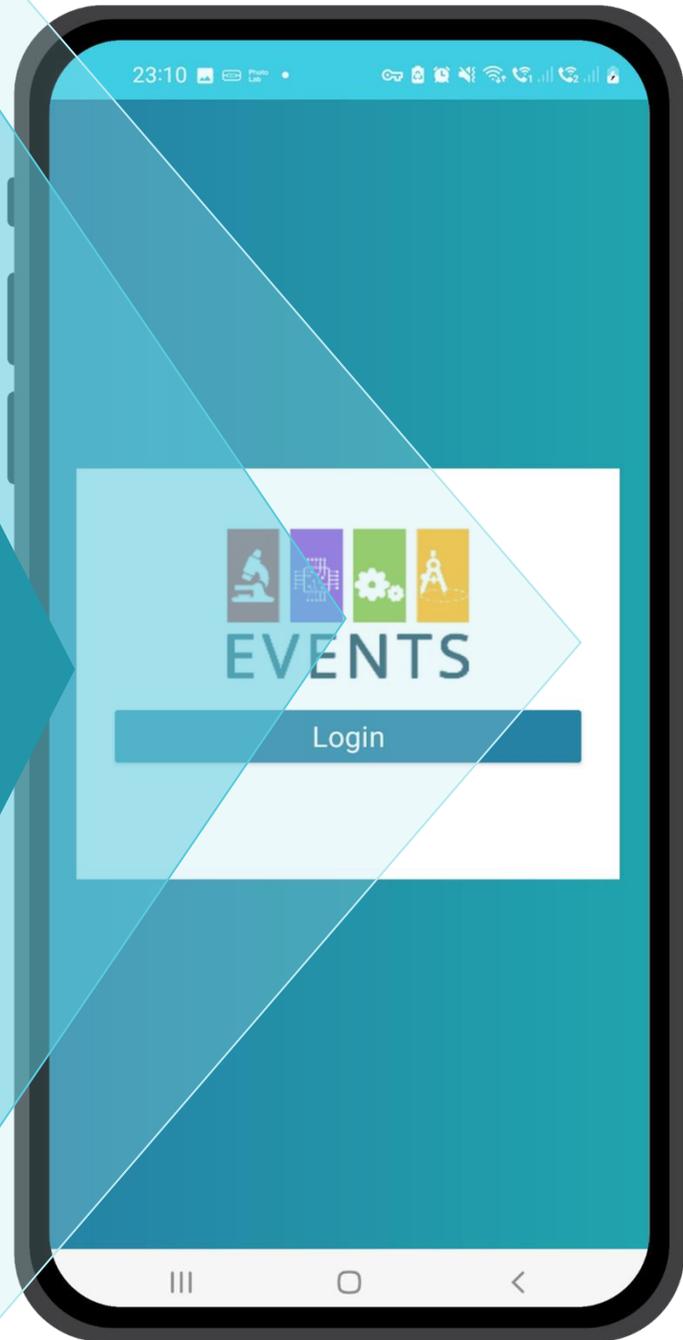




science & innovation

Department:  
Science and Innovation  
REPUBLIC OF SOUTH AFRICA

# SEIMS Events App User Guide





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# 4 Steps

To organize a SEIMS Event

## Before the Event

1. Event organiser downloads the SEIMS Events App and creates an account.
2. Event organiser registers their event. at least two weeks before their event.
3. Event organiser awaits approval.

## After Event Approval

1. Event administrators receive an Email invite to the event.
2. Event administrators download the SEIMS Events App and create their own user accounts.

## During The Event

1. Event administrators and organiser capture attendees on the SEIMS Events App.

## After the Event

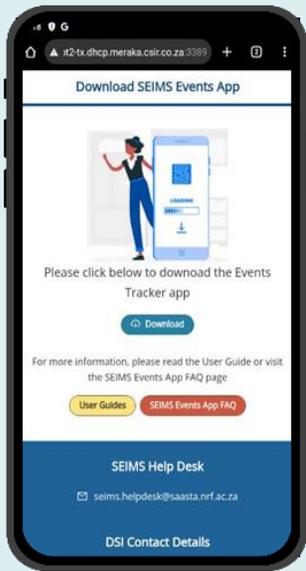
1. Conclude your event once all attendees have been captured.



## How to: Install SEIMS Events App

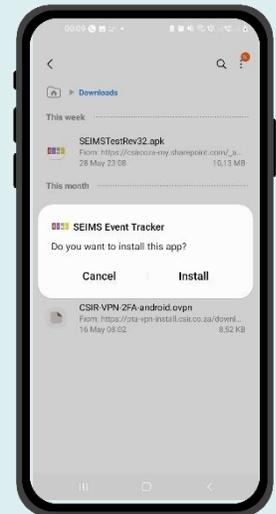
### 1. Download the SEIMS Events App

On your mobile device, go to <https://seims.dsi.gov.za/public-events> and download the app.



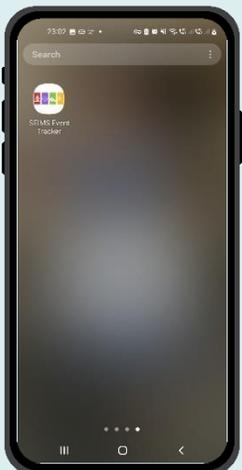
### 2. Install the App on your Device

Ensure that you enable installation of unknown apps/3rd party apps on your device. Once downloaded, the app can be installed by following your device instructions.



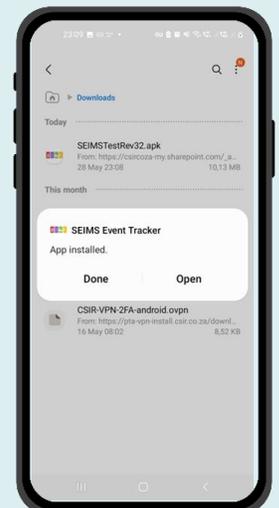
### 4. Find the EVENTS App

The App should now be found among your other installed Applications.



### 3. Complete Installation

Your device may alert you once the installation is completed.





## How to: Register an account

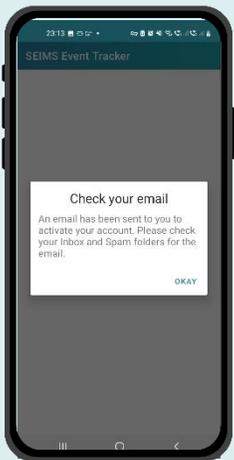
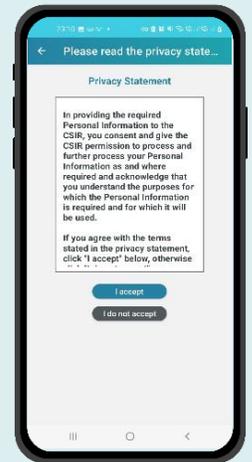


### 1. Open SEIMS EVENTS App

Once the SEIMS events App is open, click on **Register**

### 2. Read the Privacy Statement

The privacy and protection of your information is very important to SEIMS. If you accept the privacy policy, click **I accept**,



### 4. Check your email box

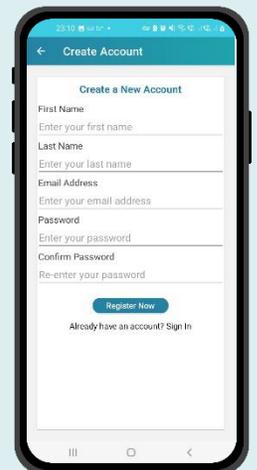
The SEIMS events App will send an automatic email to your email address. This will help you to confirm your email. Once completed, click **Okay**

### 3. Provide personal details

The SEIMS events App will need details such as your **first and last names** and your **email address**.

Take care that these details are accurate. You will also need to set a **Password**. Remember that your password and Email will be your login details.

Once Completed, click **Register Now**





## How to: Login to Events



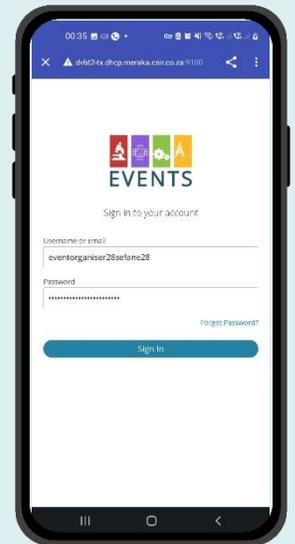
### 1. Verify your account

After verifying the account in your mailbox, the App will display the home page where you can click **Login**

1

### 2. Input your login credentials

Enter your email address and password used to register the account and click **Login**



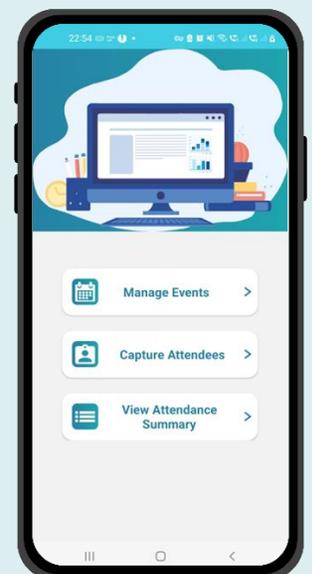
2



3

### 3. Home page details

After a few seconds, the app will display the events home page showing the **Manage Events**, **Capture Attendees**, and **View Attendance Summary** pages.





## How to:

### Create a new event

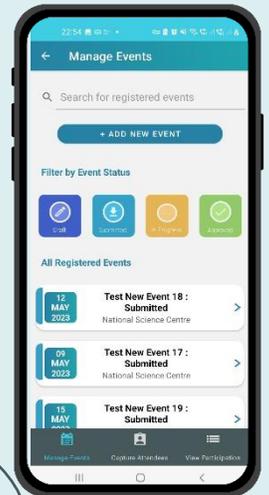
#### 1. Manage Events

You can view and add details of your events in the **Manage events** tab.



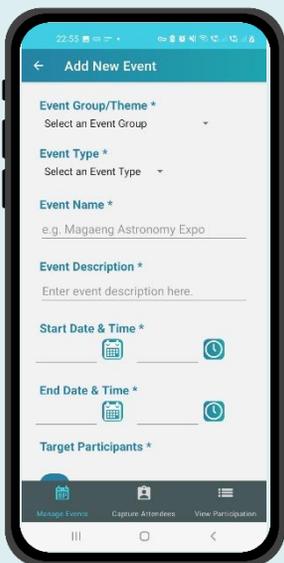
#### 2. Create new event

Click on Add New Event above the displayed list of any previous events. If you do not have any previous events, this list will be empty.



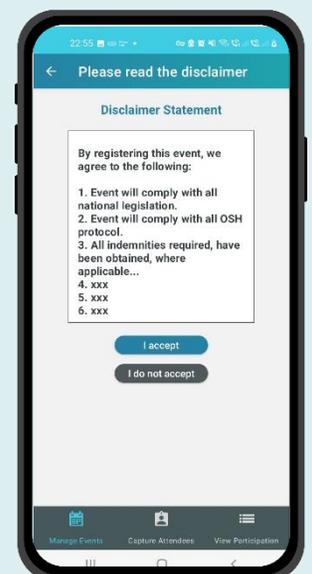
#### 4. Provide Event Details

Details marked with a (\*) are compulsory for the event. Take care to check all are accurate. You can scroll down to reveal more fields.



#### 3. Accept Disclaimer

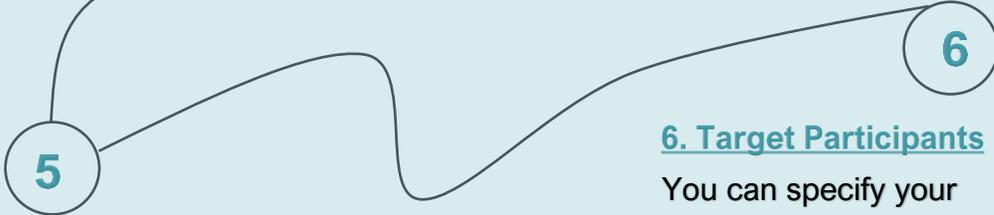
Accept the disclaimer Statement





How to:

Create a new event (continued)

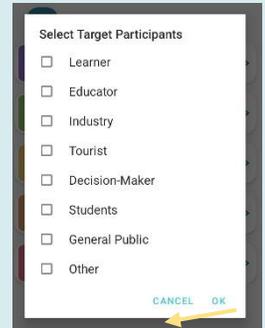


### 5. Sub Menus

Each of the menu items **Objectives**, **Experience**, **Venues**, **Partner**, and **Event Administrator** are detailed separately in the following 'how-to' sections.

### 6. Target Participants

You can specify your participants from a short pop-up list. Once completed, click **Ok**.



### 7. Submit Event

Ensure that all sub menus listed in Step 5 are completed. Once completed, click **Create Event**.

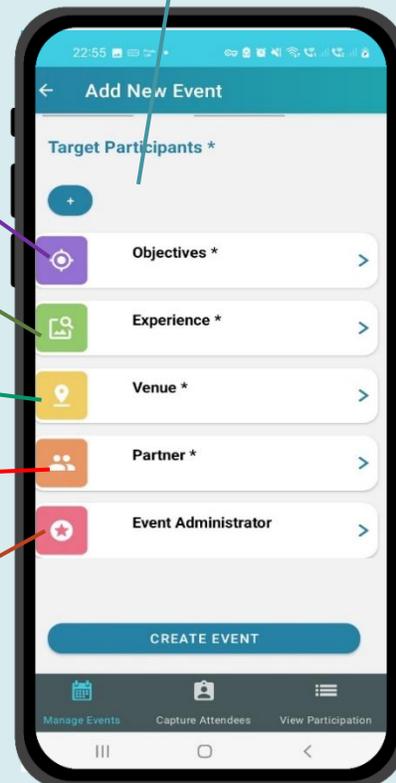
**Objectives** = [How to: Select Event Objectives](#)

**Experience** = [How to: Add Experience details](#)

**Venues** = [How to: Add a new venue](#)

**Partner** = [How to: Add a new Partner](#)

**Event Administrator** = [How to: Add A new Event Admin](#)





## How to:

### Select Event Objectives

#### 1. Click Objectives

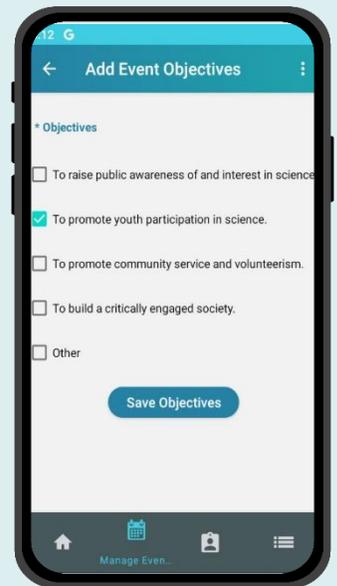
Under the [submenus](#) in the Add New Event Section, Select the submenu for **Objectives**

1

#### 2. Select a Relevant Objective(s)

From a list of standard objectives, you can choose any which are relevant to your event.

2



3

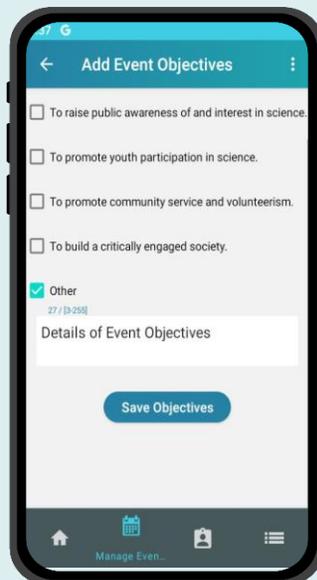
#### 3. Add Additional or Other Objectives

If your objectives are not included on the list of standard objectives, you can add additional details of objectives by selecting **Other** and adding the details.

#### 4. Save Objective details

Once the full details are completed, click **Save Objective**.

4





## How to:

### Add Experience details

#### 1. Click Experience

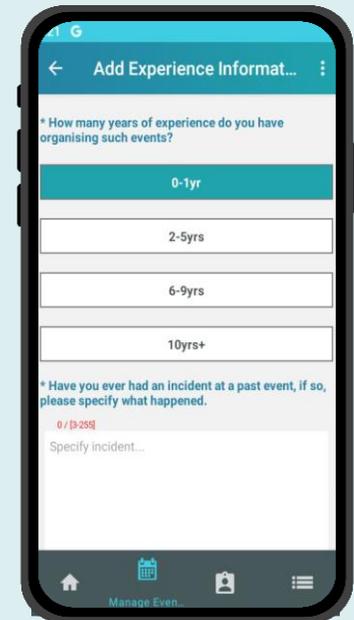
Under the submenus in the Add New Event Section, Select the submenu for **Experience**

1

#### 2. Select Years of Experience

From the options provided, select the years of experience of the event organizer. Remember to add details of any previous incidents of note.

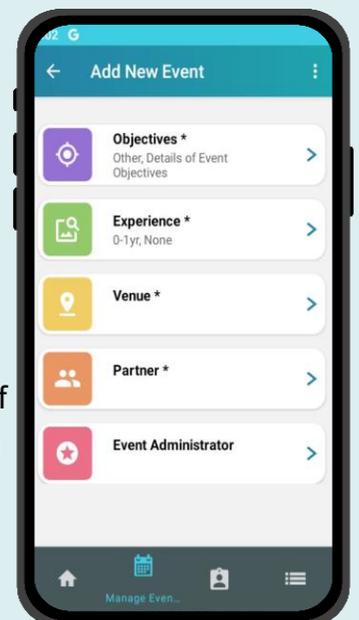
2



#### 3. Save Experience Information

After clicking on **Save Experience Information**, a short summary of the details of the details will be displayed on the Event Page.

3





## How to:

# Add a new partner to an event

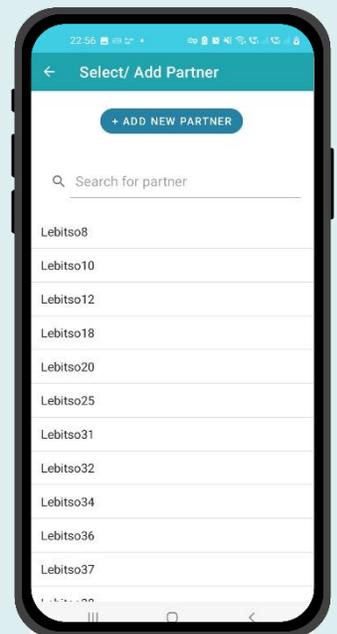
### 1. Click Partner

Under the [submenus](#) in the Add New Event Section, Select the submenu for **Partner**. And then Click **Add Partner**



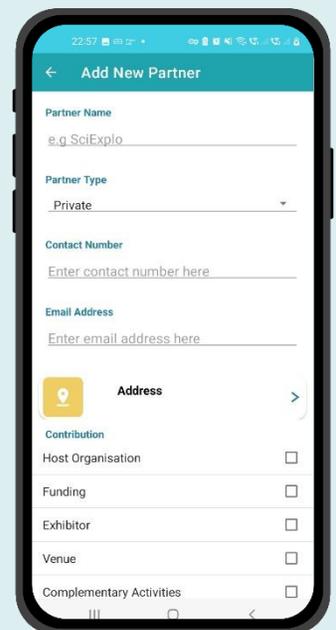
### 2. Select Existing Partner

If there are existing partners from previous events, you can select any of them for the current event.



### 3. Add New Partner

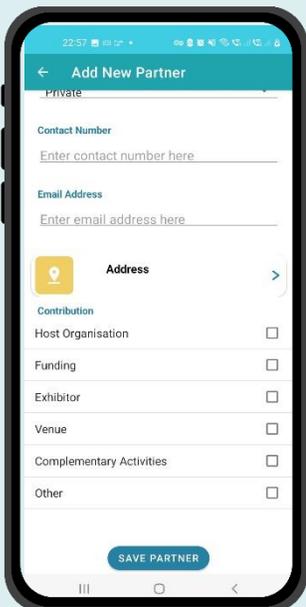
You can click **Add New Partner** to include the details of a new partner.



### 4. Select partner roles

Remember that every event must have at least one partner designated as **Host** and at least one partner responsible for **Funding**.

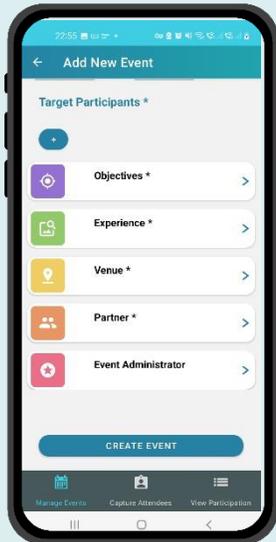
Click **Save Partner**.





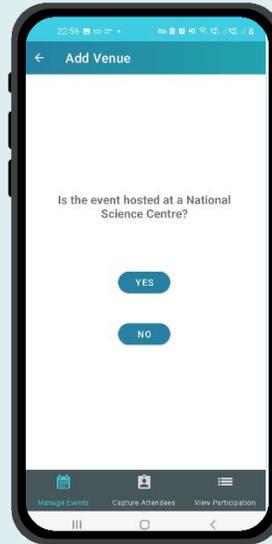
## How to:

### Add a new venue



#### 1. Click Venue

Under the [submenus](#) in the Add New Event Section, Select the submenu for **Venue**. And then Click **Add Venue**



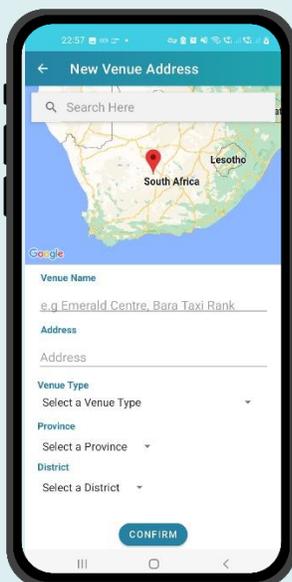
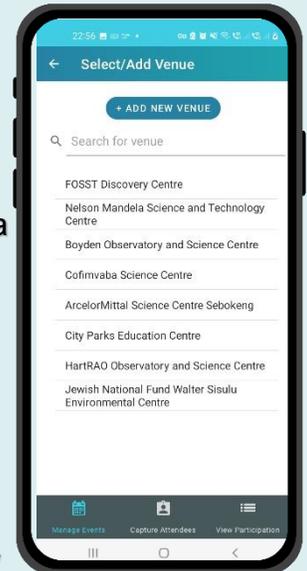
#### 2. Select Venue Type

If you're adding a National Science Centre, click **Yes**. Otherwise, click **No**.

#### 3. Select Existing Venue

If the venue has been used before, it will be included on a list of venues. National Science Centres are always included. You can select the venue from the list.

If the venue has never been used, you can click **Add New Venue**



#### 4. Add Venue Details

Search for the venue by name on the map. Venue details such as **Name** and **Province** can be added on the form below the Map. Be sure to select the correct province related to the address. Once complete, click **confirm**.

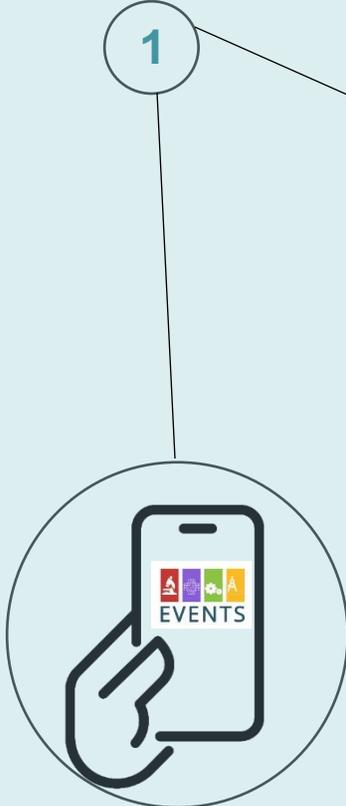


## How to:

### Add a New Event Administrator

#### 1. Click Event Administrator

Under the submenus in the Add New Event Section, Select the submenu for **Venue**. And then Click **Add Venue**



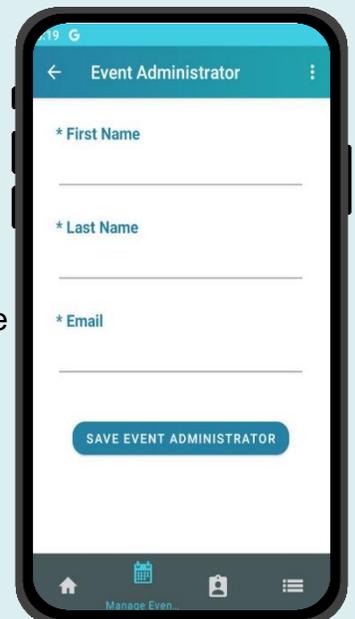
#### 2. Add Event Administrator

An event administrator is anyone who will be assisting in capturing attendees during the event. Click “Add Event Administrator”. You can add more than one.



#### 3. Provide Admin details

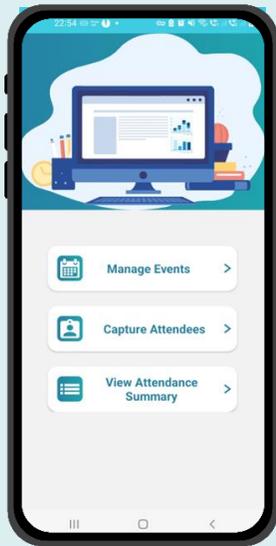
You will need details of the event Admin such as their **Name**, **Last Name** and **Email address**. Ensure that they are all spelt and typed correctly. Click **Save Event Administrator**.





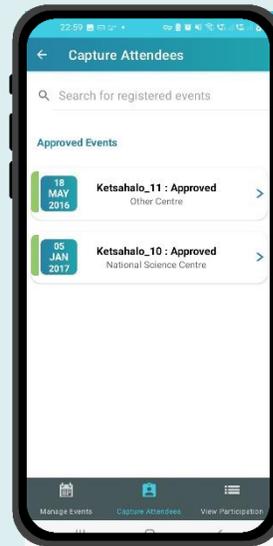
## How to:

### Capture Attendee Details



#### 1. View Event List

On the home page, select **Capture Attendees**



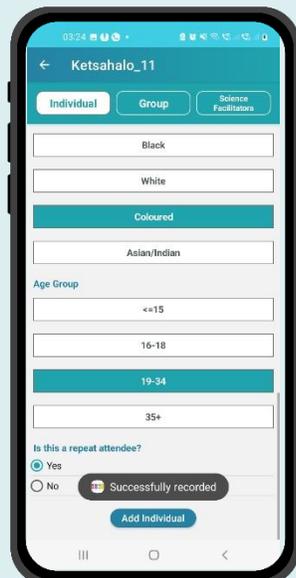
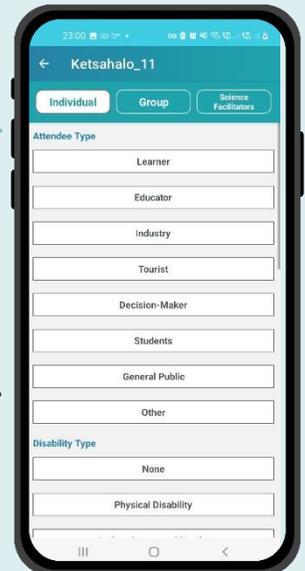
#### 2. Select Event

Select the event you want to capture attendees for. Note: you cannot capture attendees before the start date of the event.



#### 3. Add individuals, groups or Science facilitators

For any given attendees, you can add **individual** or **group** arrivals, by adding their details in the corresponding submenu.



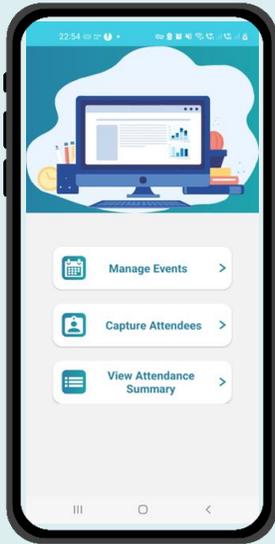
#### 4. Submit details

Once all details are provided, click **Add Individual**, **Add group** or **Add facilitator**.



## How to:

### View attendance details



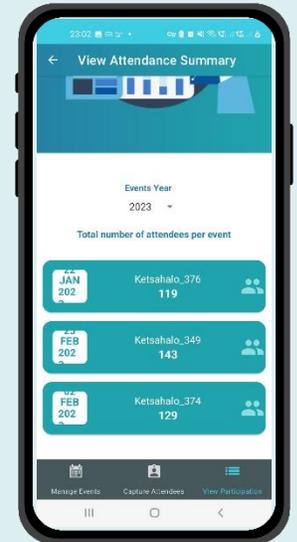
#### 1. View Event List

On the home page, select **View Attendance Summary**

1

#### 2. Select Year

Select the year you are interested in to view attendee summary totals.



2

