

Eventact

New Project

How to create a new project-

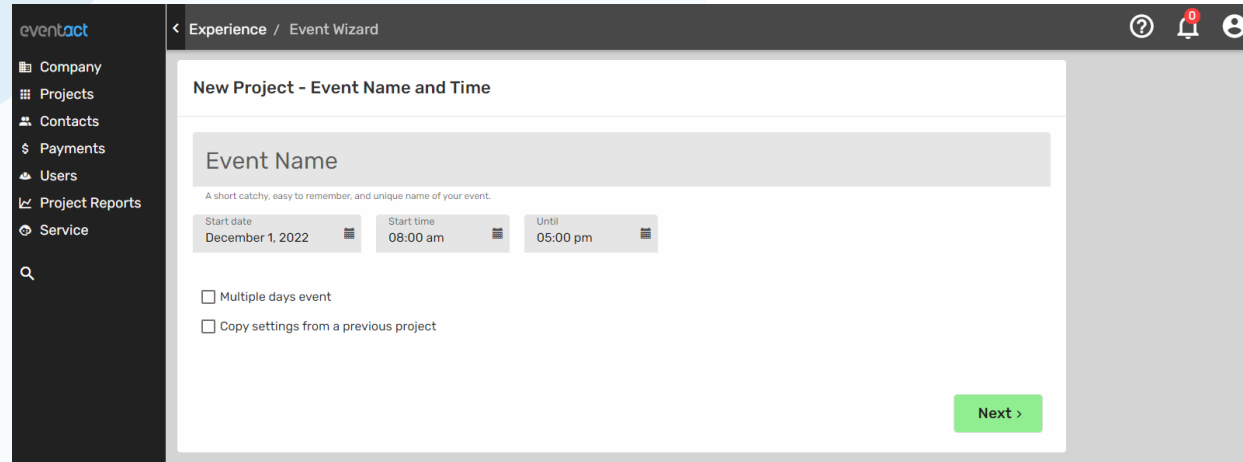
Click Projects on the left-hand side menu.

Click the + Create project button

The screenshot displays the Eventact web application interface. On the left is a dark sidebar menu with the following items: Company, Projects (highlighted in blue), Contacts, Payments, Users, Project Reports, and Service. The main content area is titled 'Experience / Project List' and shows a header for 'Experience USA'. Below this is a 'Projects' section with a '+ Create Project' button. A search bar is present with 'Current' selected in a dropdown and 'Project name' in the input field. The project list contains four entries:

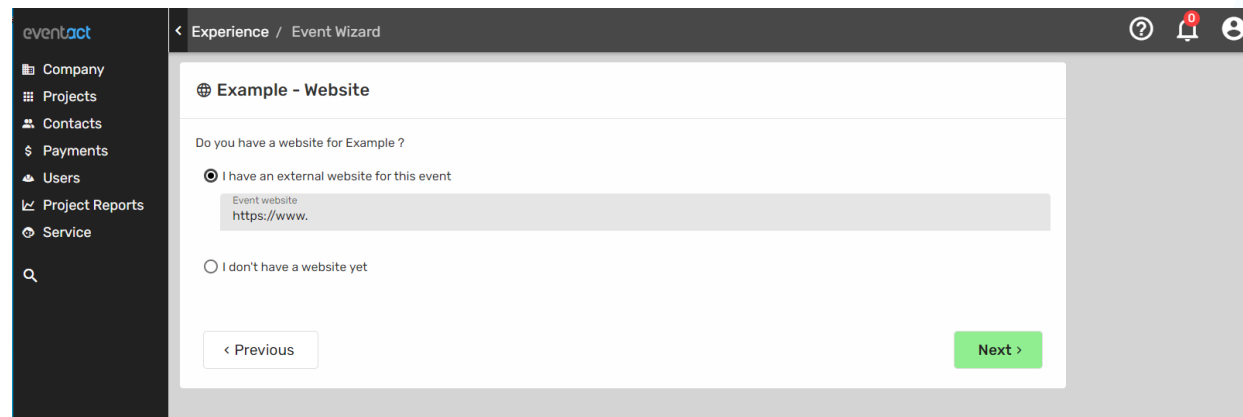
Project ID	Project Name	Location	Date	Users	Tasks	Contacts	Global
1	Rachels Event (yesterday)	Hilton Head Island	November 29, 2022	1	0	0	0
2	New Technologies (in 3 months)	Grand Hyatt Singapore	February 8-10, 2023	0	0	0	0
3	New Technologies (in 3 months)	Grand Hyatt Singapore	February 8-10, 2023	0	0	0	0
4	Ideas (in 6 months)		May 1-3, 2023	4	6	2	5

Fill in your event name and time.



The screenshot shows the 'New Project - Event Name and Time' form in the Eventact interface. The form includes a sidebar with navigation options: Company, Projects, Contacts, Payments, Users, Project Reports, and Service. The main content area has a header 'Experience / Event Wizard' and a title 'New Project - Event Name and Time'. Below the title is a large text input field for 'Event Name' with a placeholder 'Event Name' and a subtext 'A short catchy, easy to remember, and unique name of your event.' To the right of the input field are three date and time pickers: 'Start date' (December 1, 2022), 'Start time' (08:00 am), and 'Until' (05:00 pm). Below these are two checkboxes: 'Multiple days event' and 'Copy settings from a previous project'. A green 'Next >' button is located at the bottom right of the form.

If you do not have a website for your event, Eventact can create you your own.



The screenshot shows the 'Example - Website' form in the Eventact interface. The sidebar and navigation are the same as in the previous screenshot. The main content area has a header 'Experience / Event Wizard' and a title 'Example - Website'. Below the title is a question 'Do you have a website for Example?'. There are two radio button options: 'I have an external website for this event' (which is selected) and 'I don't have a website yet'. Below the selected option is a text input field for 'Event website' with a placeholder 'https://www.'. A 'Previous' button is located at the bottom left, and a green 'Next >' button is at the bottom right.

Fill out your event description. If you would like your event to appear when searched, click the **Show events in public event list check**.

The screenshot shows the 'Event Wizard' interface in the Eventact system. The left sidebar contains navigation options: Company, Projects, Contacts, Payments, Users, Project Reports, and Service. The main content area is titled 'Experience / Event Wizard' and 'Example - Description'. It features several input fields: 'Main Language' (set to English), 'Tagline' (with a subtext 'A short slogan to reinforce the event key aspect or benefit.'), and 'Description' (with a subtext 'What will happen at the event? What is interesting about your event?'). Below these is a section for 'Targeting the right audience' with a subtext 'Helps Eventact to setup defaults and meta-data correctly for your event'. The 'Event type' dropdown is highlighted in red with the error message 'This field can't be empty'. A checkbox labeled 'Show event in public events list' is checked. At the bottom, there are 'Previous' and 'Next' navigation buttons.

eventact

< Experience / Event Wizard

Example - Description

Main Language
English

Tagline
A short slogan to reinforce the event key aspect or benefit.

Description
What will happen at the event? What is interesting about your event?

Targeting the right audience
Helps Eventact to setup defaults and meta-data correctly for your event

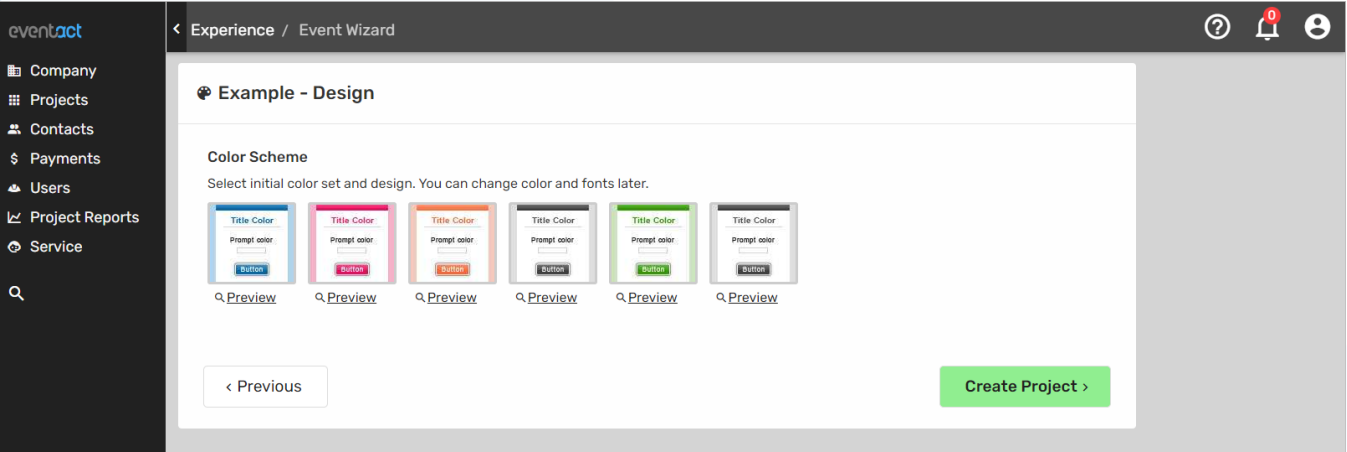
Event type
This field can't be empty

Show event in public events list

< Previous

Next >

Choose a color scheme for your project.



Then you will have other options to customize, but you can click set up later and be taken to your home page.