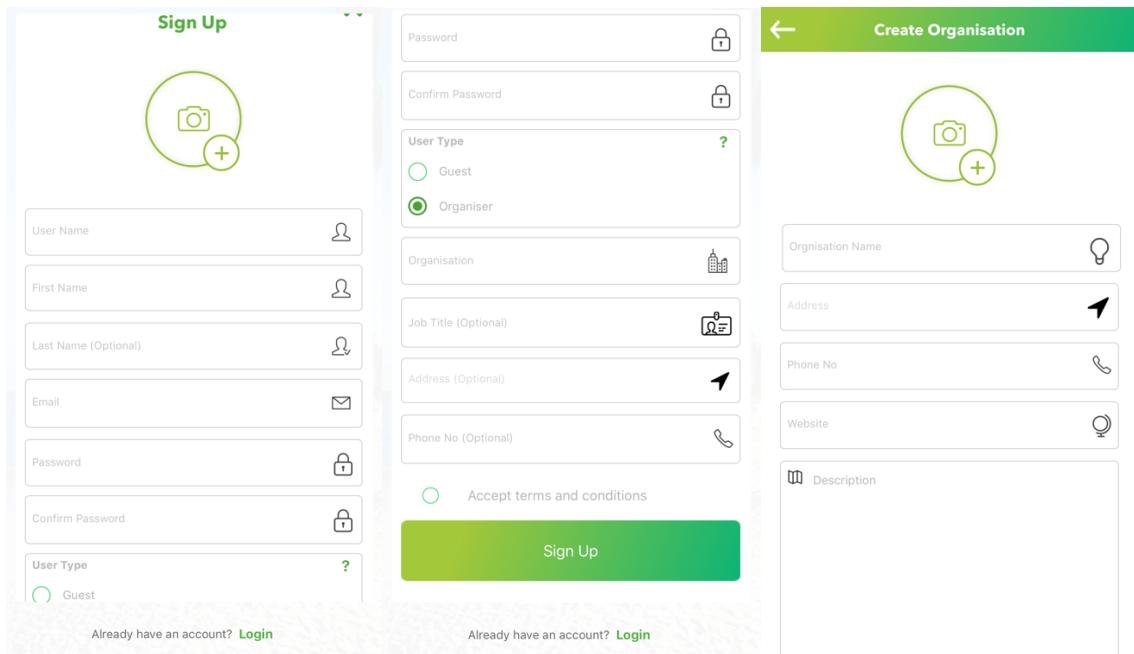


# FIRST TIME ORGANISER GUIDE - CREATING AN EVENT (APP)

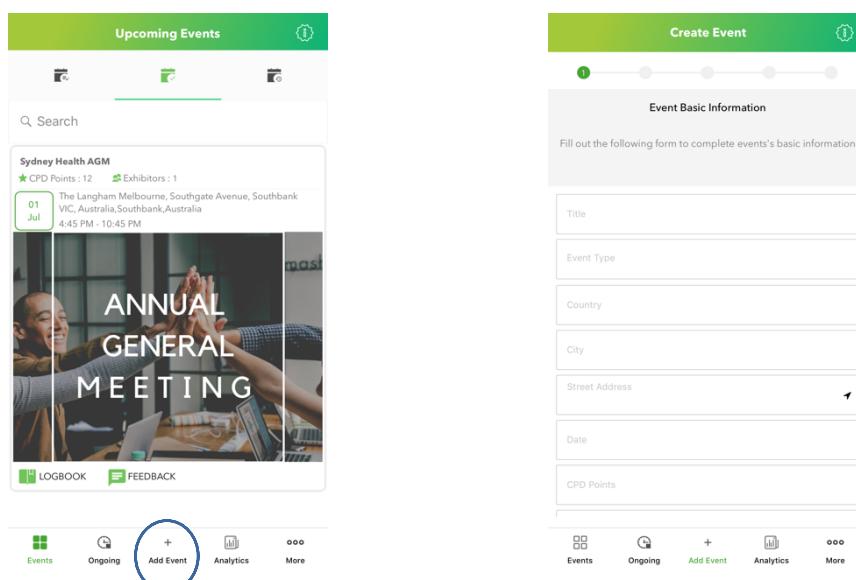
For a comprehensive tutorial on how to create an event through the App, [click here](#).

**Step 1:** Download the Attendo Plus App. If you do not have an organiser account, you will need to create this first, click "Sign Up."

**Step 1a:** To sign up, fill in the following details and search for your organisation. Ensure that under "User Type," you have selected "Organiser." If your organisation is not yet registered with Attendo Plus, click the "Add Organisation" button and follow the prompts.



**Step 2:** This is what the "Home Page" should look like. Click "Add Event" from the menu below.

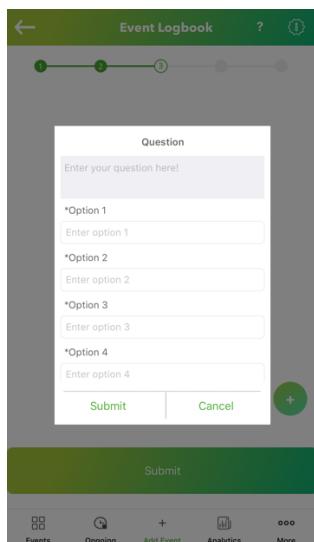


**Step 3:** Fill in the “Event Info” page and follow the prompts accordingly. When you are finished, click the “Save Event & Move Next” button at the bottom of the page.

- We suggest you include an image for the event.
- Check the “Email Attendance Certificate” box if you would like your guests to receive a Certificate of Attendance.
- Check the “Add Schedule Now” box if you would like to add timings within your event. For example, “5:30 Refreshments, 6:30 Seating, 7:00 First Speaker”

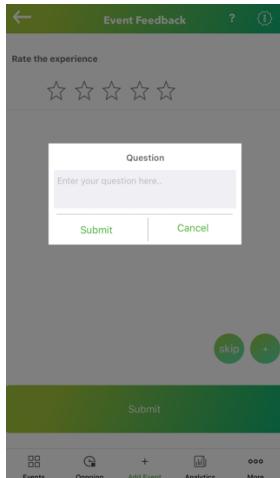
**Step 4:** If you would like to include an Exhibitor/Sponsor for your event, fill out the “Exhibitors” Page and click the “Save Event & Move Next” button. If there are no exhibitors, click the “Skip” button.

**Step 5:** If you would like your guests to record their learnings in the Attendo Plus logbook, complete the “Logbook” page and click the “Save Logbook” button at the bottom of the page. A logbook can also be added at a later time. If a logbook is not required, click the “Skip this Step” button.



- To create an open-ended question in the logbook, select the “Textbox” field from the “Add Logbook Questions” section on the right-hand side.
- To create a multiple-choice question in the logbook, select the “Checkbox” field from the “Add Logbook Questions” section on the right-hand side.
- If you would like to use a previously made Logbook template, select one from the “Logbook Events” section on the right-hand side.

**Step 6:** If you would like your guests to provide feedback on the event, complete the “Feedback” page and click the “Save Feedback” button at the bottom of the page. Feedback forms can also be added at a later time. If feedback is not required, click the “Skip this Step” button.



- To create a question, click the “**Create Question**” button on the right-hand side of the page. If you would like to add more, click “**Add Another Question**.”
- If you would like to use a previous feedback template, select one from the “**Feedback Events**” section on the right-hand side.

**Step 7:** Once the Feedback section has been completed you will be taken to the “**Preview**” tab. This enables you to review the details of your event and make any amendments if necessary. When satisfied, click the “**Save Event**” button.

**Step 8:** Once details are updated and reviewed, payment is required in order to process the event if you have included any add-ons. Simply fill in personal details for payment. You will then be redirected to the “**Awaiting Events**” page.

If there are no add-ons, you are not required to make a payment. Instead, you will be redirected to the “**Awaiting Events**” page.

**Step 9:** Your event has been created and sent to the Attendo Plus Team for approval. You will be notified as soon as the event is successfully approved.



#### Congratulations

Your event has been created

Give us few minutes  
to setup this event, an event  
approval will be sent shortly



**Step 10:** A QR code is generated shortly after. By sending out this link, guests are prompted to download the app from either the App Store or Google Play Store and create their guest account.

Have questions? Visit the Frequently Asked Questions section on our website  
[www.attendoplus.com/faqs](http://www.attendoplus.com/faqs)

For more information, contact the [Attendo Plus team](#).