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Subject: Events Manager guide

Events Software Version 1.7

10/03/2023

Events Manager is the web based software to manage registrations to events at the ESRF.

Setup your event in nine easy steps. Test then publish your event in a click.

Events manager relies on ESRF User Portal accounts.

Site Entrance authorization creation is automated.

For ESRF events, the ESRF Travel Office will be able to handle requested travels.

Participants can be offered the option to publish files (powerPoint, etc..)

Anatomy of an event

- An Event refers to an organizing laboratory (currently ESRF only)
- An event has a name and some dates (start, end, deadlines). It can be entirely free or subject to fees.
- It can be flagged as off-site, disabling **Site Entrance constraints** (Country of nationality, etc..) for accounts and disabling Start-date and End-date mandatory fields for registrations.
- It can contain associated events (2 levels of sub-events), options and questions.
- Participants can upload files and flag them as public.
- Participants can be proposed accommodation support and travel support.

- Participant categories play a center part: fees, questions, travel and accommodation support can be tuned according to categories.
- A typical event will have two categories: Regular participant and Invited participant. And, as a matter of fact, a frequent associated event is a dinner.
- A complex event will have 2 levels of associated events such as parallel workshops as first level events and specific dinners as second level, and many different categories according to invitations, extra fees, etc...

- An event or sub-event may accommodate some user's files (abstract, etc...).

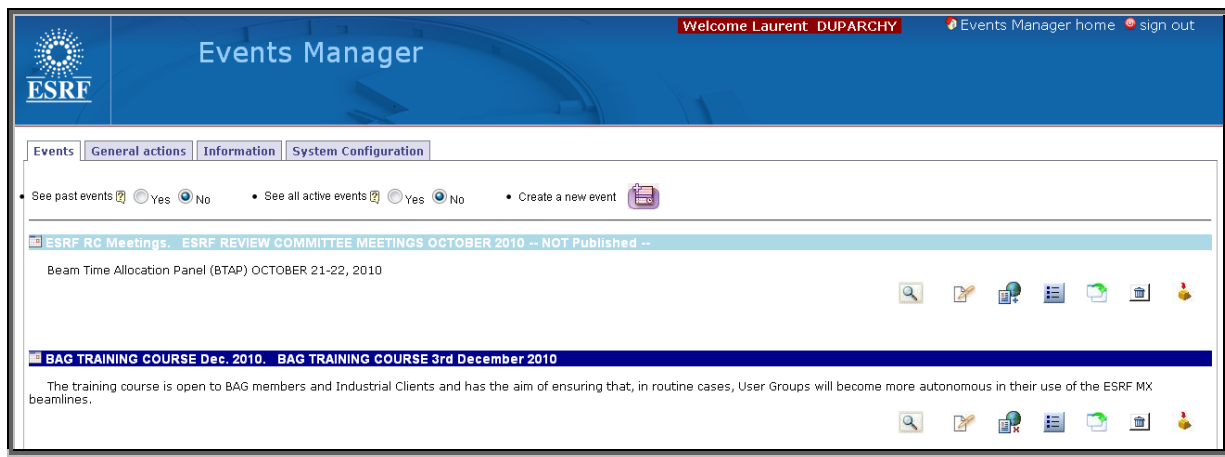
- You can filter the persons who will see the event in the web site events list.







- An event can also have a specific design. Basic customization (Logo, banner background) is possible. If you want to have a more specific design, contact the MIS unit.

Timing

- To start using Events Manager, you need to be registered as a manager. Then use your ESRF *Site Account* or to login.
- You can work on an event without publishing it.
- You can **save a draft** of your event at any time. You will have to go through all steps to publish it or let it unpublished to test it.
- Once the event is ready, you publish it. It will appear on the ESRF *Events registration* web page
- For testing purposes, other managers are able to register to unpublished events. If you want other people to test, create a list of persons the User Portal. Then filter your event with that list and publish it. Only people belonging to that list will see the event
- From the *Manager* side, you can get registrations lists as *csv* files and open them with your favourite spreadsheet software (MS Excel, Open Calc,...).
- You will most probably have to “Manage” registrations one by one. Doing tasks such as hotel affectation, filling travel information, sending some confirmation emails for accommodation or travel, entering payments information etc...
- You can also act as someone to change his registration.
- Participants are allowed to modify their registration at any time. Upload files, pay etc..
- You can create a list of persons allowed to register after the deadline.
- When someone modifies his registration, you get an email listing all changes.
- Once the event is over you will be able to archive it.


Events Summary page.




- This page list all active events. **Dark blue** ones are published. **Light blue** ones are not published.
- From here you can create  a new event or duplicate  an existing one. (Duplicates the entire setup without title, dates and, of course, without registrations).
- You can also view , change , publish/unpublish , delete, archive an event or go to the manage registrations  page. We will cover these latter options later.
- There are maybe active events you are not allowed to manage. They are hidden, but you can nevertheless see them if required. You may want to copy them. Same applies to past events.
- There are **General actions** relevant to all events : hotels, departure / arrival places and credit card payments. To add a new Hotel, this is the way to go.

My first Event

This software in general and the Create Event wizard in particular is pretty much self explanatory.

This picture  opens a “tooltip” giving some explanation on text field. Other pictures may also have tooltips. Red fields are mandatory.

Step 1 - Base setup


Events Manager

Update Event Number 30871 - 1/9

— **Event** —

Organising Laboratory (?)

Title (?)

Short Title (?)

Site constraint (?) (?)

Description (?)

Event can be attended online (?)

Information related to online access

Start Date (dd/mm/yyyy) (?)

End Date (dd/mm/yyyy) (?)

DeadLine (dd/mm/yyyy) (?) (?)

Email of the event (?)

Organiser (?)

Organiser Tel

Organiser Fax

Budget Code

Project Code

ESRF

My first Event

MFE

☒ Yes ☐ No

Events Manager training course

☒ Yes ☐ No

Online event information.

Zoom session will start at xxxxxxxx

[Zoom link](#)

Path: p

01/12/2021

02/12/2021

30/11/2021

duparchy@esrf.fr

— **Documents** —

Enable Documents page

DeadLine for documents (dd/mm/yyyy) (?)

Email for documents

Enable file sharing (?)

Restrict shared files to logged users only (?)

code name of User Portal list of people allowed to publish files (?)

☒ Yes ☐ No

30/09/2021

duparchy@esrf.fr

☒ Yes ☐ No

☐ Yes ☒ No

— **Fees** —

Free of charge (?)

Registration Fees

Increased Fees Date (dd/mm/yyyy) (?)

Increase fees by

☐ Yes ☒ No

10.0

01/09/2021

50.0

Including VAT : %

— **Other information** —

Max of Participants (?)

Url for event information site

CSS fileName (?)

People who can register (?)

People who can see that event (?)

Authorized managers (?)

Post-deadline registration (?)

Text for confirmation email (?)

i

http://www.esrf.fr/mfe

It's a great day

Dear {PARTICIPANT_NAME},

Thank you for registering to "{EVENT_TITLE}" .

Path: p

— Style & Preview of Background Gradient —

Event logo [?](#) No file selected.

Already uploaded logo 

Event banner [?](#) No file selected.

Already uploaded banner 

Background Gradient [?](#) Example of light-blue gradient : linear-gradient(to bottom, #99ccff 0%, #ffffff 100%). [Gradient helper page](#)

CSS filename [?](#)

- Organiser: This information will be added to payment PDF (bank transfer, bank cheque).
- Budget Code and Project Code are not linked whatsoever to *FMIS* (Financial Management Information System).
- A few words on “*Documents*”.

A Document is composed of three parts: *Title*, *Author* and an optional *File*. You will describe later what kind of document you are waiting for your event (CV, abstract, movie etc...) and if you will allow users to upload files.

There is a specific deadline for documents. Participants will typically register first and upload files later, perhaps even after the registration deadline.

Note that document may be relevant for an associated event only. You will then configure it later for that associated event.

You can decide if your event will host public files and who is allowed to flag his file(s) as public. People allowed to publish their files are not subject to deadline for documents. This feature is mainly intended for lecturer to upload their PowerPoint at will and make them immediately available to everyone. You can restrict the availability of public files to logged users only. Otherwise they are available to anyone from the internet. A private event (protected through a list) will of course host files private to people on that list.

- An event may be attended online only. In such case this is not always relevant for people to actually register to that event. You can hide the “register” button by enabling the “People who can register” filter. Set WS_ADMIN as name list if no-one in particular have to register. Or, create your list in the User Portal and set it there. This is useful to allow some people to upload files, for instance.
- If an event is free of charge, all fees related parts are removed from the registration pages. If it is not, the next page will allow you to apply a pricer to specific categories. (A pricer is a percentage of the fee).
- This “pricer” philosophy is important to keep in mind : Every event, sub-event or option as a single price, much like an object you’re buying and then some people have percentage discounts (or extra). This approach can be a problem when deadline extra fee is applied. A workaround is to manually change the pricers on the deadline day.

Step 2 - Categories



Welcome Laurent DUPARCHY
Events Manager home
sign out



Create an Event - 2/9






Add categories for this event and fill requested informations for each one

Description	Description	%	Accommodation	Max participant	Internal payment allowed	Show in Col. N°	Add a spacer after	Travel budget alias	Travel budget alias	
Regular Participant		100.0	<input type="checkbox"/>		<input type="checkbox"/>	1	<input type="checkbox"/>			⊕ ⊖ ↕
Invited Speaker		0.0	<input checked="" type="checkbox"/> 2		<input type="checkbox"/>	1	<input type="checkbox"/>			⊕ ⊖ ↕
Exposant		200.0	<input type="checkbox"/> 10		<input type="checkbox"/>	2	<input checked="" type="checkbox"/>	MFE	MFE_EXF	⊕ ⊖ ↕
My specific categorie		0.0	<input type="checkbox"/>		<input type="checkbox"/>	1	<input type="checkbox"/>			⊕ ⊖ ↕

This event will have four categories:

Regular Participant:






- % Pricer is 100%.
-  No accommodation support.
-  No Max participant.

- Note that  Budget code and  Project Code are not linked whatsoever to the FMIS. They are linked to accommodation costs for invited persons. Note also that there is no accommodation specific fee that you can define.
-  No Travel Support and  No Transfer support.
- Comments: Text you are entering here will be a tooltip  beside the category, on the registration form.

Invited Speaker:

- They will have accommodation and travel support pages during their registration process.

Exposant:

-  They will have to pay twice the price (200%).
-  Only the predefined list of people MFE_EXP will have the option to select that category.
- There is a max of 10 persons.
- On the registration side, there will be a tooltip  beside the category.
- That category will be displayed on a separate column.
-  Travel Support. The participant can request a pre-paid ticket and the Travel Office is automatically notified of his request.
-  Transfer support. This will allow the manager to organize bus/taxi/limo. (If you select Transfer support only (and no Travel support), then the participant would still have to give details of his travel, but he won't be able to request a pre-paid tickets. When a transfer is requested, The lists of departure/arrival places becomes mandatory.

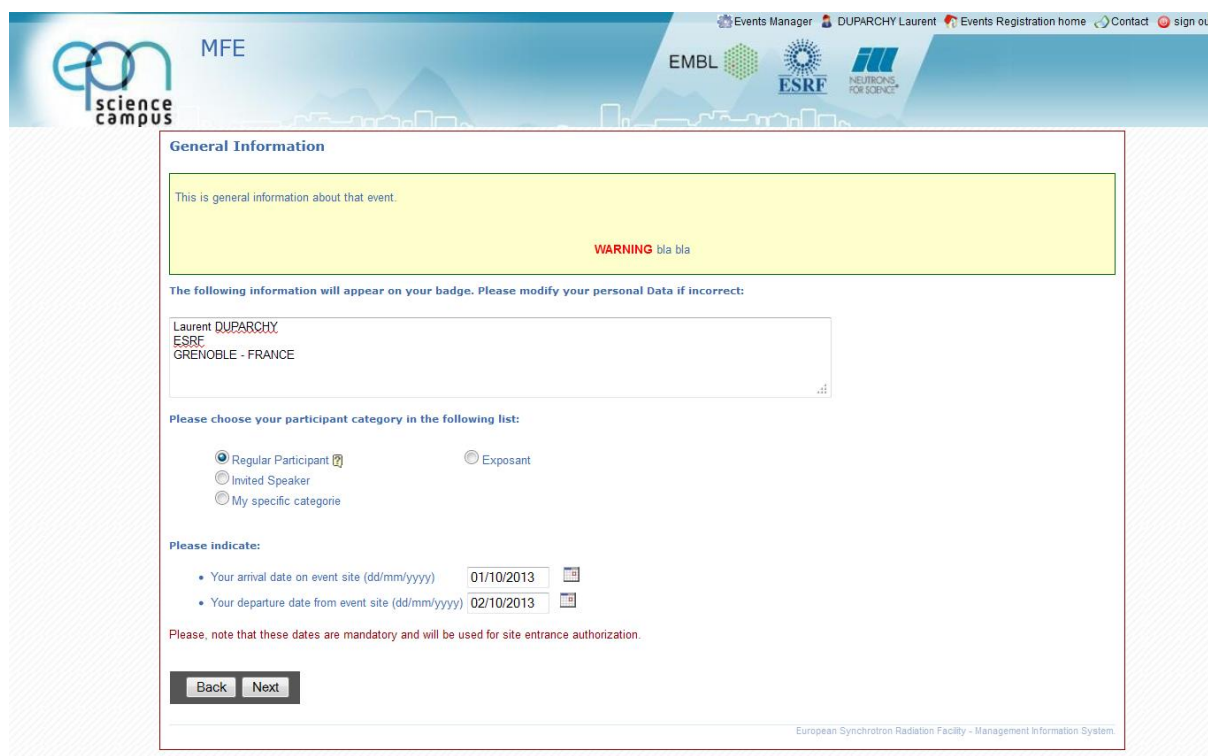
My specific category:

- As you can see, you can freely name your category. The popping up *Standard categories* list is just a helper.


- You can add / delete a category or reorder them with the right buttons 

⇒ On the registration side, it will look like this (first registration page):

⇒



The screenshot shows the 'General Information' section of the ESRF Events Manager registration form. The header includes the 'epn science campus' logo, 'MFE', and navigation links for 'Events Manager', 'DUPARCHY Laurent', 'Events Registration home', 'Contact', and 'sign out'. Logos for 'EMBL', 'ESRF', and 'NEUTRONS FOR SCIENCE' are also present. The form contains a yellow warning box with the text 'WARNING bla bla'. Below this, it states 'The following information will appear on your badge. Please modify your personal Data if incorrect:' followed by a text box containing 'Laurent DUPARCHY', 'ESRF', and 'GRENOBLE - FRANCE'. A section titled 'Please choose your participant category in the following list:' offers three radio button options: 'Regular Participant' (with a tooltip icon), 'Invited Speaker', and 'My specific categorie'. The 'Exposant' option is also visible. A 'Please indicate:' section has two date pickers: 'Your arrival date on event site (dd/mm/yyyy)' set to '01/10/2013' and 'Your departure date from event site (dd/mm/yyyy)' set to '02/10/2013'. A note states 'Please, note that these dates are mandatory and will be used for site entrance authorization.' At the bottom are 'Back' and 'Next' buttons. The footer reads 'European Synchrotron Radiation Facility - Management Information System.'

- ⇒ Note the tooltips  next to Regular Participant and Exposant.
- ⇒ Exposant is on a separate column, as defined.
- ⇒ (This “EPN” design is not the default design)

Step 3 – Associated events

You can define associated events (aka sub-events). They are grouped. Even a single event will belong to a group.

Dinner

Associated event Short description (ex: Visits, Discussions, Dinner):

Dinner

Indicate how these elements will be proposed to the user:

☐ User will be allowed to choose only one element in the following list
 ☒ User will be allowed to choose several elements in the following list
 ☐ User will have to indicate if he will participate or not (the following list has only one element)

Opening cocktail

Closing dinner

Title

Description

Start Date

End Date

Fees

Max of Participants

Accompanying person allowed

Event can be attended online

Information related to online access

Categories

Enable Documents page

Email for documents

Budget Code

Project Code

Opening cocktail

01/12/2021 21:00

0.0

☒ Yes
 ☐ No

☐ Yes
 ☒ No

Category	Pricer (%)	Price in euros	Pricer for accompanying person	Price in Euros for accompanying person	Allow This Category
Regular Participant	100.0	0	0.0	0	<input checked="" type="checkbox"/>
Invited Speaker	200.0	0	0.0	0	<input checked="" type="checkbox"/>

☒ Yes
 ☐ No


duparchy@esrf.fr

- As you can see, a sub-event looks like the master event: it can have specific fees, a max of participants, can accommodate documents, maybe attended online etc..
It can be free of charge for a category (0% pricer), not available to another category etc...


- A few words on “Accompanying person”.

An accompanying person is someone who has not a personal registration to the master event but will attend that specific sub-event. You would probably find it useful for Dinners or Visits sub-events.




- Our event has two associated events. The closing dinner is free for all registered person. Not allowed to Exposants, but accompanying persons will have to pay the fees at 100% (i.e. 25, say Euros).

You can add a second level  of sub-event. Although there is theoretically no limit to sub-event levels, this is currently limited to two.

⇒ On the registration side, it will look like this:


MFE

[Events Manager](#)
[DUPARCHY Laurent](#)
[Events Registration home](#)
[Contact](#)
[sign out](#)

Events

bla bla...

Please select....

bla bla...

Items subject to payment of fees

Event	Price	Unit Price for Accompanying Persons
My first Event	10.00 euros	NA

Please select events you will attend

Select	Date & Time	Number of accompanying persons
Dinner		
<input type="checkbox"/> Opening cocktail	01/10/2013 (21:00 - 21:00)	<input type="text" value="0"/>
<input type="checkbox"/> Closing dinner	02/10/2013 (20:00 - 20:00)	<input type="text" value="0"/>

Back

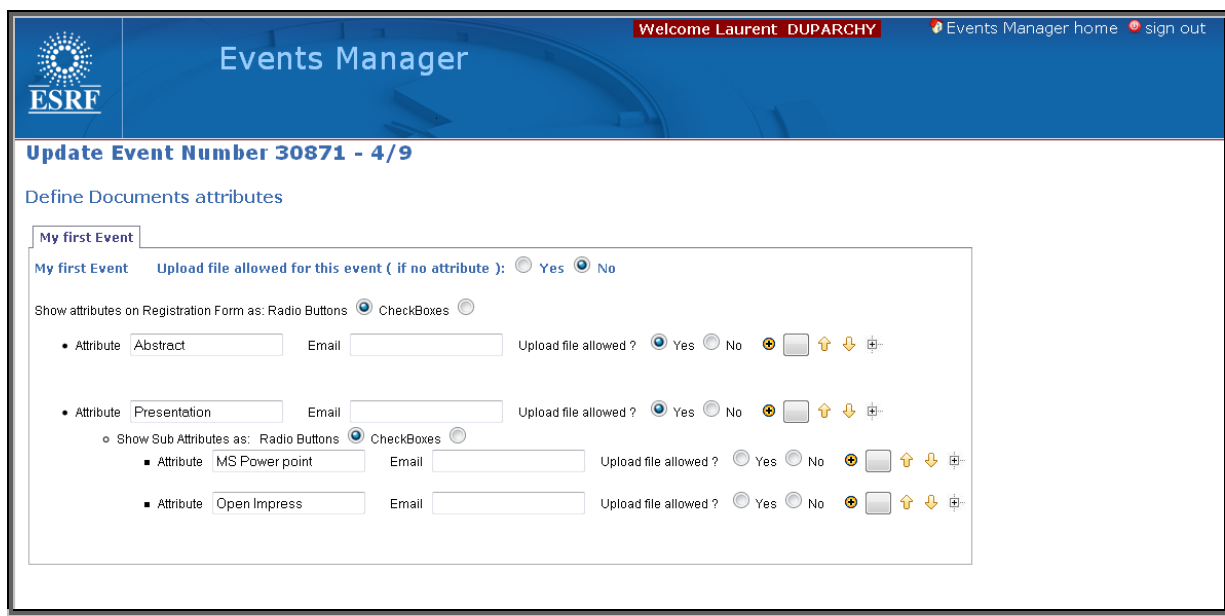
Next


European Synchrotron Radiation Facility - Management Information System.

Step 4 – Documents

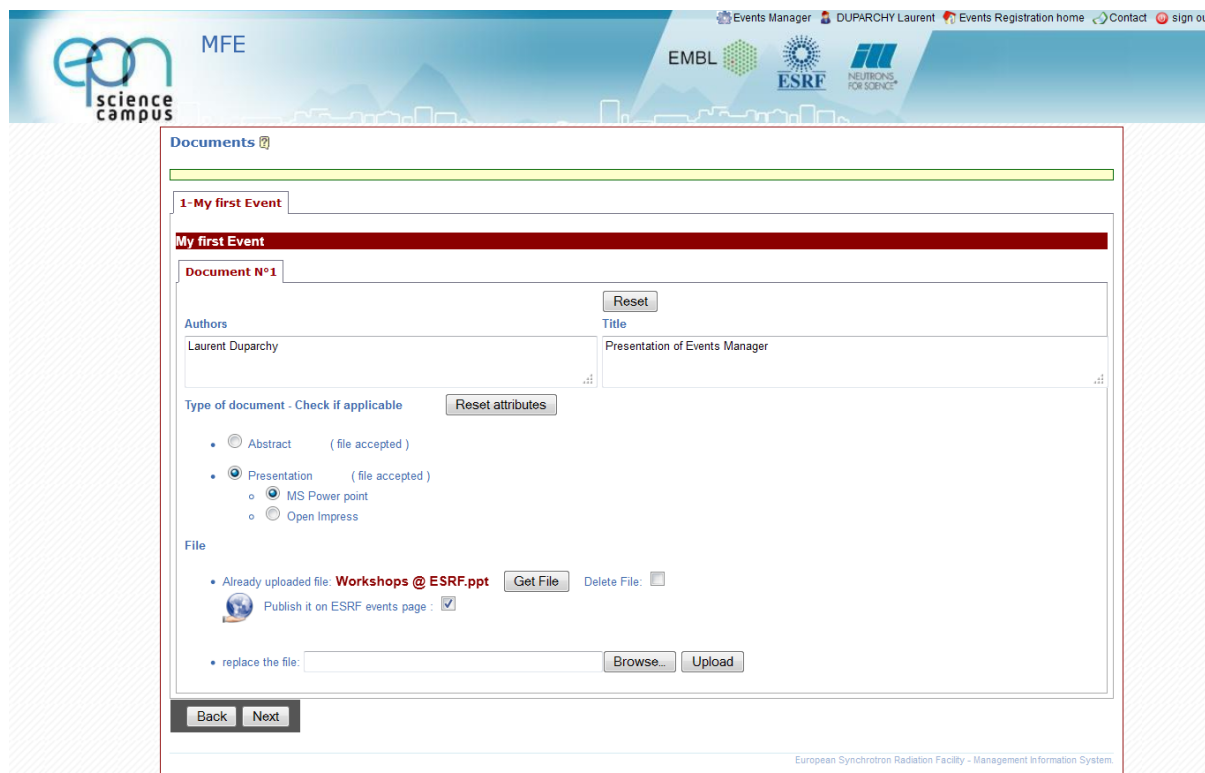
If you remember Step 1, we had decided that our event would accommodate Documents. I recall that a Document is a **3 parts** object: *Author*, *Title* and an optional *File*. This is where you decide if you will accept files.

You can also create pre-defined attributes to Documents. It means that participants will have to say more about their document. Example, is it an Abstract? A Video, a CV etc... anything you may want the participant to precise about his document.



- If filled, *Email* will be the recipient of submitted files. Sub-attributes inherit email recipient. There is no need to duplicate it, unless you want to add a different recipient.
- Note that files are **stored** into the **database** anyway and can be retrieved from the *Manage Registration* page.
- You can have several levels of sub-attributes. Clicking on  will add a level.

⇒ On the registration side, it will look like this:

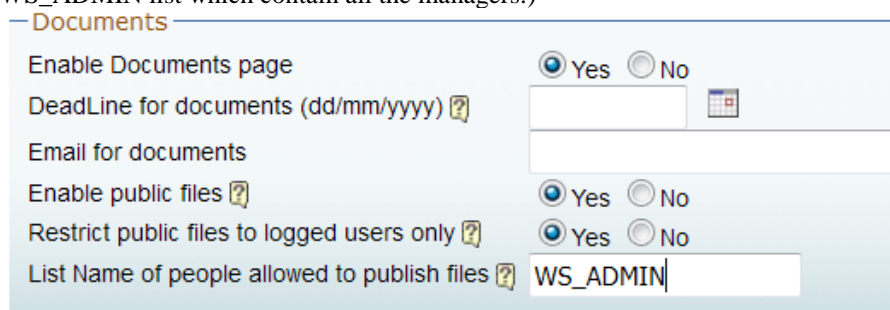


Note the "Publish" checkbox. This document will be immediately available from Internet from the ESRF events pages. Unless the Event itself is private. A public document of a private event is private.

Tip to publish files as a manager :

- The quick way is to allow public files to the event, register yourself and publish files, just like any other participant.

Optionnal : If you don't want anyone to be able to publish files, you can filter by a list (to be created within the User Portal), So only members of this list will be able to publish files. (You can use the existing WS_ADMIN list which contain all the managers.)



- A more sophisticated way to only allow managers to upload and publish files :

Don't enable Documents at the top level event. No need to filter with a list who can publish either.

Documents

Enable Documents page

☐ Yes
 ☒ No

DeadLine for documents (dd/mm/yyyy) ?

Email for documents

Enable public files ?

☒ Yes
 ☐ No

Restrict public files to logged users only ?

☒ Yes
 ☐ No

List Name of people allowed to publish files ?

Create a category just for you (and other managers). This category will be filtered by a list (to be created within the User Portal), Son only members of this list will see that category. You can use WS_ADMIN list which contains all the managers.

Description ?	Description ?					Show in Col. N°	Add a spacer after			Travel budget alias ?		
ESRF Staff		<input type="checkbox"/> 0				1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
organiser		<input type="checkbox"/> 0				1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		WS_ADMIN	

Then you create a sub-event named "Documents" (or whatever). Allow this event to your category only. That event will host documents.

New Group

Associated event Short description (ex: Visits, Discussions, Dinner):
Documents

Indicate how these elements will be proposed to the user:

- ☐ User will be allowed to choose only one element in the following list
- ☐ User will be allowed to choose several elements in the following list
- ☒ User will have to indicate if he will participate or not (the following list has only one element)

New Event

Title
Documents

Description

Start Date
01/06/2016 00:00

End Date
01/06/2016 00:00

Max of Participants

Accompanying person allowed
☐ Yes ☐ No

Categories

Category	Allow	This Category
ESRF Staff	<input type="checkbox"/>	
organiser	<input checked="" type="checkbox"/>	

Enable Documents page
☒ Yes ☐ No

Email for documents

Budget Code

Project Code

Then you register using that category and will be able to upload files. Other participants won't go through the "Documents" page upon registering.

On the Manager side, you can deal with files submitted by participants.




Set / Unset them as public files. Download one by one, or zipped.

Download
Registrations
Site Entrances

Registrations
Show filter for extraction of registrations
Download

Documents
Show filter on events for extraction of documents
Show filter on attributes for extraction of documents
Documents summary and files download.
Download

CB payments
Download

Owner	Authors	Title	Public	Download
Julie VILLANOVA ESRF - FRANCE	Julie Villanova, Gema Martinez-Criado, Rémi Tucoulou, Sylvain Bohic, Jaime Segura-Ruiz, Damien Salomon, Man-Hung Chu, Bi-Hsuan Lin, Sylvain Labouré	X-ray Nano-analysis at the beamline ID16B of the ESRF		XTOP2014_abstract_template_JV.pdf Download
Anton DAVYDOK CNRS UMR 7334 - FRANCE	Anton DAVYDOK, Thomas W. CORNELIUS, Zhe REN, Cedric LECLERE, Michael TEXIER, Christophe TROMAS, Ludovic THILLY, Marie-Ingrid RICHARD, Olivier THOMAS	Coherent X-ray diffraction studies of the brittle-to-ductile transition in mechanically deformed low-dimensional silicon pillars		XTOP_Abstacts_Davydok.pdf Download
Jesper WALLENTIN GEORG AUGUST UNIVERSITY OF GOETTINGEN - GERMANY	WALLENTIN Jesper, OSTERHOFF Markus, WILKE Robin, SALDITT Tim	Hard X-ray detection in a single 100 nm-diameter nanowire		XTOP2014_abstract_Wallentin.pdf Download
Vladimir KACANER				

Long term access to files :

Files are accessible through a direct link, even when the event is closed and archived.

Just replace your eventid in the link below and communicate it. (The eventid is listed at the top of the page when updating the event)

<https://events.esrf.fr/misapps/workshops/publicDocuments.do?action=lookup&eventID=32864>

If the event files are public, no Sign In is required.

If files are restricted to logged users only (not public), then a user must Sign-in first at

<https://events.esrf.fr/misapps/workshops-web/index.jsp>

and then click the above document link that you have to provide as well (because the event won't be listed).

Step 5 – Options

An option is something associated with your event that people can select or not. It can have a fee, apply to specific categories and have pricers.


Events Manager
Welcome Laurent DUPARCHY

Update Event Number 30871 - 5/9


Creation options

Description Unit Price + -

Category	Offered quantity	Pricer	Apply
Regular Participant	<input type="text" value="2"/>	<input type="text" value="100.0"/>	<input checked="" type="checkbox"/>
Invited Speaker	<input type="text" value="0"/>	<input type="text" value="100.0"/>	<input checked="" type="checkbox"/>
Exposant	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
My specific categorie	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Step 6 – Questions

A question is, well, a question... (No fee, no pricer, just a response type).



Events Manager
Welcome Laurent DUPARCHY

Update Event Number 30871 - 6/9

Questions

Question text
Do you have any food constraint ?

Response type
Text

Max number of characters allowed for the response (only for response type 'Text')
256

Response mandatory ?
☒ Yes ☐ No

Ask this question on RegistrationForm page
Options and Questions

Participant Category	Apply
Regular Participant	<input checked="" type="checkbox"/>
Invited Speaker	<input checked="" type="checkbox"/>
Exposant	<input checked="" type="checkbox"/>
My specific categorie	<input checked="" type="checkbox"/>

Question text
What is your favorite color ?

Response type
Select in a list

Response mandatory ?
☐ Yes ☒ No

Ask this question on RegistrationForm page
Accommodation

List of values

Red

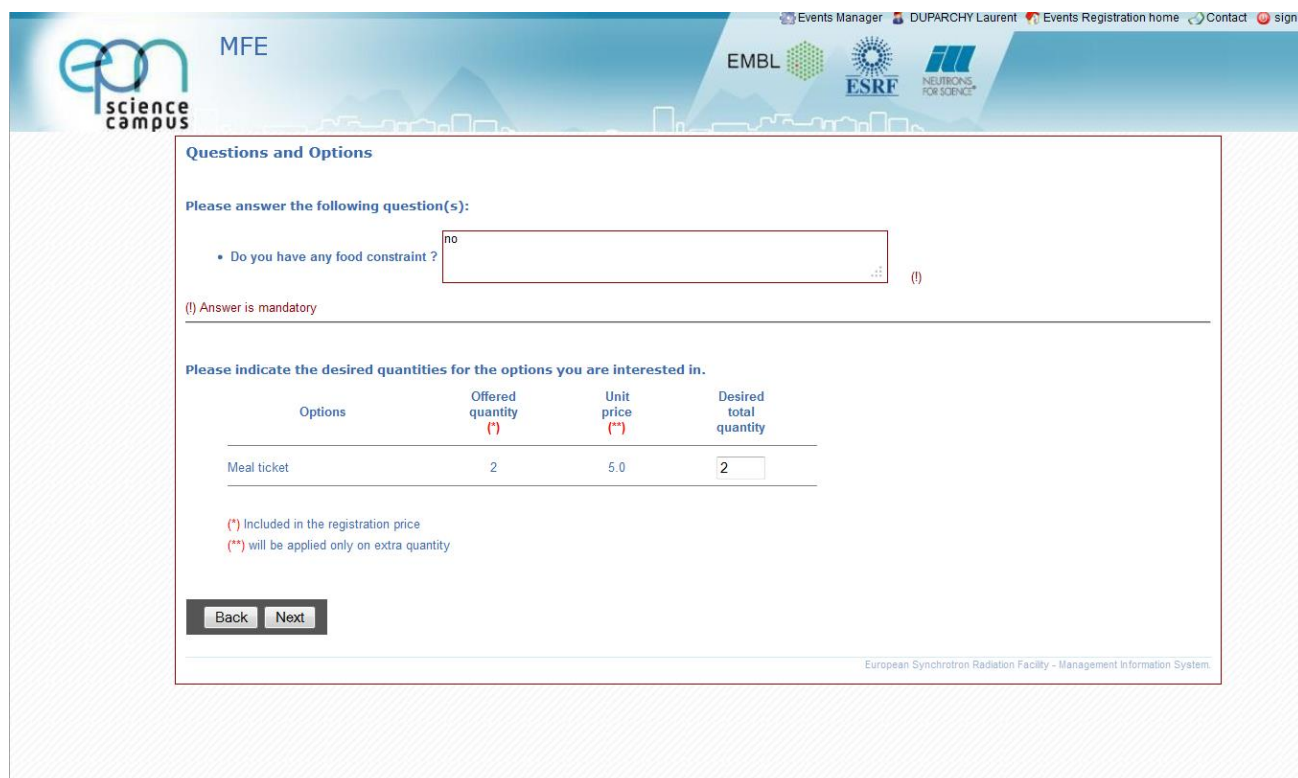
Blue

Green

Participant Category	Apply
Regular Participant	<input type="checkbox"/>
Invited Speaker	<input checked="" type="checkbox"/>
Exposant	<input type="checkbox"/>
My specific categorie	<input type="checkbox"/>

- A question can wait for a specific response type: *Yes/No, Date, Text, pre-defined List*
- On the registration side, a question can appear either in a specific “*questions and options*” page or in the *accommodation* page.
- A question can be asked to specific categories.

⇒ On the registration side, it will look like this:



Questions and Options

Please answer the following question(s):

- Do you have any food constraint ? (I)

(I) Answer is mandatory

Please indicate the desired quantities for the options you are interested in.

Options	Offered quantity (*)	Unit price (**)	Desired total quantity
Meal ticket	2	5.0	<input type="text" value="2"/>

(*) Included in the registration price
 (**) will be applied only on extra quantity

[Back](#) [Next](#)

European Synchrotron Radiation Facility - Management Information System.

⇒ This is the *Questions and Options* page. The question “What is your favourite colour” will be asked on the *Accommodation* page.

⇒ There is the possibility for a question to appear on the Manager side. As a consequence, you are asking a question to yourself....

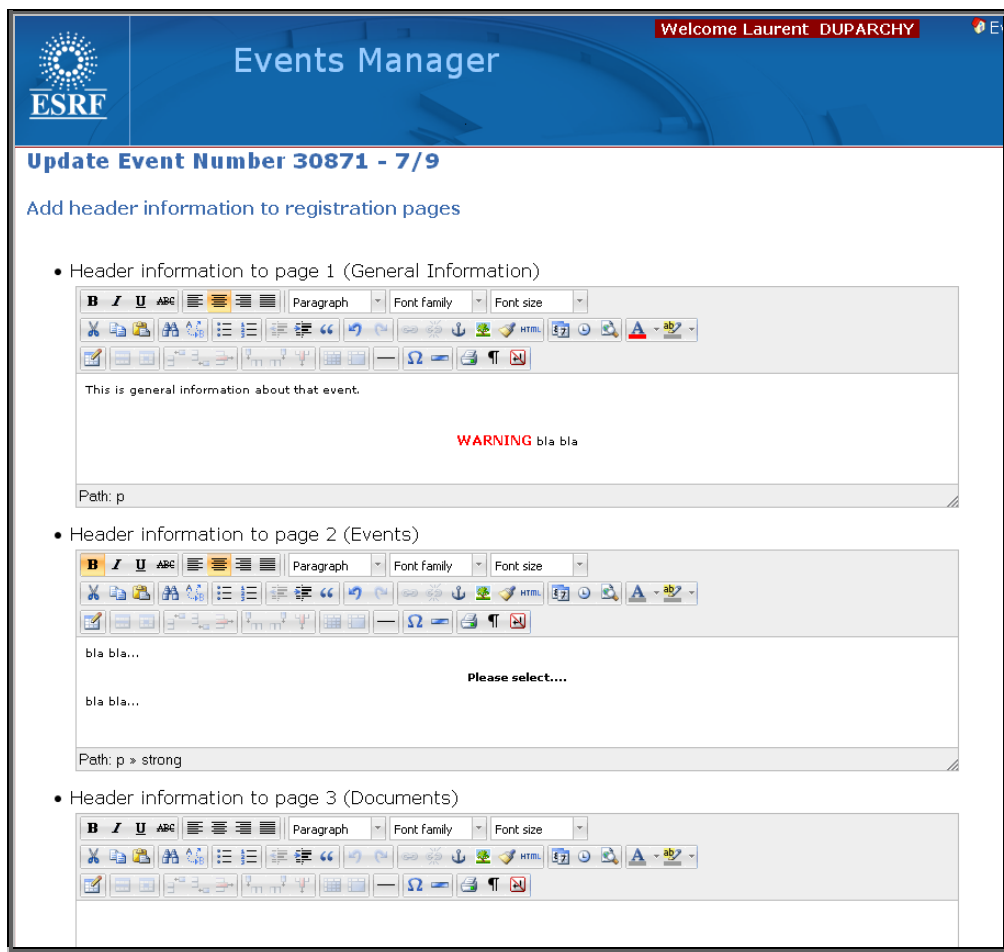
Why would you do that ? Well, this can be useful for you to enter any information linked to registrations and thereafter extract list, do some sorting etc...

For example your event could be a pre-selection. You can then have a question on the manager side “Selected?” with a Yes/No response. You will go through all selected participants to respond Yes and will be able at any time to extract a list of selected persons.

This is just an idea but you can ask yourself any kind of question...

Step 7 – Headers

Each page of your registration form has a Header that you can customize with the help of the HTML editor



The screenshot shows the 'Events Manager' interface with a blue header bar containing the ESRF logo and the text 'Welcome Laurent DUPARCHY'. Below the header bar, the main content area is titled 'Update Event Number 30871 - 7/9' and 'Add header information to registration pages'. The interface is divided into three sections, each with a list item and a corresponding HTML editor:

- Header information to page 1 (General Information)**: The editor shows a toolbar with various formatting options (bold, italic, underline, text color, background color, font family, font size, bullet points, numbered lists, indent, outdent, link, unlink, image, table, etc.). The text area contains the placeholder text 'This is general information about that event.' and a red 'WARNING bla bla' message. The path is 'Path: p'.
- Header information to page 2 (Events)**: The editor shows the same toolbar. The text area contains the placeholder text 'bla bla...' and 'Please select....'. The path is 'Path: p > strong'.
- Header information to page 3 (Documents)**: The editor shows the same toolbar. The text area is empty.



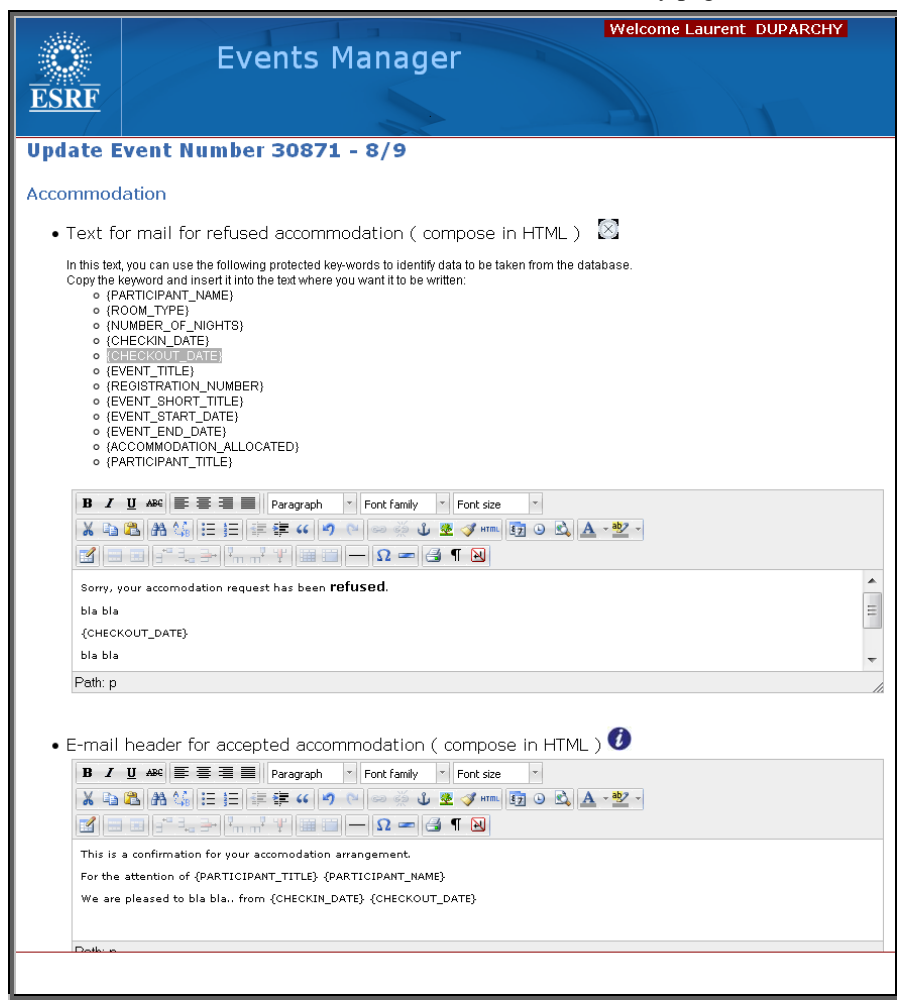
The following steps are Accommodation and Travel setup.

**Whenever an event has invited participants,
please get in touch with the Travel Office.**

Step 8 – Accommodation

Your main work will probably have to do with assigning participants to one hotel and sending confirmation email. You can here prepare email templates and select hotels relevant to your event.


You cannot add a hotel here. You have to add in from the summary page *General Action* tab.



Events Manager Welcome Laurent DUPARCHY

Update Event Number 30871 - 8/9

Accommodation

- Text for mail for refused accommodation (compose in HTML) 

In this text, you can use the following protected key-words to identify data to be taken from the database.
Copy the keyword and insert it into the text where you want it to be written:

- {PARTICIPANT_NAME}
- {ROOM_TYPE}
- {NUMBER_OF_NIGHTS}
- {CHECKIN_DATE}
- {CHECKOUT_DATE}
- {EVENT_TITLE}
- {REGISTRATION_NUMBER}
- {EVENT_SHORT_TITLE}
- {EVENT_START_DATE}
- {EVENT_END_DATE}
- {ACCOMMODATION_ALLOCATED}
- {PARTICIPANT_TITLE}


Sorry, your accommodation request has been **refused**.

bla bla

{CHECKOUT_DATE}

bla bla

Path: p

- E-mail header for accepted accommodation (compose in HTML) 

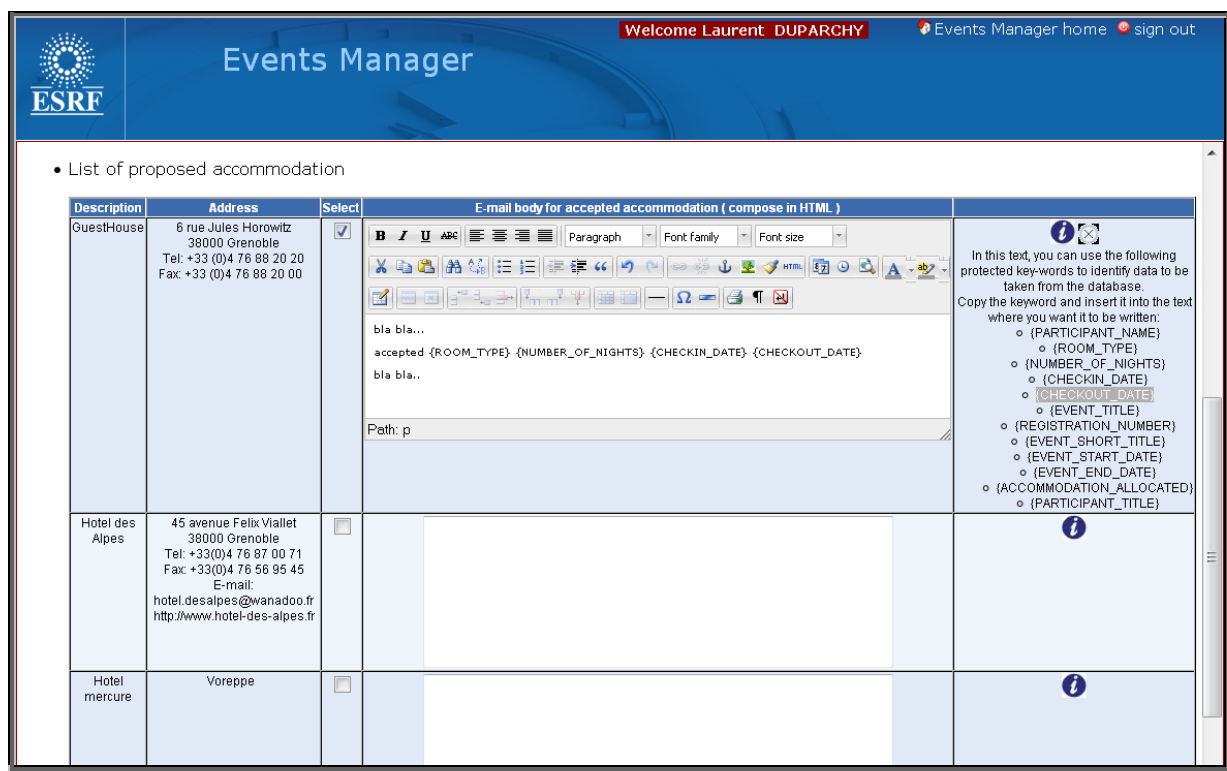
This is a confirmation for your accommodation arrangement.

For the attention of {PARTICIPANT_TITLE} {PARTICIPANT_NAME}

We are pleased to bla bla.. from {CHECKIN_DATE} {CHECKOUT_DATE}

Path: p

Hotels:



Events Manager

Welcome Laurent DUPARCHY | Events Manager home | sign out

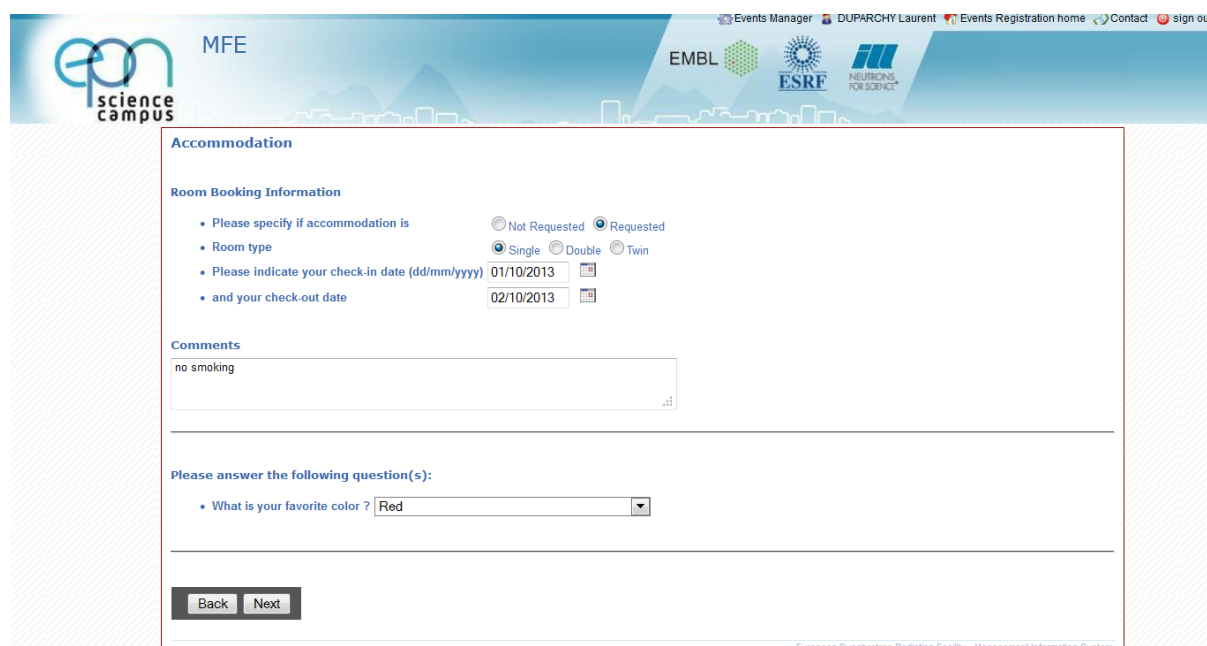
• List of proposed accommodation

Description	Address	Select	E-mail body for accepted accommodation (compose in HTML)	
GuestHouse	6 rue Jules Horowitz 38000 Grenoble Tel: +33 (0)4 76 88 20 20 Fax: +33 (0)4 76 88 20 00	<input checked="" type="checkbox"/>	<p>bla bla...</p> <p>accepted {ROOM_TYPE} {NUMBER_OF_NIGHTS} {CHECKIN_DATE} {CHECKOUT_DATE}</p> <p>bla bla...</p> <p>Path: p</p>	<p>In this text, you can use the following protected key-words to identify data to be taken from the database. Copy the keyword and insert it into the text where you want it to be written:</p> <ul style="list-style-type: none"> {PARTICIPANT_NAME} {ROOM_TYPE} {NUMBER_OF_NIGHTS} {CHECKIN_DATE} {CHECKOUT_DATE} {EVENT_TITLE} {REGISTRATION_NUMBER} {EVENT_SHORT_TITLE} {EVENT_START_DATE} {EVENT_END_DATE} {ACCOMMODATION_ALLOCATED} {PARTICIPANT_TITLE}
Hotel des Alpes	45 avenue Felix Viallet 38000 Grenoble Tel: +33(0)4 76 87 00 71 Fax: +33(0)4 76 56 95 45 E-mail: hotel.desalpes@wanadoo.fr http://www.hotel-des-alpes.fr	<input type="checkbox"/>		
Hotel mercure	Voreppe	<input type="checkbox"/>		

The global list of hotels is proposed for selection.

- Select hotels that will apply to your event. Note that participants will not see that list, nor will have the option to select a particular hotel. This is a Manager-side affectation.
- Fill the email body relevant to each hotel.

⇒ On the registration side, it will looks like this:



Events Manager | DUPARCHY Laurent | Events Registration home | Contact | sign out

science campus MFE EMBL ESRF INSTITUTIONS FOR SCIENCE

Accommodation

Room Booking Information

- Please specify if accommodation is ☐ Not Requested ☒ Requested
- Room type ☒ Single ☐ Double ☐ Twin
- Please indicate your check-in date (dd/mm/yyyy) 01/10/2013
- and your check-out date 02/10/2013

Comments

no smoking

Please answer the following question(s):

- What is your favorite color ? Red

Back Next

European Synchrotron Radiation Facility - Management Information System.


When accommodation is covered by the organisation:

If the Participant's account is missing full home address , then a messages is displayed after validation that he should fill in this information into his account. This is a requirement of the French administration. (This also applies when pre-paid ticket is requested).

Fees


Total Due	0.00 Euros
Payment received	0.00 Euros

Your registration is now complete. Thank You.

French Administration requires your full home address if your travel and/or accommodation expenses are covered by the organiser. This information is compulsory but it will remain strictly confidential.
So, in order to manage your registration, we kindly ask you to update your account as soon as possible. Link available at the top of this page ().

Please note: The Payment page will allow you to pay for other participants.

On the Manager part you can send an pre-build email requesting this information.

 Personal Data are missing
Bank Details are missing

Send email to

Dear DUPARCHY Laurent,

French Administration requires your full home address, as soon as travel expenses and/or accommodation at the Guesthouse, are covered by the ESRF. Bank details are also required if you are going to claim the reimbursement of your expenses to the ESRF. This information is compulsory but it will remain strictly confidential.

So, in order to manage your registration to Users' Meeting 2012 & Associated Workshops, we

Path:

Step 9 – Travel

- Travel support is now minimalist because all travels must be handled by SAP Concur webapp. Get in touch with the travel office.
- Transfers Support (transfers between Airports / railway station and ESRF) : you can create entries for the transfers you are organizing and thereafter assign participants to transfers.

List of authorized means of transport types

- ☒ Flight
- ☒ Train
- ☒ Car

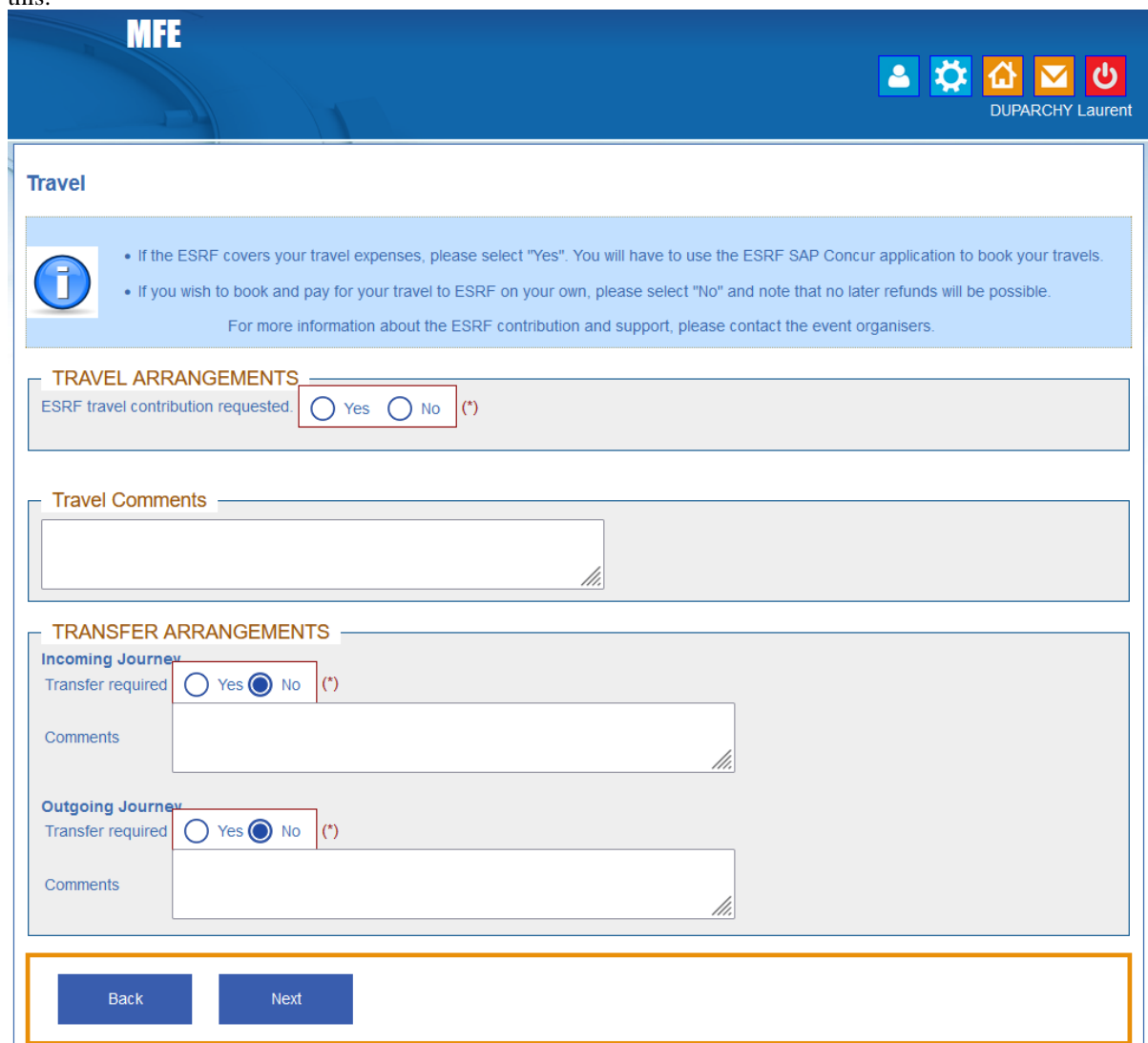
List of authorized Arrival/Departure places [?](#)

- ☒ Chambéry railway station
- ☒ Geneva Cointrin
- ☒ Grenoble St Geoires
- ☒ Grenoble railway station
- ☒ Lyon St Exupery

List of proposed transfers

ID	Departure	Departure Time	Destination	Incoming /Outgoing journey	Type	Comments	
in1	Lyon St Exupery	31/10/2013 23:00	ESRF	<input checked="" type="radio"/> Incoming <input type="radio"/> Outgoing	Limo		⊕ ⊖ ⬇
in2	Geneva Cointrin	31/10/2013 23:00	ESRF	<input checked="" type="radio"/> Incoming <input type="radio"/> Outgoing	Limo		⊕ ⊖ ⬆ ⬇
Out2	ESRF	03/10/2013 06:00	Lyon St Exupery	<input type="radio"/> Incoming <input checked="" type="radio"/> Outgoing	Bus		⊕ ⊖ ⬆

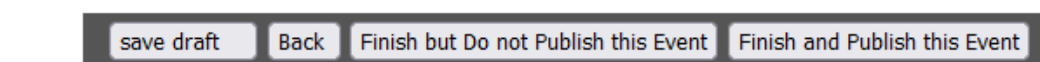
⇒ On the registration side, it will look like this:




The screenshot shows the MFE (Management Information System) interface. At the top, there's a blue header with the MFE logo and user information: DUPARCHY Laurent. Below the header, the 'Travel' section is active. It contains an information icon and two bullet points: 'If the ESRF covers your travel expenses, please select "Yes". You will have to use the ESRF SAP Concur application to book your travels.' and 'If you wish to book and pay for your travel to ESRF on your own, please select "No" and note that no later refunds will be possible.' Below this, the 'TRAVEL ARRANGEMENTS' section has a radio button for 'Yes' and 'No' for 'ESRF travel contribution requested'. The 'Transfer Arrangements' section includes 'Incoming Journey' and 'Outgoing Journey' sections, each with a 'Transfer required' radio button (Yes/No) and a 'Comments' text area. At the bottom, there are 'Back' and 'Next' buttons.

(*) Mandatory answer
European Synchrotron Radiation Facility - Management Information System.

You can now click on ***Finish but Do not Publish*** or ***Finish And Publish*** and review the setup.



A row of four buttons: 'save draft', 'Back', 'Finish but Do not Publish this Event', and 'Finish and Publish this Event'.



Events Manager

Welcome Laurent DUPARCHY
Events Manager home
sign out

View informations for event MFE - N° 30871
-- NOT Published

General Information
Categories
Associated Events
Documents Attributes
Options
Questions
Texts for Headers
Accommodation Inform
Travel

Event

Title	My first Event
Short Title	MFE
Description	Events Manager training course
Start Date	01 October 2013
End Date	02 October 2013
DeadLine	01 October 2013
Email of the event	mfe@esrf.fr
Organiser	
Organiser Tel	
Organiser Fax	
Budget Code	
Project Code	

Documents

Number of authorized documents	1
Upload file allowed if no attribute	N
DeadLine for documents	30 September 2013
Email for documents	

Fees

Free of charge	N
Registration Fees	100.00 Euros
Increase fees by	50.00 Euros
Increased Fees Date	01 September 2013

Other information

Max of Participants	
Url for event information site	http://www.esrf.fr/mfe
CSS fileName	default.css
List Name of authorized people	
List Name of authorized managers	
Text for confirmation email	<div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p>Dear {PARTICIPANT_NAME},</p> <p>Thank you for registering to "{EVENT_TITLE}" .</p> <p>Your reference number for this event: {REGISTRATION_NUMBER}.</p> <p>Should you wish to make modifications to your registration, or upload any relevant file, you can do it via the Web registration utility.</p> <p>For any additional information, please contact the organization team.</p> <p>The organizers.</p> </div>




The setup is finished. Your event is ready for being published or tested.

You can modify an event at any time. The system will prevent deletion of any *associated event*, *question*, or *option* if a registration already refers to it. It will no more be available to new participant though.

Manage Registrations

Data Extraction

From the summary page click on  to enter the Manage registration pages. From there you can extract data in a csv form (Comma Separated Value) and open them in spreadsheet software (MS Excel, Open Calc, etc...).

Download
Registrations
Site Entrances

Registrations
Show filter for extraction of registrations ▼
Download

Documents
Show filter on events for extraction of documents ▼
Show filter on attributes for extraction of documents ▼
Documents summary and files download.
Download

Travels
Show filter for extraction of travels ▼
Download

Check Travel Arrangements
Download

Incoming transfer
Download


Outgoing transfer
Download

List of proposed transfers
Download

CB payments
Download

Receipts PDF
Sort By Registration Number
Sort By Name
Download

- You can apply filters to extract only required information.
(A common mistake when using filters is to forget selecting all categories)
- You can get Credit Card payments information. See *Payments* chapter below.
- You can fetch all Receipts that have been validated by the Finance service.



Events Manager

Welcome Laurent DUPARCHY

Event MFE

Download
Search Registrations
Site Entrances

Registrations

Remove and hide filter

Do you want Accompanying person information? ☒ Yes ☐ No

Do you want Accommodation Information ? ☐ Yes ☒ No

Do you want payment information? ☐ Yes ☒ No

Do you want all comments? ☐ Yes ☒ No

Do you want registration information? ☒ Yes ☐ No

Do you want site entrance information? ☐ Yes ☒ No

Wich scientist information do you want:

Name	<input checked="" type="radio"/> Yes <input type="radio"/> No
First Name	<input checked="" type="radio"/> Yes <input type="radio"/> No
Laboratory	<input checked="" type="radio"/> Yes <input type="radio"/> No
Address	<input type="radio"/> Yes <input checked="" type="radio"/> No
Email	<input type="radio"/> Yes <input checked="" type="radio"/> No
Phone Number	<input type="radio"/> Yes <input checked="" type="radio"/> No
Fax Number	<input type="radio"/> Yes <input checked="" type="radio"/> No
Badge	<input type="radio"/> Yes <input checked="" type="radio"/> No
BirthDate	<input type="radio"/> Yes <input checked="" type="radio"/> No
Place of birth	<input type="radio"/> Yes <input checked="" type="radio"/> No
Country of Nationality	<input type="radio"/> Yes <input checked="" type="radio"/> No
Arrival and departure dates	<input type="radio"/> Yes <input checked="" type="radio"/> No

Categories

☒ Check All

☐ Regular Participant
☐ Invited Speaker
☐ Expositant
☐ My specific categorie

Events

☒ Check All

☐ My first Event
☐ Opening cocktail
☐ Closing dinner

Options

☒ Check All

☐ Meal ticket

Questions

☒ Check All

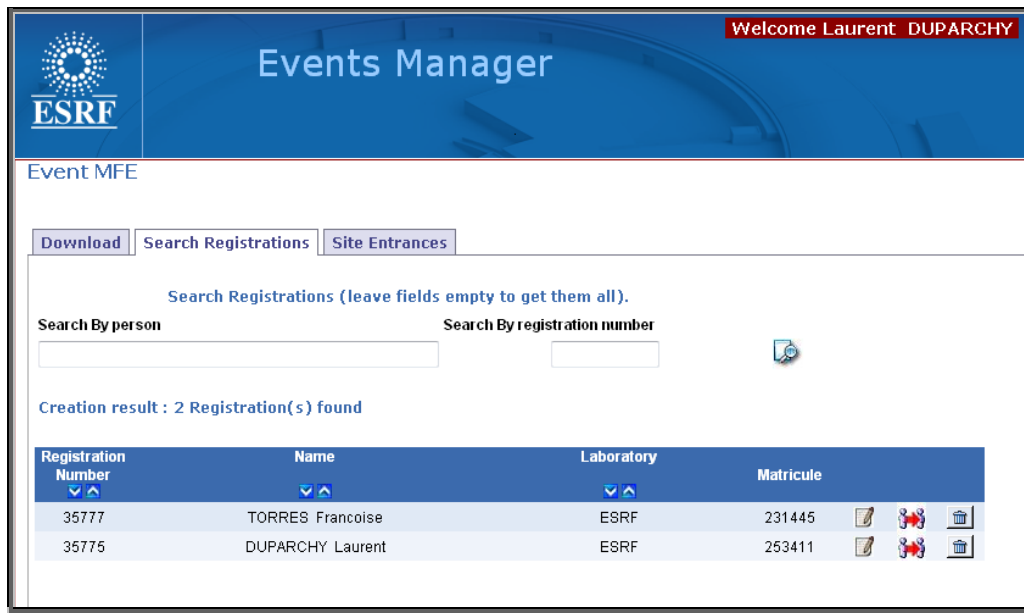
☐ Do you have any food constraint ?
☐ What is your favorite color ?

Download

- A note on accounts : Accounts have their own life outside the Events manager. If someone's account was deleted or is obsolete and therefore no more available to the software, then the Badge information will help to figure out who it was and perhaps ask the administrator to link that registration to the new account for that person.


Managing individual registration.


The *Search Registration* tab allows individual registration management



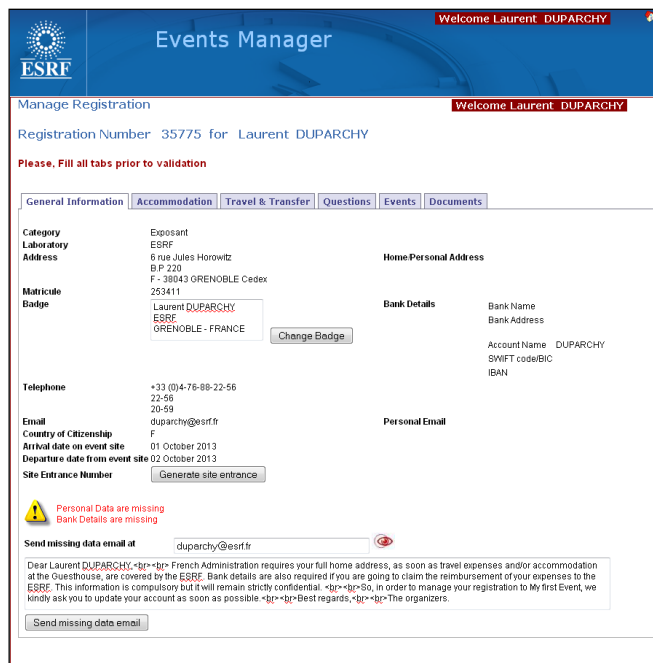
The screenshot shows the 'Events Manager' interface with a blue header. The 'Search Registrations' tab is active. Below the header, there are three buttons: 'Download', 'Search Registrations', and 'Site Entrances'. A search bar is present with the text 'Search Registrations (leave fields empty to get them all)'. Below the search bar, there are two input fields: 'Search By person' and 'Search By registration number'. A magnifying glass icon is to the right of the 'Search By registration number' field. Below the search bar, it says 'Creation result : 2 Registration(s) found'. A table displays the results:

Registration Number	Name	Laboratory	Matricule
35777	TORRES Francoise	ESRF	231445
35775	DUPARCHY Laurent	ESRF	253411

- By clicking on  you are re-entering the registration process **as the participant** and go through all the registration pages. You may have to enter again **your** login and password.

Click on  to open the Manager side of the registration. This is a multi-tab presentation of the registration. All *comments* fields are available on the manager side only.

General Information:



Events Manager Welcome Laurent DUPARCHY

Manage Registration Welcome Laurent DUPARCHY

Registration Number 35775 for Laurent DUPARCHY

Please, Fill all tabs prior to validation

General Information Accommodation Travel & Transfer Questions Events Documents

Category: Expositant
Laboratory: ESRF
Address: 6 rue Jules Horowitz
B.P. 220
F - 38043 GRENOBLE Cedex
253411
Matricule: Laurent DUPARCHY
Badge: ESRF
GRENOBLE - FRANCE [Change Badge](#)

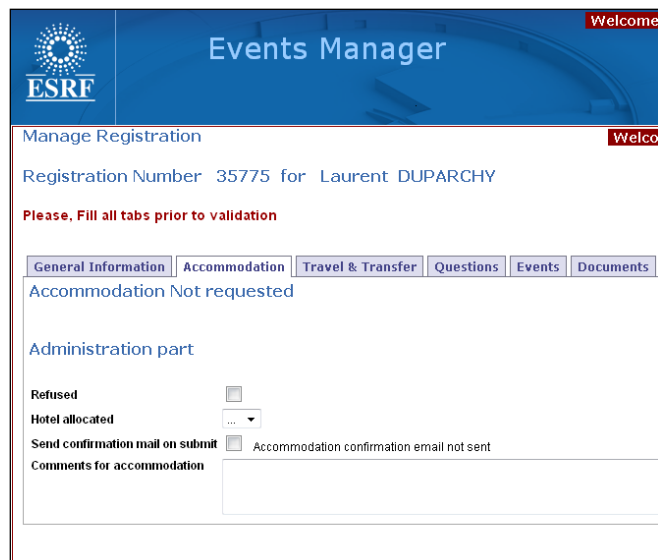
Home/Personal Address
Bank Details
Bank Name
Bank Address
Account Name DUPARCHY
SWIFT code/BIC
IBAN

Telephone: +33 (0)4-76-88-22-56
22-56
20-59
Email: duparchy@esrf.fr
Country of Citizenship: F
Arrival date on event site: 01 October 2013
Departure date from event site: 02 October 2013
Site Entrance Number: [Generate site entrance](#)

Personal Data are missing
Bank Details are missing

Send missing data email at: duparchy@esrf.fr [Send missing data email](#)

Dear Laurent DUPARCHY, French Administration requires your full home address, as soon as travel expenses and/or accommodation at the Guesthouse, are covered by the ESRF. Bank details are also required if you are going to claim the reimbursement of your expenses to the ESRF. This information is compulsory but it will remain strictly confidential. So, in order to manage your registration to My first Event, we kindly ask you to update your account as soon as possible. Best regards, The organizers.



Events Manager Welcome

Manage Registration Welco

Registration Number 35775 for Laurent DUPARCHY

Please, Fill all tabs prior to validation

General Information Accommodation Travel & Transfer Questions Events Documents

Accommodation Not requested

Administration part

Refused ☐


Hotel allocated ☐

Send confirmation mail on submit ☐ Accommodation confirmation email not sent

Comments for accommodation

- Changing the badge information and creating a Site Entrance entry is done immediately.
- Allocate or refuse the Hotel

Travel & Transfer:



Events Manager

Welcome Laurent DUPARCHY
Events Manager home
sign out

Manage Registration

Welcome Laurent DUPARCHY

Registration Number 35775 for Laurent DUPARCHY

Please, Fill all tabs prior to validation

General Information
Accommodation
Travel & Transfer
Questions
Events
Documents

Travel - Participant request

Incoming journey Pre-paid ticket required ? No
 Outgoing journey Pre-paid ticket required ? No
 Comments

From	Departure Date & Time	To	Arrival Date & Time	Means of Transport	Number	Journey Type
London	31 January 2013 after tea time	Geneva Cointrin		Flight		Incoming
Grenoble St Geoirs	03 October 2011	London		Flight		Outgoing

Transfer - Participant request

Incoming journey transfer required ? Yes
 Comments for incoming transfer
 Outgoing journey transfer required ? No
 Comments for outgoing transfer

Travel - Administration part

Comments

This travel has not been validated

Validate travel on submit ☐

Incoming Journey

From	Departure Date & Time	To	Arrival Date & Time	Means of Transport	Number	Comments
London	30/09/2013 18:30	Geneva Cointrin	30/09/2013 21:30	Flight	LON345	

Outgoing Journey

From	Departure Date & Time	To	Arrival Date & Time	Means of Transport	Number	Comments
Geneva Cointrin	03/10/2013 8:00	London	03/10/2013 10:30	Flight	LY125	

Transfer - Administration part

Incoming transfer allocated in1


Comments

Confirmation Mail

Send confirmation mail on submit ☐ Travel confirmation email not sent

- In green, what the participant has entered.
- In violet what the Travel Office, or you, have done. Travels can entirely be managed by the Travel Office, from their specific software. You will then see here what they have booked for the participant.
- You can allocate transfers. (Remember that *In1* and *Out1* are *transfers* that we have created on step 9.

Events:


Events Manager
Welcome DUPARCHY Laurent

Manage Registration
Registration Number 36190 for DUPARCHY Laurent

Please, Fill all tabs prior to validation

General Information
Accommodation
Travel & Transfer
Questions
Events
Documents

Registered to following elements of the event

Associated event or option	Desired Quantity	Quantity to pay	Unit price	Amount in Euros
MFE	1	1	10.00	10.00
Meal ticket	2	0	5.00	0.00

Fees

Total of fees 10.00 Euros

Administration data

- General Comments
- Payment

Receipt allowed ☐ Yes ☐ No

Amount paid Euros

Payment mode CB ▼

Paying Organisation

Credit Card Owner or Bank

BudgetLine Number

BudgetLine Holder

BeamLine

Receipt Comment

Get Receipt Pdf


Payment Form received ☐ Yes ☐ No

Receipt prepared ☐ Yes ☐ No

Need an Invoice ☒ Yes
- Finance Comments

- You can enter here the amount paid you have received. (Note : Online payments are automatically filled in there.)
- Only the Finance service can allow the Receipt. Once allowed the button to get the receipt PDF is available.

Documents


Welcome **DUPARCHY Laurent** [Events Manager home](#)

-- TEST -- Events Manager


Manage Registration
Registration Number 36190 for DUPARCHY Laurent

Please, Fill all tabs prior to validation

General Information
Accommodation
Travel & Transfer
Questions
Events
Documents

Documents


- For Event MFE

Title	Presentation of Events Manager
Author	Laurent Duparchy
Show attributes on Registration Form as:	Presentation MS Power point
File Name	Workshops @ ESRF.ppt 
<input type="button" value="get file"/>	




- You can fetch uploaded files.

Public Documents

When an event allows public documents, they are available directly from the Events Registration home Page by anybody. No login is required, unless the event is private. A public document of a private event is private.



Events Registration home

-- DEV -- Events Registration








Please login



• Use your ESRF account. It is not yet possible to use an account from other institutes.





[First time users](#)
[I have lost my login or password](#)

Upcoming public Events






HSC15. HSC15 - Hercules Specialised Courses - 16 to 20 September 2013 in Grenoble




Course on Synchrotron X-Ray Imaging for Biology

[Download documents](#) 
[Information WebSite](#) 




MFE. My first Event

Events Manager training course

[Download documents](#) 
[Information WebSite](#) 




UM13 & Workshops. Users' Meeting 2013 & Associated Workshops

The 23rd ESRF Users' Meeting will be held on 5-6 February 2013 on site at the ESRF in Grenoble, France. Five Upgrade Programme Phase II

science campus -- DEV -- Events Registration

EMBL ESRF INSITUATIONS FOR SCIENCE

Events Registration home Contact

Public documents available for MFE

Owner	Authors	Title	Download
Laurent DUPARCHY ESRF - FRANCE	Laurent Duparchy	Presentation of Events Manager	Workshops @ ESRF.ppt 

Back


European Synchrotron Radiation Facility - Management Information System

- Files are available one by one or zipped altogether.
- This page is bookmarkable. If the event is private, then the bookmark will work only if the person logs first.

Validation

Once you are done with that registration management, you have to validate.

- If you had ticked “send email”, you get the email that will be sent and can modify it before sending.



Events Manager
Welcome Laurent DUPARCHY
Events Manager home
sign out

confirmation of travel arrangement

bla bla...

36776

bla bla...

ACCOMMODATION ARRANGEMENTS

bla bla...

accepted

bla bla...

TRAVEL ARRANGEMENTS

Incoming Journey

From	Departure Date & Time	To	Arrival Date & Time	Means of Transport	N°
London	30/09/2013 18:30	Geneva Cointrin	30/09/2013 21:30	Flight	LON345

Incoming Transfer Information

You have requested an incoming transfer

From	Departure Date & Time	To	Means of Transport	ID
Lyon St Exupery	31/10/2013 23:00	ESRF Limo		in1

Outgoing Journey

From	Departure Date & Time	To	Arrival Date & Time	Means of Transport	N°
Geneva Cointrin	03/10/2013 8:00	london	03/10/2013 10:30	Flight	LY125

Outgoing Transfer Information

No outgoing transfer requested

GENERAL INFORMATION

confirmation of travel arrangement

Send mail
Back

You can send emails to participants from Events Manager, including information about their registration. You can apply son filter to select participants according to the event they have registered to, options, questions, etc...

As for any other email send by Events Manager, they are logged in smislog email account. The test mode redirected emails to mistest@esrf.fr

page38/44

Mailing to accommodations

You can send emails to accommodations with participants informations. You can prepare and save several templates. Note that some templates, such as those for the Guesthouse are managed by the Travel Office and are read-only. If you plan to accommodate participants in the Guesthouse, please get in touch with the Travel office.

Download
Registrations
Site Entrances
Mailing
Accommodation Mailing

Email Templates
Guesthouse update
Guesthouse Booking

Template Name
Save template

To
Subject

B
I
U
ABC

Format
Font family
Font size

Path:

You can use the following protected key-words to identify data to be taken
Copy the keyword and insert it into the text where you want it to be written

- {PARTICIPANT_NAME}
- {ROOM_TYPE}
- {NUMBER_OF_NIGHTS}
- {CHECKIN_DATE}
- {CHECKOUT_DATE}
- {EVENT_TITLE}
- {REGISTRATION_NUMBER}
- {EVENT_SHORT_TITLE}
- {EVENT_START_DATE}
- {EVENT_END_DATE}
- {ACCOMMODATION_ALLOCATED}
- {PARTICIPANT_TITLE}
- {ONLINE_EVENTS_INFORMATION}
- {CATEGORY_ACCOMMODATION_MAX_PAID_NIGHTS}
- {CATEGORY_BUDGET_CODE}
- {CATEGORY_PROJECT_CODE}

Filter :

Registration Number	Name	Laboratory	Check In	Check Out	Confirmed to user

Site Entrances.

Besides generating a single Site Entrance request, you can generate them globally for all relevant participants.

Download
Registrations
Site Entrances

Generate site entrances

- This operation will generate site entrance for **each** registration to the event - except if the user is working on site.
- Each site entrance will be generated using arrival date on site and departure date from site filled on the registration form.
- Do not use if you want to limit to other dates!**
- If you want to generate only one site entrance for a particular registration, you have to use the "generate site entrance" button on the manage registration form.
- No site entrance will be done for accompanying person**

You will get a report with all generated Site Entrance requests.

No request for people who already have a valid badge (at the date you're generating the request).

If a participant's accommodation is at the guesthouse and the check-in check-out dates are different, the largest range is taken into account.


Payments

There is not much you can do as regards payment setup. This is a global feature.

- The participant has a “Pay” button on his registration summary.


Remember that payment can be done at any time and non-payment does not prevent someone to validate his registration.

⇒ See below an already validated registration where the participant can pay and fill in documents information (even after the deadline), modify or delete his registration (only before the deadline).



MFE

Laurent DUPARCHY
Events Registration home
Contact

Registration summary


Your registration Number: 35775

- Participant category: Expositant
- You have posted 1 document(s)
 - Event: MFE
 - Author: L.Duparchy
 - Title: SSD disks
 - Uploaded file: Solid State Drive.pptx
 - Characteristics: Presentation ; MS Power point ;
- No accommodation is requested
- TRAVEL ARRANGEMENTS
 - Pre-paid Ticket required for incoming journey
 - Pre-paid Ticket required for outgoing journey
 - Your Travel request:

From	Departure Date & Time	To	Arrival Date & Time	Means of Transport	Number	Journey Type
London	31 January 2013 after tea time	Geneva Cointrin		Flight		Incoming
Grenoble St Oeders	03 October 2011	London		Flight		Outgoing
- Already processed by the Travel Office:

From	Departure Date & Time	To	Arrival Date & Time	Means of Transport	Number	Journey Type
London	30 September 2013 18:30	Geneva Cointrin	30 September 2013 21:30	Flight	LON345	Incoming
Geneva Cointrin	03 October 2013 8:00	London	03 October 2013 10:30	Flight	LY125	Outgoing

- TRANSFER ARRANGEMENTS
- Transfer required for incoming journey
 - Transfer allocated:
 - Car ID: in1 Departure From: Lyon St Exupery Departure Date: 31 October 2013 23:00
 - No transfer required for outgoing journey
- Replies to the question(s):
 - Do you have any food constraint ? toto

Associated event or option	Desired Quantity	Quantity to pay	Unit price	Amount in Euros
MFE	1	1	200.00	200.00
Opening cocktail	1	0	0.00	0.00
Closing dinner	1	0	0.00	0.00

Fees

Total Due
200.00 Euros

Payment received by ESRF
0.00 Euros


Your registration is now complete. Thank You.

French Administration requires your full home address, as soon as travel expenses and/or accommodation at the Guesthouse, are covered by the ESRF. Bank details are also required if you are going to claim the reimbursement of your expenses to the ESRF. This information is compulsory but it will remain strictly confidential. So, in order to manage your registration, we kindly ask you to update your account as soon as possible, by clicking on the link 'Update My Personal Data' on the top left part of the page.

Please note: The Payment page will allow you to pay for other participants.

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MFE

Laurent DUPARCHY
Events Registration home
Contact

Payment Details

Your registration Number is 35775

Participant Name

Laurent DUPARCHY

Name of Paying Organisation, if relevant

Your Registration Amount

200.00 Euros

Amount already paid

0.00 Euros


Amount to pay

200.0 Euros

IMPORTANT: If you pay the fee(s) of other participants, modify the SUM ABOVE and indicate below the name of the participants you pay for:

I need an invoice ☒ Yes ☐ No

Please choose one of these means of payment

☒ Credit Card [Accepted cards:](#) 

☐ Bank Cheque [?](#)

☐ Bank Transfer [?](#)

Credit Card Owner

Name of your bank

Date of payment (dd/mm/yyyy)

Proceed to payment


Close

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- ⇒ The registration process allows different means of payment: Bank Transfer, Bank Check, Internal Transfer and Credit Card.
- ⇒ Bank Transfer, Bank Check, Internal Transfer will ask for information and then open a PDF. Participant will have to print it and send it back to organiser.
- On the Manager side you will get the “*intended mode of payment*”. If the payment was made by other mean than Credit Card you will have to enter yourself the amount actually paid by the participant.

Example PDF:

EUROPEAN SYNCHROTRON RADIATION FACILITY
INSTALLATION EUROPEENNE DE RAYONNEMENT SYNCHROTRON



ELECTRONIC REGISTRATION PAYMENT FOR EVENT MFE

Payment by Bank Transfer

Please print, fill-out and return this page to the organiser ().*

Payment must be transferred free of charge.
Please indicate the PARTICIPANTS' NAME and the REF. MFE on ALL PAYMENTS

Registration Number : 31360
Participant Name : **Laurent DUPARCHY**
Name of the Institute or Paying Organisation, if relevant :
I authorise payment for the sum of : **10.00** Euros

Payment by Bank Transfer

Please send a copy of your bank transfer receipt with this form, to avoid possible confusion.
I have transferred the sum indicated above through **Lehman Brothers** (name of your Bank)
on (date of payment)

Our Bank Information	
To :	Banque Populaire des Alpes
Branch :	Grenoble Centrale
Account name :	ESRF SYNCHROTRON
Sort code :	16807 - 00101
IBAN Code :	FR76 1680 7001 0100 1210 7666 054
Account Number :	00 121 07 66 60 - 54
Swift Code :	CCBPPRPPGRE
Address :	2 avenue du Grésivaudan 38700 Corenc
Bank Reference :	MFE + participant Name

Participants who are covered by this payment :

To be dated and signed by the participant

Date : .. / .. / Signature : _____

(*) EDRF - MFE - BP 220 - F-38043 Grenoble Cedex -
Tel : - Fax : - Email : mfe@esrf.fr

Credit card payment:

When selecting *Credit Card*, the participant will redirected to the Payment module. This module is separate and independent software. This module is provided by our Bank.

When payment is done, information is sent back through https and stored into our database. This process to get information back, although done through a secure protocol, is not protected against connection failure. This information is not to be considered as a bank receipt. In case of link failure, there will be no automatic attempt by the bank software to re-send this information to our database. A manual attempt can be done by the Finance service.

To get validated information, check with the Finance service.

From the Events Manager you can simply consult this Credit Card payments database.

ANNEXE

1. Data Extraction

Data extraction returns CSV (Comma Separated Value) files. The weird part is that the default separator by French and German standard is actually not a comma but a semicolon. Make sure that your list separator is semicolon. In MS-Windows this is set at the OS level. Control Panel / Regional Settings .

2. Notifiers

Whenever a participant change its registration in any way, you receive a notification with changes made.

Specific notification for prepaid ticket and on **travel** data change is sent to the Travel Office.

3. Personal Data

French Administration requires the full home address, as soon as travel expenses and/or accommodation at the Guesthouse, are covered by the ESRF.

If personal address town or personal address country code aren't set, then a message is displaying asking the participant to update this information into the account manager. This is just informative and doesn't prevent validation of the registration.

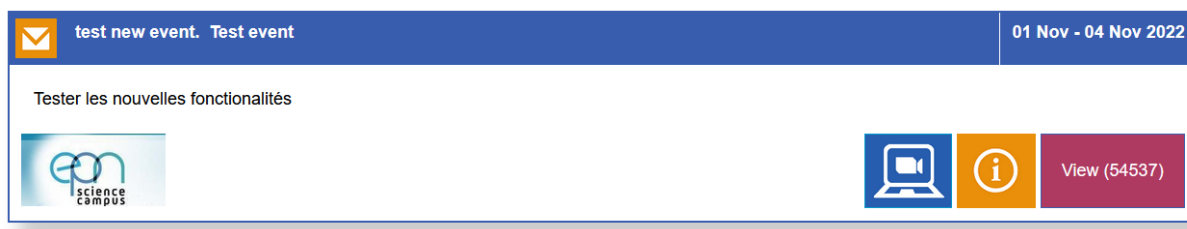
Bank details are also required if a user is going to claim the reimbursement of his expenses to the ESRF.

Personal information is shown on the Manager side. There is the possibility on the manager page to send an email asking the user to update this information.

4. Custom design

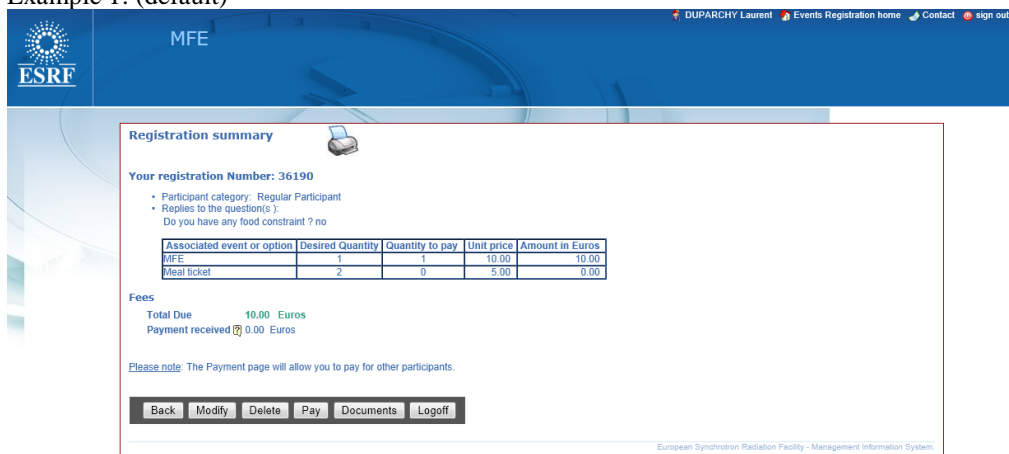
You can define a custom design. You can upload a logo, a banner, a background picture. As alternative to a background picture you can set a background colour gradient.

The logo is displayed at the Events list page.



The banner and colour gradient are displayed on the registration pages. See below different banners for the same event :

Example 1: (default)



Registration summary

Your registration Number: 36190

- Participant category: Regular Participant
- Replies to the question(s):
- Do you have any food constraint? no

Associated event or option	Desired Quantity	Quantity to pay	Unit price	Amount in Euros
MFE	1	1	10.00	10.00
Meal ticket	2	0	5.00	0.00

Fees

Total Due 10.00 Euros
Payment received 0.00 Euros

Please note: The Payment page will allow you to pay for other participants.

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Example 2:



Registration summary

Your registration Number: 36190

- Participant category: Regular Participant
- Replies to the question(s):
- Do you have any food constraint? no

Associated event or option	Desired Quantity	Quantity to pay	Unit price	Amount in Euros
MFE	1	1	10.00	10.00
Meal ticket	2	0	5.00	0.00

Fees

Total Due 10.00 Euros
Payment received 0.00 Euros

Please note: The Payment page will allow you to pay for other participants.

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Example 3 :



Registration summary

Your registration Number: 36190

- Participant category: Regular Participant
- Replies to the question(s):
- Do you have any food constraint? no

Associated event or option	Desired Quantity	Quantity to pay	Unit price	Amount in Euros
MFE	1	1	10.00	10.00
Meal ticket	2	0	5.00	0.00

Fees

Total Due 10.00 Euros
Payment received 0.00 Euros

Please note: The Payment page will allow you to pay for other participants.

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