

EVENTS CALENDAR

LOGIN

USER GUIDE

LOGIN OPERATIONS

VERSION 1.0

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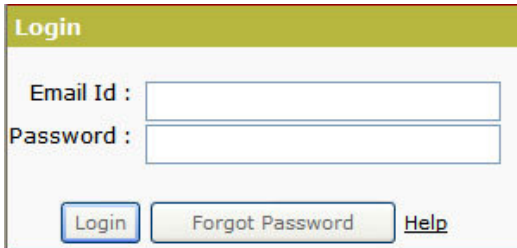
Login to Events Calendar System

User Guide

1. LOGIN TO EVENTS CALENDAR SYSTEM

To start the Event Management operation, you need to login first. The logon process verifies that you are the authorized user to perform the administration of the Events. Follow these steps to login.

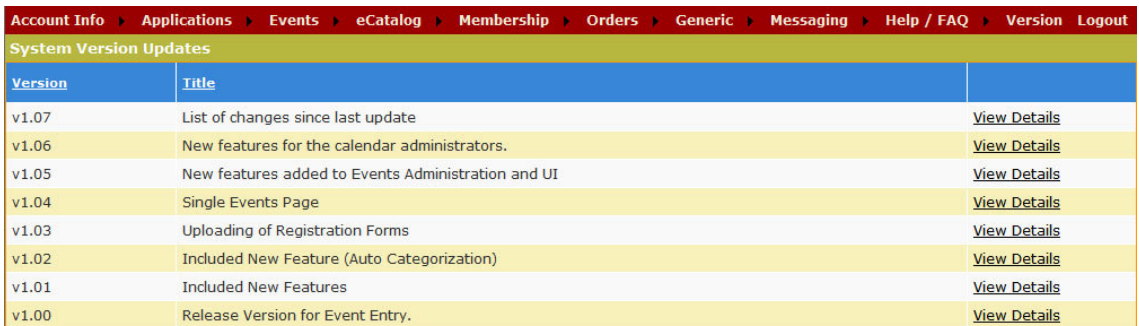
1. In Internet Explorer, type the address <http://admin.eventshub.sg/> . This will display the Events Calendar Login page as shown in Figure 1.1.



The screenshot shows a login form with a green header containing the text "Login". Below the header, there are two input fields: "Email Id :" and "Password :". At the bottom of the form, there are three buttons: "Login", "Forgot Password", and "Help".

Figure 1.1

2. Key in the **Email ID** and **Password** into the appropriate fields. Click on **Login** button to proceed. The successful login will redirect to the default Home page as shown in Figure 1.2.

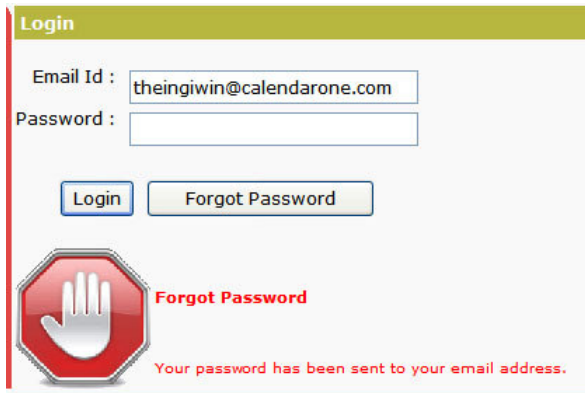


Version	Title	
v1.07	List of changes since last update	View Details
v1.06	New features for the calendar administrators.	View Details
v1.05	New features added to Events Administration and UI	View Details
v1.04	Single Events Page	View Details
v1.03	Uploading of Registration Forms	View Details
v1.02	Included New Feature (Auto Categorization)	View Details
v1.01	Included New Features	View Details
v1.00	Release Version for Event Entry.	View Details

Figure 1.2

2. IF YOU FORGET YOUR PASSWORD

If you had forgotten your password but remember your email ID, then you can key the email ID first and then click on the Forgot Password button. The system will send out the email in which there is your password to your email account. It will result as shown in Figure 1.3.



The screenshot shows a web interface for the 'Forgot Password' process. At the top, there is a green header with the word 'Login'. Below this, there are two input fields: 'Email Id : theingiwin@calendarone.com' and 'Password :'. Below the input fields are two buttons: 'Login' and 'Forgot Password'. Below the buttons is a red octagonal icon with a white hand cursor. To the right of the icon, the text 'Forgot Password' is displayed in red. Below this, a red message states: 'Your password has been sent to your email address.'

Figure 1.3