Eventact

Basic Project Details

After creating a project, you can always go back and change the Basic Project Details.

You can do that by going to "The project name" -> General -> project

https://office.eventact.com/General/Project/#!/DetailsOverview

Here you can edit the project:

1- <u>Name & Title</u>:

- **Public name:** will appear on default messages etc. as a token called {Project.Title}
- **Public subtitle:** will appear on the website or forms headers
- **Nickname \ Internal name:** will appear on reports
- **Code name:** will appear as part of the website link, for example, if your code name is "**ideas**" then the website link will be **https://ws.eventact.com/ideas**
- **Description:** will appear ...
- **Home page:** The event website address
- **# Hashtag:** Phrase or nickname that you use to tag social networks posts related to this event
- **Project type:**
- **Event portal subjects:**

2-<u>Location</u>

- **Venue type:**

- **Local:**

- **Time Zone: will be used for the time section on the website:**

- **Select address (Country/Region, State/Province/Region, City, Street, Postal code, Postal code):**

3-<u>Time</u>

- **Start and End date:**

- **Start and End time:**

4- <u>Email & Phone</u>

- **Main project email address:**

- **BCC copies of outgoing emails to:**

- **Project phone number:**

- **Project contact person:**

5- <u>Languages</u>

- **Main language:**

- **Additional Languages:**