Event Management Module :

Objectives :
Add, Update, View Event
Event Expenses
Sell Event Passes
Pass Design
Pass Sale Status (Report) - Will see this in Reports Module

Add, Update, View Event:

Ideally, the user journey in Add Update pass operations will not be available for L1-L2 roles.
L3-L8:
After logging into my affiliation, I should be able to see the "Events" tab. Under this, I should see the options: Passes, Tasks, and Events.
If I click on "Events" I should be able to see options to Add Events, Update Events, and View Events.
View Events :
I should be able to see the pass details that I have created in the past.
Add Passes & Update Events:
When I click on the "Add Events" option, I want to be able to enter the following details. All fields below are mandatory unless specified otherwise:

- **Affiliation Name:** This field should be greyed out and auto-filled with the current affiliation I am logged into.(Optional: If I am leading multiple affiliations then I should have plus icon to add the affiliation names)
- **Roles** I should display all the roles under my Role in the Each Input block and be greyed out.
- **Target Pass Sale** I want to give the target pass sales input field beside each role I have listed above.
- **Event Name**
- **Start Date**
- **End Date**
- **Start Time**
- **End Time**
- **Duration:** This field should be greyed out and auto-filled based on the start date, end date, start time, and end time.
- **Event Location**
- **Create a Pass Design :** Should link the Canva Design here either as Link or Button navigate and get the link Design of the Pass.
  Workflow once I click on the Button
  - I should go to my canva account, select the pass design that I have made, and come back to the page with that pass design.
- **Terms and Conditions**
- **Event Mode:** Dropdown with options - In-person, Online, Hybrid.
- **Mobile Number** (Point of Contact)
- **Email Address** (Point of Contact)
- **Google Map Location Link:** Optional (if the event is online).
- **Certificate Option:** Yes or No.
- **Event Document:** Optional. Allows uploading any document related to the event.

- **Pass Name**
- **Pass Price**
- **Add Pass Categories Button:** Optional, should always be enabled. Clicking it allows entering additional pass names and prices.

Once all mandatory fields are filled, only then should the "Add Event" button be clickable. Upon clicking "Add," a notification will be sent to the corresponding L4 for event confirmation approval. If L4 does not approve, the event status remains pending. Once L4 approves, it moves to L5 for final approval.

Update Event:
L3:
I should be able to edit the Events that I have created and update them. No additional options are required.
After my Update is submitted, A notification will be sent to the corresponding L4 for event confirmation approval. If L4 does not approve, the event status remains pending. Once L4 approves, it moves to L5 for final approval.

L4-L8:
They can update passes and the status of event approvals.

- **Status of Event:** Dropdown with default status as "Pending"; other options include "Approved" and "Terminated".
- **Comments:** Optional; if the event is terminated, the reason must be provided.
- **Update Button:** Clicking this will save the changes.

Pass sales will then be open for members of the affiliation to sell the passes.

Sell Event Passes:

L1-L2:
If the Event is created by my L3 or higher role in my affiliation, I should be able to see the Sell Event Passes tab to navigate. If I click on it, I should be able to see, with the affiliation name that I am part of, the Pass Design button, my Pass Sale Target, Pass Sale Report, Add Tasks and below I want to see the form to sell the passes.

If I click the Pass Design button, I want to see the pass design that I will be sending to the pass buyer.
If I click the My Pass Sale Report button, I should be able to see the passes that I have sold to the buyers along with Pass ID, Buyer Name, Buyer Phone number, Buyer Email ID, No of Passes, Payment mode, and Pass View (here I should be able to see the pass design and have buyer details on it).
See the total passes that I have sold and beside that, I should be able to see my Pass Sale Target. This Target will set when my L3 & above roles are Creating the Event.
Below I want to be able to enter the following details:
All the below fields are mandatory unless specified:

- **Date** field, but this should already be there and greyed out. The current date should already be there in this field.
- Payment Mode (Dropdown - UPI, Bank Transfer, Razor Pay, Cash)

- Buyer Name
- Buyer Mobile Number
- Buyer Email ID
- Select the Pass type (Dropdown - Select the pass category which has different types of pass names and prices. (These details will be filled while other L3 & above roles add the pass details))
- No. Of Passes
- **Total Amount** field, but this should already be there and greyed out. Calculate the total amount that is multiplied by the pass price and pass price.

Workflow if I select either UPI or Razor Pay payment option:
Even if one of the mandatory field details is not entered, I shouldn't be able to proceed further. After I have entered all the above mandatory fields and submit, I should be able to see a synopsis of the details I have entered for double confirmation. I will have an option to go back if any details are incorrect. Correct the details and see the synopsis again till I confirm it. After I confirm, I shall be redirected to the Razor Pay link with the QR details or weblink that can be shared with the donor (Razorpay integration here).

After the payment is done, I want to see the same pass details that I have entered and Pass ID should generate a unique pass ID that will be sent to the buyer after the purchase on my pass design. I want the amount to be cumulatively added into my total funds and
Redirect Back to pass sale form pages :
show the total number of passes beside Pass Sale Target I have sold on top of the pass sale form.

Workflow if I select the Bank Transfer payment option:
If I select the Bank Transfer option, and all the mandatory fields are updated, and I submit the details, then I should be able to see a synopsis of the details I have entered for double confirmation. I will have an option to go back if any details are incorrect. Correct the details and see the synopsis again till I confirm it.

After I confirm, It Should generate a unique pass ID that will be sent to the buyer and the pass Design should immediately send to the buyer via Text & Email, Simultaneously A notification shall go to my corresponding L4 for approval of the payment transaction. If the L4 hasn't approved the payment, then the status of the payment should be approval pending.

After L4 has approved the request, it will go to L5 for approval. After approval from L5, Only then the QR code/pass id will get activated. I want the amount to be cumulatively added into my total funds and also show the total number of passes I have sold on top of the pass sale form.

L1-L8 have the same user journey in Sell Passes.
Additional L3-L8 :
- When I Click my Pass Sale Report,
I Should see the Passes Details that I Sold and My Team member wise Pass Details that they have sold as well.

If a L4 or L5 raises funds through BANK TRANSFER, what is the workflow like?
The L4, L5 Will check the bank account of Street Cause and Should be Approved by L5.

Event Tasks :
Add Tasks, View Task

After Login into Affiliation, I should be able to see the Sell Event Passes tab to navigate. If I click on it, I should be able to see, with the affiliation name that I am part of, the Pass Design button, my Pass Sale Report, Tasks and below I want to see the form to sell the passes.

If I click on " Tasks", I should be able to see Add Task, View Tasks. If I Click on
"**Add Task":**
I Should be able to see the Form Underneath
Below I want to be able to enter the following details:
All the below fields are mandatory unless specified:
Event Name (Should be Greyed Out and should the Event that I am present inside)
Purchase Item
Purchase Date
Purchase Place
Add Images (I Should be able to add more than one Image but one Image is mandatory)
Description
After Filling the Mandatory Details I Should be able to Submit the Task. A notification will be sent to the corresponding L3 for Task Purchase confirmation approval. If L3 does not approve, the Task status remains pending. Once the L3 Approves, I Should be able to go the Finances Module, Add Event Expenses, see my Task and go to Purchase. (Should Visit for Clear BRD).
If I Click on
"View Task" :
I Should able to see the all The Tasks that have been add into this Event:
Event Name
Purchase Item
Purchase Date
Purchase Place
Edit Task
Add Expenses (Workflow will be to Add Event Expense Form to that particular Task)

We will not update as of now event expenses here ??

Pass Design:

Pass Buyer Journey :

As a I Pass Buyer

I should receive First Text Message:

In the Text Message I want to see the Event information and Link to View the Pass with a shirt description about the Event as well.

Should receive Second Text Message :

One day before the Event I want to see Generic Event Message as Reminder.

Email of the Pass to me :

I want to see the pass Design that SC Team has Created and sent it to me

On it I Should be able to see the

Unique Pass ID,

Pass Buyer Name,

Pass Buyer Phone Number,

Pass Buyer Email ID,

Total Number of Passes,

QR code of the Pass

Terms and Conditions of the Event

Should see any Document Related to that Event as an Attachment in my Email or Link through the phone

Sponsors Logo’s of the Event

Mobile Number (Point of Contact)

Email Address (Point of Contact)