User Guide
For
Event Registration System (ERS)
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Getting Started Guide

Thank you for choosing to use Event Registration System (ERS). ERS taps upon the University’s central database to assist you in the management of online registration for events, functions, course, etc.

ERS is used for:
- Creating an online registration.
- Managing the details of the participants.
- Mass emailing the participants to inform on the latest update & information

This user guide covers the key concepts & procedures for using ERS. You will be guided in simple step-by-step process through the following topics:
- Accessing ERS
- Creating a new form
- Creating a new form from previously created forms
- Deleting a form
- Edit/View a form
- Participant attendance and information
- Email participants
- Appoint event backup

If you are granted with ‘Administrator’ access right, the following additional functions are provided:
- Maintain Administrators
- View list of events

We hope you enjoy using ERS.
Accessing ERS
ERS is a web-based system that does not require any installation of any software on your computer. With a web-browser installed and an Internet connection, you can access the URL immediately and start using ERS.

ERS is accessible via the following URL:
https://wis.ntu.edu.sg/webexe/owa/REGISTER_NTU.LOGIN.

SSO Login
By clicking on the first link for ‘To start using the Event Registration System(ERS) to configure or administer registrations, please click here’, the system will verify your Network account information and allow you to access ERS (via Single-Sign-On / SSO) if you are already logon to the campus network.

Otherwise, the system will prompt you to logon to ERS using your Network username and password.

PIN Login
You can also access ERS via the XXXLink PIN login by clicking on respective ‘XXXLink’:
Login Notice Page

A notice of the guidelines/notices for the use of the system will be displayed to you upon login and clicking on Proceed will bring you to the request form for access or the main program screen depending on whether you have already been granted access.

Configuration Options

Once you have logon and read the notice, you will be presented with the options page where you can choose the tasks that you wish to perform.
This application is designed to enable users to quickly create simple registration forms that capture essential information and provide the means to easily communicate with the participants and download event registration information for more specific manual manipulation through spreadsheet programs.

**Please select a task**

- Create New Registration Form
- Create New Registration Form Using Previously Configured Form
- Delete Registration Form
- Edit/View Registration Form
- Participant Attendance and Info
- Email Participants
- Appoint event backup
- Maintain Administrators
- View List of Events
Creating a New Form

When you select *Create New Registration Form*, you will be prompted to enter some basic information about the event that you are handling.

![Event Registration System](image)

After entering the information, clicking on *Proceed* will bring you to the next screen as follows.
This screen captures the rest of the information necessary to adequately create your registration form. After all the mandatory information is entered, clicking on Proceed will display the basic form that has been configured.
From this basic form, you will have an idea of how the participants will see your form when they access the link you provide to them. Using the options available, you can configure the form to receive some inputs from the participants when they register.
Auto Email Confirmation of Registration
ERS automatically generates an email to the participant upon successful registration for an event. However, there are instances where the organisers do not wish for the participants to receive such confirmation emails immediately. By selection No for this option, event organisers will be able to stop confirmation emails from being sent at the point of registration.

Custom Email Message
While ERS provides for a standard email message, some organisers have a need to insert additional information into the confirmation emails. A default message is provided and organisers are free to edit the message to that which is required for their events.

Publish to Central Listing
Publishing to central listing option, if selected, lists your event together with upcoming events on the central listing URL. This achieves the effect of cross publicity, generating a greater overall turnout for each others’ events. The exact URL is https://wis.ntu.edu.sg/pls/webexe/REGISTER_NTU.LISTING and can be parameterised to suit your target audience.

Adding Selection Fields
You can add selection fields by selecting the Add Selection radiobutton and clicking on Proceed.
The default number of items in the dropdown list is 3 (inclusive of 1 item asking users to select) and you can vary it according to your needs. After making your inputs, you can either click on Done to return to the preview page or Add Another to have more dropdown lists. A word of caution though is that while the system does not restrict you on the number of dropdown lists you can create, it is advisable not to create too many dropdown lists. This is due to limited web browser memory and your target participants may have problem rendering the registration form if too many lists are configured.

**Adding Free Text Entry Fields**

You can configure multiple free text entry fields and set them to be mandatory if desired though using the drop down options.

With the fields configured, you are shown the form preview screen again for a feel of how the form has turned out. Note that the Display sequence is available for you to order the questions. Using numbers to indicate which question to appear first, you can determine the priority questions to be placed at the top of the list for participants’ entry. Do note that you will have to select Update Display Sequence after entering the data in order to update your ordering preference.
Ticketing/Seating Allocation

This is a special option that imposes a counting function for purposes such as ticket allocation, etc. Using this option enables you to allocate a variable number of...
tickets/seats to participants while imposing a quota on the total number of allocations possible. For example, an event with seating capacity of 400 will be closed when 400 persons apply for 1 seat each, 200 persons apply for 2 seats each or any other combination which fully utilises the quota of 400.

When configured, this option will be highlighted in the preview of the form. This highlighting will not be displayed in the actual form displayed to participants. Do note that once this option is configured, the corresponding radiobutton is disabled as each form is only able to accommodate one such option.

Confirm and Publish
Once the form is configured to your satisfaction, selecting Confirm and Publish will make it “live” and bring you to the confirmation page as below. With the link generated for you, you can place it in your webpage or emails and have people register for your event.
A sample of how your form may look like is as below.

**Delete Checked**
You can delete wrongly configured options using the Delete Checked option. The checked items in the configured options will be removed and you will be returned back to the form preview page to see how your form appears after the items are deleted. Do note
that it is not advisable to delete items once the event has started registration since you will be losing information that the participants had provided.
Create New Registration Form Using Previously Configured Form

When you select *Create New Registration Form Using Previously Configured Form*, you will be provided a list of past events which you were involved in to selection for duplication.

Upon selection of the desired event and clicking on the Duplicate selected form button, the details of the past event will be used to generate a new registration form. The details will be exactly the same except for the date information which will be automatically adjusted to the day after the current date and duration of 1 month.
Once the duplication is complete, the form will be made available for editing so that minor changes can be done to tweak the information to the current requirements.

Join us for a trip around Singapore. Visiting the following:

- Jurong Port
- Changi Village
- Midnapore movie
- and much more!

Detailed menu available on request. Highly popular and affordable! Only $10 per person!!

Target group of participants:
- Staff
- Student
- Undergrad
- Postgrad
- Freshmen
- Alumni
- Public
- SRC Member
- Non-SRC Member
- SRC Associate Member

Please edit the form using the options available. Do note that any changes made are updated immediately upon clicking on Proceed except if Back to Main is selected.

- Add Selection
- Add New Text Entry
- Ticketing/Existing Allocation
- Delete Checked
- View Updated Form
- Back to Main
- Confirm and Publish

Proceed >>
Deleting a Configured Form

You will be able to delete a wrongly configured form when necessary. However, the deletion is constrained by conditions to ensure that erroneous deletions of the forms are not made. The constraint being imposed is that the registration process should not have started as once registration starts, deleting the form will create confusion for participants. If you really want to delete the form after a registration had commenced, please use the mass emailing function provided to inform the participants before modifying the form to satisfy the deletion constraint and deleting it.

Once the form is selected and Delete clicked, the conditions are checked and if they are satisfied, the form will be deleted. A sample of the deletion screen is as follows.
Editing/Viewing a Configured Form

When you select *Edit/View Registration Form*, you will be shown a list of the forms you have configured as below.

Viewing a Configured Form

In the event that you forgotten the URL to a form you have configured, you can select to view the form using the hyperlinked *View* beside the form title. Clicking on the link will show you the live version of the form and you can retrieve the generated URL from the address bar in the browser.
Editing a Configured Form

It is sometimes necessary to edit a form to correct spelling errors, event changes, etc. By selecting the form and clicking on *Edit*, you will be shown the form with all the fields available for editing. Make the changes as required and select *View Updated Form* to see your updates. One to note is that the editing of the form is immediate and whatever change made is immediately reflected in the published form. Also, do note that if you do opt to delete already configured options, the participant responses to that option will be lost. An example of how the editing screen will look like is as follows.
Event Registration System

Event:
- Night Tour

Event Date:
- 01 Sep 2006 12 00 AM to 01 Sep 2006 11 59 PM

Venue:
- Location Map URL: http://www.ntu.edu.sg/nighthours

Guests:
- 85

Registration Period:
- 30 Aug 2005 12 00 AM to 31 Aug 2005 11 59 PM

Organiser:
- Social Committee

Auto email confirmation of registration:
- Yes

Custom email message (max 2000 char):
- Please keep this email for your future reference.

Publish to central listing:
- Yes

Event Info:

Description:
- Explore a trip around Singapore. Visiting the following:
  - Jurong Port
  - Changi Village
  - Midnight movie
  - and much more!

Details of entry available on request. Highly popular and affordable! Only $10 per person!

Target group of participants:
- Staff
- Student
- Undergrad
- Postgrad
- Freshmen
- Alumni
- Public
- SAC Member
- Non-SAC Member
- SRC Associate Member

Delete Mandatory? Item
- No of tickets required
- I am a
- During the event, I will

Options
- Please select
- 

Display sequence:
- 0

* denotes mandatory fields

Please add the form using the options available. Do note that any changes made are updated immediately upon clicking on Proceed except if Back to Main is selected.

Add Selection
- Add Free Text Entry
- Ticketing/Booking Allocation
- Delete Checking
- View Updated Form
- Back to Main
- Confirm and Publish

Proceed >>
Participant Attendance and Information

The participant attendance and information screen is as follows.

Attendance Taking

You can use the system to take attendance if desired. It is recommended that you open a new window by using keyboard shortcuts CTRL+N. By opening 2 windows, you can view the participant information in one and use the other to take attendance.

In the new window, select the event and click on Attendance, you will be shown the following.

The participant information is entered in the field provided and updated using the Mark Present button. The status of the registration will be updated in the top left of the screen to assist you in managing the attendance taking. The status messages available are:

- XXX was successfully updated as present.
• Please check! XXX has NOT been registered for the event.
• MULTIPLE ENTRY: XXX had been already been updated as present.

If the event accepts on-site registration and registration has not been configured to close, you can still register last minute participants using the Add Registration link provide at the top right corner of the page. The registration process will be as per normal online registrations.

For internal events, it is possible to speed up the processing of registration through the use of the Staff or Matric Cards. You will need to connect a magnetic strip reader to the PC and use it as the alternative input means.

Kindly note that it is not advisable to use the system to take the attendance of Public participants as their provided ID are not verified.
Viewing Participant Information

If View is selected, you will be shown the participants’ information that have been captured in the system. Check boxes are provided beside each participant so that you have the flexibility to remove participants. Removal of participants is not advisable and should be made only if the participant has explicitly stated a request to be de-registered from the event or in the case of Public members where registration is not verified, invalid registrations have been made.
**Downloading Participants**

You are able to download the list of participants so that you can use it for offline processing in generating name labels, food catering, mail merges, etc. Downloading is simply done via clicking on the *Download Participants* button and the information is made available as a spreadsheet to you.

<table>
<thead>
<tr>
<th>No.</th>
<th>Registration ID</th>
<th>Present ID</th>
<th>Participant ID</th>
<th>Participant Type</th>
<th>Title</th>
<th>Name</th>
<th>Organisation</th>
<th>Preferred Email</th>
<th>Official Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>750</td>
<td>S1111111A</td>
<td>Staff</td>
<td>Dr</td>
<td>NAME OF S1111111A</td>
<td>S1111111A@TEST NTU.EDU.SG</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>703</td>
<td>S1234567A</td>
<td>Staff</td>
<td>Assoc Prof</td>
<td>NAME OF S1234567A</td>
<td>MAE</td>
<td>NOONE@TEST NTU.EDU.SG</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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Centre for IT Services
Mass Emailing Participants

You can mass email to participants but this is of course dependent on the email address that had been provided during the registration. Mass emailing is provided for all events regardless of whether the event has or has not commenced so that it can be used to communicate changes in event details or send an appreciation note after the event.

Selecting the event and clicking on Proceed will bring up the configuration page for you to enter the message to be conveyed to participants. The default template provided is a reminder for the event. The entire email is configurable except for the participant name.
Once the email is properly composed and *Send Email* is clicked, the emails will be sent out and a confirmation will be displayed to you on the total number of notifications sent out.
Appoint Event Backup

You can appoint backups to assist you in the management of the event if you will not be available, etc. This is done through the appoint event backup module. A list of the events will be shown to you and the email ID (excluding @ntu.edu.sg) of the person assisting you will be entered into the provided fields. You should then click on Add and see the name of the backup displayed to the right of the textbox to verify that the nomination has been successfully made.
Maintain Administrators

The Administrators are presently restricted to only those from CITS. To add an administrator, select the name from the dropdown list and click on Add. The addition will be reflected in the table. To remove, select the radiobutton next to the name and click on Remove.

Administrators are able to access the listing of events and also to perform all the tasks that users are able to do.
## View List of Events

The administrators are able to access a consolidated list of forms. This is provided to assist in the administration and determination of inappropriately configured forms. Some basic statistics are also generated at the end of the listing to address management requests for usage numbers.

<table>
<thead>
<tr>
<th>ID</th>
<th>Event</th>
<th>Date</th>
<th>Time</th>
<th>Venue</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>3A05590515562690</td>
<td>Sports Appreciation Night</td>
<td>06-SEP-05</td>
<td>01-OCT-05</td>
<td>Hou Ying Heo</td>
<td>Event</td>
</tr>
<tr>
<td>3A05590222121030</td>
<td>Fitness Assessment 2005</td>
<td>03-SEP-05</td>
<td>22-SEP-05</td>
<td>Sports and Recreation Centre</td>
<td>Location</td>
</tr>
<tr>
<td>3A0559201245574</td>
<td>Fitness Assessment 2005</td>
<td>03-SEP-05</td>
<td>22-SEP-05</td>
<td>SRC</td>
<td>Location</td>
</tr>
<tr>
<td>3A05590115400044</td>
<td>NTU-Classic Pool Clinic 05</td>
<td>01-SEP-05</td>
<td>06-SEP-05</td>
<td>NTU Snooker and Billiards Club</td>
<td>Location</td>
</tr>
<tr>
<td>3A05590140000339</td>
<td>Breakfast Course</td>
<td>01-SEP-05</td>
<td>06-SEP-05</td>
<td>Table Tennis Room (SRC)</td>
<td>Location</td>
</tr>
<tr>
<td>3A05590515562690</td>
<td>Sports Appreciation Night</td>
<td>06-SEP-05</td>
<td>01-OCT-05</td>
<td>Hou Ying Heo</td>
<td>Event</td>
</tr>
<tr>
<td>3A05590222121030</td>
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<td>06-SEP-05</td>
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<td>01-SEP-05</td>
<td>06-SEP-05</td>
<td>Table Tennis Room (SRC)</td>
<td>Location</td>
</tr>
</tbody>
</table>

Note: The locations and event details are provided for contextual understanding.