

Eventact

Basic Set Up

Step 1

Choose Add Event App

The screenshot shows the Eventact dashboard for an event titled "International convention of Asia" on February 13, 2023. The dashboard is organized into several sections:

- Navigation Menu (Left):** Overview, Project, Design, Participants, Marketing, Media, Settings.
- Event Header:** "International convention of Asia" with the date "February 13, 2023".
- Key Metrics (Grid):** A grid of colored cards for Registration (0), Add Agenda, Add Website, Add Event App (highlighted with a red box), Speakers (0), Exhibitors (0), Add Meetings, Venue, and Halls (0).
- Attendees Inquiries:** A section for managing inquiries, currently showing "No Inquiries yet".
- What's New:** A section for updates, currently showing "Nothing new".
- Links:** A section for sharing the event, with options for "Website" and "Share event".
- Things to Check:** A list of tasks, including "Project is missing header image" and "Project is missing logo image".
- General Managers:** A section for managing event staff, currently showing "There are no general managers defined".
- Things to Discover:** A section for discovering new features, featuring a video player for "Eventact - Basic Navigation".
- Things to Do:** A section for managing tasks, currently showing "There are no tasks. Add the first task".
- Super Admin:** A section for administrative information, including "CompanyID: 2175" and "EventID: 35673".

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Step 2

Click Activate and continue to the application overview.

