Sponsors
- Organisers
- Series
- Is catered
- Contact email address
- Event staff
- Is cancelled
- Approved registrations count
- Pending registrations count
- Declined registrations count
- Withdrawn registrations count

File name is the only mandatory field.

A few examples of spreadsheets to generate should be listed to help me think of possible spreadsheets as I am not usually presented with the ability to create custom spreadsheets in my past experiences.  
Some examples are:

- Upcoming event dates
- Online events
- Catered events

**AC3:** On the Manage Event page, there is a UI collapsible container element at the top of the page that opens to allow me to generate a spreadsheet that contains any data points from my event's registrations. The name on this container is "Generate Custom Registrations Spreadsheet".

**AC4:** I should be able to select the following fields to be contained in the event's registrations management spreadsheet:

- File name
- Event name
- Submitted datetime
- Updated datetime
- Status
- Participant type
- Staff comments
- Participant first name

- Participant last name
- Dietary requirements
- Educational entities e.g. school, organiser, association
- Region
- Mobile phone number
- Email address
- How we can best accommodate them
- Representing
- Emergency contact first name
- Emergency contact last name
- Emergency contact relationship
- Emergency contact phone number
- Paid
- Bill to
- Billing physical address
- Billing email address
- Admin billing comments

File name is the only mandatory field.

A few examples of spreadsheets to generate should be listed to help me think of possible spreadsheets as I am not usually presented with the ability to create custom spreadsheets in my past experiences.

Some examples are:

- Names of attendees for name badges
- Billing details
- Dietary requirements of attendees

**AC5:** Each container has a “Generate spreadsheet” button with a navy background at the bottom of the form that is in it. Clicking this generates the custom spreadsheet as a CSV file.

**AC6:** There is a button within the “Generate Custom Registrations Spreadsheet” at the top that allows me to generate the event’s catering order. This summarises the unique sets of dietary requirements within a CSV file.

**AC7:** As an event organiser or event staff, only I can conduct the above actions.

**AC8:** I must be logged in to conduct the above actions. If not, I am redirected to the Login page.

## **U11: Contacting Event Participants**

As an event organiser or event staff, I can send a bulk email to all participants rather than having to select each participant’s email and paste it into the “to” field of an email.

**AC1:** On my Manage Event page, there is a container at the bottom of the list of containers (below the “Generate Custom Registrations Spreadsheet” container) that allows me to view a form to send a bulk email when opening it.

**AC2:** This container should only be present for events that are published or cancelled.

**AC3:** As an event organiser, when I go to contact my event participants via a single bulk email, the fields I expect to see in the form are:

- My name (auto filled)
- Email to contact me (auto filled as the event's contact email)
- Ability to send a copy to myself (tick box)
- Subject
- Message
- Ability to send bulk emails to approved participants (tick box)
- Ability to send bulk emails to pending participants (tick box)

**AC4:** I can send a bulk email to only approved participants if I wish, rather than both approved and pending event participants.

**AC5:** I can send a bulk email to only pending participants if I wish, rather than both approved and pending event participants.

**AC6:** I can cc myself to have a copy of the email for my records.

**AC7:** Whenever I send a bulk email, the event's data, I will be informed via a message at the top of the page that I have been successful. This message will have a green background.

**AC8:** As an event organiser or event staff, only I can conduct the above actions.

**AC9:** I must be logged in to conduct the above actions. If not, I am redirected to the Login page.

## **U12: Marking Registrations as Paid**

As an event organiser or event staff, I can bulk mark my event registrations as paid.

**AC1:** On the Manage Event page, with the Manage Event Participant Types container, there is a button with a navy background that says "Mark all participants as paid".

**AC2:** When I click the "Mark all participants as paid" button, then all approved registrations are updated to mark participants as paid.

**AC3:** Whenever I click the "Mark all participants as paid" button, I will be informed via a message at the top of the page that I have been successful. This message will have a green background.

**AC4:** As an event organiser or event staff, only I can conduct the above actions.

**AC5:** I must be logged in to conduct the above actions. If not, I am redirected to the Login page.

**NOTE:** *think-aloud user study participants requested that there is a grid-based UI for bulk marking. I should be able to tick which participants I want to mark as paid and then there is a button to confirm this, and a modal is used double check that I wish to do this. There should also be a button to select all*

*participants. More investigation is needed for this user story as the study participants had conflicting ideas of what the business logic for marking participant as paid should be.*

## **U13: Managing an Event's Participant Types**

As an event organiser or event staff, I can manage my event's participant types.

**AC1:** On the Manage Event page, I can create a new participant type provided my event is not published. I can do this by opening a UI collapsible container element with the name "Create New Participant Type" to complete a form with the following fields:

- Name
- Price (in the format of \$12.34 or \$0.00)

**AC2:** When I create a new participant type, then I will be informed via a message at the top of the page that I have been successful. This message will have a green background.

**AC3:** I can manage my event's participant types via a UI collapsible container element with the name "Manage Participant Types". With this, the name of the existing participant types and their associated attendance fee is listed down the left and it in bold text. To the right of each is a button that says, "Update participant type" and it should have a navy background. To the right of each of these buttons is another button that says, "Delete participant type" and these are coloured a dark red.

**AC4:** When I click the "Update participant type" button, I am presented with a modal, and it allows me to update the name and price of the given participant type. The original participant type's name and price are specified in the modal's body text for reference. It contains two buttons:

- one that says "No", has a grey background, white text and is positioned on the left.
- one that says "Update", has a yellow-orange background, black text and is positioned on the right.

If I click the "No" button, then the modal closes. If I click the "Update" button, then the participant type is updated accordingly and the modal closes.

**AC5:** When I click the "Delete participant type" button, I am presented with a modal that asks me if I am certain that I wish to delete this participant type. It contains two buttons:

- one that says "No", has a grey background, white text and is positioned on the left.
- one that says "Delete", has a yellow-orange background, black text and is positioned on the right.

If I click the "No" button, then the modal closes. If I click the "Delete" button, then the participant type is deleted and the modal closes.

**AC6:** When I update a participant type, then I will be informed via a message at the top of the page that I have been successful. This message will have a green background.

**AC7:** When I delete a participant type, then I will be informed via a message at the top of the page that I have been successful. This message will have a green background.

**AC8:** As an event organiser or event staff, only I can conduct the above actions.

**AC9:** I must be logged in to conduct the above actions. If not, I am redirected to the Login page.

## **U14: Event Registration Session Questions (out of scope)**

As an event organiser, I want to add questions about sessions and their related streams in my event's registration form.

**AC1:** For each session of my event, I can mark which sessions are related within a stream together so that event participants can see which sessions to attend in their chosen stream.

**AC2:** I can see a convenient visual overview of my event's sessions and they are colour coded by stream, so it is easy identify which sessions are in which stream.

**AC3:** I can create custom questions per session if I wish. A question can be of any question type, where these can be:

- Tick box (select one or multiple)
- Radio buttons (select one or multiple)
- Multi-select scroll box
- Combo-box for single selection
- Text area (where I can specify the character count)
- File upload

**AC4:** I can mark questions that are optional and mandatory.

**AC5:** I can specify sub questions for my session questions. These are conditional on the answer selected by the event participant of the parent question.

**AC6:** When I view the answers of an event participant in the Manage Event Registration page, these are listed within a UI collapsible container element so they do not take up too much visual space.

**AC7:** Session choices are available in the registration form, where the participant can tick which ones they want to attend.

**AC8:** When a participant selects a session then the related session questions are shown in order.

**AC9:** If a session question has a sub question, then these are dynamically shown.

# DTHM4Kaiako Event Registrations Management

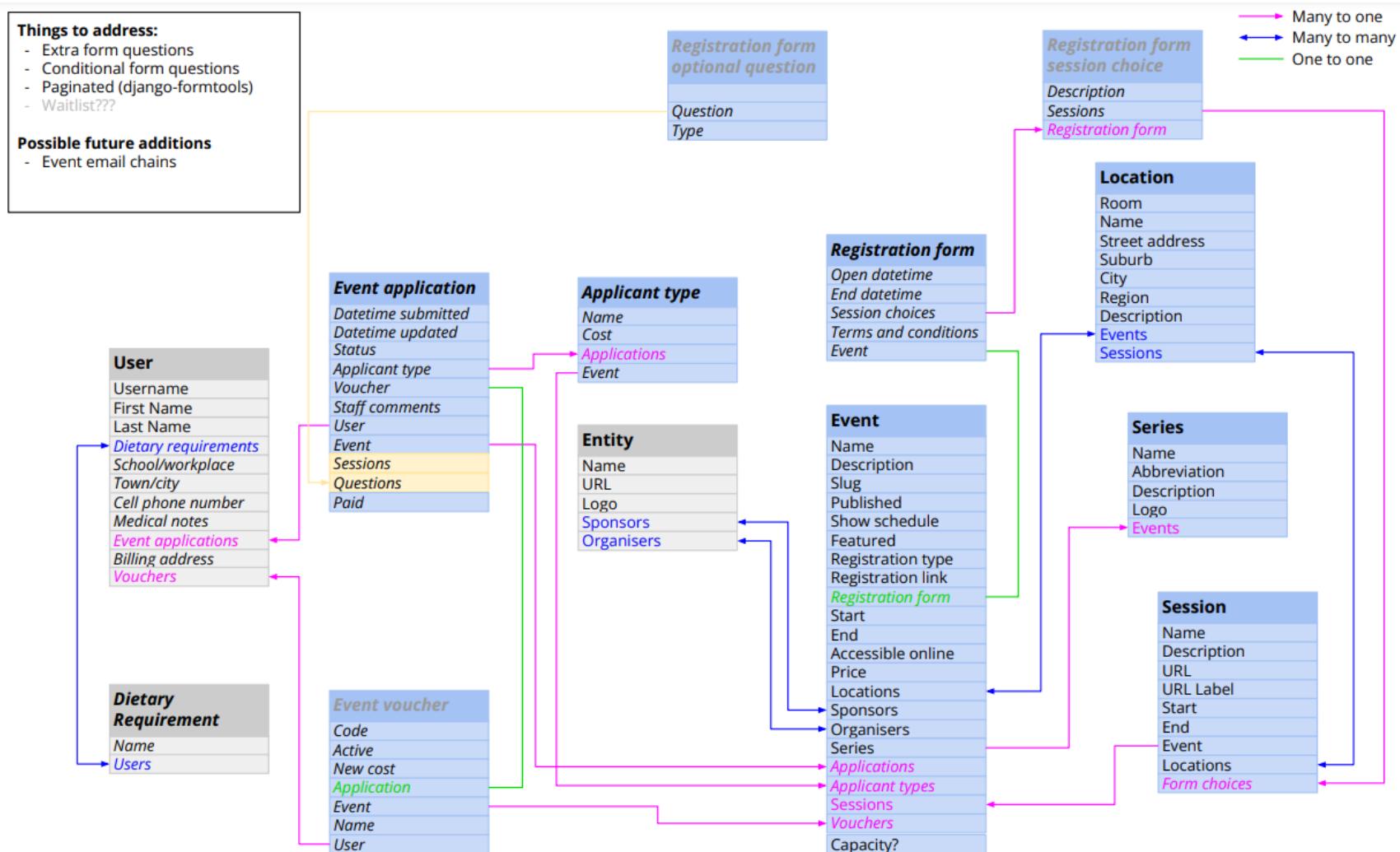
## Requirements Record

This document details the evolution of the requirements and their associated feedback (prior the think aloud user study as this feedback is documented in a separate document). Prior to each milestone, wireframes were created for the related user interfaces and feedback was requested. This was an informal process, where I asked for general feedback on them and if any changes should be made to improve the user experience. After the corresponding functionality was implemented, information feedback was sought for it. This was done by setting up a meeting (either in person or via Zoom) with the stakeholders and I would demonstrate the implemented functionality and ask them for their thoughts on each page and the overall flow of completing an action/goal. The requirements table was updated throughout this process. For Entries 1-4, the requirements are collected into one table for convenience.

### Entry 1

Date: 12/4/2022

The initial requirements regarding what entities should be modelled were noted in the drafted database schema as seen in Figure 1. Note that the grey boxes refer to “User” behaviour and the blue boxes refer to “Event” behaviour. The yellow boxes and grey text refer to aspects that need to be investigated further. The titles of each box that are in italics mean that these do not exist in the Django database yet (Postgres).



**Figure 1:** Draft database schema for the DTHM4kaiako Events section proposed prior to this project.

Upon the first discussion with Jack Morgan, one of the two primary stakeholders, the software solution needed to contain the following:

- The data gathered should ideally be contained within the existing DTHM4kaiako application’s database for convenience of accessing it.
- A registration form that gathers a prospective event participant’s personal information (noted in the database schema above) and dietary requirements.
- The ability for an admin to create an event registration form, applicant type and dietary requirement is necessary. He suggested doing this via the existing Django Admin application and extending this, however, he also noted that this behaviour could be moved into the main user facing application later once a proof of concept had been designed.
- Information relating to when the event registrations should open and close as well as terms and conditions should be created when the event is created.
- A set of dietary requirements that are common should be present within the system. Creating custom dietary requirements are out of the scope for this project.
- The event vouchers and registration form optional questions are out of scope for this project.
- The registration form session choices functionality is likely going to be complex and so further investigation is needed to determine the feasibility of these and how difficult it will be to include these.
- Capacity needs to be investigated and may be out of scope for this project.
- Event organisers need to be able to easily see registrations that have been submitted by event participants. These should be grouped together in some way and the organiser needs to be able to easily approve or reject these.
- Events can be of four different types:
  - Register – an organiser does not need to manually approve the registrations for these.
    - The prospective event participants should know that they are registering as this language suggests that they are automatically accepted to attend.
    - The button on the Event Details page should say “Register for this event”. It should be a green button as this suggests that it is the primary action on the page.
  - Apply – an organiser must approve an application before an event participant can attend.
    - The prospective event participants should know that they are applying as this language suggests that they may not be allowed to attend and that they need to be granted permission to attend.
    - The button on the Event Details page should say “Apply to attend this event”. It should be a green button as this suggests that it is the primary action on the page.
  - Invite only – this is out of the scope of the project, but the Event details page should still say “Invite only” if the event is of this type. This should be a grey button and it should be disabled for those who are not invited.
  - External registration link – this is when the event organiser explicitly wants to use a different website for gathering registration data. It is most likely going to be used when DTTA are advertising an event that is created and run by someone else and they

advertised is via a different website. The Event Details page should note that the prospective event participant is being taken to an external website to register. It should be a green button as this suggests that it is the primary action on the page. Clicking this button should direct the event participant to the respective website.

- If an event is cancelled or has finished, then there should be a label on the Event Details page noting this.
- Ideally, an event participants' personal data that is stored with their user profile is automatically filled into future event registration forms for them. We want the process to be quick for them as they are busy and there should not be the need for the application to require them to re-enter this information as it should already be stored within the application's database.
- Event participants should be able to update their registration data prior to the event starting.
- When an event participant update's their personal information, then this should be propagated to all existing event registrations.
- It would be helpful for event participants to view their event applications that they have submitted in a separate page. These should be ordered by the soonest event. Event participants should be able to locate this page via the top navigation banner.
- The user interface for the registration form should be consistent with the standard Django forms appearance. This means that help text should be used for fields that may be ambiguous to event participants. The language of this help text should reflect manaakitanga which is a core value of the DTHM4kaiako application.
- Event participants should be able to see that they have registered for an event, where the "Register"/"Apply" button should be replaced with "Update Registration"/"Update Application". An event participant has to be logged in to see this.
- An event participant can view an event without being logged in. However, they must be logged in to register and view their current event registrations. An event organiser cannot view a participant's own event registrations page.
- Event organisers should be able to create questions about sessions relating to an event. This could either be done via the Admin interface or an alternative interface. An alternative interface would provide more customisation of the user interface's design and flow. For example, an event may have a morning session for beginners to Python programming while the afternoon session may be for experienced Python programmers. Questions relating to each of the sessions should be tailored for them in the registration form based on what session is selected by the prospective event participant.
- Ideally, there should be a convenient way for event organisers to send mass emails to event participants in one sweep as otherwise they have to manually get a list of emails and put these into an email which is unnecessary overhead.
- It would also be good for the event organiser to generate spreadsheets for billing information for events that have a price for attendees to participate in the event.

Jack's requirements from Entry 1 have been captured in Tables 1 and 2. The database scheme will likely require refinement after further discussions with the stakeholders and after inspecting existing events registration management software. Jack who has a technical background, was spoken to initially as he had a clear vision of what the solution should capture. Tracy had a non-technical background, and so it was

important to provide a minimum viable product for her to see and interact with before gathering more specific requirements and feedback relating to the registration form's content.

## Entry 2

**Date: 23/4/2022**

Wireframes were sent through to Jack for feedback on the Event Details, Event Registration and My Event Applications pages. Jack said that these were appropriate, and he had no suggestions for improvement. The wireframe for the Django Admin Application view of the Event page (allowing an event organiser to create, view and edit an event) was approved by Jack too. He liked that it matched the existing Admin user interface layout.

## Entry 3

**Date: 24/5/2022**

After implementing the minimum viable product for the registration process as an event participant, Jack was asked to provide some feedback on it. The minimum viable product at this point contains the following aspects:

- **Event Details page**
  - Key details at the top right corner
    - Start and end datetimes for the event on top right corner of page
    - Location for the event if it is in person, or a label saying "accessible online"
  - Event description below the key details that go across the page
  - Session information below the description
  - Navigation panel on the top left corner
  - Green button to register/apply below the navigation panel
- **Event Registration page**
  - Personal information (all mandatory)
    - First name
    - Last name
    - Region

- Email address
  - Phone number
- Dietary requirements – tick boxes, optional
- Terms and conditions
- Tick box to agree to the terms and conditions
- Button at the bottom which is consistent with the navy buttons that are used in DTHM4kaiako already
- **My Applications page**
  - Event registrations that are for upcoming events are listed in a cards based on the event's name (alphabetically sorted).
  - The data inside each card is:
    - Event name (linking to the event)
    - Start and end datetimes
- **Django Admin Application (contained within DTHM4kaiako)**
  - Event page
    - Creating, editing and viewing an event
    - Admin must provide information about sessions, series and registration form details (open and close datetimes for registrations and terms and conditions for attending the event and submitting a registration form).
    - Creating global dietary requirements

Jack's feedback is as follows:

- **Event Details**
  - Jack was happy with everything that was displayed on this page and the user interface for it. He said that there was no vital information missing from it.
- **Event Registration page**
  - There needs to be help text for the dietary requirements saying that we cannot necessarily cater for all dietary needs. The language needs to be formal yet kind.
  - There also needs to be a field for collecting other information such as accessibility and allergies. His suggestion was to refer to these as "medical notes".
  - The other fields are sufficient, and it is obvious what an event participant is expected to put in.
  - The phone number needs to be validated less strictly e.g., allow for things like (+64) in front of phone numbers.
  - The overall process for registering is straightforward.
- **My Applications page**
  - I like that I can view my upcoming event.

- The user interface is nice and clear and the key data about the event application is informative and all present.
  - It would be good to have these ordered by the soonest upcoming event.
  - It would also be good to have the past events that I attended visible too.
- **Django Admin Application (contained within DTHM4kaiako)**
  - The navigation and actions for the Events, Event Registrations, Dietary Requirement, Session, Series and Registration Form sections make sense and follow the expected behaviour that is already present for the User and Entity sub sections of the Admin Application.
  - The registration form data (datetimes and terms and conditions) should be put in the same page as the Event page so that the organiser fills this information out when they create an event from scratch. It would also make the process of updating this information easier as you would only have to navigate to the event's page rather than having to look through all the registration forms in the Registration Form sub section, especially as these do not show the event's name that they belong to in the list view of the all the registration forms.
  - The event registrations list should show the name of the person attending the event, the status of the registration/application and the event it is for. This will mean that it is easier to locate a particular event registration form.
  - The format for the dates for an event need to be easier to read.

#### **Entry 4**

**Date: 1/6/2022**

After creating a minimum viable product, Tracy Henderson, the second primary stakeholder, was interviewed to give feedback on the minimum viable product. The feedback from Tracy is as follows:

- **Event Details**
  - Contains everything she would expect when wanting to find out about an event she was interested in as a prospective event participant.
  - She liked the location of the various elements on the user interface.
  - She liked the green button for registering. She felt that the various buttons for each of the event type were sensible and clear. Having green buttons for a “Register”, “Apply” and “External registration link” event was intuitive and prompted her to want to register/apply. Having a grey disabled button for an “Invite only” button made sense.
- **Event Registration page**
  - All the current fields are necessary and make sense to me from an event organiser and event participant point of view.

- Fields that need to be included as well:
  - Emergency details for an in-person event
    - First and last name
    - Relationship with the participant
    - Phone number
  - Participant type
    - Whether they are event staff, facilitator, teacher, etc.
    - This should be like a drop-down menu
  - Billing details
    - Street number
    - Street name
    - Suburb
    - City
    - Post code
    - Country
    - Person who is being billed
    - Email address of person being billed
  - Who the participant is representing e.g., school, themselves, an organiser, an association (e.g., DTTA)
  - What school/association/organiser (education related) do they belong to
- The length is okay, and it will be fine once other fields are added as you expect it to be a relatively long form when applying.  
Plus, we are only asking for the most important information.
- There needs to be a comment about making sure their information is up to date when you autoload it in.
- **My Applications page**
  - I really like this idea and that I can see upcoming events that I am going to attend easy.
  - It was easy to navigate to this page.
  - I like that it has the key dates. However, can you put the time after the date?
  - It would be good to include a contact email address e.g. in case you need to inform the event organiser of something. This would save you from having to go to the Event Details page.
- **Django Admin Application (contained within DTHM4kaiako)**
  - The user flow makes sense to me as I am used to using applications that have this sort of interface.
  - The dates displayed need to be in a more human readable format.

- I do not like like that I have to hunt down the registration form for an event if I want to change the dates that registrations open and/or close and terms and conditions. Having it like Jack suggested makes more sense and would save me lots of time.
- It is also not clear whose event registration/application it is just by looking at the list of event registrations in the Registrations sub section. I need to know their name and status as well as the event name, the same as Jack said.

The requirements from Entries 1-4 have been captured in Tables 1 and 2. The rows that have been the state of the requirements were captured and noted in Table 1. The database at this point is shown in Figure 2.

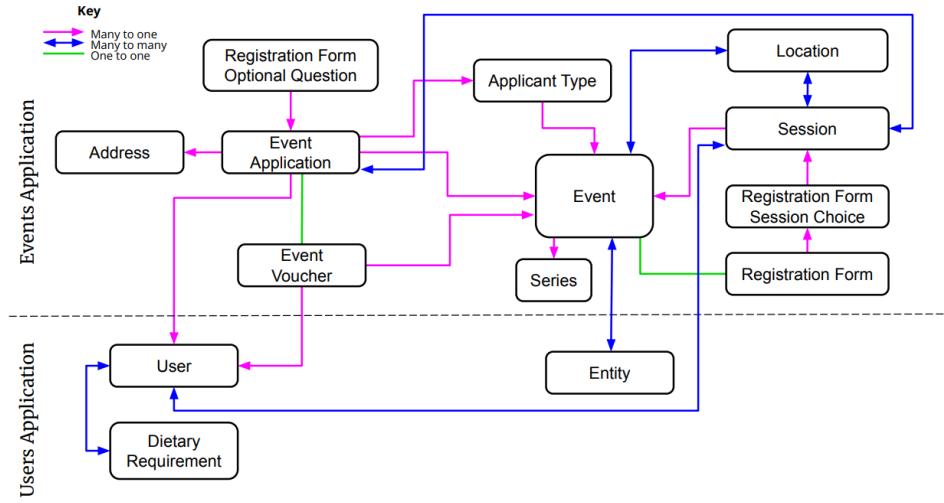
## **Entry 5**

**Date: 3/6/2022**

I had a more questions for my stakeholders and spoke with Jack about these. The questions and responses are as follows:

- What should be the behaviour with withdrawing event applications/registrations?
  - Permanently delete it and create a delete event application to capture the reasons for withdrawing
- How should participant types be modelled – should they be based on the event itself or global?
  - Global is fine
- Wouldn't it make more sense for the price of an event to be mapped to the participant type?
  - Yes that is also fine

*Here is the state of the database schema as of June 2022:*



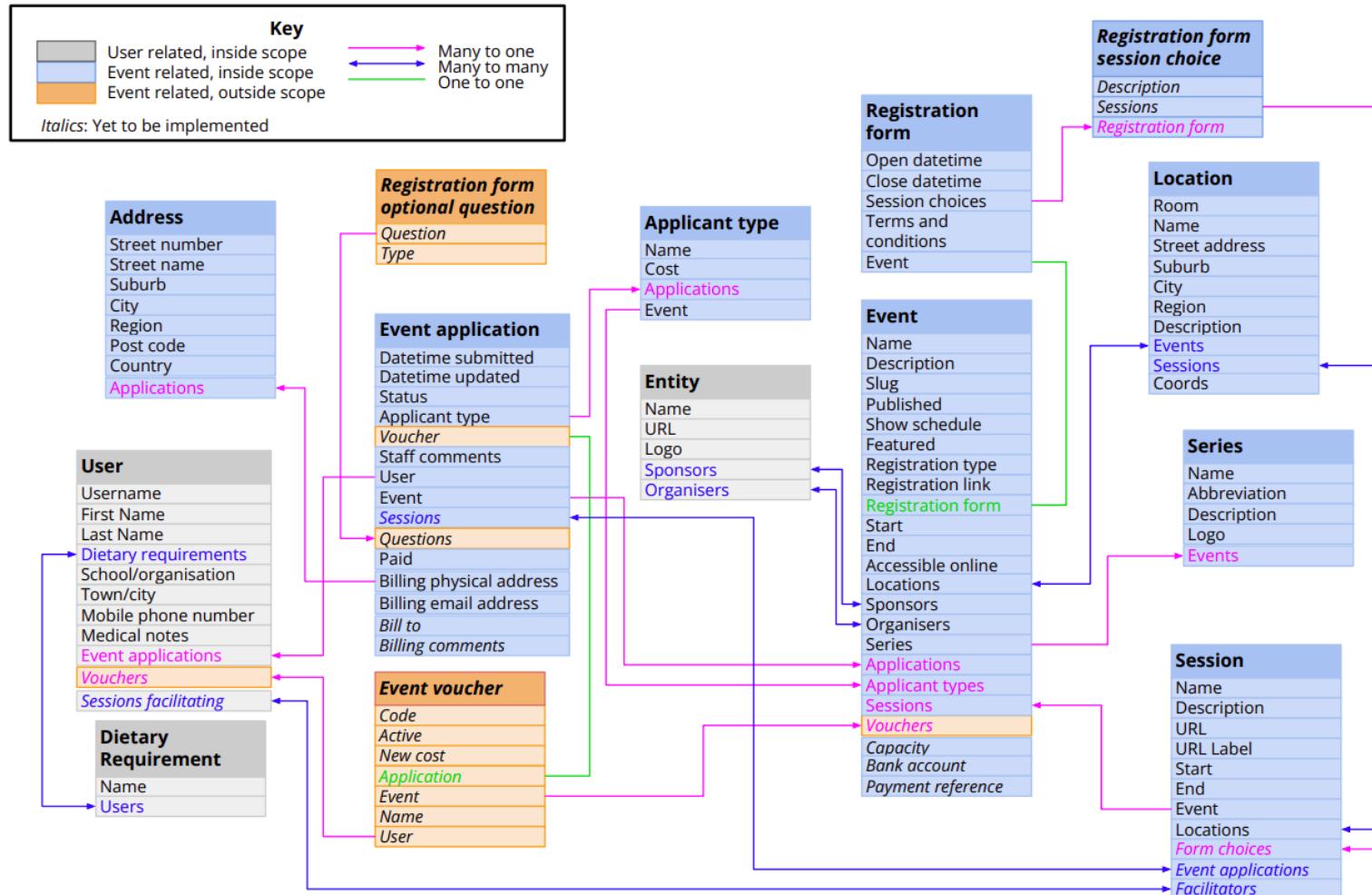


Figure 2: Current database schema for the DTHM4kaiako Events section.

Here is a summary of the core requirements, separated by the admin and participant user types for convenience.

**Table 1:** Event participant-related requirements

ID	Relevant Aspects	Description	Who requested it or agreed to it?	When was it requested?	Relevant milestone
U1	Event Details page	A logged in and a non-logged in user can access the Event Details page	Jack	12/4/2022	M2
U2	Event Applications page	Only a logged in user can access their personal Events Application page	Jack	12/4/2022	M2
U3	Event registration page	Only a logged in user can register/apply to attend an event.	Jack	12/4/2022	M2
U4.1	Event Applications page	The user should be able to access a page displaying a summary of their event applications, provided they are logged in. They should only be able to see their own applications.	Jack	12/4/2022	M2
U4.2	Event Details page	There is a button to create a registration form on the event details page. This should say “Register”, “Apply”, “Invite Only” or “Visit Website”, depending on the event type.	Jack	12/4/2022	M2
U5	Event Details page, Event Applications page, updating application	The button to update the participant’s event application should be present on the Event Details and Event Applications page.	Jack	12/4/2022	M2
U6	Application form’s content	The event registration form should contain personal information (as per the database schema).	Jack	12/4/2022	M2
U7	Application form’s content	The event registration form should contain billing information (as per the database schema).	Jack, Tracy	12/4/2022	M2
U8	Application form’s content	The event registration form should allow the participant to select their applicant type e.g., facilitator, event staff, teacher.  Reasons behind participant type: 1) lanyards, 2) catering, 3) differentiating type of student, 4) knowing	Jack	12/4/2022	M2

		who the facilitators are e.g., which facilitator runs which session			
U9	Application form	The event registration form should validate the information before submitting the form. It should provide information to the user where they have entered invalid information if this is so.	Jack	12/4/2022	M2
U10	Application form	The applicant must agree to the event's terms and conditions	Jack	12/4/2022	M2
U11	Updating event application	When the user updates their event application, then all aspects of it should be updated in the database.	Jack	12/4/2022	M3
U12	Withdrawing event application	The participant can withdraw their application from either the Event Details or Event Applications page.	Jack	12/4/2022	M2
U13	Withdrawing event application	<p>When an event application is withdrawn, it is permanently deleted.</p> <p><b>UPDATED:</b> When an event application is withdrawn, it is not permanently deleted. This is so that the admin has a history of interest in the event and can provided data to the facilitator and caterers.</p> <p>Reasons</p> <ul style="list-style-type: none"> <li>- Protect the admin</li> <li>- Gather withdrawing reasons</li> <li>- Explain to caterers why there is extra food</li> <li>- Explain to presenters why there is a smaller turn out than expected e.g., Covid cluster</li> </ul> <p><b>UPDATE: Meeting with Jack 8<sup>th</sup> July</b></p> <ul style="list-style-type: none"> <li>- Delete application but keep record of number of withdrawn and anonymize the reasons for withdrawing</li> </ul>	Jack  Tracy	1/6/2022     8/7/2022	M2, M6

		<ul style="list-style-type: none"> <li>- <i>Due to privacy concerns around storing identifiable data after the event has finished or participant is no longer attending</i></li> <li>- <i>User should have no record of their deleted applications</i></li> </ul>	Jack		
U14	Withdrawing event application	When the user goes to the withdraw their application, a confirmation modal appears to prevent accidentally withdrawing an application.	Jack	26/05/2022	M2
U15	Summary of event applications	A user's event applications should be ordered by date.	Jack	26/05/2022	M2
U16	Applying	The user's personal information is autofilled into the event registration form when applying for an event for the first time.	Jack	12/4/2022	M3
U17	Updating event application	When a user goes to update their event application, all of the previous information should be loaded into it for the user to see.	Jack	12/4/2022	M6
U18	Applying	When the user creates an event application, they should be informed that their information is saved and loaded for their convenience at the top to disclaim the website's intentions. Also ask them to check their details are up to date for info that is autoloaded.	Tracy	1/6/2022	M6
U19	Application form	<p>Dietary requirements (DR) should be separated from allergies. This is as DRs are a lifestyle choice and allergies are a health aspect i.e., life-threatening. Allergies can go with the health/medical notes.</p> <p><b><i>UPDATE: Meeting with Jack 8<sup>th</sup> July</i></b></p> <ul style="list-style-type: none"> <li>- Ethical dilemma as it could make it appear that those with lifestyle choice dietary requirements as less important than those with allergies</li> </ul>	Tracy  Jack	1/6/2022  8/7/2022	M6

		<ul style="list-style-type: none"> <li>- Keeping them together was the final decision</li> </ul>			
U20	Application form	<p>The user needs to be able to add additional DRs and these should only be visible to this user.</p> <p>For the help text for the “other” DR field, there needs to be text about “If your needs are more specific, please bring your own food”</p> <p><b><i>**Nice to have**</i></b></p>	Tracy	1/6/2022	M6
U21	Application form	<p>The medical notes field in the application form should be more broad in terms of its language so accessibility and allergies can be put in here --&gt; e.g. “How can we better look after you?”</p>	Tracy	1/6/2022	M6
U22	Application form	<p>The school feild should be “school/organisation”</p> <p><b><i>UPDATE: Meeting with Jack 8<sup>th</sup> July</i></b> “Educational entities” is desired in the code and “representing as” in the user interface.</p>	Tracy	1/6/2022	M6
U23	Application form	<p>The city field may need to be removed as it doesn’t apply to rural participants and information regarding the location of school and travel distance can potentially be retrieved from the school itself</p> <p><b><i>UPDATE: Meeting with Jack 8<sup>th</sup> July</i></b> “region” instead of “city”</p>	Tracy	1/6/2022	M6
U24	Application form	Emergency contact (name, phone and relationship) is required for medical reasons in the application form	Tracy	1/6/2022	M6
U25	Application form	Applicant type should be called participant type (since it is a role they have when they attend the event)	Tracy	1/6/2022	M6

U26	Application form	Billing section needs to have “bill to” field with “who will be paying for you?” as help text	Tracy	1/6/2022	M6
U27	Application form	If the event is an online/virtual event, hide the DRs and medical notes section of the events application form	Tracy	1/6/2022	M6
U28	Event Applications page	Event applications page should say the day e.g., Monday in each application card	Tracy	1/6/2022	M6
U29	Withdrawing	Have an optional field for the reason for withdrawing from an event  - Links with U13	Tracy	1/6/2022	M6
U30	Updating application	User can edit their applications before catering order (default of 1 week before event). If they wish to edit their application after this, then a message appears warning the user that their update info may not be considered due to being too close to the event and consider contacting event admin via a provided email.	Tracy	1/6/2022	M6
U31	Communication	Contact email provided on event details page and event applications page.  <b><i>UPDATE: Meeting with Jack 8<sup>th</sup> July</i></b> - Just on applications page	Tracy	1/6/2022	M6
U32	Event sessions	Extend the sessions aspect of the DB so that there is a relationship between the session, facilitator. A session may have one or more facilitators i.e. optional facilitator. A facilitator can run multiple sessions.	Tracy	1/6/2022	M6
U33	Event Details page	The button to apply for an event should be visible up until one week prior to the event commencing for catering order reasons. It should not be present after this point.	Tracy	1/6/2022	M6

U34	Application form	The user must enter their phone number and email twice to confirm to reduce the chance of them entering this information incorrectly.	Tracy	1/6/2022	M6
U35	Withdrawing event application	A user can un-withdraw an event application via both the Event Details page and Event Applications page.  <b><i>UPDATE: Meeting with Jack 8<sup>th</sup> July</i></b> Un-withdrawing is not desired as it complicates how participant's data is stored and has privacy concerns. If an application is withdrawn, its data should be deleted and only the reason for withdrawing and the date of withdrawing should be stored.	Tracy	1/6/2022	M6
U36	Withdrawing event application	When un-withdrawing an event application, if the event is an "apply" type then the application status is set to "pending" even if it was previously "approved".  <b><i>UPDATE: Meeting with Jack 8<sup>th</sup> July</i></b> - Unneeded due to the update to U35	Tracy	1/6/2022	M6
U37	Withdrawing event application	A user can only un-withdraw an event application prior to a week before the event commences (same condition for initially applying/registering).  <b><i>UPDATE: Meeting with Jack 8<sup>th</sup> July</i></b> - Unneeded due to the update to U35	Tracy	1/6/2022	M6
U38	Registration form	Registrants can create an additional dietary requirement if it is not within the present list. This will only appear for this participant (nice to have)	Jack	26/05/2022	M6
U39	Event applications	Only a logged in user can view their event applications page. An unauthenticated person is redirected to the login page when attempting to view the event application page.	Jack	12/4/2022	

**Table 1:** Event organiser related requirements

ID	Relevant Aspects	Description	Who requested it or agreed to it?	When was it requested?	Relevant milestone
A1	Admin application	Only the admin can access the admin application.	Jack	12/4/2022	M2
A2	Admin application	The admin can access a page of all the events	Jack	12/4/2022	M2
A3	Admin application	The admin can access a page of all the application types	Jack	12/4/2022	M2
A4	Admin application	The admin can access a page of all the event applications	Jack	12/4/2022	M2
A5	Admin application	The admin can access a page of all the event locations	Jack	12/4/2022	M2
A6	Admin application	The admin can access a page of all the registration forms	Jack	12/4/2022	M2
A7	Admin application	The admin can access a page of all the event series	Jack	12/4/2022	M2
A8	Admin application	The admin can access a page of all the event sessions	Jack	12/4/2022	M2
A9	Admin application	The admin can access a page of all the dietary requirements for users.	Jack	12/4/2022	M2
A10	Admin application	All the event related models should have names that are user-friendly within the admin application	Jack	12/4/2022	M2
A11	Admin application	The event creation form for the admin should include the event registration form details at the bottom so the admin does not have to create a registration form in a separate page after creating an event nor have to search for it when updating an event.	Jack		M2

<b>A12</b>	Admin application	The user page for the admin should include all aspects of the user model as specified in the database schema	Jack	12/4/2022	M2
<b>A13</b>	Admin application	The dietary requirements page for the admin should include all aspects of the user model as specified in the database schema	Jack	12/4/2022	M2
<b>A14</b>	Admin application	The user page for the admin should include all aspects of the user model as specified in the database schema	Jack	12/4/2022	M2
<b>A15</b>	Admin application	The user page for the admin should include all aspects of the user model as specified in the database schema	Jack	12/4/2022	M2
<b>A16</b>	Admin application	The application type page for the admin should include all aspects of the user model as specified in the database schema	Jack	12/4/2022	M2
<b>A17</b>	Admin application	The event applications page for the admin should include all aspects of the user model as specified in the database schema	Jack	12/4/2022	M2
<b>A18</b>	Admin application	The event page for the admin should include all aspects of the user model as specified in the database schema	Jack	12/4/2022	M2
<b>A19</b>	Admin application	The registration forms page for the admin should include all aspects of the user model as specified in the database schema	Jack	12/4/2022	M2

A20	Admin application	The series page for the admin should include all aspects of the user model as specified in the database schema	Jack	12/4/2022	M2
A21	Admin application	The sessions page for the admin should include all aspects of the user model as specified in the database schema	Jack	12/4/2022	M2
A22	Admin application	The event application page for the admin should include all aspects of event application model as specified in the database schema.  <b>UPDATED:</b> It does not need to include the billing information.	Tracy	1/6/2022	M2 M6
A23	Admin application	The admin should be able to export a CSV of all the billing information associated with all the event applications for a given event.	Tracy	1/6/2022	M6
A24	Admin application	The terms and conditions field in the event registration form creation form should be prefilled for the admin so that the admin does not have to think about it and can use a generic default if they wish.  It should contain: <ul style="list-style-type: none"><li>- If the participant can't make it, get in touch</li><li>- Warn about being billed for potential costs</li><li>- Participant must follow health and safety regulations</li><li>- Participants should not come if they are unwell</li><li>- Explain how their data will be stored e.g., privacy etc.</li><li>- Let us know if you do not consent to having photos and videos potentially taken of you</li></ul>	Tracy	1/6/2022	M6

		<ul style="list-style-type: none"> <li>- Agree to the Code of Conduct</li> </ul> <p>Its tone should be from a place of manaaki.</p>			
A25	Admin application	<p>The admin should be able to send email reminders or messages about the event easily.</p> <p>The default should be an automatic email reminder one week before the event commences as well as another two days before it commences.</p> <p>The admin can customise this further and write custom emails, but a template is provided.</p>	Tracy	1/6/2022	M6
A26	Admin application	For the event applications and event detail withdraw modals, say “application withdrawal” as the heading and change “for” to “to attend” .	Tracy	1/6/2022	M6
A27	Admin application	For the admin view of an event, the registration form’s form should prefill the open date to the same date as the when event is published, and close date should default to one week prior to the event starting. If it is a virtual event, the default close date should be 24h before the start of event.	Tracy	1/6/2022	M6
A28	Admin application	For the admin view, change “user” to “participant”.	Tracy	1/6/2022	M6
A29	Admin application	Add “facilitator” in as a generic participant type	Tracy	1/6/2022	M6
A30	Admin application	Provided a way to mark all participants or select a group as paid as an admin rather than having to go to each participant individually	Tracy	1/6/2022	M6
A31	Admin application	<p>Admin doesn’t need to visually see billing info, as long as they can export a CSV of the billing info and the basic user application information</p> <p>Reasons</p>	Tracy	1/6/2022	M6

		<ul style="list-style-type: none"> <li>- Registration sign-in sheet</li> <li>- Check who's paid</li> <li>- Signing up to workshops</li> </ul>			
A32	Admin application	Admin needs to have a notes section for billing details in event registration section that they can edit	Tracy	1/6/2022	M6
A33	Admin application Admin application	<p>Need to state bank account and expected reference in either the event application or event</p> <p><b><i>UPDATE: Meeting with Jack 8<sup>th</sup> July</i></b></p> <ul style="list-style-type: none"> <li>- Unnecessary as UC finance department usually handles this so no need for it</li> </ul>	Tracy	1/6/2022	M6
A34	Admin application	Filter event applications by past, present and archived (nice to have) and the event itself	Tracy	1/6/2022	M6
A35	Admin application	The event admin has a way to record that a participant was a "no show" in the participant's event application information (nice to have).	Tracy	1/6/2022	M6
A36	Admin application	Staff comments on event applications should be unique to the event application.	Tracy	1/6/2022	M6

## Entry 6

Date: 23/7/2022

I asked Jack and Tracy for feedback on the state of the software solution prior to looking into the implementing questions for sessions in the event registration form. Both Jack and Tracy were satisfied with the changes made after the previous feedback session with them. I walked them through:

- the process for registering for an event,
- registering for another event and showing that your personal details are auto filled,
- Showing that only the relevant fields for an event are present in the registration form
  - An online event has
    - Personal information questions

- Terms and conditions
- An in-person event has
  - Personal information questions
  - Question about how to best accommodate the attendee
  - Emergency contact information questions
- An in-person and catered event has
  - Personal information questions
  - Question about dietary requirements
  - Question about how to best accommodate the attendee
  - Emergency contact information questions
- Event that has a fee to attend has
  - Personal information questions
  - Other questions relevant to it being online/in-person/in-person and catered
  - Questions about billing information
- viewing your event applications
- Withdrawing from events
  - Both stakeholders liked and understood the purpose of using yellow for the withdraw button
  - Both stakeholders appreciated that event participants could withdraw from an event either from their My Applications page and the Event Details page.
  - They both liked that there was a modal which added an extra step to withdraw as this prevented the issue of accidentally withdrawing from the event.
  - They thought it was useful having a selection of reasons for why the event participant was withdrawing and giving them the option to provide another reason as many people feel bad for withdrawing and want to explain themselves to make themselves understood by the event organiser. This portrayed manaakitanga – good job!
- creating an event via the Admin interface and that you have provide information about the registrations (open and close datetime and terms and conditions) in order create an event
- process for viewing an event registration as an admin

They were both satisfied with the speed to carry out these goals/tasks. One aspect Jack commented on was including the participant type in the registration form as a drop-down menu and displaying the price for this type of participant to attend.

I also asked Jack about the requirements for displaying custom session questions after receiving feedback. The requirements he noted are:

- The user interface needs to be clear and intuitive for the event registration form session questions for the event participant to understand what is being asked of them. When an event participant picks a particular session from a drop-down menu in the registration form, then the respective questions should show up
- The user interface for the event organiser should ask them to
  - Name the session
  - Put a start and end time for the session
  - Add zero or more questions per session
  - No validation is required except that the end datetime should be after the start datetime for the session
  - Each question should be of any style of question such as: drop down list, tick box, single line box, multiple line box, date and time picker, ranking elements by dragging and dropping, etc. (any type of question you would expect in Google Forms). These types of questions should be allowed to be marked as optional or mandatory by the event organiser. They should also be able to order these questions. Some of these questions may also have follow up questions which need to be linked to the given session question. For example:
    - “How much experience do you have with Python?”
    - Follow up questions: 1) would you like a quick refresher? 2) If so, what aspects would be the best to cover to refresh you before diving into the main content of the session?
- It would be helpful to have these session questions on a second page (pagination) to prevent the form becoming too long.
- We also would like the user to be able to save their registration part way in case they need to come back to it later, especially when the registration form has lots of session questions.

## **Entry 7**

**Date: 29/7/2022**

After the spike was conducted for investigating options how to implement the custom session questions behavior and discovering that it would be too complex to include within the scope of this project, it was decided that a more feasible aspect to implement in the time remaining would be to create a more user friendly and flexible user interface for an event organiser. Jack asked for:

- The event registration related sub sections within the Admin Application to be phased out since the core database behaviour was modelled correctly and to move this to a separate page within the main DTHM4kaiako application.
- The event organiser should be able to navigate to a page that contains a list of all of their upcoming events that they are organising via the navigation banner, to the right of the “My Event Applications” navigation bar button. This page should be called something like

“Events Management Hub” or similar. It should be very clear that it is relating to the role of an organiser, especially as you could be acting as an event organiser in some cases and then as an event participant in other cases.

- This “Events Management Hub” page should contain cards, similar to those in the Upcoming and Past Events pages. These should contain the name of the event (linked to the Event Detail page which is public facing), whether they are online or in-person, a button to manage that particular event, the datetime of the event and how long until it started.
- There should be a “Manage Event” page per event that an organiser is organising
- A non-logged in user should not be able to view the “Events Management Hub”. The same is true for any page relating to events management (Manage Event pages, Manage Event Application/Registration Pages).
- If a user does not have events they are managing, then the Events Management Hub should say something like “You have not events that you are currently organising”.
- Only an organiser of an event or event staff can view pages relating to a given event (Manage Event pages, Manage Event Application/Registration Pages).
- Event organisers can set who is event staff via the Manage Event page.
- On the Manage Event page, an event organiser expects to see:
  - The name of the event. It should be a hyper link to the Event Details page since this is consistent throughout the Events section so far.
  - A button that goes to the public Event Details page. This should be very visible and at the top of the page under the event’s name.
  - A button to publish the event if it is not published yet. This should be very visible and at the top of the page under the event’s name.
  - A button to cancel the event if it is published. This should be very visible and at the top of the page under the event’s name.
  - The status of the event: “not published”, “published” or “cancelled”. This should have some sort of coloring with significance e.g. orange, green, red.
  - The key dates for an event: when it starts and ends, when registrations open and close
  - The event’s capacity (as a percentage and also stating the explicit numbers next to it for reference)
  - The participant types
    - Attendance counts next to these
    - Counts of each type for a published or cancelled event
  - Registration status types (for a published or cancelled event)
    - Counts per type (pending, approved, rejected, withdrawn)
  - Reasons for withdrawing from the event (for a published or cancelled event)
    - Counts per generic reasons

- An element that collapses the other reasons since there could be a large list in the worst-case scenario
- Containers or collapsible UI elements containing
  - Form for viewing and updating event details
    - viewable but disabled from editing for a cancelled event
  - Form for viewing and updating registration form details
    - viewable but disabled from editing for a cancelled event
  - Form for creating new participant types
    - only for an unpublished event (since we do not want the organiser changing these once the registrations are live as it would mess with the database history)
  - Form for updating and deleting participant types
    - only for an unpublished event (since we do not want the organiser changing these once the registrations are live as it would mess with the database history)
  - List of event applications that can be accessed to view more details
    - only applicable for an event that is published or cancelled
    - these should be separated by application status for convenience
    - they should state the participant's name clearly
  - Form for sending bulk emails. It should contain:
    - Ability to choose between approval types
    - Cc myself
    - Autoload my email and name

#### **Entry 8**

**Date: 7/8/2022**

Feedback on event organiser wireframes from Jack and Tracy: no changes, keep them as is.

#### **Entry 9**

**Date: 15/8/2022**

- Tracy saying that there needs to be a custom spreadsheet form for events and event registrations
- Custom spreadsheet for spreadsheet generator
- Take out billing spreadsheet too as won't need if have spreadsheet generator
- Bulk emailing form content
- Bulk marking as paid

## **Entry 10**

**Date: 13/9/2022**

Jack's comments prior the study:

- I like that you added a button to view the public event page and I would like to note this down as an important requirement. This is especially so as event organisers often want to know how the page looks to an event participant.
- I like that you have added a button to the Event Details page that takes the event organiser to the Manage Event page.

The tables below capture the most up to date requirements and these are fleshed out in the user stories further.

### **Non-functional requirements**

Description
The language used and overall user experience needs to embody manakitanga (uplifting, encouraging, welcoming, supportive).
The flow for completing each action needs to be sufficiently fast for the event organiser and/or event participant.
NOTE: "sufficient" was not defined in terms of a measurable period, but rather it should not cause the event organiser and/or event participant any hoha (frustrations).

### **Event Participants**

#### **Event details page**

Description
A logged in and a non-logged in user can access the Event Details page

It is clear to prospective event participants that the event is an in-person or an online event.
The prospective event participant is informed of the event's start and end dates, its cost (if it has one) and its description. The dates should be in the format of "Wednesday 19 April, 2023, 1:00 p.m."
There is a clear way of registering for the event as a prospective event participant
It is clear to prospective event participants that the event is catered if it is a catered in-person event
It is clear to prospective event participants that the event is part of a series if it is
The sessions are clearly visible to prospective event participants.
If an event participant has registered to attend the event and they are logged in, they are able to update their registration details themselves via the Event Details page and the way to do so is obvious.
If an event participant has registered to attend the event and they are logged in, they are able to withdraw from the event themselves. There is a mechanism in place to prevent the event participant from accidentally withdrawing from an event.
If an event participant is withdrawing from an event they have registered for, then they need to provide a reason for withdrawing. This reason can be one of the following or another reason which they can choose to specify themselves:
<ul style="list-style-type: none"> <li>• No longer interested</li> <li>• Change of plans</li> <li>• No funding</li> <li>• Inconvenient location</li> <li>• Wrong event</li> <li>• Class of personal development</li> <li>• Illness</li> <li>• Prefer not to say</li> <li>• Other</li> </ul>
The possible event types are:
<ul style="list-style-type: none"> <li>• Register – auto approved</li> <li>• Register – approval required</li> <li>• Invite only i.e., send a special link or code to register</li> <li>• External registration link</li> </ul>
It should be clear to any user what type of event it is. The first two types should have the user facing text of "Register" as the user does not need to know the difference between them.
If a participant withdraws from an event, they must register again if they change their mind and want to attend the event.
If the status of an event registration is "Declined" then the event participant cannot withdraw their application.
Prospective event participants are informed when registrations have closed.

Prospective event participants are informed when an event has ended when viewing the Event Details page.

Prospective event participants are informed when an event is cancelled when viewing the Event Details page.

Event participants can update their details up until the event commences.

## Event registration page

### Description

Only a logged in user can access the Event Registration page. If they are not logged in, then they are taken to the Login page.

The following information relating to a participant's personal information should be asked for in any type of registration form:

- First name
- Last name
- Region
- Education entities they belong to e.g., school, organisation, association
- Email address
- Phone number
- Participant type
- Who they are representing e.g. themselves, education entity.

The email address and phone number should be confirmed so that there is a mechanism in place to minimise the risk of incorrectly entering this data.

For an in-person event, the following fields should be present in the registration form:

- How can we best look after you
- Emergency contact's first name
- Emergency contact's last name
- Relationship with emergency contact
- Emergency contact's phone number

For a catered event, the following fields should be present in the registration form:

- Dietary requirements

This should be an optional field.

For an event that requires participants to pay to attend, the following fields should be present in the registration form:

- Street number
- Street name

- Suburb
- City
- Region
- Post code
- Country
- Bill to
- Billing email address

The order that fields should go in is:

- First name
- Last name
- Region
- Education entities they belong to e.g., school, organisation, association
- Email address
- Phone number
- Dietary requirements
- How can we best look after you
- Participant type
- Who they are representing e.g. themselves, education entity.
- Emergency contact's first name
- Emergency contact's last name
- Relationship with emergency contact
- Emergency contact's phone number
- Street number
- Street name
- Suburb
- City
- Region
- Post code
- Country
- Bill to
- Billing email address

Billing information fields should not be shown if the price of the participant type's attendance is free.

The prospective event participant must agree to the event's terms and conditions. These must be clearly stated at the bottom of the registration form.
The prospective event participant is informed at the top of the registration form that their data has been autoloaded for their convenience and to check that it is up to date and correct.
There is a privacy statement noted at the top of the registration form.
Upon going to register for another event after registering for an event, the event participant's personal information is autoloaded into the registration form.
Note that data that has been previously entered and relating to emergency contact details and billing information should not be autoloaded as it can vary between events.
If an event participant is editing a registration form that asks for data about their dietary requirements and the event starts in less than a week, they are informed that changes to the dietary requirements may not be taken into consideration due to the short notice.

## My Event Registrations page

Description
An event participant can navigate to their My Event Registrations page.
An event participant must be logged in to access this page.
An event participant can view their past and upcoming events.
An event participant can see the following information about a past event they have attended or an upcoming event they will be attending: <ul style="list-style-type: none"> <li>• Event's name</li> <li>• Whether it is an online or an in-person event</li> <li>• Whether it is catered</li> <li>• Event contact email</li> <li>• Event start date</li> <li>• Event end date</li> <li>• Approval status (Pending, Approved or Declined)</li> </ul>
An event participant can access the Event Detail page of an event listed in this page.
An event participant can update their registration details themselves via the My Event Registrations page and the way to do so is obvious.
An event participant can withdraw from an event themselves via the My Event Registrations page. There is a mechanism in place to prevent the event participant from accidentally withdrawing from an event.

<p>As like in the Event Details page, when an event participant goes to withdraw from an event, they must provide a reason for withdrawing. The same mechanism should be used like in the Event Details page to prevent the event participant from accidentally withdrawing.</p>
<p>If the status of an event registration is “Declined” then the event participant cannot withdraw their application.</p>
<p>Event registration data should be ordered by the soonest event first when viewing the upcoming events’ event registrations. Event registration data should be ordered by the most recent event first when viewing the past events’ event registrations.</p>

## Event Organiser

### Events Management page

Description
An event organiser can navigate to their Events Management page.
An event organiser must be logged in to access this page.
If a user is logged in but does not have any past or upcoming events that they are organising, then they are informed of this.
If an event organiser has either past or upcoming events that they are organising, then these are listed clearly and are separated into past and upcoming events.
Each event that an event organiser is organising should have a way to access the Manage Event page and the public facing Event Details page.
Each event that an event organiser is organising should have the following information clearly stated next to it in an appropriate UI element (e.g., card, container): <ul style="list-style-type: none"> <li>• Location if it is an in-person event</li> <li>• Whether it is catered</li> <li>• Whether it is online or in-person</li> <li>• The event start date and end date</li> <li>• How long until the event commences in a sensible format</li> </ul>
The event organiser should be able to generate a custom events data spreadsheet via the Events Management page. The following fields should be allowed to be selected to be contained in this spreadsheet: <ul style="list-style-type: none"> <li>• File name</li> <li>• Event name</li> <li>• Description</li> <li>• Published status</li> <li>• Show schedule</li> </ul>

- Featured status
- Registration type
- External event registration link
- Start datetime
- End datetime
- Accessible online
- Is free
- Locations
- Sponsors
- Organisers
- Series
- Is catered
- Contact email address
- Event staff
- Is cancelled
- Approved registrations count
- Pending registrations count
- Declined registrations count
- Withdrawn registrations count

A few examples of spreadsheets to generate would be helpful since event organisers are not usually presented with the ability to create custom spreadsheets. Some examples could be:

- Upcoming event dates
- Online events
- Catered events

File name is the only mandatory field.

Events should be ordered by the soonest event first when viewing the upcoming events. Events should be ordered by the most recent event first when viewing the past events.

## Mange Event Page

Description
An event organiser can navigate to their Manage Event page.
An event organiser must be logged in to access this page.
It must be clear that the event is either: Not Published, Published, or Cancelled
The key information that needs to be displayed for an unpublished event is: <ul style="list-style-type: none"><li>• Datetime when registrations open</li><li>• Datetime when registrations close</li><li>• Event start datetime</li><li>• Event end datetime</li><li>• Participant types and their associated prices to attend the event</li></ul>
The key functionalities that an event organiser should have for an unpublished event are: <ul style="list-style-type: none"><li>• Viewing and updating the event's details</li><li>• Viewing and updating the event's registration details</li><li>• Creating new participant types for the given event</li><li>• Viewing and updating participant types for the given event</li><li>• Deleting participant types for the given event</li><li>• Publishing the event</li></ul>
The key information that needs to be displayed for a published event is: <ul style="list-style-type: none"><li>• Datetime when registrations open</li><li>• Datetime when registrations close</li><li>• Event start datetime</li><li>• Event end datetime</li><li>• Capacity (as a percentage)</li><li>• Participant types and their associated prices to attend the event and the count of approved registrations with these participant types selected</li><li>• Registration statuses' counts</li><li>• Totally attending (so it is clear)</li><li>• Reasons for event participants withdrawing and their associated counts. Other reasons should be noted too.</li></ul>
The key functionalities that an event organiser should have for a published event are: <ul style="list-style-type: none"><li>• Viewing and updating the event's details</li><li>• Viewing and updating the event's registration details</li></ul>

- Viewing a list of registrations, where the organiser can access a specific event registration's details (e.g. by clicking on it). These should be separated by registration approval status.
- Generate custom registrations spreadsheet
- Generate a spreadsheet for the catering order
- Contact event participants via a bulk email

The key information that needs to be displayed for a cancelled event is:

- Datetime when registrations open
- Datetime when registrations close
- Event start datetime
- Event end datetime
- Capacity (as a percentage)
- Participant types and their associated prices to attend the event and the count of approved registrations with these participant types selected
- Registration statuses' counts
- Totally attending (so it is clear)
- Reasons for event participants withdrawing and their associated counts. Other reasons should be noted too.

The key functionalities that an event organiser should have for a cancelled event are:

- Viewing the event's details
- Viewing the event's registration details
- Viewing a list of registrations, where the organiser can access a specific event registration's details (e.g. by clicking on it). These should be separated by registration approval status.
- Generate custom registrations spreadsheet
- Generate a spreadsheet for the catering order
- Contact event participants via a bulk email

These functionalities should be contained within some form of UI container or collapsible element:

- Viewing and updating the event's details
- Viewing and updating the event's registration details
- Viewing a list of registrations, where the organiser can access a specific event registration's details (e.g. by clicking on it). These should be separated by registration approval status.
- Generate custom registrations spreadsheet
- Generate a spreadsheet for the catering order

- Contact event participants via a bulk email
- Viewing and updating participant types for the given event
- Deleting participant types for the given event

The event data that should be viewable and editable (depending on the event state) are:

- Name
- Description
- Show schedule
- Featured
- Registration type
- External event registration link
- Start datetime
- End datetime
- Accessible online
- Locations
- Sponsors
- Organisers
- Series
- Is catered
- Contact email address
- Event staff
- Capacity

The event registration data that should be viewable and editable (depending on the event state) are:

- Open datetime
- Close datetime
- Terms and conditions

The following fields should be allowed to be selected to be contained in the custom event registrations spreadsheet:

- File name
- Event name
- Submitted datetime
- Updated datetime
- Status
- Participant type

- Staff comments
- Participant first name
- Participant last name
- Dietary requirements
- Educational entities e.g. school, organiser, association
- Region
- Mobile phone number
- Email address
- How we can best accommodate them
- Representing
- Emergency contact first name
- Emergency contact last name
- Emergency contact relationship
- Emergency contact phone number
- Paid
- Bill to
- Billing physical address
- Billing email address
- Admin billing comments

A few examples of spreadsheets to generate would be helpful since event organisers are not usually presented with the ability to create custom spreadsheets. Some examples could be:

- Names of attendees for name badges
- Billing details
- Dietary requirements of attendees

File name is the only mandatory field.

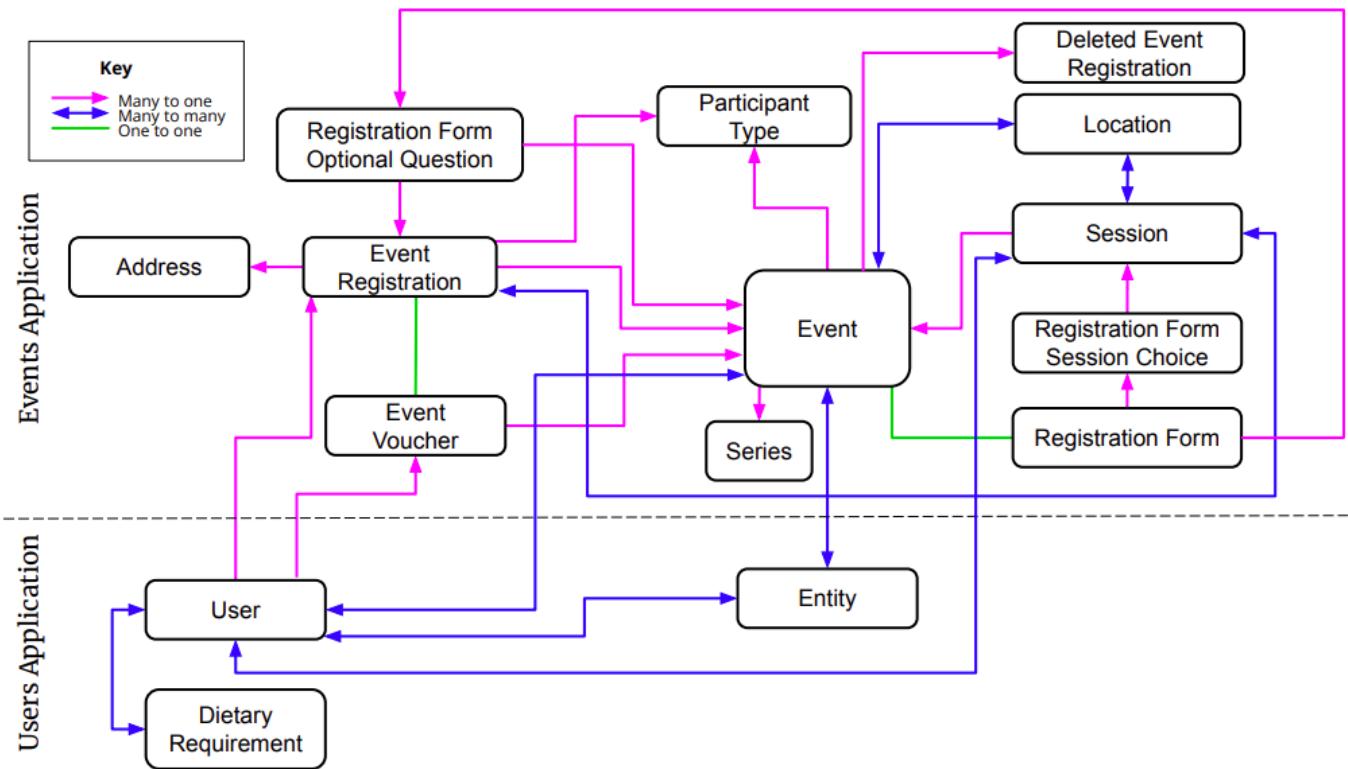
As an event organiser, when I go to contact my event participants via a single bulk email, the fields I expect to see in the form are:

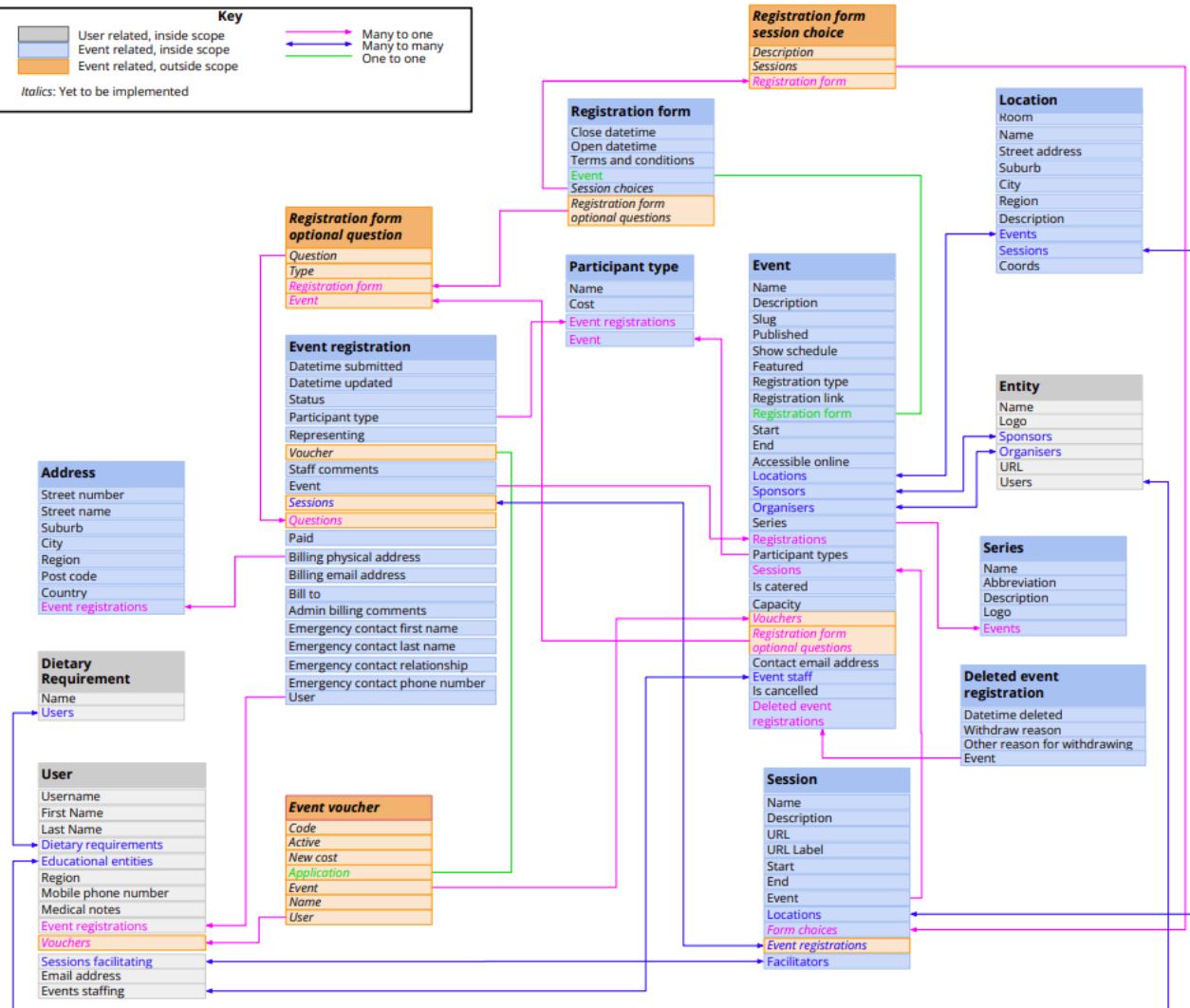
- My name (auto filled)
- Email to contact me (auto filled as the event's contact email)

- Ability to send a copy to myself
- Subject
- Message
- Ability to send bulk emails to approved participants
- Ability to send bulk emails to pending participants

**Note that the requirements were directly added into the user story for the Manage Event Registration behaviors for convenience.**

The final database schemas are shown below and an example of the manage event page is shown too.





DTHM for kaiako Resources Events DTTA About  
Events Upcoming events Past events My event registrations Events management

## Code Club 4 Teachers Digital Storytelling (face to face)

[Cancel event](#) [View public page](#)

### Key Info

Published

**Registrations open:** Saturday 1 January, 2022, 12:00 a.m.

**Registrations close:** Friday 1 April, 2022, 12:00 a.m.

**Event start date:** Saturday 24 June, 2023, 12:00 a.m.

**Event end date:** Monday 26 June, 2023, 12:00 a.m.

**Capacity:** 10.0% (3 of 30)

### Registration Statuses

**Approved:** 3

**Pending:** 5

**Declined:** 2

**Withdrawn:** 5

**Total attending:** 3

### Participant Types

*Approved participants*

**Event Staff (\$3.00):** 0

**Facilitator (\$25.00):** 0

**Teacher (\$50.00):** 3

### Reasons for Withdrawing

**No longer interested:** 1

**Personal development clash:** 0

**Change of plans:** 0

**Illness:** 0

**No funding:** 1

**Prefer not to say:** 1

**Inconvenient location:** 0

**Other:** 2

**Wrong event:** 0

[+ Details](#)

*Event participants must be **manually approved** to attend this event.*

[+ Event Details](#)

[+ Registration Details](#)

[+ View Registrations](#)

[+ Generate Custom Registrations Spreadsheet](#)

[+ Contact Event Participants](#)

## Entry 9

Date: 17/10/2022

Feedback on adjustments after study from Jack and Tracy: no changes, keep them as is.

## Study Findings

Interviews were conducted between 19 September – 29 September 2022 by Hayley Krippner via Zoom. Note that the participant feedback is not quoted from interview participants but the general message they were conveying to the interviewer. The think-aloud interviews on average took 1.8 hours ( $\sigma=0.4$ ).

Overall, the five participants reported that the software solution provided the necessary functionality that I set out to achieve. Most of the feedback was related to improving the user interface (UI), in addition to suggestions for other areas to explore in the future. The speed of completed tasks was pleasant and streamlined. The core data was obtainable, with a few requests to add or adjust how some data is displayed for event staff and prospective and current event participants.

I suggest doing a survey of aspects that require further investigation into the language used and what is expected, most common etc.

## Study Questions

- Are all the core tasks for an event organiser present?
- Are all the core tasks for an event participant present?
- Are the database entities e.g., Event modelled correctly?
- Are the processes to conduct an event organiser's tasks streamlined and time efficient?
- Are the processes to conduct an event participant's tasks streamlined and time efficient?

## Questions Asked

Question	Participant 1	Participant 2	Participant 3	Participant 4	Participant 5
Is it clear how to register for an event on the Event Details page?	Yes	Yes	Yes	Yes	Yes
Is all the information you need to know about an event on the Event Details page?	Yes	Yes	Yes	Yes	Yes
Is the registration process streamlined?	Yes	Yes	Yes	Yes	Yes

Does the registration form have all the fields you expected?	Yes	Yes	Yes	Yes	Yes
Is it clear how to update the details of your registration form from the Event Details page?	Yes	Yes	Yes	Yes	Yes
Is it clear how to update the details of your registration form from the My Event Applications page?	Yes	Yes	Yes	Yes	Yes
Do you feel like the process to update your registration details is quick?	Yes	Yes	Yes	Yes	Yes
Do you feel like the process to register for a second event is quick?	Yes	Yes	Yes	Yes	Yes
Do you feel like all information provided on the My Event Applications page encompasses everything you would expect to find on this page?	Yes	Yes	Yes	Yes	Yes
Do you feel like the process to withdraw from an event is quick?	Yes	Yes	Yes	Yes	Yes
Do you feel like the process to withdraw from an event is intuitive?	Yes	Yes	Yes	Yes	Yes

Do you feel like the Events Management page contains all the expected core behavior?	Yes	Yes	Yes	Yes	Yes
Do you feel like the Events Management page's information is intuitive to understand?	Yes	Yes	Yes	Yes	Yes
Do you feel like the Manage Event page contains all the expected core behavior?	Yes	Yes	Yes	Yes	Yes
Do you feel like the Manage Event page's information is intuitive to understand?	Yes	Yes	Yes	Yes	Yes
Do you feel like the Manage Event Registration page contains all the expected core behavior?	Yes	Yes	Yes	Yes	Yes
Do you feel like the Manage Event Registration page's information is intuitive to understand?	Yes	Yes	Yes	Yes	Yes
Do you feel like the process to send a bulk email is time efficient?	Yes	Yes	Yes	Yes	Yes
Do you feel like all the attributes of an event	Yes	Yes	Yes	Yes	Yes

are captured? i.e., modelled correctly					
Overall, does the software solution provide an improved event registrations management system?	Yes	Yes	Yes	Yes	Yes

## As a Participant

### Event Details Page

Aspect	Participant feedback	All in agreement?	Next steps?
Key data of starts, ends, cost and location	<ul style="list-style-type: none"> <li>Necessary and clear. Good location on page.</li> <li>Like that they can look at the location on Google maps via a link.</li> <li>Nothing missing</li> </ul>	Yes	N/A
Cost field	<ul style="list-style-type: none"> <li>It would be good to note the cost for the participant once they have registered and are approved instead of just saying "Attendance fee applies". This is so that they don't have to go back to their event applications page to check and it is obvious to them how much they must pay. It would also be nice to include the paid status for this next to it e.g., \$10 (paid) or \$10 (pending)</li> </ul>	1/5 suggested	Requires further investigation
Navigation panel	<ul style="list-style-type: none"> <li>When there is very little information present on the page i.e., just the event description and no information about streams or timeslots, then it is confusing to have the navigation panel as it feels pointless having it there.</li> </ul>	1/5 suggested	Requires further investigation
Date format for starts and ends labels	<ul style="list-style-type: none"> <li>They should be Saturday 24 June 2023 12:00 p.m. instead of 12:00 p.m. Saturday 24 June 2023 as this reads better.</li> </ul>	1/5 suggested	N/A (implemented after the study)
Register to attend event button	<ul style="list-style-type: none"> <li>Very clear and obvious. Good colour. Suggests that it is the primary action they should be doing when on this page.</li> </ul>	Yes	N/A

	<ul style="list-style-type: none"> <li>Participants could predict the meaning of what would happen when clicking it (being taken to a registration form on another page).</li> </ul>		
Informing participants of the next steps once they have successfully registered.	<ul style="list-style-type: none"> <li>There needs to be some way of informing the participants what will happen next that is not via the green confirmation message as all participants did not read this.</li> </ul>	5/5	Requires further investigation
Confirmation messages upon registering, updating and withdrawing their event application	<ul style="list-style-type: none"> <li>Participants didn't read these. When asked, they suggested that it could be due to there being lots of information at the top of the page (navigation, event title) and it is too crowded, plus your eyes aren't already looking there. One suggestion was to have a message somewhere in the middle of the page. Some participants said that it's not needed as it is already assumed that it was successful because there is no reason to suspect otherwise</li> </ul>	5/5	Requires further investigation
Update and withdraw buttons	<ul style="list-style-type: none"> <li>Said they will remember to look here if they need to update or withdraw as it was very apparent and visual once they registered (first thing they saw). Good colours and size and location.</li> <li>Yellow suggests alert, warning, caution.</li> <li>Green suggests going, acting, the primary task.</li> </ul>	5/5	N/A
Cancelled label	<ul style="list-style-type: none"> <li>Needs to be bigger and red/pink</li> </ul>	Yes	N/A (implemented after the study)
Streamlined and intuitive?	<ul style="list-style-type: none"> <li>All agreed that core functionalities were present, and they were clear to use</li> </ul>	Yes	N/A

## Registration Form

Aspect	Participant feedback	All in agreement?	Next steps?
Auto filling data	<ul style="list-style-type: none"> <li>Excited with this as it makes their lives easier.</li> </ul>	Yes	N/A
Browser prefilling billing address	<ul style="list-style-type: none"> <li>Does not work very well due to separating out the street number and street name into separate fields.</li> </ul>	1/5	Requires further investigation
Overall speed	<ul style="list-style-type: none"> <li>Fast, efficient, clear</li> </ul>	Yes	N/A

What school(s) and/or educational organisation or association do you belong to? *	<ul style="list-style-type: none"> <li>UI needs improving due to the list of educational entities growing over time and it is filling the screen. Participants suggested having a smart lookup method such as having a field where you could type in the school and it would provide suggestions and you can click on the one you want, and it add this to a list above it.</li> <li>It needs to be non-compulsory as a participant may be a relieving teacher and may not belong to any educational entities.</li> <li>One suggested having an abbreviation for Māori school names so participants don't have to type the whole sentence in ("TKKM" instead of "Te Kura Kaupapa Māori)</li> </ul>	Yes	Requires further investigation
Medical notes	<ul style="list-style-type: none"> <li>Language needs to be improved e.g., "special notes", as it feels too clinical, daunting etc.</li> <li>Liked the help text</li> </ul>	Yes	N/A (implemented after the study)
Dietary requirements	<ul style="list-style-type: none"> <li>Need to separate dietary requirements from allergies. This is as it is a health and safety issue e.g., severe peanut allergy.</li> <li>Allowing event staff to pick what dietary requirements can be catered for would be ideal so that they don't advertise that they can cater for ones that they can't, e.g., may not want to cater for keto and paleo</li> <li>All participants like the tick format for selecting them.</li> </ul>	2/5  Yes	Requires further investigation  N/A
Dietary requirements' purpose	<ul style="list-style-type: none"> <li>Need to tell participants what food will be provided so they know. Past events have had participants who had assumed that lunch would be provided for them before the event, but they only had afternoon tea and coffee provided and participants got upset.</li> </ul>	2/5	Requires further investigation
Privacy disclaimer	<ul style="list-style-type: none"> <li>Need to tell event participants how their data will be used at the beginning of the registration form under the text about auto filling their details for their convenience.</li> </ul>	1/5	N/A (implemented after the study)
Email address and phone number fields	<ul style="list-style-type: none"> <li>From a participant's point of view, it is ideal to allow for copy pasting in the second field. From an event staff's perspective, we should prevent copy pasting from the first field to the second (confirmation) field, so we ensure that their data is carefully checked. Overall, the</li> </ul>	3/5	Requires further investigation

	consensus was to go with the event staff's point of view due to needing accurate data so that we can ensure we look after event participants and get in touch when we need to e.g., fuss person with food, accessibility instructions (location of ramp etc.) and event staff can't do anything when event participant's contact details are incorrect.		
Consistent error messages	<ul style="list-style-type: none"> <li>Need to have error messages all together at the top (only some show in the red error message at the top).</li> </ul>	1/5	Requires further investigation
Participant type	<ul style="list-style-type: none"> <li>They liked that the name of the participant type and price was clear.</li> <li>It is good that this info is not on the event details page as participants would be making the decision when they are completing the registration form</li> </ul>	3/5	N/A
Emergency contact details	<ul style="list-style-type: none"> <li>Should only be present on a form for a physical event and not an online event. If someone was experiencing a health and safety issue via Zoom then you would call 111 and even so it is more likely they someone would fall asleep, and you wouldn't want to be calling 111 or their emergency contact.</li> <li>Liked that the "relationship" field is included</li> </ul>	5/5	N/A (implemented after the study)
Billing information	<ul style="list-style-type: none"> <li>Have the bill to and the billing email address above the billing address fields. This is as you would decide who you are going to bill it to, and this would then make sense to fill in first. One participant wasn't too worried about this.</li> </ul>	2/5	Requires further investigation
Tool tip messages for when the user misses something from the form	<ul style="list-style-type: none"> <li>Informative and helpful and non-aggressive</li> </ul>	3/5	N/A
Help text in general	<ul style="list-style-type: none"> <li>Needs to be higher up. All participants assumed at some point and then read the help text after. They commented that this could cause participants hoha (frustration, annoyance) and they could also overlook the help text without realising they made an incorrect assumption.</li> <li>Moving it up may clutter the UI and take away from the streamlined experience as it would require more reading (or participants may skim over it even more)</li> <li>In many cases they said they didn't bother with reading it.</li> <li>All help text present was helpful and informative when it was read</li> </ul>	Yes	Requires further investigation

“Representing” field	<ul style="list-style-type: none"> <li>Mixed understanding of what this meant: 1) one participant absolutely loved this, 2) one didn’t understand what it meant, 3) one knew what it meant but felt like the help text could have been clearer, 4) three liked that they help text included “myself” as this covered lots of cases</li> </ul>	No	Requires further investigation
Terms and conditions	<ul style="list-style-type: none"> <li>Suggestion for creating event: allow event staff to tick which default Ts and Cs they want.</li> </ul>	1/5	Requires further investigation
Postcode for billing address	<ul style="list-style-type: none"> <li>Suggestion of having this auto filled based on address entered</li> </ul>	1/5	Requires further investigation
Billing address fields	<ul style="list-style-type: none"> <li>Need to give the event staff the option to show the billing address fields in the form as it may not always be necessary</li> </ul>	1/5	Requires further investigation
Labels for catering, location/online	<ul style="list-style-type: none"> <li>Sensible and informative</li> </ul>	4/5	N/A
Overall content in the registration form	<ul style="list-style-type: none"> <li>Sufficient, encompasses everything you would expect as an attendee and an event organiser</li> </ul>	Yes	N/A
Social media handles	<ul style="list-style-type: none"> <li>One suggestion was to allow participants to provide their social media handles e.g., Twitter so that attendees can use this to find people they know online or in person at events. It would also help others keep in touch.</li> </ul>	1/5	Requires further investigation
Streamlined and intuitive?	<ul style="list-style-type: none"> <li>All agreed that core functionalities were present, and they were clear to use</li> </ul>	Yes	N/A

## My Event Registrations

Aspect	Participant feedback	All in agreement?	Next steps?
Tabs for past and upcoming events	<ul style="list-style-type: none"> <li>Like the blue colour</li> <li>Clear that I am on the upcoming page</li> <li>Good that it loads the upcoming page when the user goes to that page</li> <li>Clean layout</li> <li>Good that it is ordered by closest date</li> </ul>	Yes	N/A

Update application button	<ul style="list-style-type: none"> <li>Like the colour – suggests something positive, primary action/most common action, helpful</li> <li>One participant suggested that the language should be changed to “view” instead of “update”</li> </ul>	5/5	Requires further investigation
Withdraw button	<ul style="list-style-type: none"> <li>Like that users can withdraw here or on the event detail page – convenient, assumed/expect a user can do this</li> </ul>	5/5	N/A
Existing information contained on the event application card	<ul style="list-style-type: none"> <li>Could also include the participant type and whether it is catered and online/face-to-face and if the participant type’s fee is paid or not or partially paid</li> <li>Existing information is clear and necessary, particularly like that the contact email is present.</li> </ul>	2/5 5/5	Requires further investigation
Starts and ends labels	<ul style="list-style-type: none"> <li>Need to have date reversed (Saturday 24 June 2023 12:00 p.m. instead of 12:00 p.m. Saturday 24 June 2023 as this reads better.)</li> </ul>	1/5	N/A (implemented after the study)
Cancelled label	<ul style="list-style-type: none"> <li>Helpful, informative and non-aggressive by being pink</li> </ul>	5/5	N/A
Status	<ul style="list-style-type: none"> <li>It could be helpful highlighting the status, so it is clear what ones they are wanting to hear back from</li> </ul>	2/5	N/A (implemented after the study)
Language of “update application”	<ul style="list-style-type: none"> <li>Change to “update details”</li> </ul>	2/5	N/A (implemented after the study)
When withdrawing event application via modal	<ul style="list-style-type: none"> <li>Should have “prefer not to say reason” last as it means that participants will scan everything else first and it will encourage them to select the right one if it is present</li> </ul>	1/5	N/A (implemented after the study)
“Not interested” option in withdraw modal	<ul style="list-style-type: none"> <li>Should be “No longer interested”</li> </ul>	1/5	N/A (implemented after the study)
Missing options for reason for withdrawing	<ul style="list-style-type: none"> <li>Need to have “wrong event”, “clash of PD (personal development) as options</li> </ul>	1/5	N/A (implemented after the study)

Overall process of withdrawing	<ul style="list-style-type: none"> <li>Clear, straight forward, yellow button was helpful and didn't read the modal text as knew what was going to happen and it occurred as expected</li> </ul>	Yes	N/A
Past events	<ul style="list-style-type: none"> <li>All really liked this and thought that they could add it to their portfolio.</li> <li>Expected that this was present.</li> </ul>	4/5	N/A
Participant is contacted that they have submitted their registration form.	<ul style="list-style-type: none"> <li>Expect an email to be sent to confirm that they have submitted their registration form.</li> </ul>	1/5	Requires further investigation
Streamlined and intuitive?	<ul style="list-style-type: none"> <li>All agreed that core functionalities were present, and they were clear to use</li> </ul>	Yes	N/A

## Updating Registration Form

Aspect	Participant feedback	All in agreement?	Next steps?
Speed	<ul style="list-style-type: none"> <li>Good, streamlined, no improvements</li> </ul>	Yes	N/A
Button to update	<ul style="list-style-type: none"> <li>Informative, clear</li> </ul>	Yes	N/A
Participant is contacted that they have updated their registration form.	<ul style="list-style-type: none"> <li>Expect an email to be sent to confirm that they have updated their registration form.</li> </ul>	1/5	Requires further investigation
Streamlined and intuitive?	<ul style="list-style-type: none"> <li>All agreed that core functionalities were present, and they were clear to use</li> </ul>	Yes	N/A

## Withdrawing Registration Form

Aspect	Participant feedback	All in agreement?	Next steps?
Location of the two withdraw buttons	<ul style="list-style-type: none"> <li>Expected, helpful</li> </ul>	Yes	N/A
Yellow buttons (withdraw buttons)	<ul style="list-style-type: none"> <li>All participants liked the yellow card, where they reported that it implied that it suggested caution, acting with care, making you think before you do something</li> </ul>	Yes	N/A

“Yes” on application withdraw modal	<ul style="list-style-type: none"> <li>One participant suggested changing it to something more explicit - “confirm withdrawal”</li> </ul>	1/5	N/A (implemented after the study)
Error messages in application withdrawal modal	<ul style="list-style-type: none"> <li>It should not be present when first open the modal but otherwise informative. Need to go away once they select one.</li> </ul>	1/5	Requires further investigation
“Other reason for deletion” field in application withdrawal modal	<ul style="list-style-type: none"> <li>Mixed opinions: 1) needed regardless of what option is selected as people like to explain/write stories, 2) not necessary/confusing when don’t select “other”</li> </ul>	No	Requires further investigation
Deletion reason language	<ul style="list-style-type: none"> <li>Needs to be called “Withdrawal reason” for consistency</li> </ul>	Yes	N/A (implemented after the study)
Deletion reason list	<ul style="list-style-type: none"> <li>Mixed opinions: 1) sufficient list, 2) missing other options e.g., “clash of personal development”</li> <li>Mixed opinions for what to call the “No expensive / no funding: 1) “too expensive” may be unkind language and “no funding” is a kind and encompassing way of saying this, 2) both a necessary as it covers both cases well</li> </ul>	No	Requires further investigation
Grey “cancel” button	<ul style="list-style-type: none"> <li>No one had any strong feelings towards it being unhelpful</li> </ul>	Yes	N/A
Clicking off the modal	<ul style="list-style-type: none"> <li>Expected behaviour, helpful</li> </ul>	Yes	N/A
Participant is contacted that they have withdrawn for an event.	<ul style="list-style-type: none"> <li>Expect an email to be sent confirming that they have withdrawn.</li> </ul>	1/5	Requires further investigation
Streamlined and intuitive?	<ul style="list-style-type: none"> <li>All agreed that core functionalities were present, and they were clear to use</li> </ul>	Yes	N/A

## As Event Staff

Events Management Page

Aspect	Participant feedback	All in agreement?	Next steps?
“Events management hub”	<ul style="list-style-type: none"> <li>It should be called “events management”. Participants had different reasons: 1) going to separate reporting into separate section future so it will not all be in one location anymore, 2) too ambiguous of what it means and “events management is more succinct”</li> </ul>	Yes	N/A (implemented after the study)
Usage of “CSV”	<ul style="list-style-type: none"> <li>Should be called “spreadsheet” as CSV is not known to all people</li> </ul>	Yes	N/A (implemented after the study)
Tabs for past and upcoming events	<ul style="list-style-type: none"> <li>Like the blue colour</li> <li>Clear that I am on the upcoming page</li> <li>Good that it loads the upcoming page when the user goes to that page</li> <li>Clean layout</li> <li>Good that it is ordered by closest date</li> <li>Liked that it is consistent with how the “my events registration” section</li> </ul>	Yes	N/A
UI of each event card	<ul style="list-style-type: none"> <li>All positive comments about it, crisp.</li> </ul>	Yes	N/A
“Mange” and “View public page”	<ul style="list-style-type: none"> <li>All participants could guess where they would be taken when they clicked these.</li> <li>They really liked the fact that there was a button to view the page that the public could see, and the language used for it was clear</li> </ul>	Yes	N/A
“Accessible online” and physical location labels	<ul style="list-style-type: none"> <li>Helpful, necessary</li> </ul>	Yes	N/A
Location of “Generate Custom Events Data Spreadsheet”	<ul style="list-style-type: none"> <li>Out of place</li> <li>One participant suggested moving it to a “reporting” section for event staff which would be navigated to via the main nav bar.</li> </ul>	Yes	Requires further investigation
“Generate Custom Events Data Spreadsheet” container’s “file name” field	<ul style="list-style-type: none"> <li>File name was unclear to one participant – suggested “Choose filename”</li> <li>Location should be at the bottom was requested by 2/5 participants as this is where you would make the decisions (just before the create spreadsheet button)</li> </ul>	No	Requires further investigation
Language of the tick box fields in the “Generate	<ul style="list-style-type: none"> <li>Some need to be more informative e.g. “is catered” should be “whether the event is catered”, “start datetime” should be “datetime that</li> </ul>	Yes	Requires further investigation

Custom Events Data Spreadsheet" container	registrations open" and "datetime that the event starts" (some confusion)		
Streamlined and intuitive?	<ul style="list-style-type: none"> <li>All agreed that core functionalities were present, and they were clear to use</li> </ul>	Yes	N/A

## Manage Single Event Page

Aspect	Participant feedback	All in agreement ?	Next steps?
Location of the "view public event page" button	<ul style="list-style-type: none"> <li>Participants took longer than they expected to find it. They were not sure how they would improve the position of it</li> </ul>	Yes	Requires further investigation
The "not published", "published" and "cancelled" labels	<ul style="list-style-type: none"> <li>Mixed comments for colours : 1) liked the pastel colours as this indicates something different to the bright colours used for buttons so far, 2) didn't like the pink colour for a cancelled event as this isn't alarming enough – suggested a darker red colour (like the colouring of the "delete ticket type" button)</li> </ul>	No	Requires further investigation
Unpublished non-cancelled event	<ul style="list-style-type: none"> <li>Need to be able to unpublish the event as there is no way to do this. One suggestion was to include the tick box for "is published" in the form for a published event. Also needs to be very clear as the event staff's blood pressure will be up as it will likely be because they realized they made a mistake with the event details and will be flustered.</li> </ul>	1/5	Requires further investigation
Language for "Event Application Status Counts"	<ul style="list-style-type: none"> <li>Mixed opinions: 1) clear, 2) confusing</li> </ul>	No	Requires further investigation
"Event Application Status Counts" section	<ul style="list-style-type: none"> <li>All participants liked the clear tally. One suggested having "total attending" explicitly stated</li> </ul>	Yes	N/A (implemented after the study)
"Reasons for Withdrawing" section	<ul style="list-style-type: none"> <li>Liked that it was included, especially so they can easily pass on this info to angry caterers, venue staff etc. when they are in a rush</li> <li>Should be lowered down on the page as it is not the most important info you would want as event staff on a day-to-day basis</li> </ul>	Yes  2/5	N/A  Requires further investigation

"Reasons for Withdrawing" "other" container	<ul style="list-style-type: none"> <li>UI is confusing and it is not clear what it does.</li> <li>Suggestions were for having "other: 3" with the list of reasons and then saying "Details" in the container</li> </ul>	4/5	Requires further investigation
Text "This event's registration type is "apply" which means that you have to manually approve each event participant before they can attend."	<ul style="list-style-type: none"> <li>Needs improvement: could be condensed to something clearer</li> </ul>	Yes	N/A (implemented after the study)
Containers	<ul style="list-style-type: none"> <li>Liked that these collapse easily</li> <li>Some didn't like the styling of them – not sure what they circle with the plus and the circle with the minus meant. Suggested arrows would be better.</li> </ul>	Yes 3/5	N/A Requires further investigation
Event Details container	<ul style="list-style-type: none"> <li>The language of container name is good.</li> <li>Most help text is informative but would like to have it higher up to prevent incorrect assumptions and confusion</li> <li>"Registration link" needs to say "External event registration link"</li> <li>Date format: needs to be in NZ date format and remove seconds from time. Suggested having a calendar for picking date would be useful, especially for sanity checking the date (e.g., not on a weekend), and having a separate time field with AM/PM option would be good so that it is easier to determine the time of day (12-hours instead of 24-hours).</li> <li>UI for selecting locations, sponsors, organizations, event staff needs to be improved. Some participants said that they were used to it so it was manageable, while others said that some way of looking up (suggestions appear when type in search box) would be helpful.</li> <li>Locations listed need to have the region first (currently room and school are first)</li> </ul>	Yes	Requires further investigation  N/A (implemented after the study)  N/A (implemented after the study)

	<ul style="list-style-type: none"> <li>Mixed views on: “online event” instead of “accessible online”. Some participants were happy with “accessible online”.</li> </ul>	No	Requires further investigation
Event Registration Form Details container	<ul style="list-style-type: none"> <li>Change name to “Registrations Details”</li> </ul>	Yes	N/A (implemented after the study)
Event Applications container	<ul style="list-style-type: none"> <li>Change name to “Manage Event Registrations”</li> <li>Liked that they were separated based on status</li> <li>Change the text of the links to just the names of the participants. Not sure how to overcome the issue with same names.</li> </ul>	Yes Yes	N/A (implemented after the study) Implemented after the study but still requires further investigation
Usage of “CSV”	<ul style="list-style-type: none"> <li>Should be called “spreadsheet” as CSV is not known to all people</li> </ul>	Yes	N/A (implemented after the study)
“Generate Custom Events Data Spreadsheet” container’s “file name” field	<ul style="list-style-type: none"> <li>File name was unclear to one participant – suggested “Choose filename”</li> <li>Location should be at the bottom was requested by 2/5 participants as this is where you would make the decisions (just before the create spreadsheet button)</li> <li>Should auto fill the event name as default filename</li> </ul>	No	Requires further investigation
Language of the tick box fields in the “Generate Custom Events Data Spreadsheet” container	<ul style="list-style-type: none"> <li>Some need to be more informative e.g., “education entities”</li> </ul>	Yes	N/A (implemented after the study)
Contact Event Participants container	<ul style="list-style-type: none"> <li>The language of “Email to contact event participants” was confusing for one participant.</li> <li>3/5 requested for there to be a system for storing and tracking emails that different event staff have sent, plus templates available to choose from.</li> </ul>	Yes	Requires further investigation

	<ul style="list-style-type: none"> <li>• 1/5 participants asked for the ability to CC themselves, so they know what they've sent.</li> <li>• Liked that they could choose to send the email to either or both</li> <li>• 1/5 participants asked for the ability to email about a cancelled event</li> </ul>		
Generate dietary requirements spreadsheet button	<ul style="list-style-type: none"> <li>• Language needs to change to "generate catering spreadsheet"</li> <li>• Should include the event name in the filename</li> </ul>		N/A (implemented after the study)  N/A (implemented after the study)
Location of "Cancel event" button and modal	<ul style="list-style-type: none"> <li>• It is possibly dangerous for accidental clicks, but they liked that the modal prevented this from happening and this it was clear what they were doing. The yellow button suggested caution and thinking first</li> </ul>	Yes	N/A
UI of the event status	<ul style="list-style-type: none"> <li>• Some participants were confused to whether it was a button. They thought this could have added to the lack of awareness of the buttons next to this label and subconsciously dismissed them as functioning buttons</li> </ul>	No	Requires further investigation
Cancelled event	<ul style="list-style-type: none"> <li>• Mixed opinions: 1) Needs to have a reason collected and shown for the event staff of why they cancelled it, 2) this would be put in the event description for the public</li> </ul>	No	Requires further investigation
Non-published event	<ul style="list-style-type: none"> <li>• "Ticket Types" language is confusing and should be "Participant Types"</li> <li>• Liked that they could create new participant types.</li> <li>• All study participants would like to have the page stay focused on the container for adding new ticket/participant types as it is confusing where they went to otherwise when they create one.</li> <li>• Liked the ability to update and delete tickets/participant types and the UI for this (good colours and clear language).</li> <li>• Modal for editing ticket needs to have the ticket info loaded.</li> <li>• Liked yellow buttons in update and delete tickets/participant types of modals</li> </ul>	Yes  Requires further investigation  Requires further investigation	N/A (implemented after the study)  Requires further investigation  Requires further investigation

Creating events via events management page in the future	<ul style="list-style-type: none"> <li>It would be good to save partially created events</li> <li>It would be good to add locations on the fly</li> </ul>	Yes	Requires further investigation
Bulk paying	<ul style="list-style-type: none"> <li>Do not like the ability to bulk pay via a single button – too risky. They suggested removing this until a better UI is implemented.</li> <li>All agree that this would require a lot of investigating into what the end user needs</li> <li>Main suggestion was to have a grid system to select which ones to mark as paid</li> <li>Another suggestion was to have there be more steps to bulk mark e.g., select all button then click mark as paid and then modal to confirm marking all as paid vs. ticking selection and then clicking mark</li> </ul>	Yes	Requires further investigation
Duplicating an event	<ul style="list-style-type: none"> <li>3/5 participants asked for this additional functionality as many events reoccur at different dates in the future.</li> </ul>	3/5	Requires further investigation
Republish a cancelled event	<ul style="list-style-type: none"> <li>2/5 expected this functionality and requested it for the future</li> </ul>	2/5	Requires further investigation
Streamlined and intuitive?	<ul style="list-style-type: none"> <li>All agreed that core functionalities were present, and they were clear to use</li> </ul>	Yes	N/A

## Manage Single Event Registration Page

Aspect	Participant feedback	All in agreement?	Next steps?
Location of the “manage event” button	<ul style="list-style-type: none"> <li>Consensus is that the UI for this button needs to change somehow</li> <li>All participants struggled to locate it and when up to the nav bar to navigate back to the event that the event registration belonged to.</li> <li>One suggestion was to make it green, so it stands out more (same colour as the register to attend button on the event details page)</li> <li>One suggested having “Back to manage event”, one participant didn’t like this</li> </ul>	Yes	Requires further investigation
Medical notes	<ul style="list-style-type: none"> <li>Should be hidden, like the emergency contact info</li> </ul>	Yes	N/A (implemented after the study)

Emergency contact details container	<ul style="list-style-type: none"> <li>Need to have “participant's name” so that is very clear, as well as “emergency contact's name. This is to help the person who is under stress to get the info as soon as possible and to get their blood pressure down and get through the situation easily</li> </ul>	Yes	N/A (implemented after the study)
Update Details container	<ul style="list-style-type: none"> <li>Needs to have the same UI container as other containers as participants thought it was a link to another page.</li> <li>Language should be “view details” instead of “update details”</li> </ul>	Yes	N/A (implemented after the study)  N/A (implemented after the study)
How event management staff set a registration as “paid”	<ul style="list-style-type: none"> <li>One participant said that it needs to be a separate state, while another said that event staff should be able to either approve it and then set it to paid or set it to paid and then approve it. Either way, there needs to be a way to allow for both situations. The event participant needs to know the state of their application too and if they have paid so this needs to be communicated clearly to the participant. Remember that a participant will want to know they are attending prior to paying.</li> <li>Mixed opinions on the “paid” tick box: 1) it fine as is, 2) there needs to be a way to see partial amounts so having a separate numerical text box next the paid checkbox would help, where the event staff can see the amount paid so far and the total amount that is needed and this textbox is prefilled to the total amount, where they can change it as they need. Note that the system does not need to deal with accounting as this is done elsewhere, so it will be updated once the accounting has been done.</li> </ul>	Yes	Requires further investigation
Update Details container’s “staff comments” and “admin billing comments” fields	<ul style="list-style-type: none"> <li>Mixed opinions: 1) need to be combined, 2) great that they are separate and need both</li> </ul>	No	Requires further investigation
Update Details container’s “participant” field	<ul style="list-style-type: none"> <li>Mixed opinions: 1) fine being at the bottom, 2) Needs to be under the “paid” tick box as the comment fields are “additional info”</li> </ul>	No	Requires further investigation
Language for “rejected” registration	<ul style="list-style-type: none"> <li>Mixed opinions: 1) “Rejected” okay for event staff view but not for participants, 2) “Rejected” not okay for either and should be nicer</li> </ul>	No	Update before end of project to

	e.g., “Declined”, 3) “Rejected” not okay for either and should be nicer e.g. “Not accepted”		“Declined” for the time being but needs more investigation
Streamlined and intuitive?	<ul style="list-style-type: none"> <li>All agreed that core functionalities were present, and they were clear to use</li> </ul>	Yes	N/A

## General

Aspect	Participant feedback	All in agreement?	Next steps?	Other comments
Language of “applications” vs “registrations”	<ul style="list-style-type: none"> <li>Misleading – better to call these “registrations” throughout the whole UI.</li> </ul>	Yes	N/A (implemented after the study)	Keep differentiation in codebase
Differentiating between if you are acting as a participant or if you are acting as event staff	<ul style="list-style-type: none"> <li>UIs for events pages are too similar and event staff may get confused with where they are and who they are acting as i.e., role.</li> <li>Having a small label (suggested mustard label saying “event staff” on the top banner in the right corner) when viewing event pages, you are staffing would help.</li> </ul>	2/5 participants suggested	Requires further investigation	
Button colours for the event staff related pages	<ul style="list-style-type: none"> <li>Having a brighter colour for some buttons may help e.g., “manage event”, “published event” etc.</li> </ul>	4/5 participants suggested	Requires further investigation  Made manage event button green after the study	
Language of “ticket type”	<ul style="list-style-type: none"> <li>Needs to be “participant type” as ticket type can be confused with physical ticket that you send to the participant via email (future feature)</li> </ul>	2/5	N/A (implemented after the study)	

Spreadsheet generator	<ul style="list-style-type: none"> <li>All participants liked the idea of custom spreadsheets</li> <li>Mixed opinions around having a “select all” button for selecting all the tick boxes. Some say they would want to have every field in one spreadsheet just in case, some say they would never have this.</li> <li>Having suggestions of what spreadsheets to generate would help as they said most people wouldn’t expect to have a custom generator and may get stumped with what to generate</li> <li>They all requested having the ability to select which events/event registrations to get data of as a future feature.</li> <li>Having a “downloading” message for downloading CSV would be helpful.</li> </ul>	Yes     No     Yes     Yes     Yes     	N/A     Requires further investigation     Requires further investigation     Requires further investigation     Requires further investigation     	
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## Acceptance Testing Summary (End of Project)

Non-functional requirements	
AC	Passed?
NFR1	Yes
NFR2	Yes
NFR3	Yes
NFR4	Yes
100%	

U0	
AC	Passed?
AC1	Yes
AC2	Yes
AC3	Yes
AC4	Yes
AC5	Yes
AC6	Yes
AC7	Yes
AC8	Yes
AC9	Yes
AC10	Yes
AC11	Yes
AC12	Yes
AC13	Yes
AC14	Yes
AC15	Yes
100%	

U1	
AC	Passed?
AC1	Yes
AC2	Yes
AC3	Yes
AC4	Yes
AC5	Yes
AC6	Yes
AC7	Yes
AC8	Yes
AC9	Yes
AC10	Yes
AC11	Yes
100%	

U2	
AC	Passed?
AC1	Yes
AC2	Yes
AC3	Yes
AC4	Yes
AC5	Yes
AC6	Yes
AC7	Yes
AC8	Yes
AC9	Yes
AC10	Yes
AC11	Yes
AC12	No
AC13	Yes
AC14	Yes
AC15	Yes
AC16	Yes
AC17	Yes
AC18	Yes
94%	

U3	
AC	Passed?
AC1	Yes
AC2	Yes
AC3	Yes
AC4	Yes
AC5	Yes
AC6	Yes
AC7	Yes
AC8	Yes
AC9	Yes
AC10	Yes
AC11	Yes
AC12	Yes
AC13	Yes
AC14	Yes
AC15	Yes
AC16	Yes
AC17	Yes
AC18	Yes
100%	

U4	
AC	Passed?
AC1	Yes
AC2	Yes
AC3	Yes
AC4	Yes
AC5	Yes
AC6	Yes
AC7	Yes
AC8	Yes
AC9	Yes
AC10	Yes
AC11	Yes
AC12	Yes
AC13	Yes
AC14	Yes
AC15	Yes
AC16	Yes
AC17	Yes
AC18	Yes
100%	

U5	
AC	Passed?
AC1	Yes
AC2	Yes
AC3	Yes
AC4	Yes
AC5	Yes
AC6	Yes
AC7	Yes
100%	

U6	
AC	Passed?
AC1	Yes
AC2	Yes
AC3	Yes
AC4	Yes
AC5	Yes
AC6	Yes
100%	

U7	
AC	Passed?
AC1	Yes
AC2	Yes
AC3	Yes
AC4	Yes
AC5	Yes
AC6	Yes
AC7	Yes
100%	

U8	
AC	Passed?
AC1	Yes
AC2	Yes
AC3	Yes
AC4	Yes
AC5	Yes
AC6	Yes
AC7	Yes
AC8	Yes
AC9	Yes
AC10	Yes
AC11	Yes
AC12	Yes
AC13	Yes
AC14	Yes
AC15	Yes
AC16	Yes
100%	

U9	
AC	Passed?
AC1	Yes
AC2	Yes
AC3	Yes
AC4	Yes
AC5	Yes
AC6	Yes
AC7	Yes
AC8	Yes
AC9	Yes
AC10	Yes
AC11	Yes
100%	

U10	
AC	Passed?
AC1	Yes
AC2	Yes
AC3	Yes
AC4	Yes
AC5	Yes
AC6	Yes
AC7	Yes
AC8	Yes
100%	

U11	
AC	Passed?
AC1	Yes
AC2	Yes
AC3	Yes
AC4	Yes
AC5	Yes
AC6	Yes
AC7	Yes
AC8	Yes
AC9	Yes
100%	

U12	
AC	Passed?
AC1	Yes
AC2	Yes
AC3	Yes
AC4	Yes
AC5	Yes
AC6	Yes
AC7	Yes
AC8	Yes
AC9	Yes
100%	

U13	
AC	Passed?
AC1	Yes
AC2	Yes
AC3	Yes
AC4	Yes
AC5	Yes
AC6	Yes
AC7	Yes
AC8	Yes
AC9	Yes
100%	

Summary statistics	
Total user stories	14
Total user stories passed	13
Percentage of user stories passed	93%
Total acceptance criterias	133
Total acceptance criterias passed	132
Percentage of acceptance criterias passed	99%

## User story U0 manual tests

Key	Pass	Fail
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Related AC	How was it tested?	Input data	Expected outcome	Dates tested					
1	Login as an admin and view the Events page within the default Django Admin application. Navigate to the left navigation panel and click "Events".	Logged in as an admin account	I can view the master list of events as an admin	11/5/2022	31/5/2022	5/6/2022	18/9/2022	21/10/2022	
2	Login as an admin and view the Events page within the default Django Admin application. Navigate to the left navigation panel and click "Events". Inspect a given event's Event page and check that I can see the event's name.	Logged in as an admin account	I can view the event name in the Event page in the Admin application	11/5/2022	31/5/2022	5/6/2022	18/9/2022	21/10/2022	
2	Login as an admin and view the Events page within the default Django Admin application. Navigate to the left navigation panel and click "Events". Inspect a given event's Event page and check that I can see the event's description.	Logged in as an admin account	I can view the event description in the Event page in the Admin application	11/5/2022	31/5/2022	5/6/2022	18/9/2022	21/10/2022	
2	Login as an admin and view the Events page within the default Django Admin application. Navigate to the left navigation panel and click "Events". Inspect a given event's Event page and check that I can see the event's schedule.	Logged in as an admin account	I can view whether the event is set to show its schedule in the Event page in the Admin application	11/5/2022	31/5/2022	5/6/2022	18/9/2022	21/10/2022	
2	Login as an admin and view the Events page within the default Django Admin application. Navigate to the left navigation panel and click "Events". Inspect a given event's Event page and check that I can see the event's featured status.	Logged in as an admin account	I can view whether the event is featured in the Event page in the Admin application	11/5/2022	31/5/2022	5/6/2022	18/9/2022	21/10/2022	
2	Login as an admin and view the Events page within the default Django Admin application. Navigate to the left navigation panel and click "Events". Inspect a given event's Event page and check that I can see the event's registration type.	Logged in as an admin account	I can see the four registration types in the Event page in the Admin application	11/5/2022	31/5/2022	5/6/2022	18/9/2022	21/10/2022	
2	Login as an admin and view the Events page within the default Django Admin application. Navigate to the left navigation panel and click "Events". Inspect a given event's Event page and check that I can see the event's external registration link if it has one.	Logged in as an admin account	external registration link if it is an event that has an external registration page in the Event page in the Admin application	11/5/2022	31/5/2022	5/6/2022	18/9/2022	21/10/2022	
2	Login as an admin and view the Events page within the default Django Admin application. Navigate to the left navigation panel and click "Events". Inspect a given event's Event page and check that I can see the event's start datetime.	Logged in as an admin account	I can view the event's start datetime in the Event page in the Admin application	11/5/2022	31/5/2022	5/6/2022	18/9/2022	21/10/2022	
2	Login as an admin and view the Events page within the default Django Admin application. Navigate to the left navigation panel and click "Events". Inspect a given event's Event page and check that I can see the event's end datetime.	Logged in as an admin account	I can view the event's end datetime in the Event page in the Admin application	11/5/2022	31/5/2022	5/6/2022	18/9/2022	21/10/2022	
2	Login as an admin and view the Events page within the default Django Admin application. Navigate to the left navigation panel and click "Events". Inspect a given event's Event page and check that I can see the event's accessible online status.	Logged in as an admin account	I can see whether the event is accessible online in the Event page in the Admin application	11/5/2022	31/5/2022	5/6/2022	18/9/2022	21/10/2022	
2	Login as an admin and view the Events page within the default Django Admin application. Navigate to the left navigation panel and click "Events". Inspect a given event's Event page and check that I can see the event's locations.	Logged in as an admin account	I can see the event's locations in the Event page in the Admin application	11/5/2022	31/5/2022	5/6/2022	18/9/2022	21/10/2022	
2	Login as an admin and view the Events page within the default Django Admin application. Navigate to the left navigation panel and click "Events". Inspect a given event's Event page and check that I can see the event's sponsors.	Logged in as an admin account	I can see the event's sponsors in the Event page in the Admin application	11/5/2022	31/5/2022	5/6/2022	18/9/2022	21/10/2022	
2	Login as an admin and view the Events page within the default Django Admin application. Navigate to the left navigation panel and click "Events". Inspect a given event's Event page and check that I can see the event's organisers.	Logged in as an admin account	I can see the event's organisers in the Event page in the Admin application	11/5/2022	31/5/2022	5/6/2022	18/9/2022	21/10/2022	
2	Login as an admin and view the Events page within the default Django Admin application. Navigate to the left navigation panel and click "Events". Inspect a given event's Event page and check that I can see the event's series.	Logged in as an admin account	I can see the series the event is part of it is part of one in the Event page in the Admin application	11/5/2022	31/5/2022	5/6/2022	18/9/2022	21/10/2022	
2	Login as an admin and view the Events page within the default Django Admin application. Navigate to the left navigation panel and click "Events". Inspect a given event's Event page and check that I can see the event's catered status.	Logged in as an admin account	I can see whether the event is a catered event in the Event page in the Admin application	11/5/2022	31/5/2022	5/6/2022	18/9/2022	21/10/2022	
2	Login as an admin and view the Events page within the default Django Admin application. Navigate to the left navigation panel and click "Events". Inspect a given event's Event page and check that I can see the event's published status.	Logged in as an admin account	I can see whether the event is a published event in the Event page in the Admin application	11/5/2022	31/5/2022	5/6/2022	18/9/2022	21/10/2022	

	Login as an admin and view the Events page within the default Django Admin application. Navigate to the left navigation panel and click "Events". Inspect a given event's Event page and check that I can see the event's cancelled status.	Logged in as an admin account	I can see whether the event is cancelled in the Event page in the Admin application	11/5/2022	31/5/2022	5/6/2022	18/9/2022	21/10/2022	
2	Login as an admin and view the Events page within the default Django Admin application. Navigate to the left navigation panel and click "Events". Inspect a given event's Event page and check that I can see the event's contact email address.	Logged in as an admin account	I can see the event's contact email address in the Event page in the Admin application	11/5/2022	31/5/2022	5/6/2022	18/9/2022	21/10/2022	
2	Login as an admin and view the Events page within the default Django Admin application. Navigate to the left navigation panel and click "Events". Inspect a given event's Event page and check that I can see the event's event staff.	Logged in as an admin account	I can who is event staff of the event in the Event page in the Admin application	11/5/2022	31/5/2022	5/6/2022	18/9/2022	21/10/2022	
2	Login as an admin and view the Events page within the default Django Admin application. Navigate to the left navigation panel and click "Events". Inspect a given event's Event page and check that I can see the event's sessions.	Logged in as an admin account	I can see the list of sessions for the event in the Event page in the Admin application	11/5/2022	31/5/2022	5/6/2022	18/9/2022	21/10/2022	
2	Login as an admin and view the Events page within the default Django Admin application. Navigate to the left navigation panel and click "Events". Inspect a given event's Event page and check that I can see the event's registration details of open and close datetimes and terms and conditions.	Logged in as an admin account	I can see the event's registration form details (open and close datetimes and terms and conditions) in the Event page in the Admin application	11/5/2022	31/5/2022	5/6/2022	18/9/2022	21/10/2022	
2	Login as an admin and view the Events page within the default Django Admin application. Navigate to the left navigation panel and click "Events". Inspect a given event's Event page and check that I can update the event's name.	Logged in as an admin account. Change the name from "CS4HS 2015" to "CS4HS 2024"	I can update the event name in the Event page in the Admin application	11/5/2022	31/5/2022	5/6/2022	18/9/2022	21/10/2022	
2	Login as an admin and view the Events page within the default Django Admin application. Navigate to the left navigation panel and click "Events". Inspect a given event's Event page and check that I can update the event's description.	Logged in as an admin account. Add another line to the description saying that "morning tea will be provided".	I can update the event description in the Event page in the Admin application	11/5/2022	31/5/2022	5/6/2022	18/9/2022	21/10/2022	
2	Login as an admin and view the Events page within the default Django Admin application. Navigate to the left navigation panel and click "Events". Inspect a given event's Event page and check that I can update the event's schedule status.	Logged in as an admin account. Change it from shown to not shown	I can update whether the event is set to show its schedule in the Event page in the Admin application	11/5/2022	31/5/2022	5/6/2022	18/9/2022	21/10/2022	
2	Login as an admin and view the Events page within the default Django Admin application. Navigate to the left navigation panel and click "Events". Inspect a given event's Event page and check that I can update the event's featured status.	Logged in as an admin account. Change it from not featured to featured	I can update whether the event is featured in the Event page in the Admin application	11/5/2022	31/5/2022	5/6/2022	18/9/2022	21/10/2022	
2	Login as an admin and view the Events page within the default Django Admin application. Navigate to the left navigation panel and click "Events". Inspect a given event's Event page and check that I update see the event's registration type.	Logged in as an admin account. Change it from register (manually approved applications) to register (automatically approved applications)	I can update the four registration types in the Event page in the Admin application	11/5/2022	31/5/2022	5/6/2022	18/9/2022	21/10/2022	
2	Login as an admin and view the Events page within the default Django Admin application. Navigate to the left navigation panel and click "Events". Inspect a given event's Event page and check that I can update the event's external registration link if it has one.	Logged in as an admin account. Remove the registration link	I can update the event's external registration link if it is an event that has an external registration page in the Event page in the Admin application	11/5/2022	31/5/2022	5/6/2022	18/9/2022	21/10/2022	
2	Login as an admin and view the Events page within the default Django Admin application. Navigate to the left navigation panel and click "Events". Inspect a given event's Event page and check that I can update the event's start datetime.	Logged in as an admin account. Change it from Jan 14 2022 to Jan 14 2023 10am	I can update the event's start datetime in the Event page in the Admin application	11/5/2022	31/5/2022	5/6/2022	18/9/2022	21/10/2022	
2	Login as an admin and view the Events page within the default Django Admin application. Navigate to the left navigation panel and click "Events". Inspect a given event's Event page and check that I can update the event's end datetime.	Logged in as an admin account. Change it from Jan 14 2022 to Jan 14 2023 6pm	I can update the event's end datetime in the Event page in the Admin application	11/5/2022	31/5/2022	5/6/2022	18/9/2022	21/10/2022	
2	Login as an admin and view the Events page within the default Django Admin application. Navigate to the left navigation panel and click "Events". Inspect a given event's Event page and check that I can update the event's accessible online status.	Logged in as an admin account. Change it from accessible online to not accessible online	I can update whether the event is accessible online in the Event page in the Admin application	11/5/2022	31/5/2022	5/6/2022	18/9/2022	21/10/2022	
2	Login as an admin and view the Events page within the default Django Admin application. Navigate to the left navigation panel and click "Events". Inspect a given event's Event page and check that I update the event's locations.	Logged in as an admin account. Add another location from the global locations list	I can update the event's locations in the Event page in the Admin application	11/5/2022	31/5/2022	5/6/2022	18/9/2022	21/10/2022	
2	Login as an admin and view the Events page within the default Django Admin application. Navigate to the left navigation panel and click "Events". Inspect a given event's Event page and check that I can update the event's sponsors.	Logged in as an admin account. Add another sponsors from the global sponsors list	I can update the event's sponsors in the Event page in the Admin application	11/5/2022	31/5/2022	5/6/2022	18/9/2022	21/10/2022	
2	Login as an admin and view the Events page within the default Django Admin application. Navigate to the left navigation panel and click "Events". Inspect a given event's Event page and check that I can see the event's organisers.	Logged in as an admin account. Add another organiser from the global organisers list	I can update the event's organisers in the Event page in the Admin application	11/5/2022	31/5/2022	5/6/2022	18/9/2022	21/10/2022	

	Login as an admin and view the Events page within the default Django Admin application. Navigate to the left navigation panel and click "Events". Inspect a given event's Event page and check that I can update the event's series.	Logged in as an admin account. Take the event out of the CS4HS series	I can update the series the the event is part of it is part of one in the Event page in the Admin application	11/5/2022	31/5/2022	5/6/2022	18/9/2022	21/10/2022	
2	Login as an admin and view the Events page within the default Django Admin application. Navigate to the left navigation panel and click "Events". Inspect a given event's Event page and check that I can update the event's catered status.	Logged in as an admin account. Change it from catered to not catered	I can update whether the event is a catered event in the Event page in the Admin application	11/5/2022	31/5/2022	5/6/2022	18/9/2022	21/10/2022	
2	Login as an admin and view the Events page within the default Django Admin application. Navigate to the left navigation panel and click "Events". Inspect a given event's Event page and check that I can update the event's published status.	Logged in as an admin account. Change it from not published to being published	I can update whether the event is a published event in the Event page in the Admin application	11/5/2022	31/5/2022	5/6/2022	18/9/2022	21/10/2022	
2	Login as an admin and view the Events page within the default Django Admin application. Navigate to the left navigation panel and click "Events". Inspect a given event's Event page and check that I can update the event's cancelled status.	Logged in as an admin account. Change it from not cancelled to being cancelled	I can update whether the event is cancelled in the Event page in the Admin application	11/5/2022	31/5/2022	5/6/2022	18/9/2022	21/10/2022	
2	Login as an admin and view the Events page within the default Django Admin application. Navigate to the left navigation panel and click "Events". Inspect a given event's Event page and check that I can update the event's contact email address.	Logged in as an admin account. Change it from event@event.com to CS4HS@event.com	I can update the event's contact email address in the Event page in the Admin application	11/5/2022	31/5/2022	5/6/2022	18/9/2022	21/10/2022	
2	Login as an admin and view the Events page within the default Django Admin application. Navigate to the left navigation panel and click "Events". Inspect a given event's Event page and check that I update the event's event staff.	Logged in as an admin account. Add another staff member from the global user list	I can update who is event staff of the event in the Event page in the Admin application	11/5/2022	31/5/2022	5/6/2022	18/9/2022	21/10/2022	
2	Login as an admin and view the Events page within the default Django Admin application. Navigate to the left navigation panel and click "Events". Inspect a given event's Event page and check that I update see the event's sessions.	Logged in as an admin account. Change the date of the first session to be two months in the future	I can update the list of sessions for the event in the Event page in the Admin application	11/5/2022	31/5/2022	5/6/2022	18/9/2022	21/10/2022	
2, 4	Login as an admin and view the Events page within the default Django Admin application. Navigate to the left navigation panel and click "Events". Inspect a given event's Event page and check that I can update the event's registration details of open and close datetimes and terms and conditions.	Logged in as an admin account. Change the open and close dates to both be 3 months in the future and update the terms and conditions to include a privacy statement for gathering event registration data.	I can update the event's registration form details (open and close datetimes and terms and conditions) in the Event page in the Admin application	11/5/2022	31/5/2022	5/6/2022	18/9/2022	21/10/2022	
3	Login as an admin and view the Events page within the default Django Admin application. Navigate to the left navigation panel and click "Events" and select a specific event. Create a new session for the event.	Logged in as an admin account. Set the session name to "Session 1", the description to "First session of the day!", the start datetime to 23 Mar 2023 8am and the end datetime to 23 Mar 2023 10am and the location to the University of Canterbury.	I can create a session for an event.	11/5/2022	31/5/2022	5/6/2022	18/9/2022	21/10/2022	
5	Login as an admin and view the Events page within the default Django Admin application. Navigate to the left navigation panel and click "Series". Inspect the given page and check that it shows all the available series.	Logged in as an admin account	I can see a master list of all the series	11/5/2022	31/5/2022	5/6/2022	18/9/2022	21/10/2022	
6	Login as an admin and view the Events page within the default Django Admin application. Navigate to the left navigation panel and click "Series". Select a series and go to its details page.	Logged in as an admin account	11/5/2022	31/5/2022	5/6/2022	18/9/2022	21/10/2022		
6	Login as an admin and view the Events page within the default Django Admin application. Navigate to the left navigation panel and click "Series". Select a series and go to its details page. Check that I can view its name	Logged in as an admin account	I can view the series' name	11/5/2022	31/5/2022	5/6/2022	18/9/2022	21/10/2022	
6	Login as an admin and view the Events page within the default Django Admin application. Navigate to the left navigation panel and click "Series". Select a series and go to its details page. Check that I can view its abbreviation	Logged in as an admin account	I can view the series' abbreviation	11/5/2022	31/5/2022	5/6/2022	18/9/2022	21/10/2022	
6	Login as an admin and view the Events page within the default Django Admin application. Navigate to the left navigation panel and click "Series". Select a series and go to its details page. Check that I can view its description	Logged in as an admin account	I can view the series' description	11/5/2022	31/5/2022	5/6/2022	18/9/2022	21/10/2022	
6	Login as an admin and view the Events page within the default Django Admin application. Navigate to the left navigation panel and click "Series". Select a series and go to its details page. Check that I can view its logo	Logged in as an admin account	I can update the series' logo	11/5/2022	31/5/2022	5/6/2022	18/9/2022	21/10/2022	
6	Login as an admin and view the Events page within the default Django Admin application. Navigate to the left navigation panel and click "Series". Select a series and go to its details page. Check that I can update its name	Logged in as an admin account. Changed its name to "Learning about using Zoom"	I can update the series' name	11/5/2022	31/5/2022	5/6/2022	18/9/2022	21/10/2022	
6	Login as an admin and view the Events page within the default Django Admin application. Navigate to the left navigation panel and click "Series". Select a series and go to its details page. Check that I can update its abbreviation	Logged in as an admin account. Updated a random set of 4 letters e.g. abcd	I can update the series' abbreviation	11/5/2022	31/5/2022	5/6/2022	18/9/2022	21/10/2022	
6	Login as an admin and view the Events page within the default Django Admin application. Navigate to the left navigation panel and click "Series". Select a series and go to its details page. Check that I can update its description	Logged in as an admin account. Added another sentence to its description of random characters.	I can update the series' description	11/5/2022	31/5/2022	5/6/2022	18/9/2022	21/10/2022	



10	Login as an admin and view the Events page within the default Django Admin application. Navigate to the left navigation panel and click "Event Applications". I can click on a specific event application and view the participant type.	Logged in as an admin account.	I can view an application's participant type.	11/5/2022	31/5/2022	5/6/2022	18/9/2022	21/10/2022
10	Login as an admin and view the Events page within the default Django Admin application. Navigate to the left navigation panel and click "Event Applications". I can click on a specific event application and view who they are representing.	Logged in as an admin account.	I can view an application's representing entity/theirselfes.	11/5/2022	31/5/2022	5/6/2022	18/9/2022	21/10/2022
10	Login as an admin and view the Events page within the default Django Admin application. Navigate to the left navigation panel and click "Event Applications". I can click on a specific event application and view who their staff comments.	Logged in as an admin account.	I can view an application's staff comments.	11/5/2022	31/5/2022	5/6/2022	18/9/2022	21/10/2022
10	Login as an admin and view the Events page within the default Django Admin application. Navigate to the left navigation panel and click "Event Applications". I can click on a specific event application and view if they have paid.	Logged in as an admin account.	I can view an application's paid status.	11/5/2022	31/5/2022	5/6/2022	18/9/2022	21/10/2022
10	Login as an admin and view the Events page within the default Django Admin application. Navigate to the left navigation panel and click "Event Applications". I can click on a specific event application and view the emergency contact details of first name, last name, relationship and phone number.	Logged in as an admin account.	I can view an application's emergency contact details.	11/5/2022	31/5/2022	5/6/2022	18/9/2022	21/10/2022
10	Login as an admin and view the Events page within the default Django Admin application. Navigate to the left navigation panel and click "Event Applications". I can click on a specific event application and cannot view the billing details.	Logged in as an admin account.	I cannot view an application's billing details directly.	11/5/2022	31/5/2022	5/6/2022	18/9/2022	21/10/2022
11	Login as an admin and view the Events page within the default Django Admin application. Navigate to the left navigation panel and click "Event Applications". I can click on a specific event application and can update its approval status	Logged in as an admin account. Update from pending to approved to rejected.	I can update an application's approval status	11/5/2022	31/5/2022	5/6/2022	18/9/2022	21/10/2022
11	Login as an admin and view the Events page within the default Django Admin application. Navigate to the left navigation panel and click "Event Applications". I can click on a specific event application and can update its paid status	Logged in as an admin account.	I can update an application's paid status	11/5/2022	31/5/2022	5/6/2022	18/9/2022	21/10/2022
11	Login as an admin and view the Events page within the default Django Admin application. Navigate to the left navigation panel and click "Event Applications". I can click on a specific event application and can update its staff comments	Logged in as an admin account.	I can update an application's staff comments	11/5/2022	31/5/2022	5/6/2022	18/9/2022	21/10/2022
11	Login as an admin and view the Events page within the default Django Admin application. Navigate to the left navigation panel and click "Event Applications". I can click on a specific event application and can update its admin billing comments	Logged in as an admin account.	I can update an application's admin billing comments	11/5/2022	31/5/2022	5/6/2022	18/9/2022	21/10/2022
11	Login as an admin and view the Events page within the default Django Admin application. Navigate to the left navigation panel and click "Event Applications". I can click on a specific event application and can update its participant type	Logged in as an admin account.	I can update an application's participant type	11/5/2022	31/5/2022	5/6/2022	18/9/2022	21/10/2022
12	Login as an admin and view the Events page within the default Django Admin application. Navigate to the left navigation panel and click "Dietary Requirements". I can view all the global dietary requirements	Logged in as an admin account.	I can view all dietary requirements	11/5/2022	31/5/2022	5/6/2022	18/9/2022	21/10/2022
13	Login as an admin and view the Events page within the default Django Admin application. Navigate to the left navigation panel and click "Dietary Requirements". I can update a given dietary requirement's name.	Logged in as an admin account. Change "dairy free" to Dairy-free"	I can change the name of a dietary requirement	11/5/2022	31/5/2022	5/6/2022	18/9/2022	21/10/2022
14	Login as an admin and view the Events page within the default Django Admin application. Navigate to the left navigation panel and click "Participant Types". I can view all the global participant types	Logged in as an admin account.	I can view a list of all participant types	11/5/2022	31/5/2022	5/6/2022	21/8/2022	18/9/2022
15	Login as an admin and view the Events page within the default Django Admin application. Navigate to the left navigation panel and click "Participant Types". I can view a participant types' name and price.	Logged in as an admin account.	I can view a participant type's name and price	11/5/2022	31/5/2022	5/6/2022	21/8/2022	18/9/2022
15	Login as an admin and view the Events page within the default Django Admin application. Navigate to the left navigation panel and click "Participant Types". I can update a participant types' name and price.	Logged in as an admin account.	I can update a participant type's name and price	11/5/2022	31/5/2022	5/6/2022	21/8/2022	18/9/2022

## User story U1 manual tests

Key	Pass	Fail
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Related AC	How was it tested?	Input data	Expected outcome	Dates tested				Comments
1	When I go to the Event Details page of a given event, I can see all the publically available information that the event organiser wants me to see.	Log in as a prospective event participant.	I can see all the information (key details, description, sessions, series, organisers, cost, online/in person etc)	11/5/2022	31/5/2022	18/9/2022	21/10/2022	
2	Key details of start datetime, end datetime, cost and location are on the Event Details page	Log in as a prospective event participant.	I can see all the details for the key information	11/5/2022	18/9/2022	5/10/2022	21/10/2022	Failed as date format was incorrect.
3	Description of the event is present on the Event Details below the event key details	Log in as a prospective event participant.	I can see the description of the event	11/5/2022	31/5/2022	18/9/2022	21/10/2022	
4	Below the event on the Event Details page is its session information	Log in as a prospective event participant.	I can see the event's session info	11/5/2022	31/5/2022	18/9/2022	21/10/2022	
5	On the Event Details page, I can see a navigation panel for navigation through the information on this page when there is a lot of information.	Log in as a prospective event participant and visit an event page that has many sessions and a long description.	There is a navigation bar to the right that lets me navigate to the details, descriptions and session information on the page	11/5/2022	31/5/2022	18/9/2022	21/10/2022	
6	When I go to the Event Details page of a catered event, I can see a purple badge saying "catered" at the top left of the page.	Log in as a prospective event participant.	I can see the purple badge in the position	1/10/2022	21/10/2022			
7	Provided that I have not registered for the event before, when I got to the Event Details page of an event, I can see a green register button for the event.	Log in as a prospective event participant.	I can see the button the right and it is green	11/5/2022	31/5/2022	18/9/2022	21/10/2022	
8	On the Event Details page, I can see a button to access the event's Manage Event page and the button is a navy button.	Log in as an event organiser and go to the Event Details page you are organising.	I can see the button and it is navy	1/9/2022	21/10/2022			
9	On the Event Details page of a cancelled event, I can see a label saying "Cancelled" where the registration button would have been	Log in as a prospective event participant.	I can see the cancelled label	10/9/2022	21/10/2022			
10	On the Event Details page of a cancelled event, I can see a label saying "In the past" where the registration button would have been	Log in as a prospective event participant.	I can see the in the past label	10/9/2022	21/10/2022			

## User story U2 manual tests

Key	Pass	Fail
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Related AC	How was it tested?	Input data	Expected outcome	Dates tested					
1	Visit the Event Details page of an event that is of the type "Register (auto approved)" and check the button to register is green and its text says "Register to attend event"	Log in as a prospective event participant.	Button is present, green and has the right text	19/5/2022	9/7/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022
1	Visit the Event Details page of an event that is of the type "Register (manually approved)" and check the button to register is green and its text says "Visit external event website"	Log in as a prospective event participant.	Button is present, green and has the right text	19/5/2022	9/7/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022
1	Visit the Event Details page of an event that is of the type "Invite only" and check the button to register is grey and disabled and its text says "This event is invite only"	Log in as a prospective event participant.	Button is present, grey and disabled and has the right text	19/5/2022	9/7/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022
2	Visit the Event Details page of an event that is of type "Register (auto approved)" and check that I can access the Event Registration page via the register button.	Log in as a prospective event participant.	I can access the Event Registration page	19/5/2022	9/7/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022
2	Visit the Event Details page of an event that is of type "Register (manually approved)" and check that I can access the Event Registration page via the register button.	Log in as a prospective event participant.	I can access the Event Registration page	19/5/2022	9/7/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022
2	that is of type "External registration link" and check that I can access the registration link page via the register button.	Log in as a prospective event participant.	I can access the external link	20/5/2022	9/7/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022
2	Visit the Event Details page of an event that is of type "Invite only" and check that I cannot register for it when I am not invited	Log in as a prospective event participant.	I cannot access the Event Registration page	20/5/2022	9/7/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022
3	Vist the Event Details page that has not started and try register.	Log in as a prospective event participant.	I can register	25/2022	9/7/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022
3	Vist the Event Details page that has no started and has catering and try register. Check that I see a message telling me that my changes may not be recorded due to time constraints.	Log in as a prospective event participant.	I can register and see this message.	7/6/2022	9/7/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022
4	Visit the Event Registration page and check that there is a form and it is on one page.	Log in as a prospective event participant.	The form is present on and there is no pagination.	20/5/2022	9/7/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022
5	Visit any Event Registration page and check that I get redirected to the home page	Not logged in	See ACs	20/5/2022	9/7/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022
6, 7	Visit the Event Registration page of an event that is online and free to attend. Check that the first name field is present.	Log in as a prospective event participant.	See ACs	20/5/2022	9/7/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022
6, 7,	Visit the Event Registration page of an event that is online and free to attend. Check that the last name field is present.	Log in as a prospective event participant.	See ACs	20/5/2022	9/7/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022
6, 7,	Visit the Event Registration page of an event that is online and free to attend. Check that the region field is present.	Log in as a prospective event participant.	See ACs	20/5/2022	9/7/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022
6, 7,	Visit the Event Registration page of an event that is online and free to attend. Check that the educational entities field is present.	Log in as a prospective event participant.	See ACs	20/5/2022	9/7/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022
6, 7,	Visit the Event Registration page of an event that is online and free to attend. Check that the phone number field is present.	Log in as a prospective event participant.	See ACs	20/5/2022	9/7/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022



	Visit the Event Registration page of an event that is in person and costs to attend. Check that the participant type field is present.	Log in as a prospective event participant.	See ACs	24/8/2022	15/9/2022				
6, 7, 9	Visit the Event Registration page of an event that is in person and costs to attend. Check that the participant type field is present.	Log in as a prospective event participant.	See ACs	24/8/2022	15/9/2022				
6, 7, 9	Visit the Event Registration page of an event that is in person and costs to attend. Check that the representing field is present.	Log in as a prospective event participant.	See ACs	8/6/2022	9/7/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022
6, 7, 9	Visit the Event Registration page of an event that is in person and costs to attend. Check that there is a field for confirming my email.	Log in as a prospective event participant.	See ACs	8/6/2022	9/7/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022
6, 7, 9	Visit the Event Registration page of an event that is in person and costs to attend. Check that there is a field for confirming my phone number.	Log in as a prospective event participant.	See ACs	8/6/2022	9/7/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022
6, 7, 9	Visit the Event Registration page of an event that is in person. Check that there is a field for how the organisers can best accommodate for me.	Log in as a prospective event participant.	See ACs	8/6/2022	9/7/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022
6, 7, 9	Visit the Event Registration page of an event that is in person. Check that there is a field for confirming how the organisers can best accommodate for me.	Log in as a prospective event participant.	See ACs	8/6/2022	9/7/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022
6, 7, 9	Visit the Event Registration page of an event that is in person. Check that there is a field for confirming how the organisers can best accommodate for me.	Log in as a prospective event participant.	See ACs	8/6/2022	9/7/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022
6, 7, 9	Visit the Event Registration page of an event that is in person. Check that there is a field for confirming how the organisers can best accommodate for me.	Log in as a prospective event participant.	See ACs	8/6/2022	9/7/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022
6, 7, 9	Visit the Event Registration page of an event that is in person. Check that there is a field for confirming how the organisers can best accommodate for me.	Log in as a prospective event participant.	See ACs	8/6/2022	9/7/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022
6, 7, 9	Visit the Event Registration page of an event that is in person. Check that there is a field for inputting my emergency contact's first name	Log in as a prospective event participant.	See ACs	8/6/2022	9/7/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022
6, 7, 9	Visit the Event Registration page of an event that is in person. Check that there is a field for inputting my emergency contact's last name	Log in as a prospective event participant.	See ACs	8/6/2022	9/7/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022
6, 7, 9	Visit the Event Registration page of an event that is in person. Check that there is a field for inputting my emergency contact's relationship with me	Log in as a prospective event participant.	See ACs	8/6/2022	9/7/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022
6, 7, 9	Visit the Event Registration page of an event that is in person. Check that there is a field for inputting my emergency contact's phone number	Log in as a prospective event participant.	See ACs	8/6/2022	9/7/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022
7, 9	Visit the Event Registration page of an event that is in person. Check that there is the phone number fields only accept numbers, spaces and + and ( and ) e.g. (+64) 123456 and 123 456 678 and 13456789.	Log in as a prospective event participant. Check (+64) 123456 is accepted	See ACs	8/6/2022	13/9/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022
7, 9	Visit the Event Registration page of an event that is in person. Check that there is the phone number fields only accept numbers, spaces and + and ( and ) e.g. (+64) 123456 and 123 456 678 and 13456789.	Log in as a prospective event participant. Check 123 456 678 is accepted	See ACs	8/6/2022	9/7/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022
7, 9	Visit the Event Registration page of an event that is in person. Check that there is the phone number fields only accept numbers, spaces and + and ( and ) e.g. (+64) 123456 and 123 456 678 and 13456789.	Log in as a prospective event participant. Check 13456789 is accepted	See ACs	8/6/2022	9/7/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022
7, 9	Visit the Event Registration page of an event that is in person. Check that there is the phone number fields only accept numbers, spaces and + and ( and ) e.g. (+64) 123456 and 123 456 678 and 13456789.	Log in as a prospective event participant. Check abcdefg is rejected.	See ACs	8/6/2022	13/9/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022

10	Visit the Event Registration page of an event that is in person and catered and check that the dietary requirements list shows up.	Log in as a prospective event participant.	See ACs	8/6/2022		17/7/2022	20/8/2022	15/9/2022	21/10/2022
10	Visit the Event Registration page of an event that is in person and catered and check that the dietary requirements help text is correct and shows up.	Log in as a prospective event participant.	Help text shows up and is correct	8/6/2022	9/7/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022
11	Visit the Event Registration page of an event that requires the participant to pay to attend, and check that there are fields to provided a billing address (street number, street name, suburb, city, region, post code, country, bill to, billing address)	Log in as a prospective event participant.	See ACs	8/6/2022	9/7/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022
11	The street number must be only numbers and letters. Check that 12 is okay	Log in as a prospective event participant.	Accepted	8/6/2022	9/7/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022
11	The street number must be only numbers and letters. Check that 12A is okay	Log in as a prospective event participant.	Accepted	8/6/2022	9/7/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022
11	The street number must be only numbers and letters. Check that 12 A is rejected.	Log in as a prospective event participant.	Rejected	8/6/2022	9/7/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022
7, 11	The email addresses must be valid emails i.e. have letter and/or numbers before the @ symbol and then more letters and/or numbers and then a dot symbol then more letters and/or numbers. Check that test@test.com works.	Log in as a prospective event participant.	Accepted	8/6/2022	9/7/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022
7, 11	The email addresses must be valid emails i.e. have letter and/or numbers before the @ symbol and then more letters and/or numbers and then a dot symbol then more letters and/or numbers. Check that test.com is rejected.	Log in as a prospective event participant.	Rejected	8/6/2022	9/7/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022
7, 11	The email addresses must be valid emails i.e. have letter and/or numbers before the @ symbol and then more letters and/or numbers and then a dot symbol then more letters and/or numbers. Check that test@test is rejected.	Log in as a prospective event participant.	Rejected	8/6/2022	9/7/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022
11	The post code number should only be four numbers. Check that 1234 works.	Log in as a prospective event participant.	Accepted	8/6/2022	9/7/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022
11	The post code number should only be four numbers. Check that 123434567 is rejected.	Log in as a prospective event participant.	Rejected	8/6/2022	9/7/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022
11	The post code number should only be four numbers. Check that afdf is rejected.	Log in as a prospective event participant.	Rejected	8/6/2022	9/7/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022
13	Go to the an event's Event Registration page that is an online event that is free and check that the fields are in order as per the AC.	Log in as a prospective event participant.	See ACs	8/6/2022	9/7/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022
13	Go to the an event's Event Registration page that is an online event that is paid and check that the fields are in order as per the AC.	Log in as a prospective event participant.	See ACs	8/6/2022	9/7/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022
13	Go to the an event's Event Registration page that is an in person event that is paid and check that the fields are in order as per the AC.	Log in as a prospective event participant.	See ACs	8/6/2022	9/7/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022
13	Go to the an event's Event Registration page that is an in person event that is free and check that the fields are in order as per the AC.	Log in as a prospective event participant.	See ACs	8/6/2022	9/7/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022
13	Go to the an event's Event Registration page that is an in person event that is free and catered and check that the fields are in order as per the AC.	Log in as a prospective event participant.	See ACs	8/6/2022	9/7/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022

13	Go to the an event's Event Registration page that is an in person event that is free and not catered and check that the fields are in order as per the AC.	Log in as a prospective event participant.	See ACs	8/6/2022	9/7/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022
14	Go to the an event's Event Registration page of any event and check that the heading of "Personal Information" is present	Log in as a prospective event participant.	See ACs	8/6/2022	9/7/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022
14	Go to the an event's Event Registration page of a paid event and check that the heading of "Billing Information" is present	Log in as a prospective event participant.	See ACs	8/6/2022	9/7/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022
14	Go to the an event's Event Registration page of a paid event and check that the heading of "Terms and Conditions" is present	Log in as a prospective event participant.	See ACs	8/6/2022	9/7/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022
15	Go to the an event's Event Registration page and check that the django-crispy form styling is being applied to it	Log in as a prospective event participant.	See ACs	8/6/2022	9/7/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022
16	Regardless of the type of event, I must agree to the terms and conditions in the Event Registration page's form to register to attend	Log in as a prospective event participant.	See ACs	8/6/2022	9/7/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022
16	Regardless of the type of event, there is a privacy statement at the top of the page	Log in as a prospective event participant.	See ACs	2/10/2022	21/10/2022				
17	Register for the event and check that the register button is present on the Event Details page and my previous data is not in the form that is not my personal information that is being autoloaded	Log in as a prospective event participant, register to attend the event and then withdraw.	See ACs	8/6/2022	9/7/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022
4	Provided the registration details I have supplied are all valid, then I can register for the event successfully	Log in as a prospective event participant.	Registration created	8/6/2022	9/7/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022
12	Register for an event that has participant types that are paid and free to attend. Select one that is free and check that there are no billing information fields in the form.			9/7/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022	

## User story U3 manual tests

Key	Pass	Fail
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Related AC	How was it tested?	Input data	Expected outcome	Dates tested					
				23/6/2022	9/7/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022
1	Navigate to my My Event Applications-Registrations page via the navigation bar at the top of the web application	Log in as a prospective event participant.	Access page						
2	Navigate to my My Event Applications-Registrations page via the navigation bar at the top of the web application and check that I get redirected to the Login page when I am not logged in.	Do not be logged in	Redirected to login page	23/6/2022	9/7/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022
3	Go to the Event Registrations page and check that I can see both past and present event registrations that I submitted	Log in as a prospective event participant and have some event registrations already submitted, both past and present.	See ACs	23/6/2022	9/7/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022
3	Go to the Event Registrations page and check that I can see both past and present event registrations that I submitted separated into two sections of past and present via two tabs	Log in as a prospective event participant and have some event registrations already submitted, both past and present.	See ACs	23/6/2022	9/7/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022
3	Go to the Event Registrations page and check that I can see both past and present event registrations that I submitted separated into two sections of past and present via two tabs and the tab that is not selected has a grey background	Log in as a prospective event participant and have some event registrations already submitted, both past and present.	See ACs	23/6/2022	9/7/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022
3	Go to the Event Registrations page and check that I can see both past and present event registrations that I submitted separated into two sections of past and present via two tabs and the tab that is not selected has a blue background	Log in as a prospective event participant and have some event registrations already submitted, both past and present.	See ACs	10/9/2022	15/9/2022	21/10/2022			
4	Go to My Event Registrations page and check that I can see the event names on the UI card elements	Log in as a prospective event participant and have some event registrations already submitted, both past and present.	See ACs	23/6/2022	9/7/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022
4	Go to My Event Registrations page and check that I can see the event datetimes on the UI card elements	Log in as a prospective event participant and have some event registrations already submitted, both past and present.	See ACs	23/6/2022	9/7/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022
4	Go to My Event Registrations page and check that I can see the event is online or in person on the UI card elements	Log in as a prospective event participant and have some event registrations already submitted, both past and present.	See ACs	10/9/2022	15/9/2022	21/10/2022			
4	Go to My Event Registrations page and check that I can see the event is catered or not on the UI card elements	Log in as a prospective event participant and have some event registrations already submitted, both past and present.	See ACs	10/9/2022	15/9/2022	21/10/2022			
4	Go to My Event Registrations page and check that I can see the event's contact email address on the UI card elements	Log in as a prospective event participant and have some event registrations already submitted, both past and present.	See ACs	10/9/2022	15/9/2022	21/10/2022			
4	Go to My Event Registrations page and check that I can see the event's start datetime on the UI card elements	Log in as a prospective event participant and have some event registrations already submitted, both past and present.	See ACs	10/9/2022	15/9/2022	21/10/2022			
4	Go to My Event Registrations page and check that I can see the event's end datetime on the UI card elements	Log in as a prospective event participant and have some event registrations already submitted, both past and present.	See ACs	10/9/2022	15/9/2022	21/10/2022			
4	Go to My Event Registrations page and check that I can see the event's contact email address on the UI card elements	Log in as a prospective event participant and have some event registrations already submitted, both past and present.	See ACs	10/9/2022	15/9/2022	21/10/2022			
4	Go to My Event Registrations page and check that I can see the event's approval status on the UI card elements	Log in as a prospective event participant and have some event registrations already submitted, both past and present.	See ACs	16/9/2022	15/9/2022	21/10/2022			
4, 8	Go to My Event Registrations page and check that I can see the event's approval status on the UI card elements. For an approved registration, it has a green background.	Log in as a prospective event participant and have some event registrations already submitted, both past and present.	See ACs	16/9/2022	15/9/2022	21/10/2022			
4, 8	Go to My Event Registrations page and check that I can see the event's approval status on the UI card elements. For a pending registration, it has an orange background.	Log in as a prospective event participant and have some event registrations already submitted, both past and present.	See ACs	16/9/2022	15/9/2022	21/10/2022			
4, 8	Go to My Event Registrations page and check that I can see the event's approval status on the UI card elements. For a rejected registration, it has a red background.	Log in as a prospective event participant and have some event registrations already submitted, both past and present.	See ACs	16/9/2022	15/9/2022	21/10/2022			
5	Click on the name of the event on an event registration card to check if it takes me to the corresponding Event Details page.	Log in as a prospective event participant and have some event registrations already submitted, both past and present.	Taken to the Event Details page	10/9/2022	15/9/2022	21/10/2022			
6	View the upcoming events on the Event Registration page and check that they are ordered soonest first	Log in as a prospective event participant and have some event registrations already submitted, both past and present.	Ordered soonest first	16/9/2022	21/10/2022				
7	View the past events on the Event Registration page and check that they are ordered most recent first	Log in as a prospective event participant and have some event registrations already submitted, both past and present.	Ordered most recent first	16/9/2022	21/10/2022				

	Go to the My Event Registrations page and check that the blue accessible online badge is shown on the registration card.	Log in as a prospective event participant and have some event registrations already submitted, both past and present, where some are online events.	Accessible online badge shown for online events	16/9/2022	21/10/2022				
8	Go to the My Event Registrations page and check that the blue physical location badge is shown on the registration card.	Log in as a prospective event participant and have some event registrations already submitted, both past and present, where some are in-person events.	City and region location badge shown for in person events	16/9/2022	21/10/2022				
9	Go to the My Event Registrations page and check that the purple catered badge is shown under the event's name on the event registration card.	Log in as a prospective event participant and have some event registrations already submitted, both past and present, where some are catered events.	Badge is present and has the correct styling.	3/10/2022	21/10/2022				
10	Check that I can only see my own registrations and no one else's are present.	Log in as a prospective event participant and have some event registrations already submitted. Also have other users' registrations present in the database.	Only see my own.	14/9/2022	15/9/2022	21/10/2022			
11	Go to the My Event Registrations page and check that there is a red label saying "Cancelled" for cancelled events. This should be on both the past and upcoming events' cards.	Log in as a prospective event participant and have some event registrations already submitted. Some of these events should have been cancelled (both past and upcoming).	See the cancelled label on the event card.	14/9/2022	15/9/2022	21/10/2022			



	Go to the Event Registration page after registering initially and check that I can update the billing email address and it gets saved when I check back.	Login in as an event participant who has registered for an event already.	Can update the field's data and it saves when I check back.	2/6/2022	9/7/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022	
4	When I want to update my registration form, the terms and conditions agreement tick box is always unticked and I must re-tick it to update my registration details	Login in as an event participant who has registered for an event already.	See ACs	2/6/2022	9/7/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022	
5	When I want to update my registration form, the terms and conditions agreement tick box is always unticked and I must re-tick it to update my registration details	Login in as an event participant who has registered for an event already and the event has ended.	Button not present	2/6/2022	9/7/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022	
6	When the event starts or is in the past, I cannot update my registration details for the event via the Event Details page	Login in as an event participant who has registered for an event already and the event has ended.	Button not present	2/6/2022	9/7/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022	
7	If I try putting the id of another user into the url of the Event Registration page then I get taken to the corresponding Event Details page	Login in as a prospective event participant	Redirected	2/6/2022	9/7/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022	

## User story US manual tests

Key	Pass	Fail
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Related AC	How was it tested?	Input data	Expected outcome	Dates tested					
1	There is a yellow-orange button on the Event Details page that says "Withdraw" and it is under the update details button	Login in as prospective event participant and they have registered for the event already.	Button present and right colour and location	27/5/2022	9/7/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022
2	There is a yellow-orange button on the My Event Registrations page that says "Withdraw" and it is to the right of the update details button	Login in as prospective event participant and they have registered for the event already.	Button present and right colour and location	27/5/2022	9/7/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022
1	I can withdraw from the event via the withdraw button on the Event Details page	Login in as prospective event participant and they have registered for the event already.	Successfully withdraw	27/5/2022	9/7/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022
2	I can withdraw from the event via the withdraw button on the My Event Details page	Login in as prospective event participant and they have registered for the event already.	Successfully withdraw	27/5/2022	9/7/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022
3	When I click the withdraw button on the Event Details page, a modal appears for me to justify why	Login in as prospective event participant and they have registered for the event already.	Modal appears	4/6/2022	9/7/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022
3	When I click the withdraw button on the My Event Registrations page, a modal appears for me to justify why	Login in as prospective event participant and they have registered for the event already.	Modal appears	4/6/2022	9/7/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022
4	Check that if the status of an event registration is "Declined" then I cannot withdraw my application via the Event Details page, where the button is not present any more.	Login in as prospective event participant and they have registered for the event already.	Button is not present	19/10/2022	21/10/2022				
4	Check that if the status of an event registration is "Declined" then I cannot withdraw my application via the My Event Registrations page, where the button is not present any more.	Login in as prospective event participant and they have registered for the event already.	Button is not present	19/10/2022	21/10/2022				
5	If I try to withdraw someone else's registration via the url by putting in their id and not mine, then I am redirected to my own My Event Registrations page if this was done via that page's url.	Login in as prospective event participant and they have registered for the event already. Another user has registered for an event.	Redirected	17/9/2022	21/10/2022				
5	If I try to withdraw someone else's registration via the url by putting in their id and not mine, then I am redirected to the Event Details page if this was done via that page's url.	Login in as prospective event participant and they have registered for the event already. Another user has registered for an event.	Redirected	17/9/2022	21/10/2022				
6	If I am not logged in and I try to withdraw my event registration via the url for the Event Details page, then I am redirected to log in first.	Not logged in as prospective event participant and they have registered for the event already. Another user has registered for an event.	Redirected	17/9/2022	21/10/2022				
6	If I am not logged in and I try to withdraw my event registration via the url for the My Event Registrations page, then I am redirected to log in first.	Not logged in as prospective event participant and they have registered for the event already. Another user has registered for an event.	Redirected	17/9/2022	21/10/2022				

## User story U6 manual tests

Key	Pass	Fail
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Related AC	How was it tested?	Input data	Expected outcome	Dates tested				
1	Check that after I have registered for one event that my personal details are then autoloaded into the next registration form I have to submit. In particular, check that my first name is autoloaded successfully.	Login in as prospective event participant and they have registered for the event already.	Autoloaded	12/7/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022
1	Check that after I have registered for one event that my personal details are then autoloaded into the next registration form I have to submit. In particular, check that my last name is autoloaded successfully.	Login in as prospective event participant and they have registered for the event already.	Autoloaded	12/7/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022
1	Check that after I have registered for one event that my personal details are then autoloaded into the next registration form I have to submit. In particular, check that my region is autoloaded successfully.	Login in as prospective event participant and they have registered for the event already.	Autoloaded	12/7/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022
1	Check that after I have registered for one event that my personal details are then autoloaded into the next registration form I have to submit. In particular, check that my educational entities are autoloaded successfully.	Login in as prospective event participant and they have registered for the event already.	Autoloaded	12/7/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022
1	Check that after I have registered for one event that my personal details are then autoloaded into the next registration form I have to submit. In particular, check that my email is autoloaded successfully - both in the initial field and in the confirm email address field.	Login in as prospective event participant and they have registered for the event already.	Autoloaded	12/7/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022
1	Check that after I have registered for one event that my personal details are then autoloaded into the next registration form I have to submit. In particular, check that my phone number is autoloaded successfully - both in the initial field and in the confirm phone number field.	Login in as prospective event participant and they have registered for the event already.	Autoloaded	12/7/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022
1	Check that after I have registered for one event that my personal details are then autoloaded into the next registration form I have to submit. In particular, check that my dietary requirements are autoloaded successfully.	Login in as prospective event participant and they have registered for the event already.	Autoloaded	15/7/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022
1	Check that after I have registered for one event that my personal details are then autoloaded into the next registration form I have to submit. In particular, check that my info for how I can be best accommodated for is autoloaded successfully.	Login in as prospective event participant and they have registered for the event already.	Autoloaded	12/7/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022
2	Check that there is a message at the top of the registration form that my data has been autoloaded for my convenience and to check that it is up to date and correct	Login in as prospective event participant and they have registered for the event already.	Message is present	1/6/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022
3	I must agree to the terms and conditions of the second and future event registrations after I have registered once for an event	Login in as prospective event participant and they have registered for the event already.	Ts and Cs tick box is unchecked	1/6/2022	17/7/2022	20/8/2022	15/9/2022	21/10/2022

User story U7 manual tests				Key	Pass	Fail	
Related AC	How was it tested?	Input data	Expected outcome	Dates tested			Comments
1	Check there is a page for viewing your events as an organiser - Navigate to my Events Management page via the navigation bar of the web application	Logged in and have several event I am the organiser for	Events Management page is present	25/7/2022	2/8/2022	15/9/2022	21/10/2022
2	Navigate to my Events Management page via the navigation bar of the web application when I am logged in	Logged in and have several event I am the organiser for	I can access the Events Management page	14/9/2022	2/8/2022	15/9/2022	21/10/2022
2	Navigate to my Events Management page via the navigation bar of the web application when I am not logged in	Not logged in and have several event I am the organiser for	I cannot access the Events Management page	14/9/2022	2/8/2022	15/9/2022	21/10/2022
3	When I go to the Events Management page, I can see that the past events are separated from the upcoming events	Logged in and have several event I am the organiser for. I have several past and upcoming events that I organise.	See ACs	14/9/2022	15/9/2022	21/10/2022	
3	The section of events that I am looking at on the Events Management page had its tab highlighted blue.	Logged in and have several event I am the organiser for. I have several past and upcoming events that I organise.	Tab highlighted blue	13/9/2022	15/9/2022	21/10/2022	
3	The section of events that I am not looking at on the Events Management page had its tab highlighted grey.	Logged in and have several event I am the organiser for. I have several past and upcoming events that I organise.	Tab highlighted grey	13/9/2022	15/9/2022	21/10/2022	
4	When I got to the Events Management back and I am logged in but do not have any events I am organising, then there is a message in the tabbed sections says that there are no events that I organise in the past and upcoming, respectively	Logged in and have several event I am the organiser for. I have several past and upcoming events that I organise.	Messages present	13/9/2022	15/9/2022	21/10/2022	
4	When I got to the Events Management page and I am logged in but I only have past events I organised, then there is a message in the upcoming tabbed section says that there are no events that I organise upcoming	Logged in and have several event I am the organiser for. I have past events that I organised but no upcoming ones.	Message present	16/9/2022	21/10/2022		
4	When I got to the Events Management page and I am logged in but I only have upcoming events I organise, then there is a message in the past events tabbed section says that there are no events that I organised in the past	Logged in and have several event I am the organiser for. I have upcoming events that I organised but no past ones.	Message present	16/9/2022	21/10/2022		
5	Within the Events Management page, there should UI cards that have the following information on them for an event: 1) location, 2) catered, 3) online/in-person, 4) start datetime, 5) end datetime, 6) duration until the end starts	Logged in and have several event I am the organiser for. I have several past and upcoming events that I organise.	All information is present per event card	1/9/2022	15/9/2022	21/10/2022	
6	Check that for an event that has not been published, on the Events Management page there is only a button to manage the event.	Logged in and have several event I am the organiser for. I have several past and upcoming events that I organise. One of the upcoming one is not published.	Only manage event button present on card	14/9/2022	15/9/2022	21/10/2022	
6	Check that the manage event button on the event cards in the Events Management page is navy	Logged in and have several event I am the organiser for. I have several past and upcoming events that I organise.	Navy background for button	25/7/2022	2/8/2022	15/9/2022	21/10/2022
6	Check that the manage event button on the event cards in the Events Management page takes me to the Manage Event page for that event.	Logged in and have several event I am the organiser for. I have several past and upcoming events that I organise.	Access Manage Event page	25/7/2022	2/8/2022	15/9/2022	21/10/2022
6	Check that for an event that has been, on the Events Management page there is a button to manage the event and to view the public page for the event i.e. the Event Details page	Logged in and have several event I am the organiser for. I have several past and upcoming events that I organise. One of the upcoming one is published.	Button is present	25/7/2022	2/8/2022	15/9/2022	21/10/2022
7	The past events in the Events Management page are ordered most recent to least recent	Logged in and have several event I am the organiser for. I have several past and upcoming events that I organise.	Ordered as expected	15/7/2022	2/8/2022	15/9/2022	21/10/2022
7	The upcoming events in the Events Management page are ordered most soonest first	Logged in and have several event I am the organiser for. I have several past and upcoming events that I organise.	Ordered as expected	15/7/2022	2/8/2022	15/9/2022	21/10/2022

User story U8 manual tests					
			Key	Pass	Fail
Related AC	How was it tested?	Input data	Expected outcome	Dates tested	
1	Click on the "Manage Event" button on one of the event cards in the Events Management page	Logged in and have several events I am the organiser for. I have several past and upcoming events that I organise.	Access Manage Event page	2/8/2022	15/9/2022
2	Try access the Manage Event page via the url when not logged in and check that I get redirected to the login page	Not logged in but event organiser of the event	Redirected	12/8/2022	15/9/2022
3	There is a key information section on the Manage Event page and it is in the top left of the page for a non-published event	Logged in and have several events I am the organiser for. One of these is a non published event	Heading and section present	5/8/2022	15/9/2022
3	There is a key information section on the Manage Event page and it is in the top left of the page for a published event	Logged in and have several events I am the organiser for. One of these is a published event	Heading and section present	5/8/2022	15/9/2022
3	There is a key information section on the Manage Event page and it is in the top left of the page for a cancelled event	Logged in and have several events I am the organiser for. One of these is a cancelled event	Heading and section present	5/8/2022	15/9/2022
3	There is a registration statuses section on the Mange Event page and it is below the key information section on the page for a non-published event	Logged in and have several events I am the organiser for. One of these is a non published event	Heading and section present	5/9/2022	15/9/2022
3	There is a registration statuses section on the Maange Event page and it is below the key information section on the page for a published event	Logged in and have several events I am the organiser for. One of these is a published event	Heading and section present	5/9/2022	15/9/2022
3	There is a registration statuses section on the Maange Event page and it is below the key information section on the page for a cancelled event	Logged in and have several events I am the organiser for. One of these is a cancelled event	Heading and section present	15/9/2022	
3	There is a participants types section on the Manage Event page when the event is published	Logged in and have several events I am the organiser for. One of these is a non published event	Heading and section present	13/9/2022	15/9/2022
3	There is not a participants types section on the Manage Event page when the event is not published	Logged in and have several events I am the organiser for. One of these is a published event	Heading and section not present	13/9/2022	15/9/2022
3	There is a participants types section on the Manage Event page when the event is cancelled	Logged in and have several events I am the organiser for. One of these is a cancelled event	Heading and section present	13/9/2022	15/9/2022
3	There is a reasons for withdrawing section on the Manage Event page when the event is published	Logged in and have several events I am the organiser for. One of these is a non published event	Heading and section present	10/9/2022	15/9/2022
3	There is not reasons for withdrawing section on the Manage Event page when the event is not published	Logged in and have several events I am the organiser for. One of these is a published event	Heading and section not present	10/9/2022	15/9/2022
3	There is a reasons for withdrawing section on the Manage Event page when the event is cancelled	Logged in and have several events I am the organiser for. One of these is a cancelled event	Heading and section present	10/9/2022	15/9/2022
4	Check that there is a statement informing me that I must manually approve event registrations on the Manage Event page when the registration type for the event is for these to be manually approved	Logged in and have several events I am the organiser for. The event investigated has the registration type as manually approved	Message present	14/9/2022	15/9/2022
4	Check that the statement that is informing me that I must manually approve event registrations on the Manage Event page when the registration type for the event is for these to be manually approved is below the four blocks of important information	Logged in and have several events I am the organiser for. The event investigated has the registration type as manually approved	Message located correctly	14/9/2022	15/9/2022
4	Check that there is a statement informing me that event registrations are auto-approved on the Manage Event page when the registration type for the event is for these to be auto-approved is below the four blocks of important information	Logged in and have several events I am the organiser for. The event investigated has the registration type as auto approved	Message present	14/9/2022	15/9/2022

4	Check that there is a statement informing me that event registrations are auto-approved on the Manage Event page when the registration type for the event is for these to be auto-approved is below the four blocks of important information	Logged in and have several events I am the organiser for. The event investigated has the registration type as auto approved	Message located correctly	14/9/2022	15/9/2022
5	Check that there is a label stating the event is not published below the page heading on the top left when the event is not published. It should also have an orange background.	Logged in and have several events I am the organiser for. One of these is a non published event	Orange label and correct text	17/9/2022	15/9/2022
5	Check that there is a label stating the event is published below the page heading on the top left when the event is not published. It should also have an green background.	Logged in and have several events I am the organiser for. One of these is a published event	Green label and correct text	17/9/2022	
5	Check that there is a label stating the event is cancelled below the page heading on the top left when the event is not published. It should also have a red background.	Logged in and have several events I am the organiser for. One of these is a cancelled event	Red label and correct text	17/9/2022	
6	Check that the registration open datetime is shown in the key information section on the Manage Event page	Logged in and have several events I am the organiser for.	Datetime is present	17/9/2022	
6	Check that the registration close datetime is shown in the key information section on the Manage Event page	Logged in and have several events I am the organiser for.	Datetime is present		
6	Check that the registration open and close datetime have the right format on the Manage Event page	Logged in and have several events I am the organiser for.	Datetime is in correct format	12/8/2022	15/9/2022
6	Check that the event start datetime is shown in the key information section on the Manage Event page	Logged in and have several events I am the organiser for.	Datetime is present	12/8/2022	15/9/2022
6	Check that the event end datetime is shown in the key information section on the Manage Event page	Logged in and have several events I am the organiser for.	Datetime is present	12/8/2022	15/9/2022
6	Check that the event start and end datetime have the right format on the Manage Event page	Logged in and have several events I am the organiser for.	Datetime is in correct format	12/8/2022	15/9/2022
6	Check that event capacity is present on the Manage Event page's key info section and is in the right format	Logged in and have several events I am the organiser for.	Capacity present and in correct format	4/10/2022	21/10/2022
7	The text labels in the registrations statuses info are : approved, pending, declined, withdrawn and total attending	Logged in and have several events I am the organiser for.	All five text labels present	13/9/2022	15/9/2022
8	The event's participant types are listed with their associated prices to attend	Logged in and have several events I am the organiser for. The event inspected has participant types set	Participant types listed and show their attendance cost	16/9/2022	21/10/2022
8	A free participant type is shown as e.g. "Teacher (free)"	Logged in and have several events I am the organiser for. The event inspected has participant types set	Participant types formatted as expected	16/9/2022	21/10/2022
8	A paid participant type is shown as e.g. "Teacher (\$10.00)"	Logged in and have several events I am the organiser for. The event inspected has participant types set	Participant types formatted as expected	16/9/2022	21/10/2022
9	The reasons to withdraw are displayed in two columns on the Manage Event page	Logged in and have several events I am the organiser for.	Formated as expected	16/9/2022	21/10/2022
9	Check the following reasons to withdraw are present on the Manage Event page: No longer interested, Change of plans, No funding, Inconvenient location, Wrong event, Class of personal development, Illness, Prefer not to say, Other	Logged in and have several events I am the organiser for.	All reasons present	16/9/2022	21/10/2022
9	The details of the other reasons are contained in a UI container and the name of this is "Details" and it is present underneath the two columns of reasons	Logged in and have several events I am the organiser for. It has some withdrawn registrations that have other reasons for withdrawing.	See ACs	17/9/2022	21/10/2022
10	All properties of the event model are present in the "Events Details" container in the Manage Event page.	Logged in and have several events I am the organiser for.	See ACs	2/8/2022	15/9/2022
10	The "Events Details" container is located under the important information sections	Logged in and have several events I am the organiser for. One must be a non published event.	See ACs	2/8/2022	15/9/2022
10	Check that for a non published that all fields in the "Events Details" container can be updated	Logged in and have several events I am the organiser for. One must be a published event.	See ACs	2/8/2022	15/9/2022

10	Check that for a published that all fields in the "Events Details" container can be updated	Logged in and have several events I am the organiser for. One must be a cancelled event.	See ACs	2/8/2022	15/9/2022	21/10/2022
10	Check that for a cancelled that all fields in the "Events Details" container can only be viewed	Logged in and have several events I am the organiser for.	See ACs	2/8/2022	15/9/2022	21/10/2022
11	Check that there is a container for updating the event's registration details, that it is called "Registration Details"	Logged in and have several events I am the organiser for.	See ACs	2/8/2022	15/9/2022	21/10/2022
11	Check that the registration details container contains fields for each property of the event registration model	Logged in and have several events I am the organiser for.	See ACs	2/8/2022	15/9/2022	21/10/2022
11	Check that a published event can view and edit the fields in the registration details container	Logged in and have several events I am the organiser for.	See ACs	2/8/2022	15/9/2022	21/10/2022
11	Check that a non published event can view and edit the fields in the registration details container	Logged in and have several events I am the organiser for.	See ACs	2/9/2022	15/9/2022	21/10/2022
11	Check that a cancelled event can only view the fields in the registration details container	Logged in and have several events I am the organiser for.	See ACs	2/9/2022	15/9/2022	21/10/2022
12	Check that all of the important information text labels in each of the sections is bolded	Logged in and have several events I am the organiser for.	See ACs	12/9/2022	15/9/2022	21/10/2022
13	Check that when I update the event's details via the event details form that I get a message saying that it was successful	Logged in and have several events I am the organiser for.	See ACs	12/9/2022	15/9/2022	21/10/2022
13	Check that when I update the event's details via the registration details form that I get a message saying that it was successful	Logged in and have several events I am the organiser for.	See ACs	16/9/2022	21/10/2022	
14	Check that if I am not the event organiser or event staff that I cannot access the event's Manage Event page via the url and that I directed to the Events Management page	Logged in and have several events I am the organiser for. Have another event that I am not the organiser or event staff of	Redirected	16/9/2022	21/10/2022	
15	An event can only be published if open and close datetimes for the event registrations are present so check that I am prevented from publishing the event when these are missing	Logged in and have several events I am the organiser for. Event is missing registration open and close datetimes	Error message presented	15/9/2022	15/9/2022	21/10/2022
16	Check that the closing datetime for registrations must be before the start datetime for the event by providing a date for closing the registrations after the event's start datetime and checking an error message is given	Logged in and have several events I am the organiser for.	Error message presented	15/9/2022	15/9/2022	21/10/2022

User story U9 manual tests

Key	Pass	Fail
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Related AC	How was it tested?	Input data	Expected outcome	Dates tested		
1	Check that I can access a particular event registration by navigating to the Manage Event page for the given event, then opening the "View Registrations" container followed by selecting the desired event registration. Doing so should take me to the Manage Event Registration page.	Logged in and have several events I am the organiser for. I have several past and upcoming events that I organise.	Take to the Manage Event page	2/8/2022	15/9/2022	21/10/2022
2	Check that the event registrations within the "View Registrations" container are identified by the first 2 and last name of the participant.	Logged in and have several events I am the organiser for. I have several past and upcoming events that I organise. One event has several event registrations	See ACs	2/8/2022	15/9/2022	21/10/2022
3	I can view the participant's first and last name in the Event Registration Management page	Logged in and have several events I am the organiser for. I have several past and upcoming events that I organise. One event has several event registrations	See ACs	2/8/2022	15/9/2022	21/10/2022
3	I can view the participant's representing data in the Event Registration Management page	Logged in and have several events I am the organiser for. I have several past and upcoming events that I organise. One event has several event registrations	See ACs	2/8/2022	15/9/2022	21/10/2022
3	I can view the participant's participant type in the Event Registration Management page	Logged in and have several events I am the organiser for. I have several past and upcoming events that I organise. One event has several event registrations	See ACs	2/8/2022	15/9/2022	21/10/2022
3	I can view the participant's region in the Event Registration Management page	Logged in and have several events I am the organiser for. I have several past and upcoming events that I organise. One event has several event registrations	See ACs	2/8/2022	15/9/2022	21/10/2022
3	I can view the participant's email in the Event Registration Management page	Logged in and have several events I am the organiser for. I have several past and upcoming events that I organise. One event has several event registrations	See ACs	2/8/2022	15/9/2022	21/10/2022
3	I can view the participant's phone number in the Event Registration Management page	Logged in and have several events I am the organiser for. I have several past and upcoming events that I organise. One event has several event registrations	See ACs	2/8/2022	15/9/2022	21/10/2022
3	I can view the participant's educational entities they identify with in the Event Registration Management page	Logged in and have several events I am the organiser for. I have several past and upcoming events that I organise. One event has several event registrations	See ACs	2/8/2022	15/9/2022	21/10/2022
3	I can view the participant's dietary requirements in the Event Registration Management page	Logged in and have several events I am the organiser for. I have several past and upcoming events that I organise. One event has several event registrations	See ACs	2/8/2022	15/9/2022	21/10/2022
3	Check there is a heading in the top left saying "Participant Info".	Logged in and have several events I am the organiser for. I have several past and upcoming events that I organise. One event has several event registrations	See ACs	23/8/2022	15/9/2022	21/10/2022
3	Check the data under the "Participant Info" heading is: the participant's first and last names, representing, participant type, region, email address, mobile phone number, educational entities they belong to, dietary requirements	Logged in and have several events I am the organiser for. I have several past and upcoming events that I organise. One event has several event registrations	See ACs	23/8/2022	15/9/2022	21/10/2022

	I can view the datetime that the registration was submitted in the Event Registration Management page	Logged in and have several events I am the organiser for. I have several past and upcoming events that I organise. One event has several event registrations	See ACs	23/8/2022	15/9/2022	21/10/2022
3	I can view the datetime that the registration as last updated in the Event Registration Management page	Logged in and have several events I am the organiser for. I have several past and upcoming events that I organise. One event has several event registrations	See ACs	23/8/2022	15/9/2022	21/10/2022
3	I can view the paid status of the registration if it requires a payment in the Event Registration Management page	Logged in and have several events I am the organiser for. I have several past and upcoming events that I organise. One event has several event registrations	See ACs	23/8/2022	15/9/2022	21/10/2022
3	I cannot see a paid status if the participant type is free in the Registration Management page	Logged in and have several events I am the organiser for. I have several past and upcoming events that I organise. One event has several event registrations	See ACs	23/8/2022	15/9/2022	21/10/2022
4	Check that there is a container for emergency contact details if the event is a in person event and that this is closed by default	Logged in and have several events I am the organiser for. I have several past and upcoming events that I organise. One event has several event registrations	See ACs	23/8/2022	15/9/2022	21/10/2022
5	Check that there is a container for billing details if the event participant type has a fee to attend and that this is closed by default	Logged in and have several events I am the organiser for. I have several past and upcoming events that I organise. One event has several event registrations	See ACs	23/8/2022	15/9/2022	21/10/2022
6	Check that there is a container for how the participant can be best accommodated if the event is a in person event and that this is closed by default	Logged in and have several events I am the organiser for. I have several past and upcoming events that I organise. One event has several event registrations	See ACs	23/8/2022	15/9/2022	21/10/2022
	There is a UI container that allows me to update the following: approval status, paid, staff comments, admin billing comments, participant type.	Logged in and have several events I am the organiser for. I have several past and upcoming events that I organise. One event has several event registrations	See ACs	16/9/2022	21/10/2022	
	I can update the approval status via the "Details" container	Logged in and have several events I am the organiser for. I have several past and upcoming events that I organise. One event has several event registrations	See ACs	16/9/2022	21/10/2022	
	I can update the paid status via the "Details" container	Logged in and have several events I am the organiser for. I have several past and upcoming events that I organise. One event has several event registrations	See ACs	16/9/2022	21/10/2022	
	I can update the staff comments via the "Details" container	Logged in and have several events I am the organiser for. I have several past and upcoming events that I organise. One event has several event registrations	See ACs	16/9/2022	21/10/2022	
	I can update the admin billing comments via the "Details" container	Logged in and have several events I am the organiser for. I have several past and upcoming events that I organise. One event has several event registrations	See ACs	16/9/2022	21/10/2022	
	I can update the participant type via the "Details" container	Logged in and have several events I am the organiser for. I have several past and upcoming events that I organise. One event has several event registrations	See ACs	16/9/2022	21/10/2022	
	Check there is a button in the "Details" container of the Manage Event Registration page at the bottom of it which says "Update event registration" and it is navy.	Logged in and have several events I am the organiser for. I have several past and upcoming events that I organise. One event has several event registrations	See ACs	16/9/2022	21/10/2022	

	Check I see a green background message saying I have successfully update the event registration details when I do so.	Logged in and have several events I am the organiser for. I have several past and upcoming events that I organise. One event has several event registrations	See ACs	16/9/2022	21/10/2022	
	If I try accessing the Event Registration Management page that belongs to an event that I am not the organiser or event staff for via the url, then I am redirected to the Events Management page.	Logged in and have several events I am the organiser for. I have several past and upcoming events that I organise. One event has several event registrations	Redirected	16/9/2022	21/10/2022	
	If I try to access the Manage Event Registration page via the url and I am not logged in, then I am redirected to the Events Management page.	Logged in and have several events I am the organiser for. I have several past and upcoming events that I organise. One event has several event registrations	Redirected	16/9/2022	21/10/2022	

User story U10 manual tests

Key	Pass	Fail
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Related AC	How was it tested?	Input data	Expected outcome	Dates tested	
1	Check that, on the Events Management page, there is a UI collapsible container element at the top of the page that opens to allow me to generate a spreadsheet that contains any data points from my events	I am logged in as an event organiser and I have events that I am organising	See ACs	16/9/2022	21/10/2022
2	Check that I can select all possible event properties as fields in the CSV generator container	I am logged in as an event organiser and I have events that I am organising	See ACs	16/9/2022	21/10/2022
2	Check that the CSV generator ensures the file name is a mandatory field	I am logged in as an event organiser and I have events that I am organising	See ACs	16/9/2022	21/10/2022
3	Check that, on the Manage Event page, there is a UI collapsible container element at the top of the page that opens to allow me to generate a spreadsheet that contains any data points from my event's registrations. The name on this container is "Generate Custom Registrations Spreadsheet".	I am logged in as an event organiser and I have events that I am organising	See ACs	16/9/2022	21/10/2022
4	Check that I can select all possible event registration properties as fields in the CSV generator container	I am logged in as an event organiser and I have events that I am organising	See ACs	16/9/2022	21/10/2022
5	The form to generate an events CSV has a button that is navy	I am logged in as an event organiser and I have events that I am organising	See ACs	16/9/2022	21/10/2022
6	The form to generate an event registration data CSV has a button that is navy	I am logged in as an event organiser and I have events that I am organising	See ACs	16/9/2022	21/10/2022
7, 8	When I am not logged in as an event organiser, I cannot generate a CSV of event or event registrations data via the urls. I am redirected to the login page if so.	I am not logged in as an event organiser and I have events that I am organising	See ACs	16/9/2022	21/10/2022
7	When I am an event organiser, I can generate a CSV of event or event registrations data via the urls	I am logged in as an event organiser and I have events that I am organising	See ACs	16/9/2022	21/10/2022

User story U11 manual tests

Key	Pass	Fail
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Related AC	How was it tested?	Input data	Expected outcome	Dates tested	
1	Check that, on my Manage Event page, there is a container at the bottom of the list of containers (below the "Generate Custom Registrations Spreadsheet" container) that allows me to view a form to send a bulk email when opening it	I am logged in as an event organiser and I have events that I am organising	See ACs	16/9/2022	21/10/2022
2	Check that this should be present for events that are published	I am logged in as an event organiser and I have events that I am organising. One event is a published event	See ACs	16/9/2022	21/10/2022
2	Check that this should be present for events that are cancelled	I am logged in as an event organiser and I have events that I am organising. One event is a cancelled event	See ACs	16/9/2022	21/10/2022
3	Check that the fields in the form to send a bulk email are: my name, email to contact me, ability to cc myself, subject, message and options to send to only approved or only pending participants	I am logged in as an event organiser and I have events that I am organising	See ACs	16/9/2022	21/10/2022
3	I can send bulk emails to both pending and approved participants in one go	I am logged in as an event organiser and I have events that I am organising	See ACs	16/9/2022	21/10/2022
5	I can send bulk emails to just pending and participants in one go	I am logged in as an event organiser and I have events that I am organising	See ACs	16/9/2022	21/10/2022
4	I can send bulk emails to just approved and participants in one go	I am logged in as an event organiser and I have events that I am organising	See ACs	16/9/2022	21/10/2022
6	Check that I can cc myself to have a copy of the email for my records	I am logged in as an event organiser and I have events that I am organising	See ACs	16/9/2022	21/10/2022
7	Check that whenever I send a bulk email, the event's data, I will be informed via a message at the top of the page that I have been successful. This message will have a green background.	I am logged in as an event organiser and I have events that I am organising	See ACs	16/9/2022	21/10/2022
8	Check that as an event organiser or event staff, only I can conduct the above actions	I am logged in as an event organiser and I have events that I am organising	See ACs	16/9/2022	21/10/2022

User story U12 manual tests

Key	Pass	Fail
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Related AC	How was it tested?	Input data	Expected outcome	Dates tested		
1	Check that on the Manage Event page, with the Manage Event Participant Types container, there is a button with a navy background that says "Mark all participants as paid".	I am logged in as an event organiser and I have events that I am organising	See ACs	20/8/2022	16/9/2022	21/10/2022
2	Check that when I click the "Mark all participants as paid" button, then all approved registrations are updated to mark participants as paid	I am logged in as an event organiser and I have events that I am organising	See ACs	20/8/2022	16/9/2022	21/10/2022
3	Check that whenever I click the "Mark all participants as paid" button, I will be informed via a message at the top of the page that I have been successful. This message will have a green background	I am logged in as an event organiser and I have events that I am organising	See ACs	20/8/2022	16/9/2022	21/10/2022
4	Check that a non organiser cannot mark registrations as paid via the url	I am logged in as an non event organiser	See ACs	21/8/2022	16/9/2022	21/10/2022

User story U13 manual tests

Key	Pass	Fail
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Related AC	How was it tested?	Input data	Expected outcome	Dates tested		
1	Check that on the Manage Event page, I can create a new participant type provided my event is not published. I can do this by opening a UI collapsible container element with the name “Create New Participant Type” to complete a form with the following fields of name and price	I am logged in as an event organiser and I have events that I am organising	See ACs	11/9/2022	16/9/2022	21/10/2022
2	Check that an error is raised when the participant type already exists	I am logged in as an event organiser and I have events that I am organising	See ACs	11/9/2022	16/9/2022	21/10/2022
2	Check that an error is raised when the price is not in the format of \$1.23 or 0	I am logged in as an event organiser and I have events that I am organising	See ACs	11/9/2022	20/10/2022	21/10/2022
2	Check that when I create a new participant type, then I will be informed via a message at the top of the page that I have been successful. This message will have a green background.	I am logged in as an event organiser and I have events that I am organising	See ACs	11/9/2022	16/9/2022	21/10/2022
3	Check that I can manage my event’s participant types via a UI collapsible container element with the name “Manage Participant Types”. With this, the name of the existing participant types and their associated attendance fee is listed down the left and it in bold text. To the right of each is a button that says, “Update participant type” and it should have a navy background. To the right of each of these buttons is another button that says, “Delete participant type” and these are coloured a dark red	I am logged in as an event organiser and I have events that I am organising	See ACs	11/9/2022	16/9/2022	21/10/2022
4	Check that when I click the “Update participant type” button, I am presented with a modal, and it allows me to update the name and price of the given participant type. The original participant type’s name and price are specified in the modal’s body text for reference	I am logged in as an event organiser and I have events that I am organising	See ACs	11/9/2022	16/9/2022	21/10/2022
5	Check that when I click the “Delete participant type” button, I am presented with a modal that asks me if I am certain that I wish to delete this participant type	I am logged in as an event organiser and I have events that I am organising	See ACs	12/9/2022	16/9/2022	21/10/2022
6	Check that when I update a participant type, then I will be informed via a message at the top of the page that I have been successful. This message will have a green background	I am logged in as an event organiser and I have events that I am organising	See ACs	12/9/2022	16/9/2022	21/10/2022
7	Check that when I delete a participant type, then I will be informed via a message at the top of the page that I have been successful. This message will have a green background.	I am logged in as an event organiser and I have events that I am organising	See ACs	12/9/2022	16/9/2022	21/10/2022
8	Check that a non organiser cannot update the participant types via the url and they are redirected to the Events Management page.	I am logged in as an event organiser and I have events that I am organising	See ACs	12/9/2022	16/9/2022	21/10/2022
9	Check that I must be logged in as the event organiser to update the participant types and if not I am redirected to the login page	I am logged in as an event organiser and I have events that I am organising	See ACs	16/9/2022	21/10/2022	
8	Check that a non organiser cannot delete the participant types via the url and they are redirected to the Events Management page.	I am logged in as an event organiser and I have events that I am organising	See ACs	16/9/2022	21/10/2022	
9	Check that I must be logged in as the event organiser to delete the participant types and if not I am redirected to the login page	I am logged in as an event organiser and I have events that I am organising	See ACs	16/9/2022	21/10/2022	

# **DTHM4Kaiako**

Events Registration Management User Manual

October 2022

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# EVENT PARTICIPANTS

## Registering for an Event

You must sign in to register for an event. This can be achieved via the login page.

DTHM for kaiaako Resources Events DTTA About

### Sign In

If you have not created an account yet, then please [sign up](#) first.

E-mail\*

Password\*

Remember Me

[Forgot Password?](#) [Sign In](#)

When you navigate to the ‘Events’ section in the application via the navigation bar, you can choose to view upcoming or past events. To register for an event, it must be an upcoming event.

DTHM for kaiaako Resources Events DTTA About

Events Upcoming events Past events Event applications

## Events

Find and register for professional development events throughout New Zealand. We plan to add the ability to search and filter events at a later stage.

[Upcoming events](#)

[Past events](#)

[Open event hub admin](#)

### Upcoming Events

The map displays the locations of upcoming events across New Zealand. Major cities are marked with circles of varying sizes, indicating the number of events. The counts are: Auckland (48), Wellington (11), Christchurch (4), Hamilton (6), Palmerston North, Tauranga, Rotorua, Queenstown, Dunedin, Invercargill, and Whangarei.

Click on either the “Upcoming” events button or navigate to the “Upcoming” tab in the navigation bar.

**DTHM for kaiako** Resources Events DTTA About  
 Events Upcoming events Past events My event registrations Events management

## Upcoming events

Region	Accessible online	Organiser
Show all	Show all	Show all
<a href="#">Reset</a>	<a href="#">Filter events</a>	
Showing 10 events		
<a href="#">How binary digits rule the world</a>	19 January 2023 3 months, 1 week from now	
<a href="#">Accessible online</a>		
<a href="#">Encryption, cryptosystems and ciphers</a>	15 April 2023 6 months, 1 week from now	
<a href="#">Christchurch, Canterbury region</a>		
Featured event		
<a href="#">Make great decisions - what should be on the purchasing plan?</a>	19 April 2023 6 months, 1 week from now	
<a href="#">Accessible online</a>		

Once you have decided that you wish to attend an event, click on the event name to be view this event's event page. Depending on the type of the event, you will see a button that either says "Register to attend event", "Apply to attend event", "Invite only" or "Visit website". In this case, the button says "Register to attend event". This means that you are automatically accepted to attend this event. If it said "Apply to attend event", your event application status will be "pending" until the admin has approved your application.

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## How to really get started with Physical Computing

[Edit event](#)

**Catered**  
**Starts:** Saturday 24 June, 2023, 12:00 a.m.  
**Ends:** Monday 26 June, 2023, 12:00 a.m.  
**Cost:** Attendance fee applies  
**Location:** Room 456  
 Middleton Grange School  
 12 High Street  
 Riccarton, Christchurch  
 Canterbury region

### Navigation

[Details](#)  
[Description](#)

[Register to attend event](#)

### Description

Uai started out teaching Physical Computing because he doesn't say no to his students ideas. He'll share his experiences and discoveries that his students uncovered as he approached teaching Physical Computing from an inquiry and play based approach. The meetup will be delivered in English and will cater for all participants. We invite all Māori and English Medium kaiako to attend as the skills and knowledge covered in these sessions are relevant to both

Clicking "Register to attend event" will take you to an event application form page. If the event has an attendance fee, you must supply billing information. If the event is an in-person event, you can provide medical notes and dietary requirements so that your experience is as enjoyable as possible. After you have completed the application form, clicking the "Apply"/"Register" button at the bottom

will send your application to the event admin.

The screenshot shows the top navigation bar of the DTHM for kaiako website. The bar is dark blue with white text. It includes the logo 'DTHM for kaiako', links for 'Resources', 'Events' (which is highlighted in yellow), 'DTTA', and 'About'. Below this, a secondary navigation bar has links for 'Events', 'Upcoming events', 'Past events', 'My event registrations', and 'Events management'.

## Register for How to really get started with Physical Computing

### Personal Information

*Your information has been auto loaded for your convenience.  
Please ensure that it is correct.*

*PRIVACY STATEMENT: We care about your privacy. Only the necessary information is collected for event organisers to run this event.*

First name\*

Jane

Last name\*

Doe

Region\*

Wellington region

What school(s) and/or educational organisation or association do you belong to?\*

- Aidanfield Christian School, Christchurch
- Avonside Girls' High School, Christchurch
- Bayfield High School, Dunedin
- Burnside High School, Christchurch
- Christchurch Boys' High School, Christchurch
- Christchurch Girls' High School -Te Kura o Hine Waiora, Christchurch
- Digital Technologies Hangarau Matihiko
- Digital Technologies Teachers Aotearoa
- Mangakino Area School, Waikato
- Ministry of Education
- Otahuhu College, Auckland
- Papanui High School, Christchurch
- St Bedes College, Christchurch
- Villa Maria College, Christchurch

Email address\*

jane.doe@gmail.com

Confirm email address\*

jane.doe@gmail.com

Mobile phone number\*

(+64) 12345678

Confirm mobile phone number\*

(+64) 12345678

Dietary requirements

- Dairy free
- FODMAP
- Give me coffee and no-one gets hurt
- Gluten free
- Halal
- Vegan
- Vegetarian

We will try our best to cater for you.

How we can best look after you\*

Wheel chair access please. I am also allergic to peanuts.

e.g. accessibility, allergies

Participant type\*

Teacher (\$50.00)



Representing\*

Myself

Who will you be representing at this event? e.g. school, organisation, association, myself

Emergency contact's first name

John

Emergency contact's last name

Doe

Relationship with emergency contact

Partner

Emergency contact's phone number

(+64) 987654321

### Billing Information

Street number\*

14

Street address' number, for example: 12

Street name\*

Education Lane

Street address' name, for example: High Street

Suburb\*

Upper Riccarton

Suburb, for example: Riccarton

City\*

Christchurch

Town or city, for example: Christchurch

Region\*

Canterbury region

Post code\*

8041

Post code, for example: 8041

Country\*

New Zealand

Bill to\*

University of Canterbury

Who will be paying for you?

Billing email address\*

finance@uc.nz



Email address of who will be paying for you

### Terms and Conditions

Expenses for travel and accommodation are not covered by the event organisers, and are to be organised by the attendees themselves. Event organisers may provide details of available funding options that attendees' may apply for.

Should you need to cancel your registration/registration, please let us know as soon as possible and we'll remove it. If you do not show to the event without informing us, you may be liable for a 'did not show' fee. We understand life happens.

In the event of cancellation of the event, we will notify you as soon as possible. It is your responsibility to understand any cancellation clauses for your flights and accommodation. While we are sorry if this causes inconvenience, the organisers will not be liable for any loss, damages, or sadness arising from such changes.

Please be aware the event organisers and attendees may be taking photographs, video, and/or audio to record events. These may be displayed on websites or social media for education and/or promotional purposes. By attending the event you understand that these images and recordings may be used by the event organisers for related marketing and promotions. You

understand that if you do not wish to have your image or voice recorded you must inform any media person taking your photo, videoing you, or recording your voice at the workshop. It is your responsibility to remove yourself from the photo, video, or voice recording situations.

Photographers will do their best to take group images that do not identify people and will seek permission in particular instances where close ups are taken. Attendees posting on social media will be asked to check with you first, before posting. The event organisers does not accept responsibility for media posted by attendees.

By registering for this event, you agree to us storing your information for organising and running the event. You are required to follow all health and safety instructions from event organisers while attending the event.

Finally, you agree to and understand with the terms and conditions regarding the Code of Conduct. Read our Code of Conduct here:  
<https://gist.github.com/uccser-admin/56de956a32ccf68e253be8632957c014>

I agree to the terms and conditions\*

**Register**

After registering, you are taken back to the event detail page.

The screenshot shows the event detail page for "How to really get started with Physical Computing". The top navigation bar includes links for DTHM for kaiako, Resources, Events, DTTA, and About. The main navigation bar below shows the current page is 'Events' with sub-links for Upcoming events, Past events, My event registrations, and Events management. A success message in a green box says: "Thank you for registering for 'How to really get started with Physical Computing', Admin. We look forward to seeing you then!" An 'Edit event' button is visible in the top right corner. The event title "How to really get started with Physical Computing" is prominently displayed with a "Catered" badge. Below the title, event details are listed: Starts: Saturday 24 June, 2023, 12:00 a.m.; Ends: Monday 26 June, 2023, 12:00 a.m.; Cost: Attendance fee applies; Location: Room 456, Middleton Grange School, 12 High Street, Riccarton, Christchurch, Canterbury region. To the right, there's a "Navigation" sidebar with links for Details and Description, and two large buttons: a green "Update my details" button and a yellow "Withdraw" button. The "Description" section contains a paragraph about the event's purpose and target audience.

## Viewing My Event Applications

You can view your event applications by navigating via the navigation bar to “Event applications”. This shows all your event applications.

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Events Upcoming events Past events My event registrations Events management

## My event registrations

Past Upcoming

Make great decisions - what should be on the purchasing plan?

[Update my details](#)

[Withdraw](#)

[Accessible online](#)

Contact email: [eventstaff@event.co.nz](mailto:eventstaff@event.co.nz)

Starts: Wednesday 19 April, 2023, 1:00 p.m.

Ends: Wednesday 19 April, 2023, 5:00 p.m.

Status: [Pending](#)

How to really get started with Physical Computing

[Christchurch, Canterbury region](#) Catered

[Update my details](#)

[Withdraw](#)

Contact email: [eventstaff@event.co.nz](mailto:eventstaff@event.co.nz)

Starts: Saturday 24 June, 2023, 12:00 a.m.

Ends: Monday 26 June, 2023, 12:00 a.m.

Status: [Pending](#)

DT Escape Room for the Curious

[Accessible online](#)

[Update my details](#)

[Withdraw](#)

Contact email: [eventstaff@event.co.nz](mailto:eventstaff@event.co.nz)

Starts: Friday 6 October, 2023, 7:00 a.m.

Ends: Friday 6 October, 2023, 9:00 a.m.

Status: [Pending](#)

## Updating My Event Application

You can update your event application either on the event's event page or the Event Applications page. Your current event application will be automatically loaded so you can update it with ease.

DTHM for kaiako Resources Events DTTA About

Events Upcoming events Past events My event registrations Events management

## How to really get started with Physical Computing

[Edit event](#)

Catered

Starts: Saturday 24 June, 2023, 12:00 a.m.

Ends: Monday 26 June, 2023, 12:00 a.m.

Cost: Attendance fee applies

Location: Room 456

Middleton Grange School

12 High Street

Riccarton, Christchurch

Canterbury region

### Navigation

[Details](#)

[Description](#)

[Update my details](#)

[Withdraw](#)

### Description

Uai started out teaching Physical Computing because he doesn't say no to his students ideas. He'll share his experiences and discoveries that his students uncovered as he approached teaching Physical Computing from an inquiry and play based approach. The meetup will be delivered in English and will cater for all participants. We invite all Māori and English Medium kaiako to attend as the skills and knowledge covered in these sessions are relevant to both contexts.

[Update application](#)

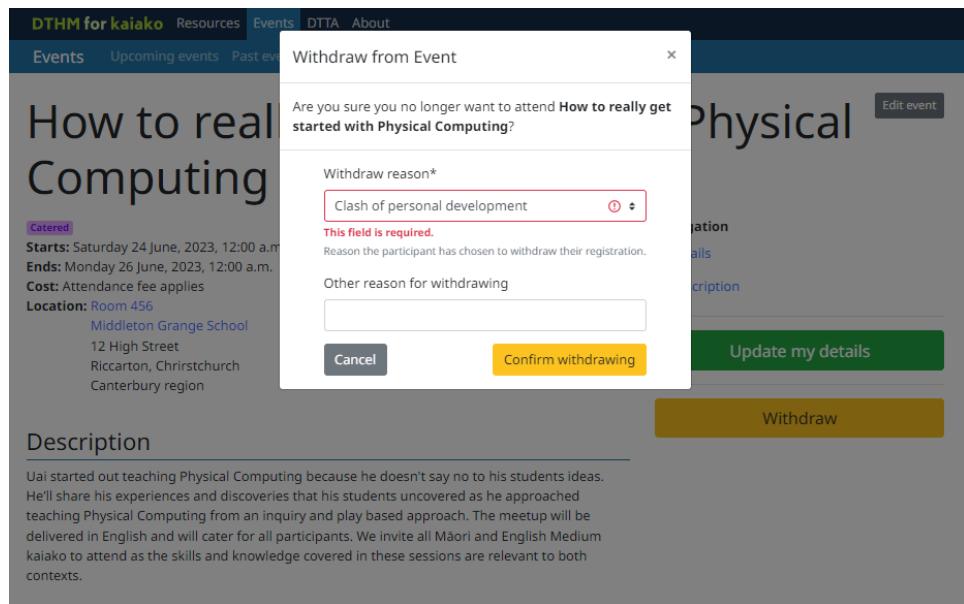
## Withdrawing My Event Application

You can withdraw your event application either on the event's event page or the Event Applications page. You will be expected to confirm your withdrawal to avoid accidentally withdrawing an application. A variety of reasons are presented for selection for convenience. You can also provide an alternative reason for withdrawing if desired.

The screenshot shows the DTHM for Kaiako website interface. At the top, there is a navigation bar with links for DTHM for Kaiako, Resources, Events, DTTA, and About. Below the navigation bar, there is a sub-navigation for Events, with options for Upcoming events and Past events. The main content area displays three event cards:

- My event registration**: Starts Wednesday 19 April 2023, 1:00 p.m. Ends Wednesday 19 April 2023, 5:00 p.m. Status: Pending. An overlay window titled "Withdraw from Event" is open, asking "Are you sure you no longer want to attend How to really get started with Physical Computing?". It has a "Withdraw reason\*" field containing "Clash of personal development" (which is marked as required), an "Other reason for withdrawing" field (empty), and "Cancel" and "Confirm withdrawing" buttons.
- How to really get started with Physical Computing**: Starts Saturday 24 June 2023, 12:00 a.m. Ends Monday 26 June 2023, 12:00 a.m. Status: Pending. This card has "Update my details" and "Withdraw" buttons.
- DT Escape Room for the Curious**: Starts Friday 6 October 2023, 7:00 a.m. Ends Friday 6 October 2023, 9:00 a.m. Status: Pending. This card has "Update my details" and "Withdraw" buttons.

At the bottom of the page, there is a modal dialog titled "Withdraw from Event" with the same confirmation message and withdrawal reason selection. The "Clash of personal development" option is selected and highlighted in blue.



## EVENT ORGANISERS

### Accessing the Events Management Page

As a user, if you are an event organiser of at least one event, you can access and view your events by selecting “Events management” from the navigation ribbon under “Events”.



### Events Management Page

The Events Management page is where you can view a list of your past and upcoming events.

The screenshot shows the DTHM for Kaiako website's navigation bar with links for Resources, Events, DTTA, About, Events, Upcoming events, Past events, My event registrations, and Events management. Below the navigation is a section titled "Events management" with a button to "Generate Custom Events Data Spreadsheet".

## Events management

[⊕ Generate Custom Events Data Spreadsheet](#)

Events you are staff for

[Past](#) [Upcoming](#)

### Programming with the Department of Fun Stuff

[Manage](#)

2 January 2023

2 months, 3 weeks from now

[Christchurch, Canterbury region](#) [Catered](#)

### DTHM for Kaiako Conference 2023

[Manage](#)

[View public page](#)

23 April 2023

6 months, 2 weeks from now

[Accessible online](#)

### Practical ideas to teach the new digital technologies content

[Manage](#)

[View public page](#)

1 June 2023

7 months, 3 weeks from now

[Accessible online](#)

### Code Club 4 Teachers Digital Storytelling (face to face)

[Manage](#)

[View public page](#)

24 to 26 June 2023

8 months, 2 weeks from now

[Christchurch, Canterbury region](#) [Catered](#)

## Unpublished Event

For an unpublished event, you can view the following

- **Key Information:** the status of the event (“Unpublished” in this case), the open and close dates for registrations and the start and end date of the event.
- **Participant types:** these are the different types of participants that attendees can be. They have an associated price if the event is not free.

DTHM for kaiako Resources Events DTTA About  
 Events Upcoming events Past events My event registrations Events management

## Programming with the Department of Fun Stuff

[Publish event](#)

### Key Info

**Not Published**

Registrations open: TBC  
 Registrations close: TBC  
 Event start date: Monday 2 January, 2023, 10:00 a.m.  
 Event end date: Monday 2 January, 2023, 2:00 p.m.

*Event participants must be manually approved to attend this event.*

### Participant Types

Event Staff (\$3.00)  
 Facilitator (\$25.00)  
 Student (\$20.00)  
 Teacher (\$50.00)

[Event Details](#)

[Registration Details](#)

[Create New Participant Type](#)

[Manage Participant Types](#)

As an event organiser of an unpublished event, you can update the event's details via the "Event Details" container.

[Event Details](#)

Name\*  
 [...](#)

Description\*

This is the description that will appear on this event's page that participants will view.

Show schedule  
 Select if you would like to show this event's schedule to prospective event participants.

Featured  
 Select if this event is a featured event.

Registration type\*  
 [...](#)  
Register type events will not require you to approve or reject event registration forms. Apply type events require you to approve event registrations in order for a participant to be attending this event.

External event registration link

Only required when the event registration type is 'external'. This is a link to an external location that will gather event registrations' information e.g. Google Form

Start

Desired format is YYYY-MM-DD hh:mm:ss, e.g. 2022-06-09 11:30:00 (9th May 2022 at 11:30am)

**End**

Desired format is YYYY-MM-DD hh:mm:ss, e.g. 2022-06-09 11:30:00 (9th May 2022 at 11.30am)

**Accessible online**  
Select if this participants will be attending this online e.g. Zoom

**Locations**

Room 456, Middleton Grange School, 12 High Street, Riccarton, Christchurch, Canterbury region  
Room A, Mangonui School, Colonel Mould Drive, Mangonui, Northland region  
Room A, Marist College, 31 Alberton Avenue, Mount Albert, Auckland, Auckland region  
Room 7, Middleton Grange School, 12 High Street, Riccarton, Christchurch, Canterbury region  
Room 456, Middleton Grange School, 12 High Street, Riccarton, Christchurch, Canterbury region

To select multiple event locations, hold CONTROL and click to select the locations.

**Sponsors**

Aidanfield Christian School, Christchurch  
Avonside Girls' High School, Christchurch  
Bayfield High School, Dunedin  
Burnside High School, Christchurch

To select multiple event sponsors, hold CONTROL and click to select the sponsors.

**Organisers**

Aidanfield Christian School, Christchurch  
Avonside Girls' High School, Christchurch  
Bayfield High School, Dunedin  
Burnside High School, Christchurch

To select multiple event organisers, hold CONTROL and click to select the organisers.

**Series**

Optional. Select the series the event is a part of if it applies.

**Is catered**  
Select if food will be provided at this event. Participants will be asked for their dietary requirements when registering/applying

**Contact email address\***

eventstaff@event.co.nz  
The email which event participants can contact you via.

**Contact email address\***

eventstaff@event.co.nz  
The email which event participants can contact you via.

**Event staff**

CIMS Masters  
Peter Toddrik  
Kate Pepperson  
Kate Pepperson  
Admin Account

To select multiple event staff members, hold CONTROL and click to select the individuals.

**Capacity\***

1  
What is the maximum number of people who can attend this event?

**Update event details**

As an event organiser of an unpublished event, you can update the event's registration details via the "Registration Details" container.

**Registration Details**

**Open datetime**

This is the date and time that participants can begin registering for this event. Desired format is YYYY-MM-DD hh:mm:ss, e.g. 2022-06-09 11:30:00 (9th May 2022 at 11.30am)

**Close datetime**

This is the date and time that participants registrations close for this event. Desired format is YYYY-MM-DD hh:mm:ss, e.g. 2022-06-09 11:30:00 (9th May 2022 at 11.30am)

**Terms and conditions\***

Event participants must agree to this to register/apply for this event.

**Update registration form details**

As an event organiser of an unpublished event, you can create and manage participant types prior publishing the event. This is done via the “Create New Participant Type” and “Manage Participant Types” Containers.

**Create New Participant Type**

*Create a new participant type*

**Name\***

Participant type e.g. teacher, event staff

**Price\***

Cost for participant type to attend in NZD

**Create**

<b>Manage Participant Types</b>		
Teacher (\$50.00)	<b>Update participant type</b>	<b>Delete participant type</b>
Facilitator (\$25.00)	<b>Update participant type</b>	<b>Delete participant type</b>
Student (\$20.00)	<b>Update participant type</b>	<b>Delete participant type</b>
Event Staff (\$3.00)	<b>Update participant type</b>	<b>Delete participant type</b>

Participant types can be updated via the “Update participant type” button.

**Teacher (\$50.00)**      **Update participant type**

Update Event Participant Type ×

The participant being updated is: Teacher (\$50.00)

Please specify the new name and price for this participant type.

**Name\***

Participant type e.g. teacher, event staff

**Price\***

Cost for participant type to attend in NZD

Cancel Update

You have updated the participant type of Teacher (\$50.00) to Teacher (\$20.00). ×

## Programming with the Department of Fun Stuff

Publish event

### Key Info

Not Published

Registrations open: TBC

Registrations close: TBC

Event start date: Monday 2 January, 2023, 10:00 a.m.

Event end date: Monday 2 January, 2023, 2:00 p.m.

### Participant Types

Event Staff (\$3.00)

Facilitator (\$25.00)

Student (\$20.00)

Teacher (\$20.00)

Similarly, you can delete a participant type by clicking the “Delete participant type” button that is inline with it.

Confirm Event Cancellation ×

The participant being deleted is: Teacher (\$20.00)

Are you sure you want to delete this participant?

This CANNOT be undone.

No Delete

## Published Event

For an unpublished event, you can view the following

- **Key Information:** the status of the event (“Published” in this case), the open and close dates for registrations, the start and end date of the event and the percentage of the capacity that is filled (10.0% in this case).
- **Registration status:** this is a tally of the number of registrations that are present. There are zero of each since the registrations have not been open yet.
- **Participant types:** these are the different types of participants that attendees can be. They have an associated price if the event is not free.
- **Reasons for withdrawing:** a tally of each type.

The screenshot shows a web-based event management system. At the top, there's a navigation bar with links for 'DTHM for kaiako', 'Resources', 'Events' (which is the active tab), 'DTTA', and 'About'. Below the navigation is a secondary menu with 'Events', 'Upcoming events', 'Past events', 'My event registrations', and 'Events management'. The main content area displays information for a specific event:

**Code Club 4 Teachers Digital Storytelling (face to face)**

**Key Info**

Status: Published

Registrations open: Saturday 1 January, 2022, 12:00 a.m.  
Registrations close: Friday 1 April, 2022, 12:00 a.m.  
Event start date: Saturday 24 June, 2023, 12:00 a.m.  
Event end date: Monday 26 June, 2023, 12:00 a.m.  
Capacity: 10.0% (3 of 30)

**Registration Statuses**

Approved: 3  
Pending: 5  
Declined: 2  
Withdrawn: 5  
Total attending: 3

*Event participants must be manually approved to attend this event.*

**Participant Types**

Approved participants:  
Event Staff (\$3.00): 0  
Facilitator (\$25.00): 0  
Teacher (\$50.00): 3

**Reasons for Withdrawning**

No longer interested: 1	Personal development clash: 0
Change of plans: 0	Illness: 0
No funding: 1	Prefer not to say: 1
Inconvenient location: 0	Other: 2
Wrong event: 0	

**Event Details**

**Registration Details**

**View Registrations**

**Generate Custom Registrations Spreadsheet**

**Contact Event Participants**

As an event organiser of a published event, you can update the event’s details via the “Event Details” container.

**Event Details**

**Name\***

Code Club 4 Teachers Digital Storytelling (face to face) ...

**Description\***

Whether you are an absolute beginner or someone who has dabbled with programming and coding. Our focus is on having fun while integrating Digital Technologies into your classroom programme. Join Amy Souquet and explore how to integrate digital technologies and computational thinking into curriculum areas and gain an understanding of the fundamentals of programming using age appropriate programming languages.

This is the description that will appear on this event's page that participants will view.

**Show schedule**  
Select if you would like to show this event's schedule to prospective event participants.

**Featured**  
Select if this event is a featured event.

**Registration type\***

Register to attend event (Registrations auto-approved)

Register type events will not require you to approve or reject event registration forms. Apply type events require you to approve event registrations in order for a participant to be attending this event.

**External event registration link**

Only required when the event registration type is 'external'. This is a link to an external location that will gather event registrations' information e.g. Google Form

**Start**

2023-06-24 00:00:00

Desired format is YYYY-MM-DD hh:mm:ss, e.g. 2022-06-09 11:30:00 (9th May 2022 at 11.30am)

**End**

2023-06-26 00:00:00

Desired format is YYYY-MM-DD hh:mm:ss, e.g. 2022-06-09 11:30:00 (9th May 2022 at 11.30am)

**Accessible online**  
Select if this participants will be attending this online e.g. Zoom

**Locations**

Room A, Wairangawera School, 5 Rauniaeua Road, Wairangawera, Manawatu-Wanganui region  
 Room A, Mangonui School, Colonel Mould Drive, Mangonui, Northland region  
 Room A, Marist College, 31 Alberton Avenue, Mount Albert, Auckland, Auckland region  
 Room 7, Middleton Grange School, 12 High Street, Riccarton, Christchurch, Canterbury region  
**Room 456, Middleton Grange School, 12 High Street, Riccarton, Christchurch, Canterbury region**

To select multiple event locations, hold CONTROL and click to select the locations.

**Sponsors**

Aidanfield Christian School, Christchurch  
 Avonside Girls' High School, Christchurch  
 Bayfield High School, Dunedin  
 Burnside High School, Christchurch

To select multiple event sponsors, hold CONTROL and click to select the sponsors.

**Organisers**

Aidanfield Christian School, Christchurch  
 Avonside Girls' High School, Christchurch  
 Bayfield High School, Dunedin  
 Burnside High School, Christchurch

To select multiple event organisers, hold CONTROL and click to select the sponsors.

**Series**

-----

Optional. Select the series the event is a part of if it applies.

**Is catered**  
Select if food will be provided at this event. Participants will be asked for their dietary requirements when registering/applying

**Contact email address\***

eventstaff@event.co.nz

The email which event participants can contact you via.

Event staff

- Chris Masters
- Peter Toddrick
- Kate Pepperson
- Kate Pepperson
- Admin Account**

To select multiple event staff members, hold CONTROL and click to select the individuals.

Capacity\*

30

What is the maximum number of people who can attend this event?

**Update event details**

As an event organiser of a published event, you can update the event's registration details via the "Registration Details" container.

As an event organiser of a published event, you can view registrations via the “View Registrations” container.

The screenshot shows a user interface for managing event registrations. At the top, there is a button labeled "View Registrations". Below it, a prominent blue button says "Mark all participants as paid". Underneath, there are three sections: "Pending registrations" listing names like Alex Doe, John Doe, James Rando, Jo Brown, and Paul Kirsh; "Approved registrations" listing Clark Kent, Peter Toddrick, and Kate Pepperson; and "Declined event registrations" listing Kate Pepperson and Scarlett Jonson.

As an event organiser of a published event, you can view registrations via the “View Registrations” container.

The screenshot shows a user interface for generating a custom registration spreadsheet. At the top, there is a button labeled "Generate Custom Registrations Spreadsheet". Below it, a blue button says "Generate catering order". A section titled "Select the fields you wish to include in the spreadsheet" contains a list of options with checkboxes. The "Event name" checkbox is checked. Other options include "Submitted datetime", "Updated datetime", "Status", "Participant type", "Staff comments", "Participant first name", "Participant last name", "Dietary requirements", "Educational entities" (with a note about school/organisations), "Region", "Mobile phone number", "Email address", and "How we can best accommodate them". A file name input field contains "event\_registration\_data".

Representing  
Who the participant is representing at this event

Emergency contact first name

Emergency contact last name

Emergency contact relationship

Emergency contact phone number

Paid  
Has the participant paid?

Bill to

Billing physical address

Billing email address

Admin billing comments

[Generate spreadsheet](#)

As an event organiser of a published event, you can contact approved and pending event participants via the “Contact Event Participants” container.

[Contact Event Participants](#)

Your name\*

Email to contact you\*

Send a copy to yourself

Subject\*

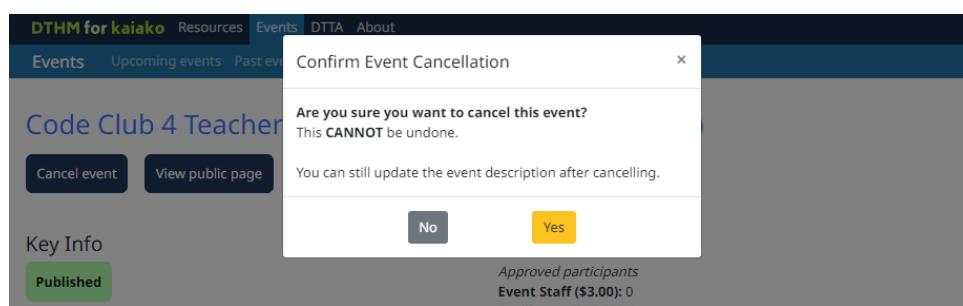
Message\*

Send to event participants who have been approved

Send to event applicants who are pending approval

[Send emails](#)

If you decided that you need to cancel your event, for whatever reason, you can do so by clicking the “Cancel event” button.



Your event has been cancelled ×

## Code Club 4 Teachers Digital Storytelling (face to face)

[View public page](#)

### Key Info

Cancelled

### Participant Types

Approved participants

Event Staff (\$3.00): 0

## Cancelled Event

For a cancelled event, you can view the following

- Key Information:** the status of the event (“Cancelled” in this case), the open and close dates for registrations, the start and end date of the event and the percentage of the capacity that is filled (0% in this case as participants cannot register yet).
- Registration status:** this is a tally of the number of registrations that are present. There are zero of each since the registrations have not been open yet.
- Participant types:** these are the different types of participants that attendees can be. They have an associated price if the event is not free.
- Reasons for withdrawing:** a tally of each type.

## Code Club 4 Teachers Digital Storytelling (face to face)

[View public page](#)

### Key Info

Cancelled

Registrations open: Saturday 1 January, 2022, 12:00 a.m.

Registrations close: Friday 1 April, 2022, 12:00 a.m.

Event start date: Saturday 24 June, 2023, 12:00 a.m.

Event end date: Monday 26 June, 2023, 12:00 a.m.

Capacity: 300.0% (3 of 1)

### Registration Statuses

Approved: 3

Pending: 5

Declined: 2

Withdrawn: 5

Total attending: 3

Event participants must be **manually approved** to attend this event.

### Participant Types

Approved participants

Event Staff (\$3.00): 0

Facilitator (\$25.00): 0

Teacher (\$50.00): 3

### Reasons for Withdrawing

No longer interested: 1

Change of plans: 0

No funding: 1

Inconvenient location: 0

Wrong event: 0

Personal development clash: 0

Illness: 0

Prefer not to say: 1

Other: 2

[+ Details](#)

[⊕ Event Details](#)

[⊕ Registration Details](#)

[⊕ View Registrations](#)

[⊕ Generate Custom Registrations Spreadsheet](#)

[⊕ Contact Event Participants](#)

As an event organiser of a cancelled event, you *cannot* edit the event's details. You can view but modify these fields.

Event Details

Name\*  
Code Club 4 Teachers Digital Storytelling (face to face)

Description\*  
 Whether you are an absolute beginner or someone who has dabbled with programming and coding. Our focus is on having fun while integrating Digital Technologies into your classroom programme. Join Amy Souquet and explore how to integrate digital technologies and computational thinking into curriculum areas and gain an understanding of the fundamentals of programming using age appropriate programming languages.

This is the description that will appear on this event's page that participants will view.

Show schedule  
Select if you would like to show this event's schedule to prospective event participants.

Featured  
Select if this event is a featured event.

Registration type\*  
Register to attend event (Registrations auto-approved)  
Register type events will not require you to approve or reject event registration forms. Apply type events require you to approve event registrations in order for a participant to be attending this event.

External event registration link  

Only required when the event registration type is 'external'. This is a link to an external location that will gather event registrations' information e.g. Google Form

Start  
  
Desired format is YYYY-MM-DD hh:mm:ss, e.g. 2022-06-09 11:30:00 (9th May 2022 at 11.30am)

End  
  
Desired format is YYYY-MM-DD hh:mm:ss, e.g. 2022-06-09 11:30:00 (9th May 2022 at 11.30am)

Accessible online  
Select if this participants will be attending this online e.g. Zoom

Locations  
ROUTES, WAIOROTIK SCHOOL, 32 MILLSIDE DRIVE, WAIOROTIK, UPPER HUH, WELLINGTON REGION  
 Room A, Marian College, 122 Barbadoes Street, Christchurch Central, Christchurch, Canterbury region  
 Room A, Martinborough School, Dublin Street, Martinborough, Wellington region  
 Room A, Matakana School, 952 Matakana Road, Warkworth, Auckland region  
 Room 456, Middleton Grange School, 12 High Street, Riccarton, Christchurch, Canterbury region

To select multiple event locations, hold CONTROL and click to select the locations.

Sponsors  
  
Avonside Girls' High School, Christchurch  
Bayfield High School, Dunedin  
Burnside High School, Christchurch

To select multiple event sponsors, hold CONTROL and click to select the sponsors.

Organisers  
  
Avonside Girls' High School, Christchurch  
Bayfield High School, Dunedin  
Burnside High School, Christchurch

To select multiple event organisers, hold CONTROL and click to select the sponsors.

Series  

Optional. Select the series the event is a part of if it applies.

Is catered  
Select if food will be provided at this event. Participants will be asked for their dietary requirements when registering/applying

Contact email address\*  

The email which event participants can contact you via.

Event staff

- Chris Masters
- Peter Toddrick
- Kate Pepperson
- Kate Pepperson
- Admin Account**

To select multiple event staff members, hold CONTROL and click to select the individuals.

Capacity\*

What is the maximum number of people who can attend this event?

The same is true for the event's registration details, as seen in the “Registration Details” container.

Registration Details

Open datetime

This is the date and time that participants can begin registering for this event. Desired format is YYYY-MM-DD hh:mm:ss, e.g. 2022-06-09 11:30:00 (9th May 2022 at 11.30am)

Close datetime

This is the date and time that participants registrations close for this event. Desired format is YYYY-MM-DD hh:mm:ss, e.g. 2022-06-09 11:30:00 (9th May 2022 at 11.30am)

Terms and conditions\*

Expenses for travel and accommodation are not covered by the event organisers, and are to be organised by the attendees themselves. Event organisers may provide details of available funding options that attendees may apply for.

Should you need to cancel your registration/registration, please let us know as soon as possible and we'll remove it. If you do not show to the event without informing us, you may be liable for a 'did not show' fee. We understand life happens.

In the event of cancellation of the event, we will notify you as soon as possible. It is your responsibility to understand any cancellation clauses for your flights and accommodation. While we are sorry if this causes inconvenience, the organisers will not be liable for any loss, damages, or sadness arising from such changes.

Please be aware the event organisers and attendees may be taking photographs, video, and/or audio to record events. These may be displayed on websites or social media for education and/or promotional purposes. By attending the event you understand that these images and recordings may be used by the event organisers for related marketing and promotions. You understand that if you do not wish to have your image or voice recorded you must inform any media

Event participants must agree to this to register/apply for this event.

As an organiser of a cancelled event, you are still able to view registrations, generate custom registrations spreadsheets and contact event participants like you did when the event was published, as per the “View Registrations”, “Generate Custom Registrations Spreadsheet” and “Contact Event Participants” containers.

- [+ View Registrations](#)
- [+ Generate Custom Registrations Spreadsheet](#)
- [+ Contact Event Participants](#)

## Manage Event Registration

As an event organiser, you can access a particular event registration by navigating to the Manage Event page for the given event, then open the “View Registrations” container, followed by selecting the desired event registration. You are then taken to the Manage Registration page.

The screenshot shows a registration page for an event titled "Registration for Code Club 4 Teachers Digital Storytelling (face to face)". At the top, there's a navigation bar with links for "DTHM for kaiaako", "Resources", "Events", "DTTA", and "About". Below that is a sub-navigation bar for "Events" with links for "Upcoming events", "Past events", "My event registrations", and "Events management".

Below the sub-navigation, the main title is displayed. Underneath it are two buttons: "Pending" (orange) and "Manage event" (green).

The page is divided into two main sections: "Participant Info" and "Registration Info".

**Participant Info:**

- Participant:** Alex Doe
- Representing:** Myself
- Participant type:** Event Staff (\$3.00)
- Region:** Canterbury region
- Email address:** None
- Mobile phone number:** +64 22 1124 0481

**Educational entities they belong to:**

- Aidanfield Christian School, Christchurch
- Bayfield High School, Dunedin

**Dietary requirements:**

- Give me coffee and no-one gets hurt
- Gluten free

**Registration Info:**

- Participant:** Alex Doe
- Submitted:** 10 Oct 2022, 12:05 a.m.
- Last updated:** 10 Oct 2022, 12:05 a.m.
- Paid:** No

Below the registration info, there are three expandable sections:

- ⊕ Emergency Contact**
- ⊕ Billing Details**
- ⊕ How We Can Best Accommodate for Them**

At the bottom left, there's a link labeled "⊕ Details".

You can see the participant's registration information including

- Participant info:** their personal details; first and last names, who they are representing at the event, their participant type (noted with the price to attend), their region, their email address, their phone number, the educational entities they belong to (e.g. school(s), educational organisations, committees) and their dietary requirements.
- Registration info:** the participant's first and last name again, the date it was submitted, the date and time it was last updated and the payment status (if the ticket is not free).
- Emergency contact:** the participant's first and last name again, emergency contact's first and last name, emergency contact's phone number and emergency contact's relationship to the event participant.
- Billing details:** who to bill, the physical address, the billing address, and any billing comments that the organiser and/or admin have noted.
- How we can best accommodate for them**

If the event is published, then the organiser can view and update the status of the registration, update the payment status (if the ticket is not free), any staff comments, any admin billing comments and the participant type.

⊖ View Details

Status\*

Pending

Paid

Staff comments

Admin billing comments

Participant type\*

Event Staff (\$3.00)

**Update event registration**

This screenshot shows a 'View Details' form for an event registration. It includes fields for Status (Pending), Paid status (unchecked), Staff comments, Admin billing comments, and Participant type (Event Staff). A prominent 'Update event registration' button is at the bottom.

However, if the event is cancelled, then the organiser cannot edit these details.

⊖ Details

Status

Pending

Paid

Staff comments

Admin billing comments

This screenshot shows a 'Details' form for an event registration. The status is listed as 'Pending' and the participant type is 'Event Staff (\$3.00)'. The 'Paid' checkbox is checked. The 'Staff comments' and 'Admin billing comments' fields are empty. The 'Update event registration' button is missing from this view.

## FAQs Hand Over Notes

### Q: What is DTHM4Kaiako?

DTHM4Kaiako was designed for teachers of the Digital Technologies and Hangarau Matihiko (DTHM) curriculum content in New Zealand. It provides a community for Digital Technologies Teachers Aotearoa (DTTA), a plethora of teaching resources and a source for finding professional development events organised by DTTA. DTTA are one of the parties behind the web application and its events.

<https://www.dthm4kaiako.ac.nz/>

### Q: Where can I find the repository?

<https://github.com/uccser/dthm4kaiako>

### Q: What sort of development environment do I need?

- Set up Docker-compose: <https://docs.docker.com/compose/>
- Set up the UCCSER's development environment: <https://github.com/uccser/uccser-development-stack>
- A proxy is used to mimic our production environment on your local machine, for consistency when developing. This proxy also allows multiple of our projects to run on your development environment simultaneously.
- The stack also includes a tool for catching emails sent by our UCCSER projects.
- You will need to set up a Windows Linux subsystem if you have a Windows OS.

### Q: How can I test that emails are sent during development?

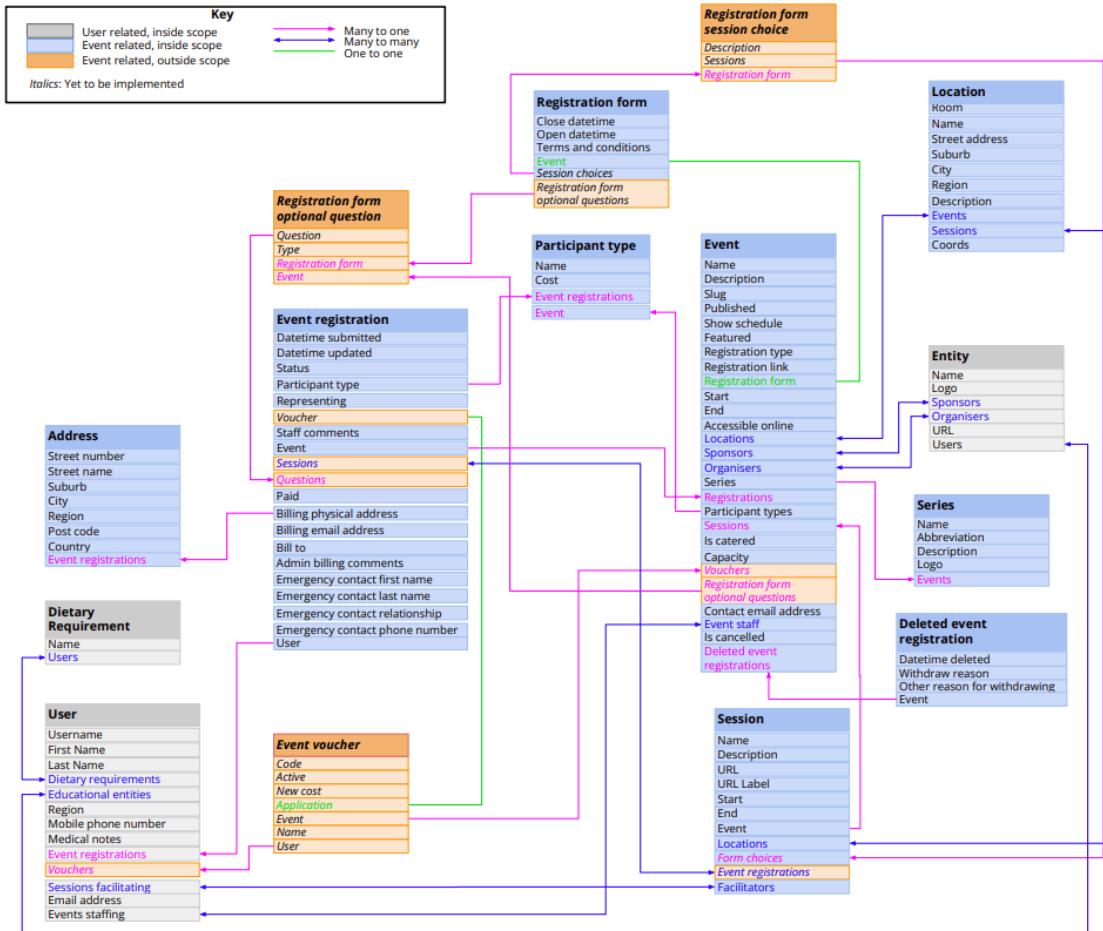
- Use the MailHog email sink that has been set up for the local instance of the repository. Once you have your local instance running, access: <https://email.localhost/>

### Q: What are the next steps for the project?

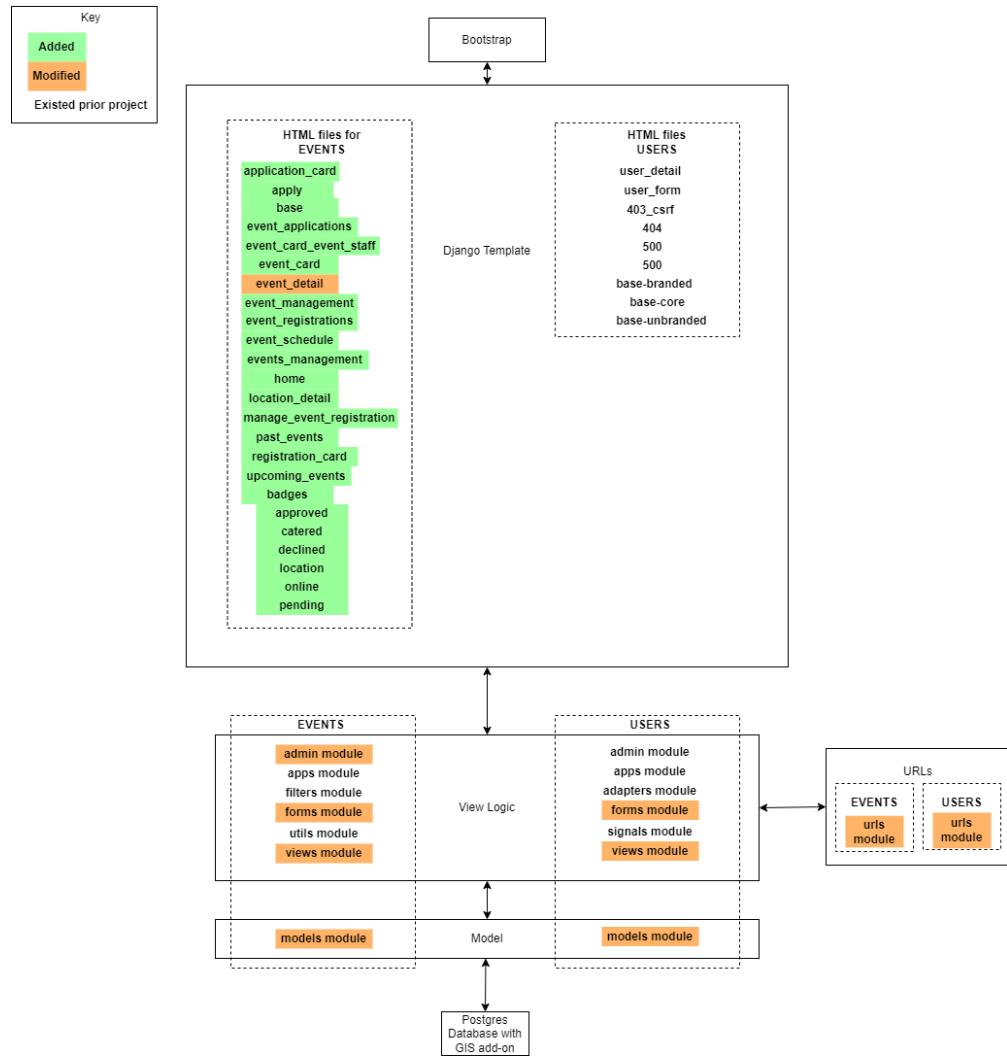
1. Explore the usability issues identified in the study.
2. Investigate how to design and implement custom questions, both for sessions and streams and in general for tailored event questions.
3. Explore a system for managing email templates that the event organisers send.

See the Conclusions and Future Work section of the final report for more details.

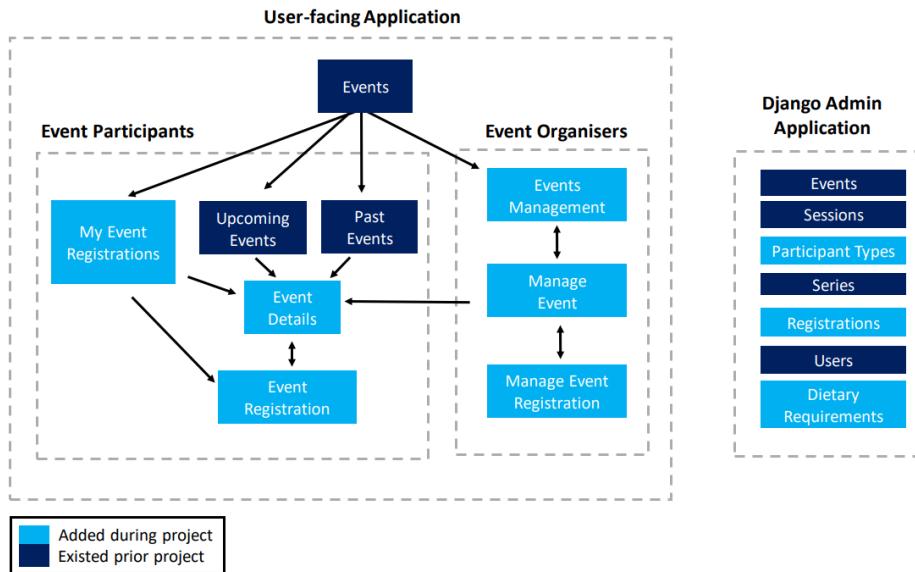
## Q: What does the current database schema look like?



## Q: What does the architecture look like for the events application?



**Q: What are the new pages that have been implemented as part of this project?**



**Q: Where can I find the requirements have already been implemented?**

Checkout the User Stories document as part of the final report's Appendix.

**Q: What sort of actions run?**

<https://github.com/HayleyKrippner/dthm4kaiako/actions/runs/3310473911>

This screenshot shows the GitHub Actions interface for a specific run. The top bar indicates the run was triggered via push 13 hours ago, by HayleyKrippner, with a pull request fix, and completed successfully in 3m 37s. The sidebar on the left lists various jobs and their status. The main area displays the workflow file `test-and-deploy.yaml` with its steps and timing.

**Summary**

Triggered via push 13 hours ago  
HayleyKrippner pushed → 98d542e [pull\\_request\\_fixes](#)

Status	Total duration	Artifacts
Success	3m 37s	-

**test-and-deploy.yaml**

on: push

```
graph LR; A[Tests - Django system check] --> B[Tests - Content]; B --> C[Tests - Sample data]; C --> D[Tests - General]; D --> E[Tests - Management]; E --> F[Tests - Style]; F --> G[Create static files]; G --> H[Create learning area cards]; H --> I[Create and publish Docker image]
```

**Jobs**

- Tests - Django system check
- Tests - Content
- Tests - Sample data
- Tests - General
- Tests - Management
- Tests - Style
- Create static files
- Create learning area cards
- Create and publish Docker image

**Run details**

Usage

Workflow file

**Q: I am new to Django. Where should I start?**

Go over the Django tutorial: <https://docs.djangoproject.com/en/3.2/intro/> -- You should cover parts 1 to 6.