

Every year, my organization hosts an Annual Conference for it's members. The Conference consists of General Sessions, Workshops, Exhibitors, Outings, Meals, Travel Arrangements, and Lodging Arrangements. Users will create an account on the Joomla site. As first-time users, they will register for our conference as either an attendee, exhibitor, or speaker. Depending on what type of registrant they are, they will be presented with different fields, although there will be some overlap; name, address, etc. Registration information will include Personal Information (including children or guests where necessary), Workshop Registration, Outing Registration (with costs), Meal attendance, Travel Plans (car, air, train, arrival times, departure times, etc.) and Lodging arrangements (hotel, etc). For exhibitors, we need additional information – their company, how many tables, their employee names & titles. System should track all user registration data, and allow users to update registration data if anything changes. When user completes registration, need notification/thank you emails to conference attendee and to conference admin acknowledging new user registration.

Need administrative back-end for managing all user registration information. Should include capability to edit user registration information. Should include reports on number of conference attendees, workshop attendees, travel schedules, outing attendees, User Summary (Summarizing critical registration information on one screen). Should include ability to create workshops with Title, Speaker, Description, Max Attendance. Should include ability to create Outings with Title, Location, Description, Age Group.

Optional – payment gateway (paypal is fine) for specific functions. If Exhibitor, there is a fee. There is a fee for outings, etc.

Average fields collected per registration: 220

General Flow of Registration-

Option 1

- A Member
- B Non-member

1A Member

- Member Personal Information
- Region/Field information
- Family Information (spouse, children, etc.)
- Travel Arrangements (when will they be arriving, air, car, train, flight #s, etc.)
- Lodging Arrangements (where will they be staying, hotel name, #rooms, etc.)_
- Workshop Registration
- Outing Registration (with payment for specific outings)
- Meal Attendance (Grid of Day, Breakfast, Lunch, Dinner, etc.)

1B Non-Member

Option 2

- A Exhibitor
- B Guest

1B2A Exhibitor

Personal Information

Company Information (Name, Title, Location)

Tables Requested

Travel Arrangements (when will they be arriving, air, car, train, flight #s, etc.)

Lodging Arrangements (where will they be staying, hotel name, #rooms, etc.)_

Workshop Registration

Outing Registration (with payment for specific outings)

Meal Attendance (Grid of Day, Breakfast, Lunch, Dinner, etc.)

1B2B Guest

Member Personal Information

Travel Arrangements (when will they be arriving, air, car, train, flight #s, etc.)

Lodging Arrangements (where will they be staying, hotel name, #rooms, etc.)_

Workshop Registration

Outing Registration (with payment for specific outings)

Meal Attendance (Grid of Day, Breakfast, Lunch, Dinner, etc.)