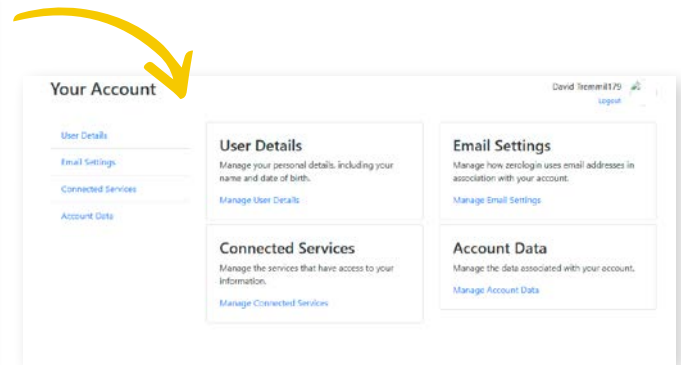
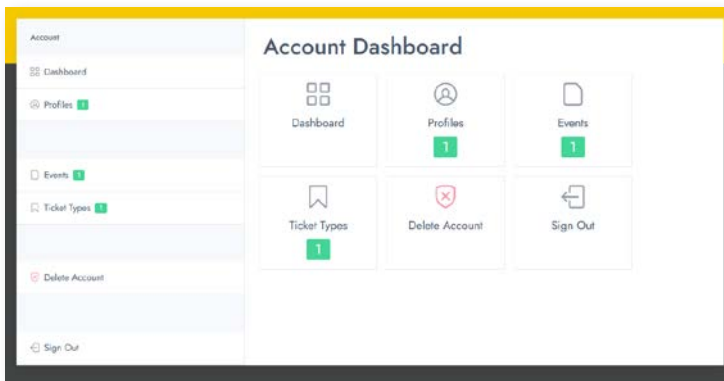


SIGNING UP

To sign up simply click login and it takes you to a sign in/signup page. Add an email, fill in your forename and surname and click send. You will receive an email from zerologin asking you to either add the code or click the link. If the email has not arrived within a couple of minutes, then please check your spam/junk folder. Once you login you will be asked to agree to InDecs having your basic information to continue you must approve.

MANAGING YOUR PROFILE

At the top of your page beneath your name click "manage profile" this will take you to your zerologin page where you can add a profile picture/logo and your personal details. There is also an area for you to delete the information zerologin holds for you. Please note this can take up to an hour to update with InDecs.



CREATE EVENT

At the top right of your page click "Create a New Event" follow the simple steps to set up your event.

Event Title - give your event a title

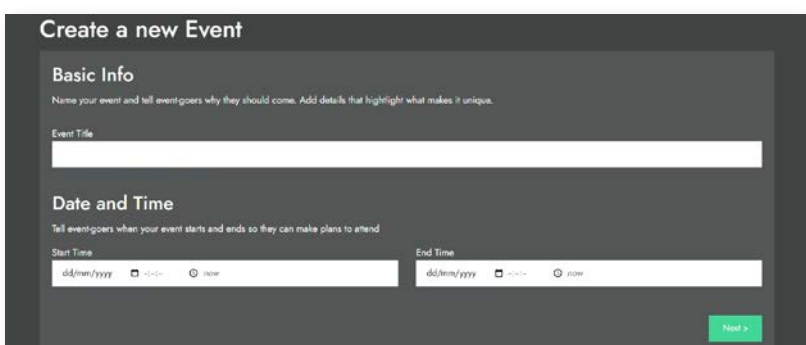
Date and Time - add the start date/start time and end date/end time

Click "Next"

At this point you will be asked to confirm if you are the event organiser or if you want to create a new organiser profile. If you are wanting to keep your personal profile and add a business profile for the event, then fill out the organisation details and add a logo. (Please note that logos and profile images are used on the main event page, and on the tickets. If you don't upload one then the system will use a default image. Use a high-quality image, ideally 16 x 9 (widescreen) ratio. Ideally something like 1920 x 1080.

You will still be asked to add a logo even if you are not setting up another profile

Click "Next"



PRICE PLAN

There are three price plans to chose from.

If you are looking to create an event with one ticket type, one addon and one package the chose **“essential”** this package will give you basic data export

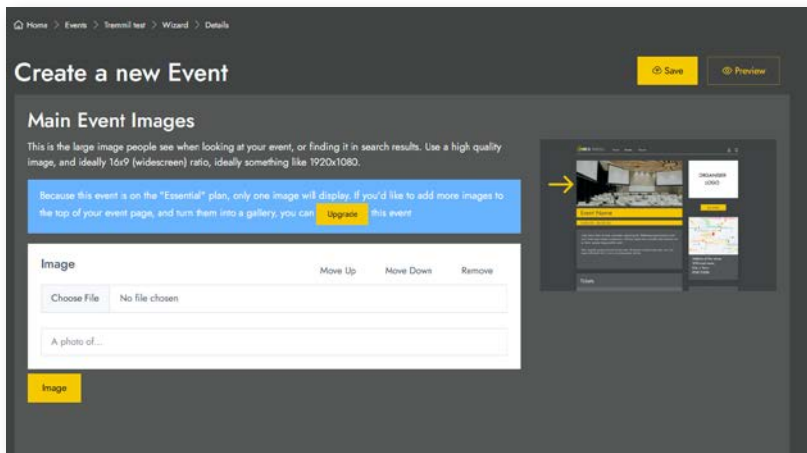
If you are looking for unlimited ticket types, unlimited addons and unlimited packages then chose **“professional”** this package will give you basic and extended data export

If you are looking for a more bespoke package, then please contact the team on info@indecs.events or click the **“contact us”** button

Click **“Next”**

MAIN EVENT IMAGES

This is where you upload an image that will be your main image. If you are on the **“essential package”** you can upload one. If you are on the **“professional package”** then you can add a gallery of pictures to showcase your event. Here you can also **“upgrade”** from essential to professional.



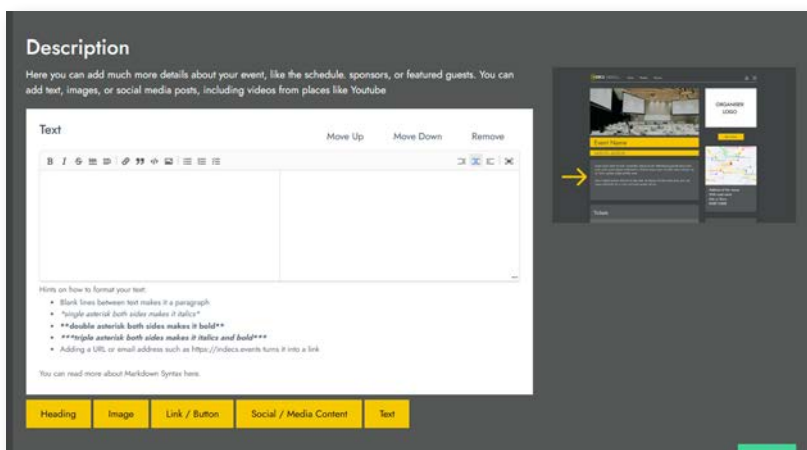
DESCRIPTION

Here you can add much more detail about your event, like schedules, sponsors, or featured guests. You can either add this as manual text or you can have them done professional (these must be as images) and then upload them by clicking the **“image”** button. If you are unsure, then please visit our events page that shows you test event and how they can look using either text or images.

Here you can also add link buttons to other sites or social media posts like Youtube and Twitter

At this point you can preview your event. To do this you must click **“save”** and then preview as this will have show what your event will look like. You can change the details and keep previewing here until you are happy. Using the **“move up move down”** buttons will move the information about on the main page.

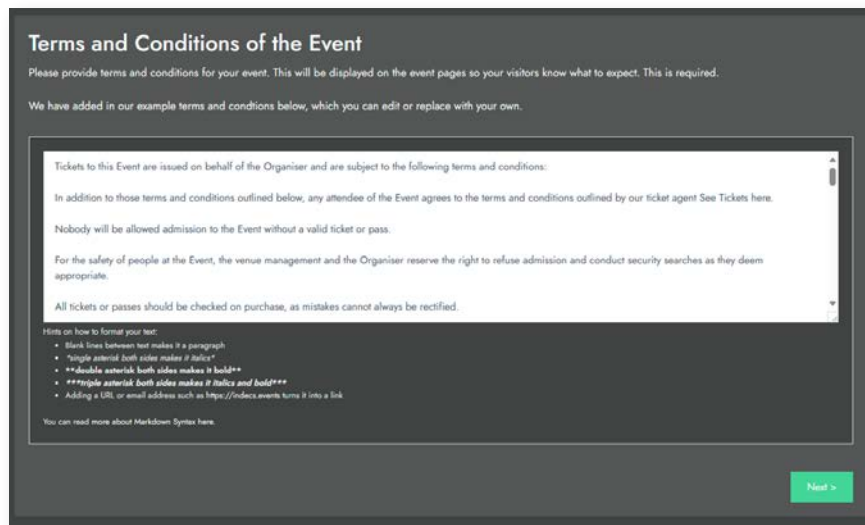
Click **“Next”**



TERMS & CONDITIONS OF EVENT

These terms and conditions are an example. It is advised you add your own terms and conditions.

Click **“Next”**

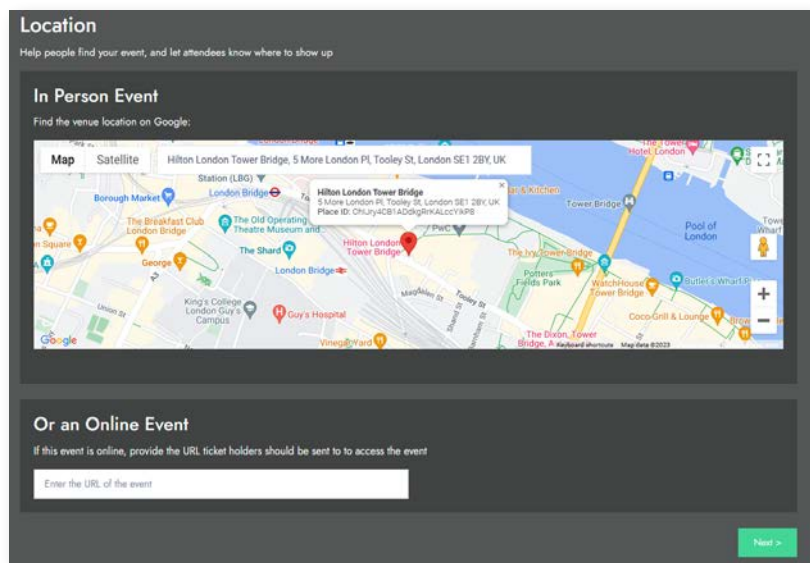


LOCATION

To add the location of your event simply add the name of the venue into the box **“Enter the name of the location”** and google will find the venue. When you see it click the venue name.

If the event is an **“Online Event”** please add the URL so customers can access the location

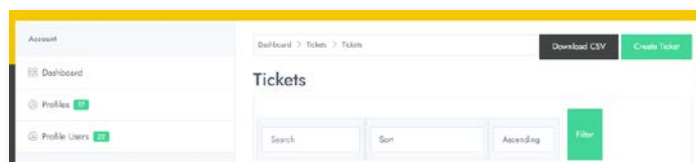
Click **“Next”**



TICKET TYPE

Under **“Ticket name”** give your ticket a name. Examples: Gala dinner ticket, Conference ticket, Exhibition pass, Full day event.

Under **“Ticket description”** describe the ticket. Examples: Full day including conference, lunch and evening gala dinner.



Ticket Name	<input type="text"/>
Ticket Description	<input type="text"/>

PRICE OF TICKETS

Here you can set the price of the ticket, and whether or not your customer pay the fees and vat on top of the price. As you make changes, the figures below will automatically update. Under **“Add vat to this ticket”** click the box and you can decide how you want the vat done.

Price of tickets

Here you can set the price of the ticket, and whether or not your customers pay fees and vat on top of that price. As you make changes, the figures below will automatically update

Price

£ 0.00

This total price to the customer, including any fees and VAT will be:

£ 0.00

The total returned to you after any fees and VAT will be:

£ -0.48

Add Fees to this ticket?

Add Fees

Do you want to add Fees on top of the Ticket Price? If selected, this will add:

£ 0.40 + VAT £ 0.08

Fees are calculated as: a fixed fee of £0.40, plus 3.5%.

Add VAT to this ticket?

No VAT on Ticket (Fee includes VAT)

Do you want to add VAT on top of the Ticket Price? If selected, this will add:

£ 0.00

If this is a discount or bulk buy, what would the Original Price be?

£ 0.00

Quantity on Sale

Here you can set how many of the tickets are made available in total. As well as being able to limit the number of tickets

Maximum Quantity on Sale

100

How many should people be able to buy?

Minimum Quantity a Customer can buy

1

How many must people buy?

Maximum Quantity a Customer can buy

10

How many can people buy?

Automatically issue tickets?

By default you have the option to manually approve each ticket sale so you can check who is buying it. But, if it's a public event, you may want to automatically approve each sale

Should sales of this be automatically approved?

Don't Automatically Approve

Automatically Approve Sales

This means customers will be provided with details as soon as they finish purchasing. If you want to check the legitimacy of the purchase before issuing details, do not tick this box.

QUANTITY ON SALE

Here you can set how many ticket are made available in total. You will also be able to set minimum quantity a customer can buy and maximum quantity a customer can buy.

AUTOMATICALLY ISSUE TICKETS

By default you have the option to manually approve each ticket sale so you check who is buying it. This tends to be used for events where security is key or it's a member only event. If it is a public event, you may want to automatically approve each sale.

SHOULD CUSTOMERS RECEIVE ANY FILES?

If you have any files and images that you want to send out to ticket holders, such as location details, timings, terms and conditions programme or agendas for the day you can add them here.

Attach PDF's to ticket emails

Here you can decide if you want to send a ticket/badge PDF to their email.

Should customers receive any files?

If you have any Files and Images that you would like to send out to ticket holders, such as **location details, timings, terms and conditions programmes or agendas** for the day - you can add them here

Attach PDFs to ticket emails?

Should customers receive a PDF ticket via email?

Don't Send PDF Ticket

Send PDF Ticket

A printable PDF ticket attachment will be added to their ticket email if you choose this option

Should customers receive a PDF badge via email?

Don't Send PDF Badge

Send PDF Badge

A printable PDF badge attachment will be added to their ticket email if you choose this option

DO YOU NEED TO ASK THEM ANY QUESTIONS?

Here you can add customers questions ie: if they have any food allergies, disabilities etc

The screenshot shows a form titled "Do you need to ask them any questions?". Below the title is a sub-header: "If you have any questions that you would like to ask ticket holders, such as meal preferences, QnA questions, or any other information you need to know - you can add them here". There are six tabs: "Text", "Multiline Text", "Numeric", "File", "Select One", and "Select Many". To the right of the form is a dark grey box with the heading "You can add different types of questions" and a list of question types with their descriptions: "Text" (A single line of text, such as a name), "Multiline Text" (Multiple lines of text, such as a paragraph for a bio, or a long question), "Numeric" (A numerical answer such as the number children or pets they're bringing along), "File" (If you require a file to be uploaded, such as a CV or portfolio), "Select One" (Ask them to select one option from a list, such as a meal option), and "Select Many" (Ask them to select many options from a list, such as topics they're interested in).

HIDE HOTEL ROOMS?

We use Ratehawk as an accommodation provider so if you have an event and would like delegates to book their own accommodation then **"show hotel rooms"**. If you have organised your own accommodation at the venue or you have preferred rates set up close to the venue then **"hide hotel rooms"**

Click **"Next"**

The screenshot shows a form with two sections. The first section is titled "Private or Public?" and contains the text: "Do you want to keep this event private, so people can only access it via the unique link above? Or, would you like to allow people to search for your event on the Indecs site?". Below this is the question "Is this private?" with two radio button options: "Publicly viewable" (selected) and "Make Private". The second section is titled "Hide hotel rooms?" and contains the text: "Normally Indecs offers event attendees the option to book accommodation as part of buying a ticket. If you'd rather not allow that option, you can hide it here". Below this is the question "Hide hotel rooms?" with two radio button options: "Show Hotel Rooms" (selected) and "Hide Hotel Rooms". At the bottom right of the form is a green "Next >" button.

GETTING PAID FOR TICKET SALES

Payments on Indecs will be processed by **Stripe** (an independent secure payment system). They are the payment system behind major online platforms such as Shopify, Kickstarter, Deliveroo and Uber so you know your money is safe.

If you wish to be paid automatically as tickets or addons are purchased, you can connect a Stripe account. If you'd prefer to wait and invoice Indecs, you do not need a Stripe account, but you will need to contact us for payment after the event has happened.

Log in, or get signed up to take payments on Stripe with the link below – this takes just 15 minutes with no commitment. Proceeds from tickets will then be forwarded to your Stripe account instantly.

Click **"Next"**

The screenshot shows a form titled "Create a new Event" with "Save" and "Preview" buttons at the top right. The main section is titled "Getting paid for ticket sales" and contains the following text: "Payments on Indecs will be processed by Stripe (an independent secure payment system). They are the payment system behind major online platforms such as Shopify, Kickstarter, Deliveroo and Uber so you know your money is safe." Below this is the text: "If you wish to be **paid automatically** as tickets or addons are purchased, you can connect a Stripe account". Then: "If you'd prefer to **wait and invoice Indecs**, you do not need a Stripe account, but you will need to contact us for payment after the event has happened." At the bottom is the text: "Log in, or get signed up to take payments on Stripe with the link below – takes just 15 minutes with no commitment. Proceeds from tickets will then be forwarded to your Stripe account instantly." Below this text is a blue "Connect with Stripe" button. At the bottom right of the form is a green "Next >" button.

YOUR EVENT IS READY!

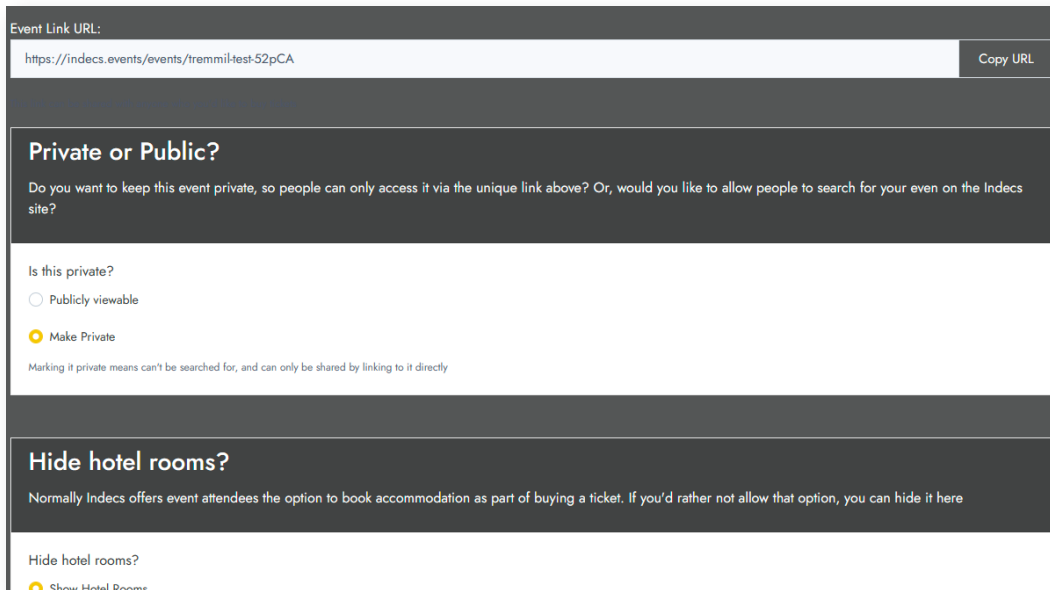
Here you can copy the URL to save and send to people.

Make your event publicly viewable or make it private – our advice would be to keep it private until you are ready and happy with how the event looks. Once you want to change this to public go to your event in your account and click **“edit”**. On this page you will see an area to switch it over. (Remember to go to the bottom of the page and click **XXX**)

Once you have clicked next you will be taken to your **“Account Dashboard”**

To see your event, click **“events”** from your dashboard and then click **“view”** this will take you to the a page that details the event. Under **“attributes”** you will see the URL for the event. Click the URL and you will be able to see the event as a customer would see it.

If you want to make changes to the event, go back to the dashboard, click events, and then click edit. (Remember to click update when you make any changes for the to be saved)



Event Link URL: Copy URL

Private or Public?

Do you want to keep this event private, so people can only access it via the unique link above? Or, would you like to allow people to search for your even on the Indecs site?

Is this private?

Publicly viewable

Make Private

Marking it private means can't be searched for, and can only be shared by linking to it directly

Hide hotel rooms?

Normally Indecs offers event attendees the option to book accommodation as part of buying a ticket. If you'd rather not allow that option, you can hide it here

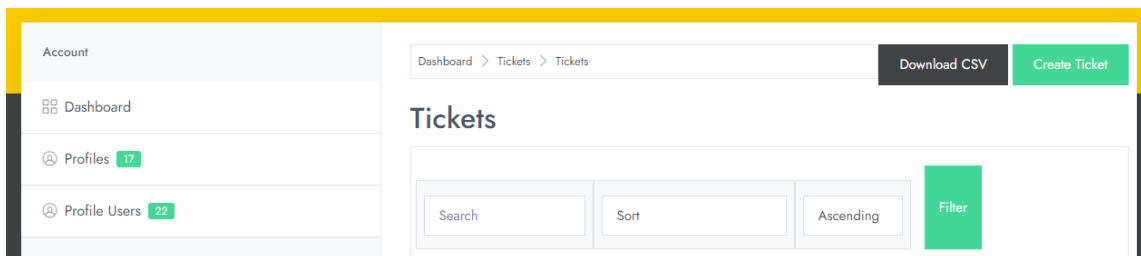
Hide hotel rooms?

Show Hotel Rooms

ADDING A NEW TICKET TYPE

Click on your event from the left panel then click **“view”**. At the bottom of the page click **“Create New Ticket Type”** from here you can add another type of ticket. Once you have done this click **“create”** and head back to your dashboard. View event and your new ticket type will have been added. If you are on the **“essential package”** you can upgrade from here too.

CREATE A TICKET



Account

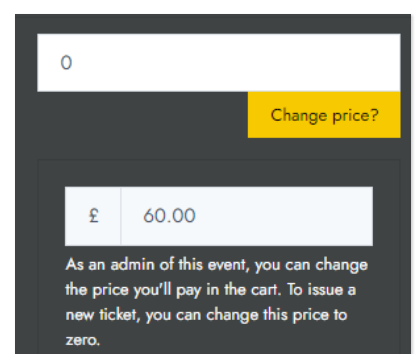
- Dashboard
- Profiles 17
- Profile Users 22

Dashboard > Tickets > Tickets Download CSV Create Ticket

Tickets

Filter

If you have taken payment direct and need to send the customer a ticket then click **“tickets”** click **“create ticket”**. You will be given a chose of events to choose from. Click the event you need and this will take you to the event page. Go to the ticket type you need and put the number of tickets you need. **“change price”** at this point change the price to £0.00 and go to cart and checkout.



0 Change price?

£ 60.00

As an admin of this event, you can change the price you'll pay in the cart. To issue a new ticket, you can change this price to zero.

The tickets will go into your **"tickets"** section. You will need to assign the ticket to the customer so click **"view"** on the ticket you need and then click **"send"**. You will be given the option to **"send/assign ticket to someone else"**

Type the full name of the person and add their email address. If the customer already has an account then the tickets will go into the account with that name and email address so it is important to get that right. If the customer does not have an account then they will get an email telling them to get their tickets to sign up.

ADDING USERS TO YOUR ACCOUNT

Go to profile and click **"view"** scroll down the page until you see **"users"** here you can add someone email address and click **"invite"** the recipient will be sent and email inviting them to be part of your profile. Doing this will allow the person to have the same controls on the main organiser/owner. If you need to delete the user click **"remove"** in the same location.

Invite User

Invite

CREATING A SCANNER

Choose your event. Go to the bottom of that event and click **"create new barcode device"** in the pop up type the name of the device (this could be the exhibitor) in role click the role you are assigning the device and then add their email address. The customer will be sent an email to accept and will see the barcode device in their account. The customer will need to open the scan device on their account and scan the QR code with their phone. This will ask them to download the scanner. Once this has been done they can use this on the event to scan customers QR codes. All the data on the scan will be collected in their account and can be downloaded as a CSV file. The barcode scans will give the time, name and email of the contact.

Create a Barcode Device

Name of the Device

Role

Organiser


Email Address

By clicking "Create Barcode Device" below you will allow the person emailed to assign this device with an existing Profile, or create a new Profile, and that Profile will be associated with this event, based on the role you have selected above

Create Barcode Device

Pair Your Scanner

Open <https://scan.app> on your phone, and scan the barcode below. This links your phone to Indecs. Then you can keep track of barcodes you have scanned here.



Who shall we assign this Ticket to?

Name

Email Address (optional)

By clicking "Assign Ticket" below you are agreeing that you have permission from the person named above that we will store their name and optionally their email address for the purpose of assigning a Ticket to them.

If you provide an email address, and they have an account on our system, we will add the Ticket to their existing account. If you provide an email address and they don't already have an account, we'll create one for them, and email them to invite them to login.

Assign Ticket

COLLECTING MENU CHOICES

When you create a **"ticket type"** you can ask questions which will be collected and stored for you to download as a CSV file. When organising a dinner, you will probably need to ask for dietary requirements and menu choices. At the bottom of the page you will see **"questions"**. Click **"text"** and add the question (remember to click **"answer is required"**) if you need to have it answered.


Here is an example of we would ask:

- Question 1** Please give guest name
- Question 2** Please give an dietary/allergy requirements
- Question 3** Starter
- Question 4** Main Course
- Question 5** Dessert



Attachments

Image Move Up Move Down Remove



Choose file No file chosen

Brief description for those who can't see the image

A photo of...

File **Image**

Files and images that will be linked to on the event page, and sent out to ticket holders

Questions

1. Please give guest name Text - Remove

Answer is Required

2. Please give any dietary/allergy requirements Text - Remove

Answer is Required

3. Starter Text - Remove

Answer is Required

4. Main Course Text - Remove

Answer is Required

5. Dessert Text - Remove

Answer is Required

Text **Multiline Text** **Numeric** **File** **Select One** **Select Many**

Underneath you will see **"file/image"** here it would be advisable to add the menu so that customers can send that to their guests to collect the information.

If you have made the questions **"required"** they become **"actionable"** in the customer's account. Indec will send reminders to the customer until all the information has been collected. Once all the details have been collected the emails will stop.