



Secure Evite Event Management Guide

Presented By:
Tri-Force Consulting Services Inc.

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Introduction

Our solution is a cloud based Web and mobile platform to automate Event management process and at the same time customizable and flexible for Government needs and able to streamline the process for the event attendees. The Solution allows organizing conferences and events for your organization. It gives the ability to manage and have access to all your attendees' information by event at your fingertips before, during or after the event.

Event management:

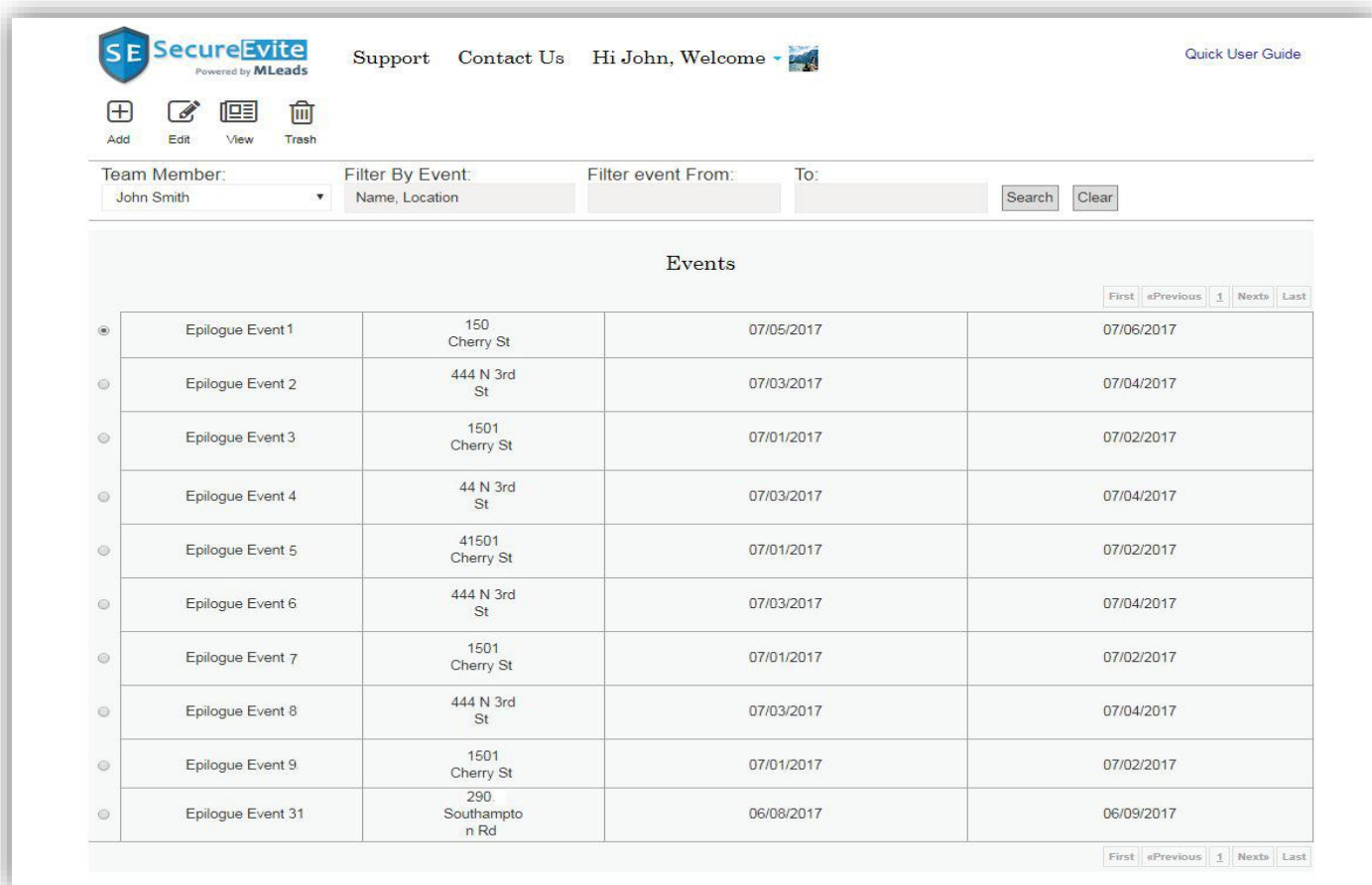
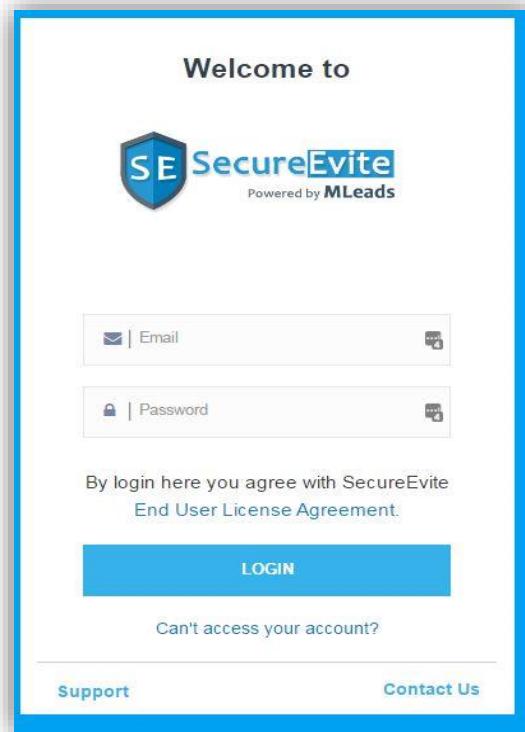
1. Highly Secure Do-it-yourself (DIY) event management platform providing best features like setup online event registration, invite prospective attendees, and event agenda and many more.
2. Ability to define custom registration fields, custom email templates for reminders
3. Keep track of registered attendees and event sign-ups.
4. Allow attendees to enter their name as well as their guest's name, and email address. Steps for submitting the request to get the pass for the Event
5. Enable unit administrators to print out a list of approved or disapproved attendees and all the corresponding information
6. Afford the organization the opportunity to work with organizer to deny or approve visitors on the list.
7. Enable your organization to log on and approve or deny visitors in the system
8. Automatically generate an e-mail with an approval pass or an e-mail stating disapproval for the pass requests.
9. Ensure passes have an individual Quick Response (QR) code and display the names of visitors approved to attend the event on post along.
10. Use Secure Evite App for security check in point.
11. Enable the passes to be usable by printing a copy or displaying on a mobile device.
12. Store guest history and allow historic reports to be generated

Setup Event Registration

Steps

1. Open browser and log on to <http://epilogue.secureevite.com/>
2. Current User : Enter User Id and Password
3. Click on Login
4. It will be show the List of events page

Note: If you forgot log-in ID and password then click on Can't Access Account?



Create an Event

Easy way to create your online event, our cloud base event management automation platform is highly secure and no technical skills are required. Here is complete guideline for Event Management.

| Events | | | |
|------------------|-----------------|--------------------|---------------------|
| | | Filter event From: | To: |
| Team Member: | Filter By Event | | |
| John Smith | Name, Location | | |
| Search Clear | | | |
| Events | | | |
| | | | First Previous Next |
| Epilogue Event 1 | 150 Cherry St | 07/05/2017 | 07/06/2017 |
| Epilogue Event 2 | 444 N 3rd St | 07/03/2017 | 07/04/2017 |
| Epilogue Event 3 | 1501 Cherry St | 07/01/2017 | 07/02/2017 |
| Epilogue Event 4 | 44 N 3rd St | 07/03/2017 | 07/04/2017 |
| Epilogue Event 5 | 41501 Cherry St | 07/01/2017 | 07/02/2017 |
| Epilogue Event 6 | 444 N 3rd St | 07/03/2017 | 07/04/2017 |
| Epilogue Event 7 | 1501 Cherry St | 07/01/2017 | 07/02/2017 |
| Epilogue Event 8 | 444 N 3rd St | 07/03/2017 | 07/04/2017 |
| Epilogue Event 9 | 1501 Cherry St | 07/01/2017 | 07/02/2017 |

Steps:

1. Click on Menu and then click on event
2. Click on Add Event
3. Then It will be open new page
4. Add all required information Like Event Name, Location, City, State, Event Date Etc.
5. Click on Add

Add Event

| | |
|---|-------|
| Event Name* * | Notes |
| Location* | |
| City* | |
| State | |
| Country | |
| 10/21/2015 | |
| Event End Date | |
| Purpose | |
| Contact person | |
| Phone | |
| --Select Event Type--* | |
| Event Agenda Choose File No file chosen | |
| Add Back | |

Add Event

| | |
|---|-------|
| Epilogue Event 1 | Notes |
| 1501 Cherry St | |
| Philadelphia | |
| PA | |
| United States | |
| 07/01/2017 | |
| 07/02/2017 | |
| Networking Event | |
| John Smith | |
| John.smith@gmail.com | |
| 4048161600 | |
| Visible to team members | |
| Event Agenda Choose File No file chosen | |
| Add Back | |

The screenshot shows the SecureEvite web interface. At the top, there is a navigation bar with the logo, 'Support', 'Contact Us', and a user greeting 'Hi John, Welcome'. A 'Quick User Guide' link is also present. Below the navigation bar are icons for 'Add', 'Edit', 'View', and 'Trash'. A 'Team Member' dropdown is set to 'John Smith'. A 'Filter event From:' and 'To:' section with 'Search' and 'Clear' buttons is visible. A 'Success' modal box displays the message 'Event Added Successfully' with an 'OK' button. The main content area is titled 'Events' and contains a table with the following data:

| Event Name | Location | Event Start Date | Event End Date |
|------------------|-----------------|------------------|----------------|
| Epilogue Event 1 | 150 Cherry St | 07/05/2017 | 07/06/2017 |
| Epilogue Event 2 | 444 N 3rd St | 07/03/2017 | 07/04/2017 |
| Epilogue Event 3 | 1501 Cherry St | 07/01/2017 | 07/02/2017 |
| Epilogue Event 4 | 44 N 3rd St | 07/03/2017 | 07/04/2017 |
| Epilogue Event 5 | 41501 Cherry St | 07/01/2017 | 07/02/2017 |
| Epilogue Event 6 | 444 N 3rd St | 07/03/2017 | 07/04/2017 |
| Epilogue Event 7 | 1501 Cherry St | 07/01/2017 | 07/02/2017 |
| Epilogue Event 8 | 444 N 3rd St | 07/03/2017 | 07/04/2017 |

Event Management

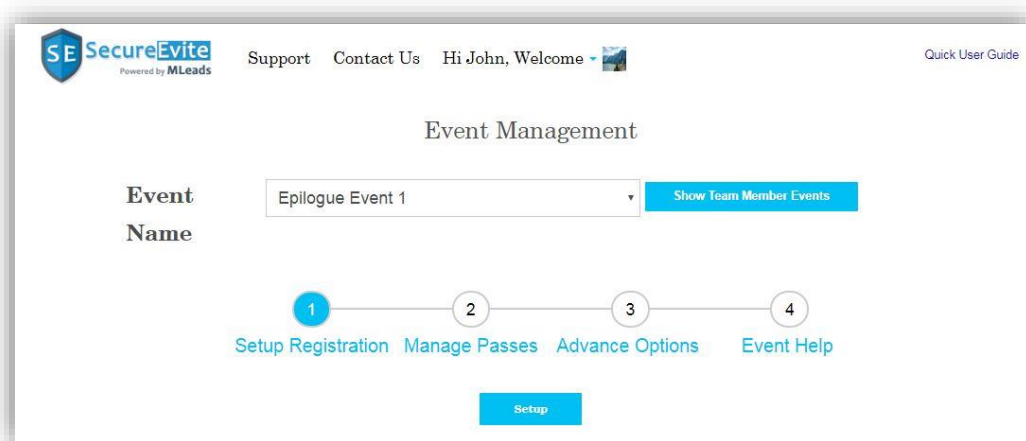
This screenshot shows the SecureEvite web interface with a sidebar menu. The sidebar contains the following items: 'Main Menu', 'Events', 'Event Management', 'Settings', and 'Team Management'. The 'Events' item is highlighted. The main content area is titled 'Events' and contains a table with the following data:

| Event Name | Location | Event Start Date | Event End Date |
|------------------|-----------------|------------------|----------------|
| Epilogue Event 1 | 150 Cherry St | 07/05/2017 | 07/06/2017 |
| Epilogue Event 2 | 444 N 3rd St | 07/03/2017 | 07/04/2017 |
| Epilogue Event 3 | 1501 Cherry St | 07/01/2017 | 07/02/2017 |
| Epilogue Event 4 | 44 N 3rd St | 07/03/2017 | 07/04/2017 |
| Epilogue Event 5 | 41501 Cherry St | 07/01/2017 | 07/02/2017 |
| Epilogue Event 6 | 444 N 3rd St | 07/03/2017 | 07/04/2017 |
| Epilogue Event 7 | 1501 Cherry St | 07/01/2017 | 07/02/2017 |
| Epilogue Event 8 | 444 N 3rd St | 07/03/2017 | 07/04/2017 |
| Epilogue Event 9 | 1501 Cherry St | 07/01/2017 | 07/02/2017 |

Click on Menu then Event Management

From Event Management page you can manage various features of organizing the event

1. Setup Registration
2. Mange Passes
3. Advance Options
4. Event Help



1) Setup Registration

In this section:

You have to fill event details like

- Event Start dates
- Event End Dates
- Last date for registration
- Available for registration by
- Event Agenda
- Logo
- Description
- Organizer details

2) Manage Passes

| Event Name | Badge Category | Type of Passes | Pass Description |
|------------------------------------|----------------|----------------|------------------|
| No Passes available For This Event | | | |

1. Click on Manage Passes Manage Tickets
2. Click on Add
3. It will be open the pop up window
4. Now Add the Pass details Like:
 - Max. Number of passes to issue
 - Max. Number of passes per Attendee issue
 - Add Pass Description
5. After filling all fields click on save

SecureEvite
Powered by MLeads

Support Contact Us Hi John, Welcome Quick User Guide

View Edit Trash

Success

Pass added successfully.

OK

Added for Event (Epilogue Event 1)

Search:

| Event Name | Badge Category | Type of Passes | Pass Description |
|------------------|----------------|----------------|----------------------|
| Epilogue Event 1 | Attendee | Free | Lorem Ipsum is simpl |

Showing 1 to 1 of 1 entries Previous 1 Next

Back

3) Advance Option

In the Advance option event organizer can manage

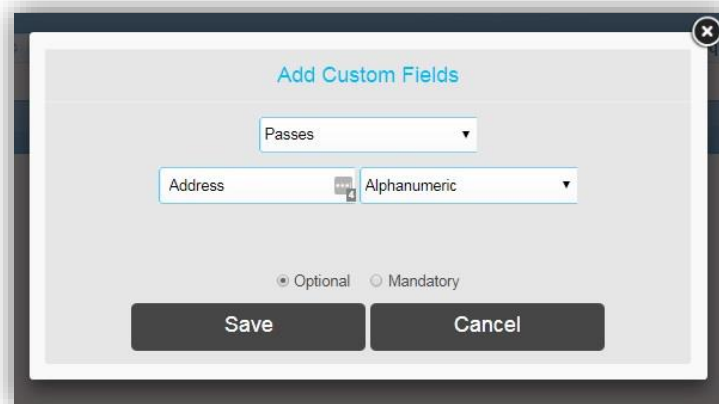
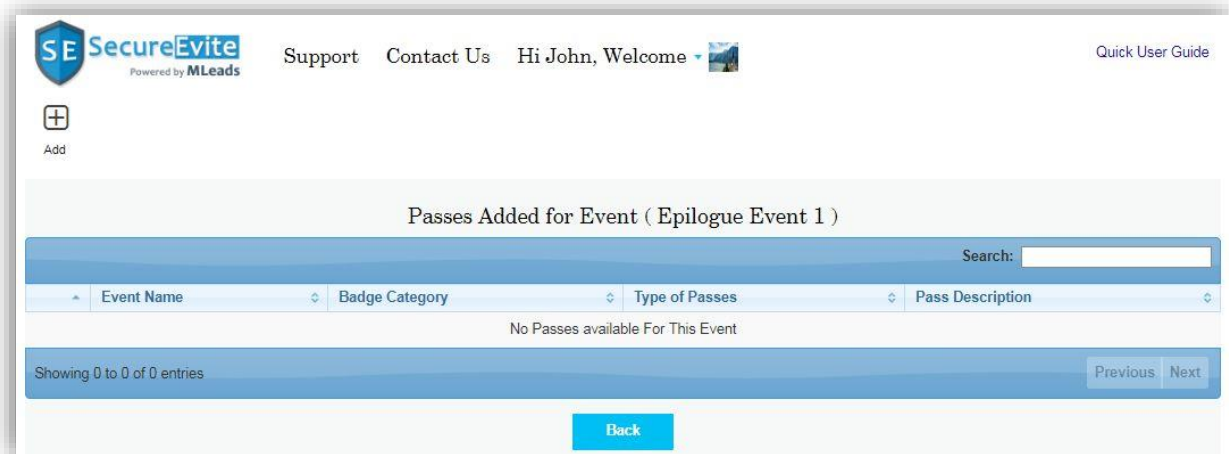
1. Custom Registration Fields
2. Customize Email Message Template
3. Import Prospective Invitees
4. Manage Prospective Invitees
5. Send Invite email to prospective invitees
6. Send reminder email to approved invitees
7. Cancel Event

The screenshot displays the SecureEvite Event Management interface. At the top left is the SecureEvite logo (Powered by MLeads). Navigation links for 'Support', 'Contact Us', and a user greeting 'Hi John, Welcome' are visible. The main heading is 'Event Management'. Below this, there is a dropdown menu for 'Event Name' currently showing 'Epilogue Event 1', and a 'Show Team Member Events' button. A progress indicator shows four steps: '1 Setup Registration', '2 Manage Passes', '3 Advance Options' (the current step), and '4 Event Help'. Below the progress indicator are 'Back' and 'Skip' buttons. The 'Advance Options' menu is open, listing the following actions: Custom Registration fields, Customize Email Message Template, Import Prospective Invitees, Manage Prospective Invitees, Send Invite Email To Prospective Invitees, Send Reminder email to Approved Invitees, and Cancel Event.

Customized Registration Fields

Custom registration fields that is shown to attendees to provide at the time of submitting the request for visitor's pass

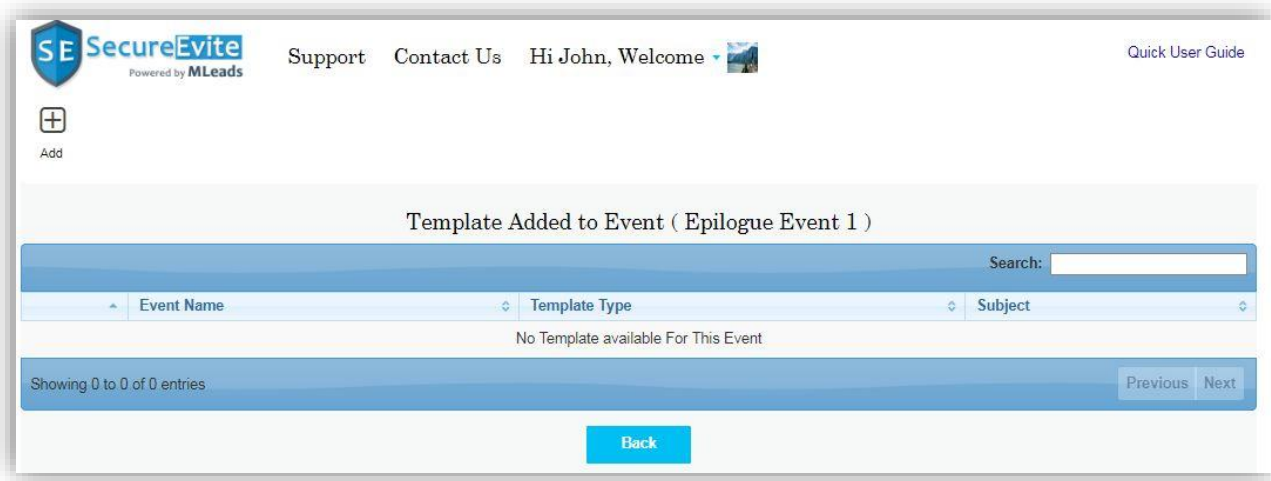
Click Menu > Event Management > Select Event > Advance Option > Customized registration fields



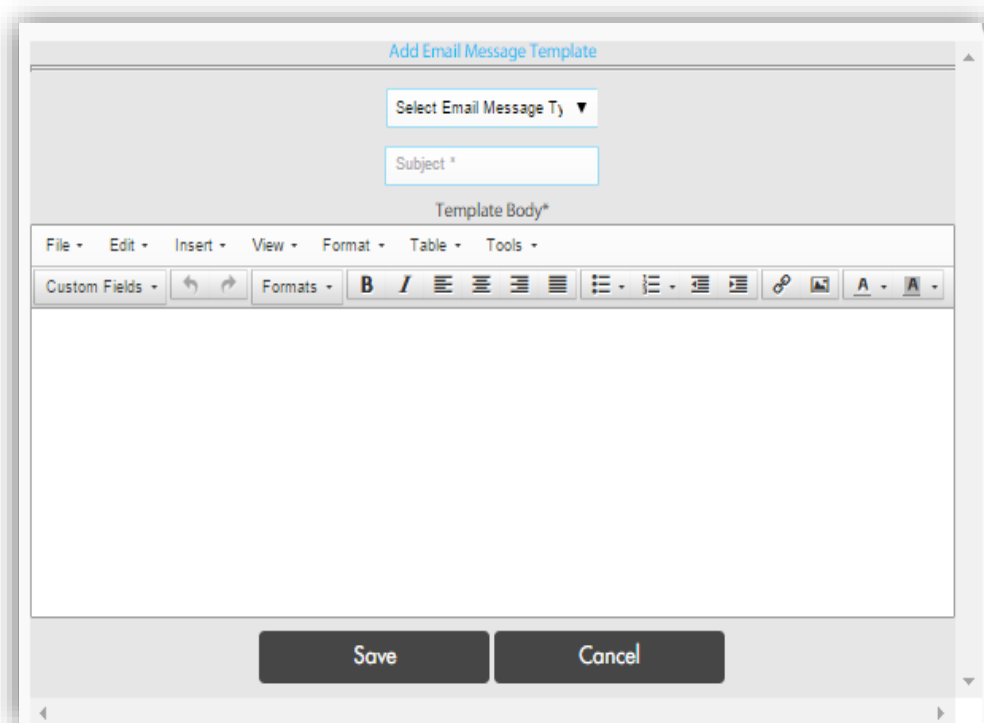
Note: After registration of attendees you cannot modified on it

Customized Email Message Templates

Click Menu > Event Management > Select Event > Advance Option > Customized Email Message Templates



1. You can also create your own.
2. Simply go to 'Customized email message Template
3. Click on Add
4. You can add and edit your Text/HTML there. Once you're happy with your template message, give it a subject and save it.
5. It will then be available in your list of email message templates when you are composing an email.
6. Later you can View, Edit and delete the template message text



Import Prospective Attendees

For Import Prospective attendees: Click Menu > Event Management > Select Event > Advance Option > Import Attendees

Before importing file, you need download sample file and read all instruction, Add data according to sample file and then choose file and click on upload file.

Import Prospective Invitees [Epilogue Event 1]

Steps to Import Prospective Invitees:

(1). Please [download](#) this sample .xlsx file.

(2). Please enter Title, First Name*, Last Name*, Email*, Phone Number*, Seating, Handicap, Mobile Assist and No. of Guest as those * columns are mandatory then save the downloaded file.

- Enter alphabetic values for Title, First Name, Last Name fields.
- Enter valid email address within Email field.
- Enter only numeric values in Phone number field.
- Enter alphanumeric values in Seating field.
- Enter Y or N within Handicap and Mobile Assist fields.
- Enter only numeric values in No. of Guest field for each invitees.

(3). Choose and upload this file then click on Upload File button for importing prospective invitee(s) into this event.

Note : (1). Supported File Types are .xlsx
 (2). If any invalid data is observed during import process then it will be skipped considering that record as invalid data.

No file chosen

| ImportProspectiveInvitees_n - Excel (Product Activation Failed) | | | | | | | | | | | | | | |
|---|-------|-------------|------------|----------------------|---------------|---------|----------------|---------------------|---|---|---|---|---|---|
| | A | B | C | D | E | F | G | H | I | J | K | L | M | N |
| 1 | Title | Firstname* | Lastname * | Email* | Phone* | Seat_no | Handicap (Y/N) | Mobile_assist (Y/N) | | | | | | |
| 2 | Mr. | Anderson | Santos | fieldconta@gmail.com | 21960191481 | 1 | N | Y | | | | | | |
| 3 | Mr. | Chaminda | Bandara | plcuband@gmail.com | 94771297177 | 2 | N | Y | | | | | | |
| 4 | Mr. | Yong | Anderson | dafe_i@yahoo.com | 85258086206 | 3 | Y | Y | | | | | | |
| 5 | Mr. | Whee Shiong | Ong | wso@octopuspos.com | (+65)90011172 | 4 | N | Y | | | | | | |
| 6 | Mr. | Olivia | Novello | oli@retailglobal.com | (03)95059988 | 5 | N | Y | | | | | | |
| 7 | Mr. | Barbara | Rausch | Barbara.a.r@rrd.com | 7146548586 | 6 | N | Y | | | | | | |
| 8 | Mr. | Karen | Wagner | Karen.s.wa@rrd.com | 3108904875 | 7 | Y | Y | | | | | | |
| 9 | Mr. | Alfredo | German | alfredo@gemlatam.co | 5543607058 | 8 | Y | Y | | | | | | |
| 10 | Mr. | Jeremy | Weckler | jeremywe@gmail.com | 5127832041 | 9 | Y | Y | | | | | | |
| 11 | | | | | | | | | | | | | | |
| 12 | | | | | | | | | | | | | | |

Note: In excel sheet First Name, Last Name, Email id and Phone number these field are mandatory.

Manage Prospective Attendees

Click Menu > Event Management > Select Event > Advance Option > Manage Prospective Attendees

Here various function you can perform like insert, update delete attendees

SE SecureEvite
Powered by MLeads

Support Contact Us Hi John, Welcome

Quick User Guide

Manage Prospective Invitees (Epilogue Event 1)

Add Delete Download Excel

▼ records Search:

| | | Title ↑↓ | First Name ↑↓ | Last Name ↑↓ | Email ↑↓ | Phone Number ↑↓ | Seating ↑↓ | Handicap ↑↓ | Mobile Assist ↑↓ | No. Of Guest ↑↓ | Action ↑↓ |
|----------------------------|--|----------|---------------|--------------|----------|-----------------|------------|-------------|------------------|-----------------|-----------|
| No data available in table | | | | | | | | | | | |

Showing 0 to 0 of 0 entries

Previous Next

Back

You can also add attendee's details manually by clicking add button on top

Manage Prospective Invitees (Epilogue Event 1)

Add Delete Download Excel

Title

First Name

Last Name

Email address

Phone Number

Seating

Handicap
 Yes
 No

Mobile Assist
 Yes
 No



No. of Guest

Submit

Manage Prospective Invitees (Epilogue Event 1)

| | |
|---|--|
| Title <input type="text" value="Mr."/> | Seating <input type="text" value="2"/> |
| First Name <input type="text" value="John"/> | Handicap <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Last Name <input type="text" value="Smith"/> | Mobile Assist <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Email address <input type="text" value="John.smith@gmail.com"/> | No. of Guest <input type="text" value="1"/> |
| Phone Number <input type="text" value="111-222-3333"/> | |

After entering details click on submit button for add attendees


Support Contact Us Hi John, Welcome 
Quick User Guide

Manage Prospective Invitees (Epilogue Event 1)

records
 Search:

| <input type="checkbox"/> | Title | First Name | Last Name | Email | Phone Number | Seating | Handicap | Mobile Assist | No. Of Guest | Action |
|--------------------------|-------|------------|-----------|-------------------------|--------------|---------|----------|---------------|--------------|---|
| <input type="checkbox"/> | Mr. | John | Smith | John.smith@gmail.com | 111-222-3333 | 2 | N | N | 1 | Edit Resend |
| <input type="checkbox"/> | Mr. | Paulo | Alves | paulojalves01@gmail.com | 9095683488 | 1 | N | N | 2 | Edit Resend |

Showing 1 to 2 of 2 entries

You can update attendee's details by clicking on edit button right hand side

Send Invite email to prospective invitees

Click Menu > Event Management > Advance Option > Send Invite email to prospective invitees

Manage Prospective Invitees (Epilogue Event 1)

records
 Search:

| | Title | First Name | Last Name | Email | Phone Number | Seating | Handicap | Mobile Assist | No. Of Guest | Action |
|--------------------------|----------------------------------|------------------------------------|------------------------------------|---|---|--------------------------------|--------------------------------|--------------------------------|--------------------------------|---|
| <input type="checkbox"/> | Mr. | John | Smith | John.smith@gmail.com | 111-222-3333 | 2 | N | N | 1 | Edit Resend |
| <input type="checkbox"/> | <input type="text" value="Mr."/> | <input type="text" value="Paulo"/> | <input type="text" value="Alves"/> | <input type="text" value="paulojalves01@gmail."/> | <input type="text" value="9095683488"/> | <input type="text" value="1"/> | <input type="text" value="N"/> | <input type="text" value="N"/> | <input type="text" value="2"/> | Update |

Showing 1 to 2 of 2 entries

Here organizer can send invitation to prospect attendees, where attendees can register and get passes

Event Management

Email Message Preview

Note: Your message will be sent to all the receiver as per below. if you want to edit this message then you can do from Customize Email message Template

Subject
Invitation to Register
Description

Dear @@@First_Name@@@,

You are invited to register for the event @@@Event_Name@@@ scheduled on @@@Event_Date@@@ at @@@Location@@@ by @@@EO_Name@@@.

Click below link to register for the event

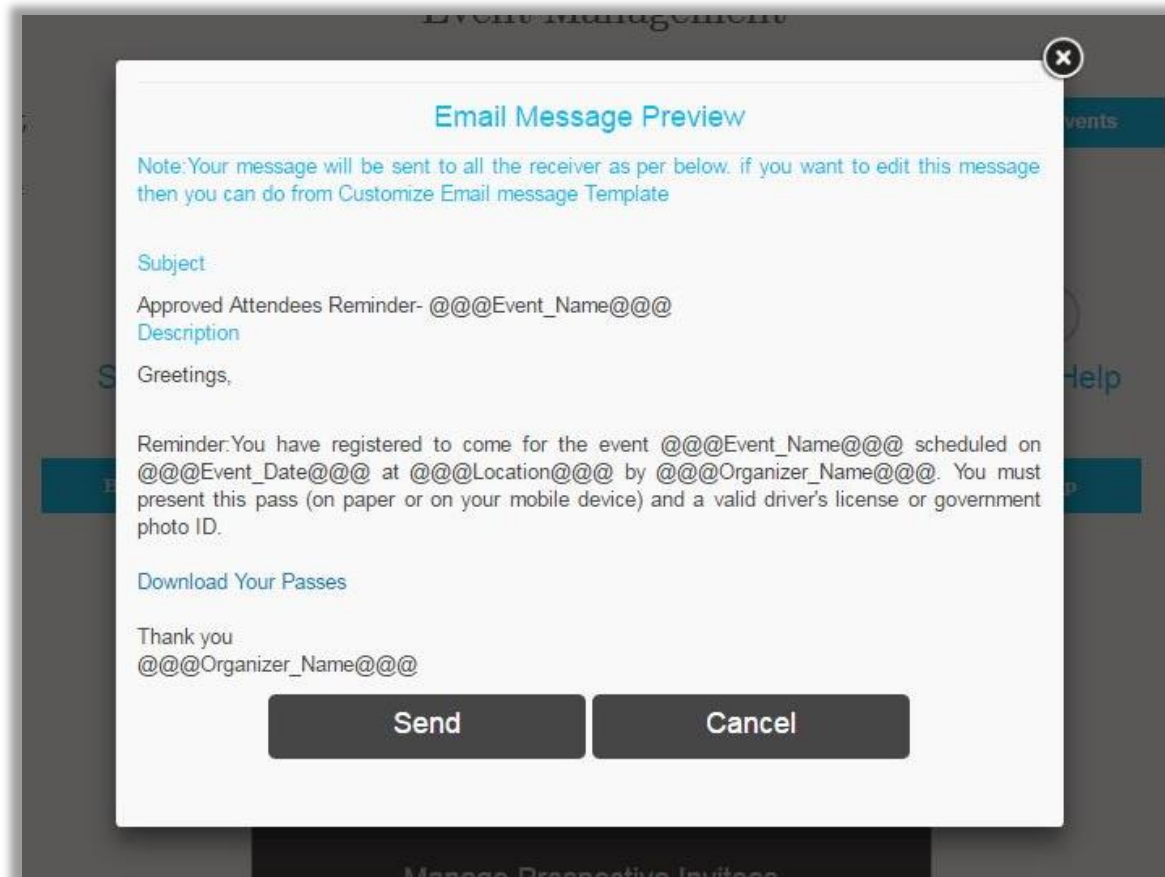
Register Now

Thank you.
Sincerely,
@@@EO_Name@@@
@@@Organizer_Email@@@

Manage Prospective Invitees

Send reminder email to prospective invitees

In Same way Event Organizer can send reminder mail to prospective invitees.



Cancel Event

By this function you can cancel event. Attendees will get regarding event cancel.

4) Manage Event Help option

In Event Help Section Organizer can View List of

1. View Not Responded Invitees
2. View Registration request waiting for approval
3. view Decline invitees
4. View Approved invitees
5. View Denied invitees
6. View attended visitors
7. Event Registration summary

The screenshot displays the SecureEvite Event Management interface. At the top left is the logo for SecureEvite, Powered by MLeads. To the right of the logo are links for Support and Contact Us, and a user greeting: Hi John, Welcome. The main heading is Event Management. Below this, there is a dropdown menu for Event Name, currently showing Epilogue Event 1, and a button labeled Show Team Member Events. A progress bar with four steps is shown: 1. Setup Registration, 2. Manage Passes, 3. Advance Options, and 4. Event Help. The Event Help step is highlighted. Below the progress bar, there is a Back button and a dropdown menu for Event Help. The Event Help menu is open, showing a list of options: View Not Responded Invitees, View Invitees Request Waiting For Approval, View Declined Invitees, View Approved Invitees, View Denied Invitees, View Attended Visitors, and Event Registration Summary.

View Not Responded Invitees

Click Menu > Event Management > Select Event > Event Help > View Not responded invitees

Event organizer can view not responded invitees list.

View Not Responded Invitees (Epilogue Event 1)

Download Excel

Show 10 entries

| Title | First Name | Last Name | Email | Phone Number | Seating | Handicap | Mobile Assist | No. of Guest |
|-------|-------------|-----------|-------------------------|---------------|---------|----------|---------------|--------------|
| Mr | John | Smith | john.smith@gmail.com | 111-202-2222 | 15 | N | N | 0 |
| Mr | Denial | willson | denial.wilson@gmail.com | 222-222-2222 | 2 | N | N | 2 |
| Mr | John | Smith | john.smith@gmail.com | 111-111-1111 | 1 | N | N | 2 |
| Mr. | Jeremy | Weckler | jeremywe@gmail.com | 5127832041 | 9 | Y | Y | 0 |
| Mr. | Alfredo | German | alfredo@gematam.com | 5543607058 | 8 | Y | Y | 0 |
| Mr. | Karen | Wagner | Karen.s.wa@rrd.com | 3108904875 | 7 | Y | Y | 0 |
| Mr. | Barbara | Rausch | Barbara.a.r@rrd.com | 7146548586 | 6 | N | Y | 0 |
| Mr. | Olivia | Novello | oll@retailglobal.com | (03)95059988 | 5 | N | Y | 0 |
| Mr. | Whee Shiong | Ong | wso@octopuspos.com | (+65)90011172 | 4 | N | Y | 0 |
| Mr. | Yong | Anderson | dafe_i@yahoo.com | 85258086206 | 3 | Y | Y | 0 |

Showing 1 to 10 of 12 entries

Previous 1 2 Next

Back

- Organizer can download list in Microsoft Excel .csv file format

View Registration request waiting for approval

Click Menu > Event Management > Select Event > Event Help > View Registration request waiting for approval

Here you can view list of attendees those are registered for the event and waiting for approval.

View Invitees Request Waiting for Approval (Epilogue Event 1)

Download Excel Approve Deny

Show 10 entries

| Title | First Name | Last Name | Email | Phone Number | Seating | Handicap | Mobile Assist | No. Of Guest |
|-------|------------|-----------|----------------------|--------------|---------|----------|---------------|--------------|
| Mr | John | Smith | john.smith@gmail.com | 111-202-2222 | 15 | N | N | 0 |
| Mr | Anderson | Santos | fieldconta@gmail.com | 21960191481 | 1 | N | Y | 0 |
| Mr | Chaminda | Bandara | plcuband@gmail.com | 94771297177 | 2 | N | Y | 0 |

Showing 1 to 3 of 3 entries

Previous 1 Next

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- In View Registration request pages, Organizer can assign the approval or denial to the attendee's requests.
- By selecting multiple name and click on Approve or Deny
- Organizer can download list in Microsoft Excel .csv file format

Note: when Attendees get approved then they will receive confirmation mail with passes.

View Decline invitees

Click Menu > Event Management > Select Event > Event Help > View Decline invitees

View Declined Invitees (Epilogue Event 1)

Download Excel

Show 10 entries

| Title | First Name | Last Name | Email | Phone Number | Seating | Handicap | Mobile Assist | No. of Guest |
|-------|------------|-----------|-------------------------|--------------|---------|----------|---------------|--------------|
| Mr | Denial | willson | denial.wilson@gmail.com | 222-222-2222 | 2 | N | N | 2 |
| Mr | John | Smith | john.smith@gmail.com | 111-111-1111 | 1 | N | N | 2 |

Showing 1 to 2 of 2 entries

Previous 1 Next

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View Approved invitees

Click Menu > Event Management > Select Event > Event Help > View Approved invitees

View Approved Invitee (Epilogue Event 1)

Download Excel
Deny
Resend Pass

Show 10 entries

| | Title | First Name | Last Name | Email | Phone | Seating | Handicap | Mobile Assist | No. of Guest |
|--------------------------|-------|-------------|-----------|----------------------|---------------|---------|----------|---------------|--------------|
| <input type="checkbox"/> | Mr | Alfredo | German | alfredo@gemlatam.com | 5543607058 | 8 | Y | Y | 0 |
| <input type="checkbox"/> | Mr | Yong | Santos | fieldconta@gmail.com | 21960191481 | 1 | N | Y | 0 |
| <input type="checkbox"/> | Mr | Karen | Wagner | Karen.s.wa@rrd.com | 3108904875 | 7 | Y | Y | 0 |
| <input type="checkbox"/> | Mr | John | Smith | john.smith@gmail.com | 111-202-2222 | 15 | N | N | 0 |
| <input type="checkbox"/> | Mr | Olivia | Novello | oli@retailglobal.com | (03)95059988 | 5 | N | Y | 0 |
| <input type="checkbox"/> | Mr | Whee Shiong | Ong | wso@octopuspos.com | (+65)90011172 | 4 | N | Y | 0 |

Showing 1 to 6 of 6 entries

Previous 1 Next

Back

View Denied invitees

Click Menu > Event Management > Select Event > Event Help > View Denied invitees

View Denied Invitees (Battalion Soldier Graduation)

Download Excel
Approve

Show 10 entries
Search:

| | Title | First Name | Last Name | Email | Phone Number | Seating | Handicap | Mobile Assist | No. of Guest |
|--------------------------|-------|------------|-----------|---------------------|--------------|---------|----------|---------------|--------------|
| <input type="checkbox"/> | Mr | Barbara | Rausch | Barbara.a.r@rrd.com | 7146548586 | 6 | N | Y | 0 |
| <input type="checkbox"/> | Mr | Yong | Anderson | dafe_1@yahoo.com | 85258086206 | 3 | Y | Y | 0 |
| <input type="checkbox"/> | Mr | Jeremy | Weckler | jeremywe@gmail.com | 5127832041 | 9 | Y | Y | 0 |
| <input type="checkbox"/> | Mr | Rausch | Bandara | plcuband@gmail.com | 94771297177 | 2 | N | Y | 0 |

Showing 1 to 4 of 4 entries
Previous **1** Next

[Back](#)

Event Registration Summary

As Event organizer, you can monitored on event and you can summarized your event data from this function

Event Registration Summary for Event (Batallion Soldier Graduation Day)

Pass Details

| Pass Description | # of Passes to Issue | # of Passes Registered |
|--|----------------------|------------------------|
| E-Ticket will give you an "Instant Passes" You can print rather than waiting for passes to come in the mail. | 1000 | 6 |

[Back](#)

Event Invitation and Registration

Once an event is set up and online registration is enabled, where organizer sends this Invitation to prospect attendees where visitor can view details and register for the event. And they can submit the registration request for visitor's passes for the Event

Send Invite email to prospective invitees

Click Menu > Event Management > Select Event > Advance Option > Send Invite email to prospective invitees

The screenshot shows the SecureEvite Event Management dashboard. At the top, there is a navigation bar with the logo, 'Support', 'Contact Us', and a user greeting 'Hi John, Welcome'. Below this, the 'Event Management' section is visible, featuring a dropdown menu for 'Event Name' set to 'Epilogue Event 1' and a 'Show Team Member Events' button. A progress indicator shows four steps: 1. Setup Registration, 2. Manage Passes, 3. Advance Options (current step), and 4. Event Help. A central menu titled 'Advance Options' is open, listing several actions: Custom Registration fields, Customize Email Message Template, Import Prospective Invitees, Manage Prospective Invitees, Send Invite Email To Prospective Invitees, Send Reminder email to Approved Invitees, and Cancel Event. 'Back' and 'Skip' buttons are also present.

Send Email to Prospective invitees

The screenshot displays a modal dialog titled 'Email Message Preview' within the Event Management interface. The dialog contains a note: 'Note: Your message will be sent to all the receiver as per below. if you want to edit this message then you can do from Customize Email message Template'. Below the note, the email content is previewed, including a subject line 'Invitation to Register', a description, a salutation 'Dear @@@First_Name@@@.', an invitation to register for an event with placeholders for event name, date, location, and organizer name, and a 'Register Now' link. The message concludes with 'Thank you.', a signature 'Sincerely, @@@EO_Name@@@', and an organizer email address '@@@Organizer_Email@@@'. At the bottom of the dialog are 'Send' and 'Cancel' buttons.

Event pass booking

Step-1 Open unique registration link and accept Event

Invitees received mail with event details and registration link.

Registration for event click on **registration now** button it will open new browser



Here you can Accept and decline invitation of event.

Epilogue Event 1

Time Remaining Before Session Expires: **14:48**

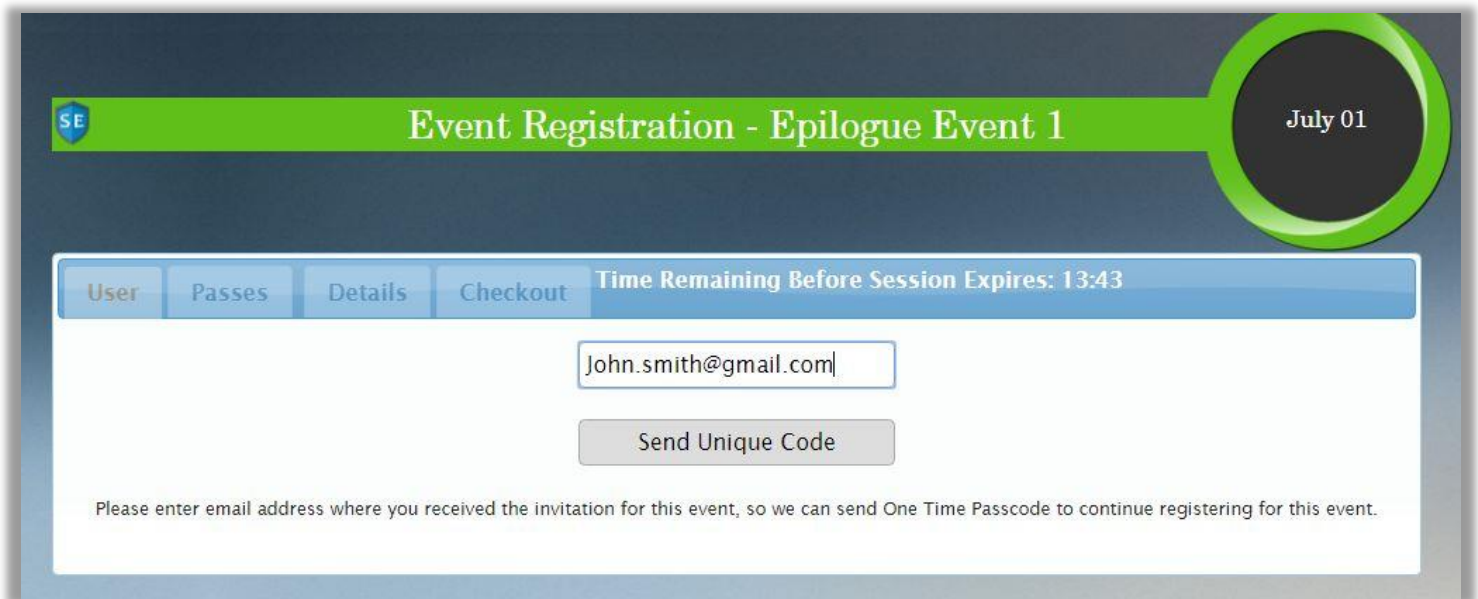
| | |
|---|---|
| <p>Description Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.</p> <p>Start Date & Time 07-01-2017 00:00:00 AM</p> <p>End Date & Time 07-02-2017 00:00:00 AM</p> | <p>Last Date & Time Of Registration 06-30-2017 00:00:00 AM</p> <p>Location 1501 Cherry St</p> |
|---|---|

Would you like to attend this event ?

Yes
 Decline

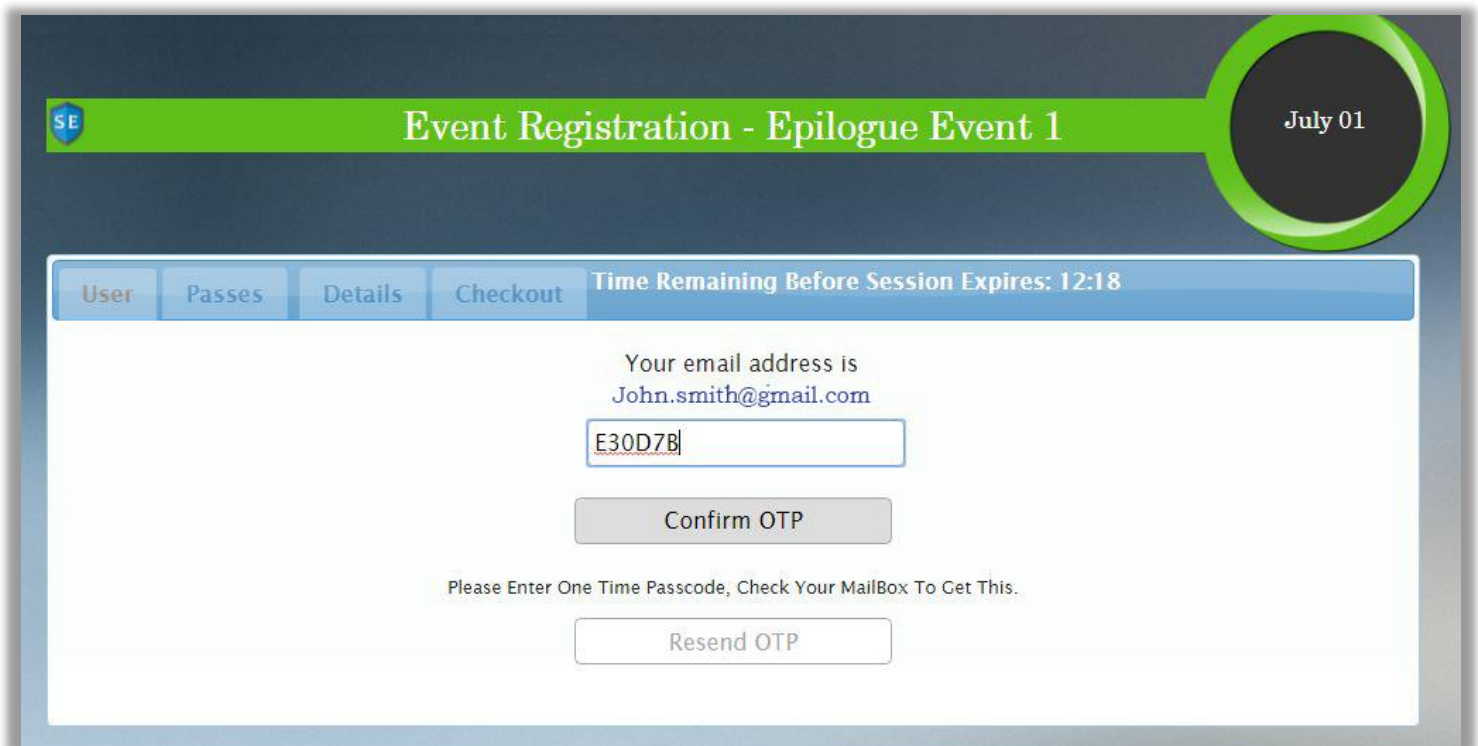
Step- 2 Verify your email id.

First you need click on continue button and enter your email id, click on Send OTP



The screenshot shows a web interface for "Event Registration - Epilogue Event 1" dated July 01. The interface has a green header with a "SE" logo and a navigation bar with tabs: "User", "Passes", "Details", and "Checkout". A timer indicates "Time Remaining Before Session Expires: 13:43". Below the navigation bar, there is a text input field containing "John.smith@gmail.com" and a "Send Unique Code" button. A message below the button reads: "Please enter email address where you received the invitation for this event, so we can send One Time Passcode to continue registering for this event."

You will get OTP on your mail id copy that code and past in field.



The screenshot shows the same web interface as above, but now the timer indicates "Time Remaining Before Session Expires: 12:18". The text input field now contains "E30D7B". Below the input field is a "Confirm OTP" button. A message below the button reads: "Please Enter One Time Passcode, Check Your MailBox To Get This." Below this message is a "Resend OTP" button. The rest of the interface, including the header and navigation bar, remains the same.



SE Event Registration - Epilogue Event 1 July 01

User Passes Details Checkout Time Remaining Before Session Expires: 12:18

Your email address is
John.smith@gmail.com

Confirm OTP

Please Enter One Time Passcode, Check Your MailBox To Get This.

Resend OTP

Click on confirm OTP and click on Next Button in bottom

SE Event Registration - Epilogue Event 1 July 01

User Passes Details Checkout Time Remaining Before Session Expires: 10:53

Your email address is
John.smith@gmail.com

One Time Passcode Matched

Confirm OTP

Please Enter One Time Passcode, Check Your MailBox To Get This.

Resend OTP

Next

Step 3- Pass Details

Enter Guest quantity and click on next

Event Registration - Epilogue Event 1 July 01

User **Passes** Details Checkout Time Remaining Before Session Expires: 10:30

| Description | Type | Guest Quantities |
|--|------|--------------------------------|
| Lorem Ipsum is simply dummied text of the printing and typesetting ... | Free | <input type="text" value="1"/> |

Step – 4 Enter Guest Information as per requirement and click on next

Event Registration - Epilogue Event 1 July 01

User Passes **Details** Checkout Time Remaining Before Session Expires: 9:40

Pass Details

Lorem Ipsum is simply dummied text of the printing and typesetting industry. Lorem Ipsum has been...

Invitee Information

Mr. John Smith John.smith@gmail.com 111-222-3333
 A/212 Middle St.
 Primary Pass Holder

Guest Information - 1

John Smith

Step-5 Checkout

Verify all details and click on Register now.

SE
July 01

Event Registration - Epilogue Event 1

User | Passes | Details | Checkout | Time Remaining Before Session Expires: 9:20

Event Registration Checkout

Pass Details

| Pass Description | Quantities |
|--|------------|
| Lorem Ipsum is simply dummied text of the printing and typesetting industry. Lorem Ipsum has been... | 1 |

Previous
Register Now

Step 6 Registration successful

You will get message registration successfully completed, Attendees will received confirmation mail after event organizer approve for the event

SE
July 01

Event Registration - Epilogue Event 1

Registration Successful!

Thank you for submitting your request for Passes. Your request is in waiting for approval state. Once the request for Passes is approved by Event Organizer then you will receive a confirmation email to download your passes for this event.

Please find below Event Organizer Details for further communication.

Event Organizer Name : Epilogue Event Planner
Event Organizer Phone : 4048161600

Note: Please do not forget to check your Spam/Junk folder just in case.

Pass Details

| Pass Description | Name of Attendee |
|--|------------------|
| Lorem Ipsum is simply dummied text of the printing and typesetting industry. Lorem Ipsum has been... | Mr.John Smith |
| Lorem Ipsum is simply dummied text of the printing and typesetting industry. Lorem Ipsum has been... | John Smith |

After approval to attendees by event organizer, Attendees will received event passes that you need to bring with you, it is very necessary at check in point at gate of event.

Greetings,

Your registration for *Epilogue Event 1* has been approved by an event organizer for 07-01-2017 at 1501 Cherry St. This pass remains valid for ceremonies and activities conducted in association with this event only. You must download your pass and show it (on paper or on your mobile device) with a valid driver's license or government photo ID.

[Download Your Passes](#)

Thank you
John
4048161600

Hi Mr.John,

This is your event registration confirmation for the
[Epilogue Event 1 at 1501 Cherry St.](#)



Date of Event: Saturday 01,July 2017 at 12:00 am EST - Sunday 02,July 2017 at 12:00 am EST

Location of Event: 1501 Cherry St, Philadelphia, PA, 29207, United States

Organizer Details:

Organizer Name : Epilogue Event Planner

Organizer Detail : Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.

Organizer Phone : 4048161600

| Invitee Name | Seating | Handicap | Mobile Assist |
|---------------|---------|----------|---------------|
| Mr.John Smith | 2 | N | N |

| Pass Description | Name of Guest | Status |
|--|---------------|----------|
| Lorem Ipsum is simply dummied text of the print... | John Smith | Approved |

About this event:

Event Name : Epilogue Event 1

Event Description :

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.

Thank you.

How to perform the Pass Entry Check at the visitor's entrance gate

Step-1 How to install App?

Depending on your mobile device, go to [Secureevite.com](https://www.secureevite.com) and click on Get App link to download the app to install on the mobile device (Phone)

Step- 2 Sign In in to your account

To launch the app, tap the application icon on the home screen of your Android device.

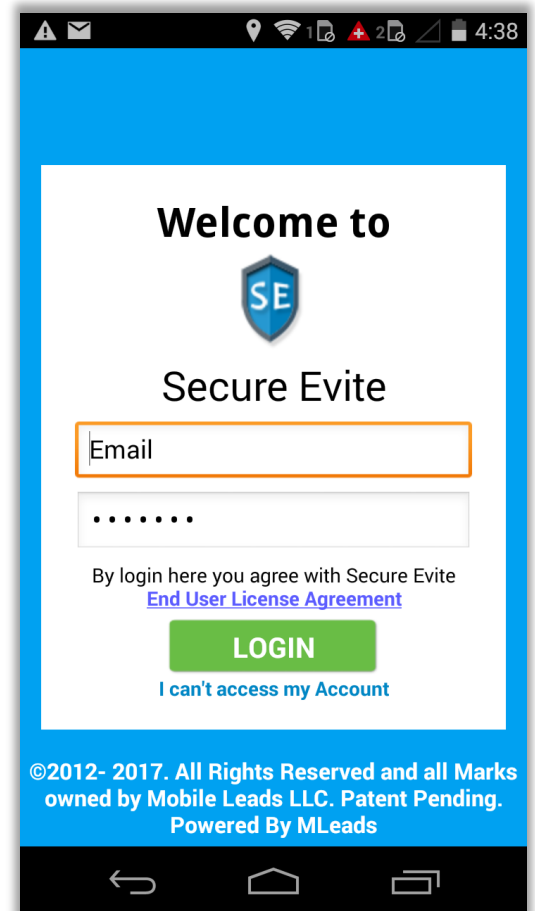
Note: This app requires your device to be connected to the Internet

Current User:

- Enter user id and password
- Click on Log in

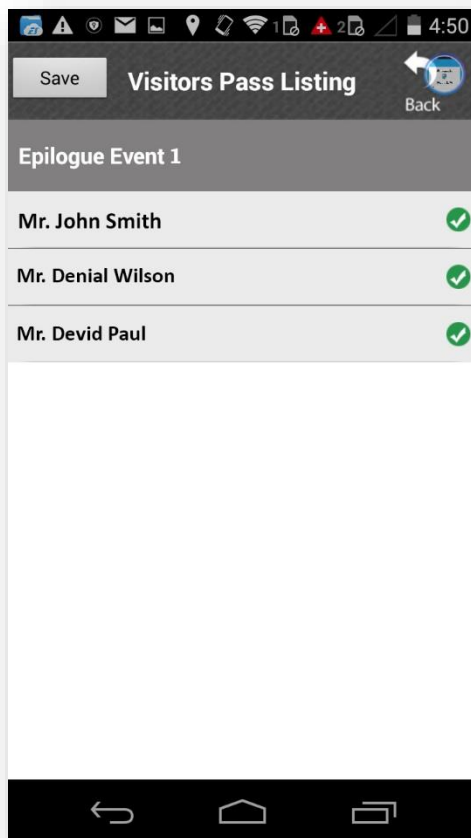
After log in it's ready to access Secure Evite app in your device.

Note: If you are not able to log in your account then click on 'I can't access my account' and follow instruction.



Step – 2 Scan QR Code of Attendees

- Tap on current Event Name
- Click on Pass Entry Check
- It will be open scanner camera then scan the badges
- Select name of attendees
- Click on ok





Secure Evite Event Management System

For more in-depth features information, Logo on www.secureevite.com

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