

Change Label to : Attendee Management

Change hyperlink text to : Click here

### Attendee Forms of Interchange 25

Add New Form

#	Name (click for list of form fields)	Preview	Attendees	Action
1	<a href="#">Attendee Registration</a>	<a href="#">Preview</a>	<a href="#">Attendees</a>	<a href="#">Option Fields</a>

### Attendee Search

Download CSV

First Name	Last Name	Email	Company	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Search"/>

Delete All Attendee

Select all

Unselect all

Resend confirmation email

Select ALL Standard

Select ALL VIP

Select Category

Send JI Email 1

Send JI Email 2

Send Other Email

### ADD ADDITIONAL OPTIONS

#	Name	Email	Company	Attendee Type	Tag	VIP Passes	VIP Passes Allocated	Edit	Delete
3mEOX9 Int25	Mrs mary Heap	support@wrs-ltd.com	WRS (Applications) Ltd	Standard	Attendee	-	-		<input type="checkbox"/>
8APfyN Int25	Miss Bethany Jane	support@wrs-ltd.com	WRS (Applications) Ltd	Standard	Attendee	-	-		<input type="checkbox"/>
eRbEga Int25	Mr Alex Michaels	support@wrs-ltd.com	WRS (Applications) Ltd	Standard	Attendee	-	-		<input type="checkbox"/>
x9yePA Int25	Mr QQQQQQQQ QQQQQQQQ	qqqqqqqq@mailinator.com	QQQQQQQQ	Standard	Company	0	0		<input type="checkbox"/>
gLUjaq Int25	Eng Sarvesh Duggal	viru11@mailinator.com	Wells & Fargo	VIP	Attendee	-	-		<input type="checkbox"/>
8xEVy5 Int25	Mrs John Smith	asdasdas@mailinator.com	Wells & Fargo	Standard	Company	3	1		<input type="checkbox"/>
ySrCwM Int25	Eng gdhdhgh Budhi	manish11@mailinator.com	Zxczxc	Standard	Attendee	-	-		<input type="checkbox"/>

Emails (use {event\_name}, {event\_date}, {event\_location} and {visitor\_name} for dynamic content)

Visitor confirmation

Auto-reg email 1

Auto-reg email 2

Match-2-me email

Replace these 4 links with these 4

Attendee Confirmation

JI Email 1

JI Email 2

Other Email

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**interchange**

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WITH

Google Cloud

## Interchange 25 – Entrance badge application form

Thank you for registering to attend Interchange 25.

Your details have been added to the list of attendees and a confirmation email with a badge number has been sent to each of the email addresses you entered.

If the email is not received within 5 minutes, please whitelist meetingsofminds.com or contact your IT administrators to do so

You can log back into the list of names by following the link in the email you received with your badge account number and the password you created when you first registered.

If you have lost that information please [Click Here](#)

To download a list of all the names you have entered, please follow the link below:

[Download CSV File](#)

If you have completed the process you may now close this page.

This link does not work

[https://meetingsofminds.com/meetingsminds\\_mom\\_attreg-signin/](https://meetingsofminds.com/meetingsminds_mom_attreg-signin/)

Add Company as a search Option on the Stats page

Search Attendee

First Name  Last Name  Email

Title	Name	Lastname	Job title	Company	Attendee Type	Tag	VIP Passes	VIP Passes Allocated	Date	Delete
Eng	Sarvesh	Duggal	WERT	Wells & Fargo	VIP	Attendee	-	-	2024/06/24	<input type="checkbox"/>

On this screen I set the number of VIP limit to 2 and then edited a third and the system accepted it—the system should show an error message

**You have exceeded your VIP pass allocation**

Attendee Search

First Name  Last Name  Email  Company

#	Name	Email	Company	Attendee Type	Tag	VIP Passes	VIP Passes Allocated	Edit	Delete
3mEOX9 Int25	Mrs mary Heap	support@wrs- ltd.com	WRS (Applications) Ltd	VIP	Attendee	-	-		<input type="checkbox"/>
8APfyN Int25	Miss Bethany Jane	support@wrs- ltd.com	WRS (Applications) Ltd	VIP	Attendee	-	-		<input type="checkbox"/>
eRbEga Int25	Mr Alex Michaels	support@wrs- ltd.com	WRS (Applications) Ltd	VIP	Attendee	-	-		<input type="checkbox"/>
n6xemY Int25	Mr Julian Temple	julian@wrs- ltd.com	WRS (Applications) Ltd	Standard	Company	2	3		<input type="checkbox"/>

Are you sure you want to delete the above Attendee?

Yes  No

\* Company / Organisation name  
 WRS (Applications) Ltd

Telephone: (Country – Area – Number) Numbers only with no spaces  
 441204667333

\* Mobile: Numbers only with no spaces  
 07123456

Some Information please

\*What is your level of seniority?

B

\*What best describes your business type?

C

Register just me  
 Register a colleague from the same company  
 (the company name and address fields will be auto completed)

As you are registering additional persons from your organisation, please create a password of 4 digits or more in the boxes below. This will enable you to login in at a later date to edit existing members of your team, add additional team members and download a list of the ones you have entered.

Password: \*\*\*\*\*  
 Repeat Password: \*\*\*\*\*

\*Captcha Code

78470

78470

Register

I am of the opinion we need to rethink the registration of multiple personnel from the same company.

Instead of going to this screen, I think that when they hit this button, they should be taken to the base registration screen with some text amendments and NOT this screen.

Required data for your attendees

Current entries for WRS (Applications) Ltd

Title	First name	Last name	Job title	Email address	Tel	Mobile Number	Level of Seniority
Mrs	Mary	Heap	Director	support@	012041	0789654	A
Miss	Bethany	Jane	Manage	support@	012041	0789654	B
Mr	Alex	Michaels	Manage	support@	012041	07987654	B
Mr	Julian	Temple	Director	julian@wrs	441204	07123456	A

Add additional attendees personnel that work at the WRS (Applications) Ltd.

Title	First name	Last name	Job title	Email address	Tel	Mobile Number	Level of Seniority
Please							Please

Your contact details

\* Please enter your email address

\* Please confirm your email address

Enter your email address accurately. Failure to do so will mean you do not receive your personal registration confirmation and you will need to complete a separate form on arrival.

\* Title: Please Select Title

\* First name: Letters Only

\* Last name/Family name: Letters Only

\* Job title

\* Company / Organisation name

Telephone: (Country – Area – Number) Numbers only with no spaces (Eg. 4412345678901)

\* Mobile: Numbers only with no spaces (Eg. 447973123456)

Some Information please

\*What is your level of seniority?

\*What best describes your business type?

Register just me  
 Register a colleague from the same company  
 (the company name and address fields will be auto completed)

\*Captcha Code

Captcha Code

59536

Register

Finish

1. Delete these 2 options
2. Change this text to: Register this person to our company account
3. Add a button : Finish
4. When Finish is selected it displays the close out page



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[Download CSV File](#)

If you have completed the process you may now close this page.

When a company Admin logs into see the people the have entered they should see a page like this.

Remove the Company field as they would only be logging into their own company names

Remove the function to change the number of VIP passes for the company

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Attendee Search Download CSV

First Name	Last Name	Email	Company	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Search"/>
<input type="button" value="Delete All Attendee"/> <input type="button" value="Select all"/> <input type="button" value="Unselect all"/> <input type="button" value="Resend confirmation email"/>				

#	Name	Email	Company	Attendee Type	Tag	VIP Passes	VIP Passes Allocated	Edit	Delete
3mEOX9 Int25	Mrs mary Heap	support@wrs- ltd.com	WRS (Applications) Ltd	VIP	Attendee	-	-		<input type="checkbox"/>
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eRbEga Int25	Mr Alex Michaels	support@wrs- ltd.com	WRS (Applications) Ltd	VIP	Attendee	-	-		<input type="checkbox"/>
n6xemY Int25	Mr Julian Temple	julian@wrs- ltd.com	WRS (Applications) Ltd	Standard	Company	2	3		<input type="checkbox"/>

Are you sure you want to delete the above Attendee?

Yes  No

Add a button to : **SAVE CHANGES & CLOSE**