



Skål International

Skål International Event Registration System
(SIERS)

SIERS Club Administrators Guide

INTRODUCTION



Welcome to the Skål international Event Registration System (SIERS), Skål's new global registration system where members worldwide can locate all clubs and Skål International Events and simply register to attend an event.

The initial concept of SIERS was derived by Past President Richard Hawkins in 2012, a veteran Skålleague who travels the world on business and attends many Skål events each year. Richard envisaged a simple system that could operate from any mobile device, where all members worldwide could go to easily locate a clubs event anywhere to see if the event coincides with travel plans and then register to attend. Richard discussed his ideas with fellow Skålleagues, including Mark Windsor from the Skål Club in Melbourne and Tim Waterhouse from Singapore, and a plan was formed to start with the systems development.

Version 1.0 of SIERS has been designed with simplicity in mind for the globally diverse membership. While SIERS V1.0 may not consider all permutations of the 400 clubs operating mode, it is envisaged that after a year or so in operation by all clubs, that enhancement requests will have be received from clubs and members. The systems is provided "as is" for now. Ideas, comments and suggestions are welcome and should be submitted to siers.support@Skal.travel These will be collated, and reviewed by the SI SIERS steering committee to prioritize development so budgets for additional enhancements can be prepared and approved.

SIERS is provided at no cost to clubs as a members benefit for ALL members. As Skål international is a global organization, clubs should consider not only their local members and their guests, but all members worldwide, so that local events can be located by another Skålleague who could be travelling to your location and register to attend.

INTRODUCTION



If clubs decide not to participate in this global initiative, the opportunity for enabling members to network or to increase or at the least maintain membership numbers is negatively impacted. The benefit can only be realized when all clubs are actively promoting their events within SIERS. For example. If club “A” does not have an event listed on SIERS and Member “XX” from Club “B” is planning to travel to that city and is interested to attend an event there and the event is not listed, the opportunity for member “XX” to network at club “A” could be missed.

It is envisaged that SIERS will assist with members becoming more engaged with their clubs by enabling registration of attendance to any event via their smart phones, or desktop computers at any time of the day.

Club events organizers can manage events not just for visitors but also for their own members. SIERS has been designed as a communication tool. So when members register attendance to an event via SIERS, they will automatically receive a confirmation number and email. Event Organizers will also receive a similar email confirming that a member has registered, effectively ending the need for sending out monthly emails, collating replies and so on!

It is understood that clubs might not know the venues for their events 6 months in advance, but it is likely that the monthly event dates and times are already known, e.g. Luncheon on the last Thursday of the month. So events should be added with a notation for the Venue as “To be confirmed”, and with a status of “Open for RSVP”.

INTRODUCTION



The success of SIERS simply comes down to you, your clubs SIERS administrator to add your events well in advance of the event date so all members can rely on SIERS as being the one place to go to register for any event worldwide. Equally, the success of SIERS also rests on club presidents and committee members to actively promote SIERS to their members at any opportunity.

Clubs that have a local website, are encouraged to add the SIERS logo with URL; <http://siers.skal.org> on the home page to assist with facilitating the uptake of SIERS by members. Additionally, SIERS events can automatically be updated and displayed on your websites. Please email to siers.support@skal.travel for more information.

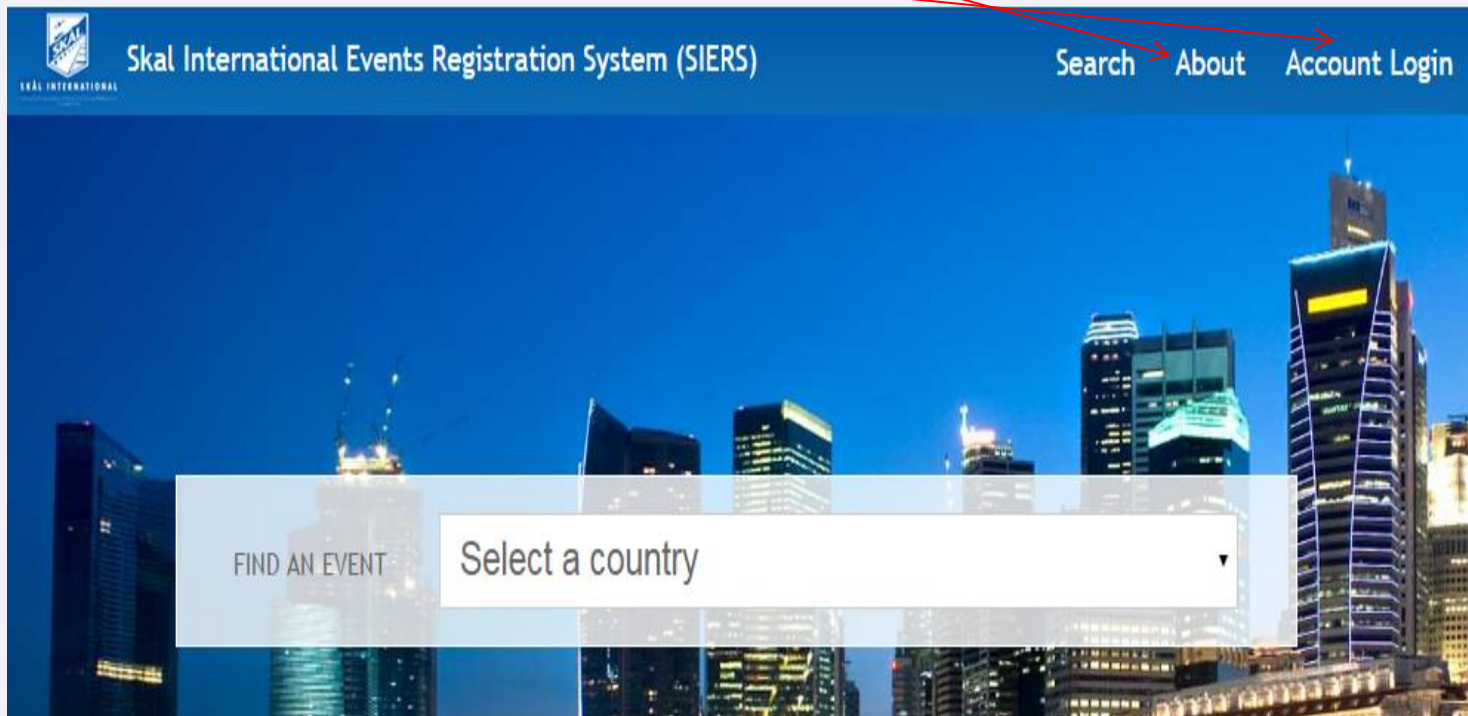
The following pages contain step by step information on how club administrators can add events, and manage them via SIERS. Please print this guide and keep it next to you as a reference when adding your clubs events. We hope the tool provided adds value to your club and your members, and look forward to receive constructive feedback.

NOTE: Please ensure that this document is passed on to new administrators as and when administrators change. Email to siers.support@skal.travel to request the removal of past administrator logins and to add a new login.

Login to SIERS Administrator Area



- a) Using your preferred browser navigate to <http://siers.skal.org/>
- b) Click on “About” located at the top right hand side of the screen to access the URL for logging into the administrators area.
- c) The “Account Login” is used for Members to login, so they can register to attend events.



Login to SIERS Administrator Area



c) Here you can locate support email address and the link to login as the SIERS Club Administrator.

The screenshot shows the homepage of the Skål International Events Registration System (SIERS). The header is dark blue with the Skål logo on the left and navigation links for 'Search', 'About', and 'Account Login' on the right. Below the header is a large banner with a city skyline at night. A search bar is overlaid on the banner, containing the text 'FIND AN EVENT' and a dropdown menu labeled 'Select a country'. Below the banner, there is a 'Select Language' dropdown menu and a note 'Powered by Google Translate'. The main content area is divided into two columns. The left column has a section titled 'What is Siers' with a paragraph of text. The right column has a section titled 'Contact Skål Support' with the email address 'siers.support@Skal.travel' and a link 'Click here' to access the Club Administrator Login. A red arrow points from the 'Club Administrator Login' link to the 'Contact Skål Support' section.

Skål International Events Registration System (SIERS) Search About Account Login

FIND AN EVENT Select a country

Select Language

Powered by Google Translate

What is Siers

The Skål International Event Registration System (SIERS) will in the short term only be operating within and between the Skål Clubs in Asia Pacific. Once a test period has been completed SIERS will allow any Skål league in the world to simply and speedily obtain details of forthcoming events that are being organised by Skål bodies globally. Thus, if a Skål league is planning on travelling to another part of the world he or she will be able to check to see if there are any events being held at the destination(s) that coincide with the dates of travel. If such suitable events are found and the Skål league wants to attend then SIERS is able to immediately make the reservation. All of this can be achieved in seconds from the Skål leagues' laptop, mobile phone or any other platform of choice.

Version

Version 1.0

Contact Skål Support

siers.support@Skal.travel

Club Administrator Login

[Click here](#) to access the Club Administrator Login

Login to SIERS Administrator Area



- d) It is recommended that you bookmark the Club Administrator Login page in your browsers favorites.
- e) Login using the email address provided to the SIERS Administrator when you registered as your clubs SIERS Administrator. Your password will be provided by the SIERS Administrator.
- f) Click “Remember Me” to save your login details to your browser.

Select Language ▼
Powered by Google Translate

Club Administration Login

If you are a club administrator, please login using the access details that were setup by a SIERS Administrator

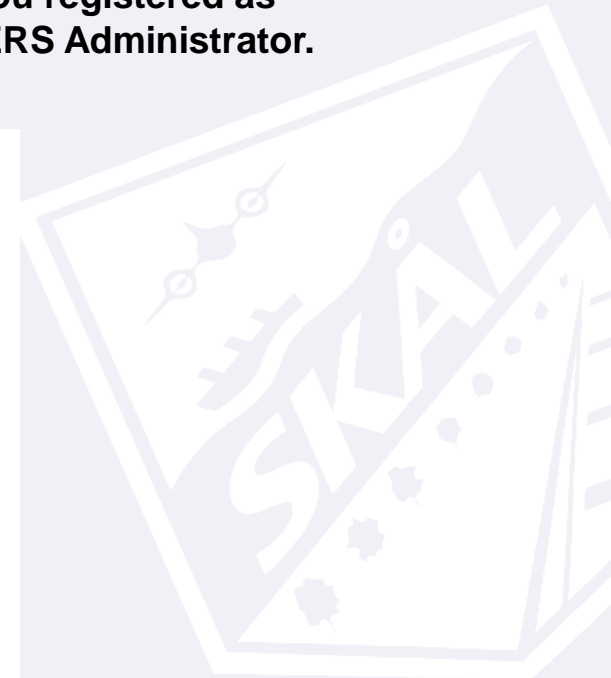
Username

Password

Remember me?

[Login](#)

Forgot your password?
Retrieve it easily [here](#)



Login to SIERS Administrator Area



- g) Once logged in, note the administrators menu here. We'll run through each option in the next few slides.

The screenshot shows the SIERS Administrator Area dashboard. At the top, there is a blue navigation bar with the SKAL logo on the left, the text "Skal International Events Registration System (SIERS)", and links for "Search", "About", "Your Account", and "Tim logged in | logout". Below the navigation bar is a large banner with a city skyline at night. In the center of the banner is a white search box with the text "FIND AN EVENT" and a dropdown menu labeled "Select a country". Below the banner is a white sidebar with a "Select Language" dropdown menu, the text "Powered by Google Translate", and links for "Home", "Edit Details", "My Events", "Your Registrations", and "Logout". The main content area has a "Welcome" heading, followed by the text "Welcome Tim to the Skal members area" and "You are the club administrator for: Skål International Hong Kong, Skål International Singapore". Two red arrows point from the text in the instructions to the "My Events" link and the club names in the screenshot.

- h) If you are administering more than one club or Skål entities events on SIERS, the entities will be shown here.

Updating Your Administrator Profile



- a) Change your password and update your profile by selecting “Edit Details” from the Administrators menu.
- b) Add your membership number. Check other details are correct.
- c) If you change your email address, SIERS generated registration confirmations and update emails will go to the new address and your login name to the administrators area will be changed.
- d) When changes have been made, click the save button.

The screenshot shows a web interface for updating a profile. At the top, there is a "Select Language" dropdown menu, a "Powered by Google Translate" notice, and navigation links for "Home", "Edit Details", "My Events", "Your Registrations", and "Logout". The main heading is "Your Details". Below this, a grey box contains "Step 1 Your Details". The form fields are as follows:

Skal Membership Number	<input type="text"/>
First Name*	<input type="text" value="John"/>
Last Name*	<input type="text" value="Doe"/>
Email*	<input type="text" value="john.doe@domain.com"/>
Subscribe	<input type="checkbox"/> Yes I want to receive emails regarding specials and updates
Password*	<input type="password" value="....."/>
Confirm Password*	<input type="password" value="....."/>
Mobile	<input type="text" value="+## #### ##"/>
Phone	<input type="text" value="+## #### ##"/>

At the bottom of the form is a blue "Save" button. Two red arrows are present: one points from the "Step 1 Your Details" header to the "Skal Membership Number" field, and another points from the "Save" button to the text in step c) of the list on the left.

Adding, Changing Events



- a) Click “My Events” from the main administrator menu to add or update event details.
- b) All events added for clubs you are administering will be listed.
- c) If you are administering events for more than one club, you can filter the club you want to see by selecting “Show Only Events for Club”.
- d) To update an event, select it by clicking the radio button at the left of the Item Id, and then click the “Update” button.
- e) Registrations received from members to attend an event are attached to the specific event. Select the radio button at the left of the event Item ID click the “View Registrations” section of “My Events”.
- f) Click the “Add” button to add a new Event.

My Events

Show Only Events for Club:

[select]

<u>Item Id</u>	<u>Club ID</u>	<u>Event Name</u>	<u>Event Status</u>
<input type="radio"/> 1	Skål International Hong Kong	Business Breakfast	Open for RSVP
<input type="radio"/> 3	Skål International Hong Kong	Test 2nd Event	Open for RSVP
<input type="radio"/> 7	Skål International Hong Kong	Networking Night	Open for RSVP
<input type="radio"/> 12	Skål International Singapore	September Lunch	Open for RSVP
<input type="radio"/> 16	Skål International Singapore	Singapore November Lunch	Event Full
<input type="radio"/> 17	Skål International Singapore	Annual Christmas Gala Dinner	Open for RSVP
<input type="radio"/> 18	Skål International Singapore	Chinese New Year Lo Hei Luncheon	Event Full
<input type="radio"/> 19	Skål International Singapore	Test event	Open for RSVP
<input type="radio"/> 20	Skål International Singapore	Test Event	Open for RSVP
<input type="radio"/> 21	Skål International Singapore	Test Event 2	Open for RSVP

Add

Update

Delete

View Registrations

Adding New Event – Event Attributes



- a) There are 3 tabs where information for each event should be added. Each tab has mandatory fields that must be updated before you can save the event.
- b) ~~The first tab is the Event Attributes.~~
- c) All fields with a red “*” are mandatory and require an entry.
- d) If you are managing multiple clubs events, select the Club ID (Club Name) from the drop down box.
- e) Add the Event Name, e.g. January Luncheon Meeting, Annual General Meeting etc.
- f) Add the Event Type (See the next slide for a list of Event Types and the definitions).
- g) Add the Full Name of the Event Venue, e.g. Shangri-la Hotel Singapore. Administrators should assume members do not know the venue, and will give this name to a taxi driver.
- h) Add the Event Status. There are 3 Event Status’, “Open for RSVP”, “Event Full” and “Cancelled”. Administrators can change the Even Status by updating the Event.
- i) Add the Event Venue Address, so members who are registering via SIERS are able to give the address to a taxi driver.

Add Event

Attributes | Description | Registrations

Club ID* [select]

Event Name*

Event Type* [select]

Event Venue*

Event Status* [select]

Event Venue Address line 1*

Event Venue Address line 2

Event City*

Event Location at Event Address

Dress code

Cost Members leave blank if free

Cost Guest leave blank if free

Currency Type Currency Code

External Payment Link

Draft Yes

Start Date* dd/mm/yy hh:mm am/pm

End Date* dd/mm/yy hh:mm am/pm

Images / Documents

File must be one of the following types png,gif,jpg,pdf and Be less then 0.98 Mb

Adding New Event – Event Attributes



- j) Add the city where the Event Venue will be held.
- k) Add the Event Location at Event Address, e.g. Ballroom, 10th Floor Executive lounge, Restaurant Name etc.
- l) Add the Dress Code, e.g. Smart Casual, Business Attire, Fancy Dress etc.
- m) Cost to Members – Add the cost in local currency normally charged to members. If members don't pay, then add a value of zero "0".
- n) Cost to Guests – Add the cost in local currency normally charged to guests
- o) Currency Type/Code – E.g. USD, MYR, EUR, IDR, CAD, AUD etc. Use internationally recognized currency codes.
- p) External Payment Link – If your club is using an external online payment system, copy the Payment Link into this field, otherwise leave blank.
- q) Draft – If this event addition to SIERS has not been completed, then select the "Draft".

Add Event

Attributes	Description	Registrations
Club ID *		[select]
Event Name *		
Event Type *		[select]
Event Venue *		
Event Status *		[select]
Event Venue Address line 1 *		
Event Venue Address line 2		
Event City *		
Event Location at Event Address		
Dress code		
Cost Members		leave blank if free
Cost Guest		leave blank if free
Currency Type		Currency Code
External Payment Link		
Draft		<input type="checkbox"/> Yes
Start Date *		<input type="text"/> dd/mm/yy hh:mm am/pm
End Date *		<input type="text"/> dd/mm/yy hh:mm am/pm
Images / Documents		<input type="button" value="Browse"/>

File must be one of the following types png,gif,jpg,pdf and Be less then 0.98 Mb

Adding New Event – Event Attributes



- r) **Start and End Dates - Add both the date and times the event will start and finish – Use the same format as shown on the right hand side of the fields. Start and finish times should use the 24 hour clock, e.g. 18:00 for 6pm.**
- s) **To make your events look more appealing, it is recommended that you use an image of the event venue. Click “Browse” to locate the folder where your saved image is located and select it to upload the image to your event.**
- t) **Note the format and size requirements of images. Images could be provided by the Event Venue or administrators could use tools to snip images from the venues website.**
- u) **There is an alternative method for uploading images, so if you are having some difficulties, try using the Flash Uploader. Make sure Flash is installed on your computer if using the Flash Uploader.**
- v) **When all fields have been updated, click the Description tab to continue with adding your event details.**

Add Event

Attributes	Description	Registrations
Club ID *	[select]	
Event Name *		
Event Type *	[select]	
Event Venue *		
Event Status *	[select]	
Event Venue Address line 1 *		
Event Venue Address line 2		
Event City *		
Event Location at Event Address		
Dress code		
Cost Members		leave blank if free
Cost Guest		leave blank if free
Currency Type		Currency Code
External Payment Link		
Draft	<input type="checkbox"/>	Yes
Start Date *		dd/mm/yy hh:mm am/pm
End Date *		dd/mm/yy hh:mm am/pm
Images / Documents	<input type="button" value="Browse"/>	
		File must be one of the following types png,gif,jpg,pdf and Be less then 0.98 Mb
		Having Trouble using the Flash Uploader? Click here

Adding New Event - Event Type Definitions



It is important that Club Administrators are correctly defining the type of Event they are adding each time. Below is a non exhaustive list of event types. If clubs have identified an additional event type that could be added, please email to the SIERS administrator your request to add another Event Type.

- **Monthly Meeting** - These events would be the clubs monthly events and could be breakfast, lunch, dinners, cocktail parties etc.
- **Committee Meeting** - Meetings where clubs committees get together to discuss club/area/regional meetings
- **Annual General Meeting** - Clubs/Area/Regional AGM
- **Area Assembly** - Used for Country and Regional Area Assemblies
- **World Congress** - SI World Congress
- **Tour/Sight Seeing** - Events where members and their partners attending events could register for Sight Seeing Tours

Adding New Event – Event Type Definitions



- **Travel and Tourism Event** - Events where clubs attend jointly sponsored Travel and Tourism Events, E.g. Club joins with PATA, AFTA, IATA etc or any other Travel associations to co-host an event
- **Inauguration Meeting** - Event where Skål Excocs/committees are inaugurated/sworn in
- **Social Responsibility Event** - Events where Clubs have organized to visit locally sponsored causes
- **Special Event** – The is a “Catch All” Event type, for example – If an Event cannot be categorized using any of the above definitions, then this Event Type should be used. Clubs are encouraged to let the SIERS Administrator know if they have event types that cannot be categorized using the standard types already defined. Skål International would like to limit the event types falling into this “catch all” event type by categorizing and defining as many event types as possible.

Adding New Event – Event Description



Click on the Description tab to add descriptive details for your event. There are 3 sections that should be completed as follows:

a) **Main Body** – This is a mandatory field and requires an entry before you can save the event.

Use this section to creatively describe and sell this event so as to attract as many members and guests as possible to the event. E.g. This is Hong Kong's must attend premier gala annual dinner where the whose who of Hong Kong's Hospitality Travel and Tourism industry come out to play!

Book Early to secure your seat

A screenshot of a web application interface for adding a new event. The title is "Add Event" in blue. Below the title are three tabs: "Attributes", "Description" (which is selected and highlighted in blue), and "Registrations". Under the "Description" tab, there is a section labeled "Main Body*" with a red asterisk indicating it is required. Below this label is a rich text editor with a toolbar containing icons for bold (B), italic (I), underline (U), text color (abc), bulleted list, numbered list, link, unlink, indent, outdent, and a "Format" dropdown. To the right of the toolbar are "Font" and "Size" dropdowns, and two color selection buttons (one with a blue 'A' and one with a yellow 'A'). The main body of the editor is a large, empty white text area. At the bottom left of the form, there is a label for "Cancellation Policy".

Adding New Event – Event Description



- b) **Cancellation Policy – Describe in appropriate detail what your clubs cancellation policy may be. You can also describe how this is administered.**

A screenshot of a web-based text editor interface for a "Cancellation Policy". The title "Cancellation Policy" is at the top left. Below the title is a rich text editor toolbar with various icons for bold (B), italic (I), underline (U), text color (abc), bulleted list, numbered list, link, unlink, indent, outdent, and a "Format" dropdown menu. To the right of the toolbar are "Font" and "Size" dropdown menus, and a color selection tool with a yellow highlight. The main area is a large, empty white text box with a scroll bar on the right side. A faint, large watermark of the SKAL logo is visible on the right side of the page, partially overlapping the text editor.

Adding New Event – Event Description



- c) **Payment Terms and methodology – Describe your clubs payment terms and methodology. E.g. Cash only at the door, or via clubs online payment system etc. Note: If your club is using and online payment system, there is no need to add the link in this section of the event setup.**

A screenshot of a web-based text editor interface. The title bar at the top reads "Payment terms and methodology". Below the title bar is a rich text editor toolbar with various icons for bold (B), italic (I), underline (U), text color (abc), bulleted list, numbered list, indent, and outdent. To the right of the toolbar are dropdown menus for "Format", "Font", and "Size", followed by color selection buttons for text (A) and background (A). The main area of the editor is a large, empty white text box with a scroll bar on the right side.

- d) **When all fields have been updated, click the Registrations tab to continue with adding your event details.**

Adding New Event – Event Registrations



- a) Add the Registration Cutoff date if you would like to manage online registrations. When the cut off date is reached, the event status will automatically be changed from “Open for RSVP”, to “Event Full”. Members will need to contact the event organizer directly to enquire if additional registrations can be received.
- b) Add the Event / Venue Capacity if traditionally your event has high demand.

SIERS will automatically change the Event Status from “Open to RSVP” to “Event Full” as soon as SIERS registrations reach the venues capacity value added here.

If a member is trying to register attendance for themselves and a guest, and there is only 1 space left, a message will show at the top of the members registration screen indicating the event capacity has been reached and to contact the club directly.

A screenshot of a web application interface for adding a new event. The title is "Add Event" in blue. Below the title are three tabs: "Attributes", "Description", and "Registrations", with "Registrations" being the active tab. The form contains several fields: "Registration Cutoff" with a date picker icon; "Event/Venue Capacity" with a text input field and a label "Maximum # of People who can attendee (incl guests)"; "Registration Form" with a checked checkbox and the text "Yes" and a sub-note "Yes = Enable SIERS member registration for this event."; "Contact name of Club Event Organizer*" with a text input field; and "Email address of Club Event Organizer*" with a text input field. At the bottom left of the form is a blue "Save" button.

Adding New Event – Event Registrations



- c) **Registration Form** – Check the Yes box with a “tick” to enable the SIERS member registrations for this event. When saving the completed event with all details, checking the Event Registration Form box will effectively “publish” the event on SIERS enabling all members to find and register to attend your event.

- d) Add the contact name of the Event Organizer. Note this is a mandatory field. The event organizer could well be the clubs SIERS Administrator, however if you would like someone else to also be a recipient of registration confirmation emails, you should add their name here.

- e) Add the Email address of the Clubs Event Organizer. Note this is also a mandatory field.

When all event details have been updated on the Attributes, Description and Registration tabs and you are ready to publish the Event, click the Save Button and your event will be published on SIERS for members to start registering.

A screenshot of a web application interface for adding a new event. The title is 'Add Event' in blue. There are three tabs: 'Attributes', 'Description', and 'Registrations', with 'Registrations' being the active tab. The form contains several fields: 'Registration Cutoff' with a date picker icon; 'Event/Venue Capacity' with a text input and a tooltip that says 'Maximum # of People who can attendee (incl guests)'; 'Registration Form' with a checked checkbox and the text 'Yes = Enable SIERS member registration for this event.'; 'Contact name of Club Event Organizer*' with a text input; and 'Email address of Club Event Organizer*' with a text input. At the bottom left, there is a blue 'Save' button.

Search your event on SIERS and make a test registration to ensure that details are accurately communicated.

Member Registrations Received

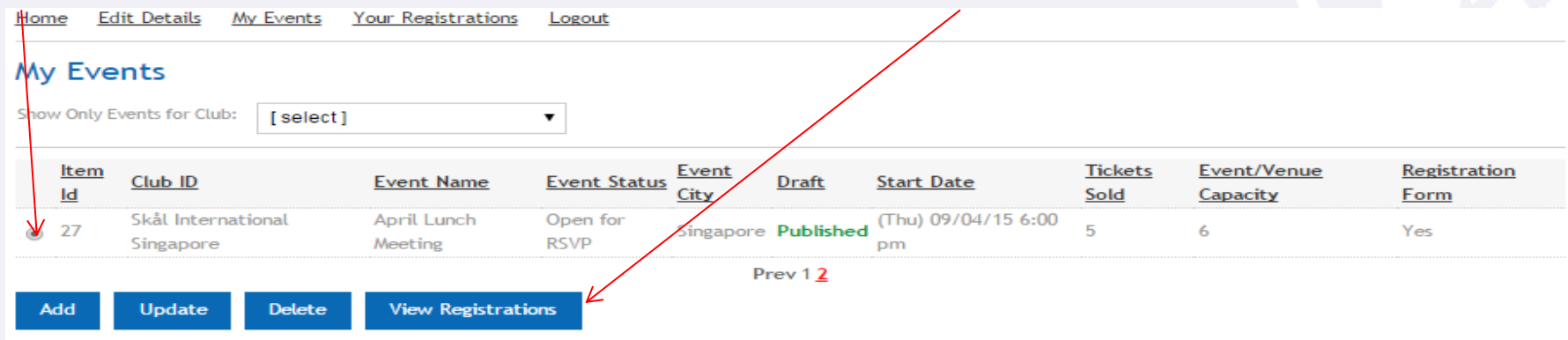


If your club has a members and guests registration sign in form at the door, you'll need to download all registrations received via SIERS prior to your event, so that you can add their names and note any special requests received. It is recommended that you note special requests as and when a registration confirmation email is received, so that preparations can be made prior to the event if needed.

Note this screen shows the total number of “tickets sold” as the total of members and guests that have been registered via SIERS.

To download SIERS generated registrations, when logged in as your Club Administrator;

- a) Go to the My Event section and locate the event. Select the event by clicking on the radio button on the left side of the event and click the “View Registrations” button.

A screenshot of the SIERS web interface showing the "My Events" section. At the top, there are navigation links: Home, Edit Details, My Events, Your Registrations, and Logout. Below the navigation is a dropdown menu labeled "Show Only Events for Club:" with a "[select]" option. The main content is a table with columns: Item Id, Club ID, Event Name, Event Status, Event City, Draft, Start Date, Tickets Sold, Event/Venue Capacity, and Registration Form. A single event is listed with Item Id 27, Club ID Skål International Singapore, Event Name April Lunch Meeting, Event Status Open for RSVP, Event City Singapore, Draft Published, Start Date (Thu) 09/04/15 6:00 pm, Tickets Sold 5, Event/Venue Capacity 6, and Registration Form Yes. Below the table are four buttons: Add, Update, Delete, and View Registrations. A red arrow points from the "View Registrations" button to the "View Registrations" text in the instructions above. Another red arrow points from the radio button next to Item Id 27 to the "View Registrations" button.

Member Registrations Received



Here you will find a list of all member registrations made via SIERS and the number of Tickets confirmed via SIERS. The “Rego ID” is the members confirmation number they received when registering.

Registration Statuses will show confirmations as “I will be attending this meeting”
Regrets and Cancellations will be shown as “Unfortunately I will not be attending this meeting”

If the number of tickets is greater than 1, then the member has invited guest(s). Note that when a member Cancels a registration, that any guests included on the original registration are also canceled.

Registrations for April Lunch Meeting

Select "View/Update/Cancel" to change your contact details, add guests or cancel your registration

Rego ID	First Name	Last Name	Email	Registration Status	Num of Tickets	Club
65	Tim	Waterhouse	tim.waterhouse@gmail.com	I will be attending this meeting	1	SINGAPORE View / Update / Cancel
64	Tim	Waterhouse	tim.waterhouse@gmail.com	I will be attending this meeting	1	SINGAPORE View / Update / Cancel
63	Tim	Waterhouse	tim.waterhouse@gmail.com	I will be attending this meeting	2	SINGAPORE View / Update / Cancel
62	Tim	Waterhouse	tim.waterhouse@gmail.com	Unfortunately I will not be attending this meeting	3	SINGAPORE View / Update / Cancel
61	Tim	Waterhouse	tim.waterhouse@gmail.com	I will be attending this meeting	1	SINGAPORE View / Update / Cancel

Member Registrations Received



Club administrators have SIERS privileges that enable you to view, update or cancel any registrations received by members.

To download registrations for your event, click the “Download as CSV” button located here;

Registrations for April Lunch Meeting

Select "View/Update/Cancel" to change your contact details, add guests or cancel your registration

Rego ID	First Name	Last Name	Email	Registration Status	Num of Tickets	Club	
65	Tim	Waterhouse	tim.waterhouse@gmail.com	I will be attending this meeting	1	SINGAPORE	View / Update / Cancel
64	Tim	Waterhouse	tim.waterhouse@gmail.com	I will be attending this meeting	1	SINGAPORE	View / Update / Cancel
63	Tim	Waterhouse	tim.waterhouse@gmail.com	I will be attending this meeting	2	SINGAPORE	View / Update / Cancel
62	Tim	Waterhouse	tim.waterhouse@gmail.com	Unfortunately I will not be attending this meeting	3	SINGAPORE	View / Update / Cancel
61	Tim	Waterhouse	tim.waterhouse@gmail.com	I will be attending this meeting	1	SINGAPORE	View / Update / Cancel

1

[Download as CSV](#)

A detailed list of all registrations including special requests, guest names, vegetarian meal is then available in CSV format for you to use to add to your entry sign in form.

April Lunch Meeting										
Rego ID	First Name	Last Name	Email	Phone	Registration Status	Num of Tickets	Club	Vegetaria Number	Special Requirements	Guest 1: T First Nam Last
65	Tim	Waterhouse	twaterhouse@domain.com	+65 9xx	I will be attending this meetin	1	SINGAPORE	1		
64	Tim	Waterhouse	twaterhouse@domain.com	+65 9xx	I will be attending this meetin	1	SINGAPORE	1		
63	Tim	Waterhouse	twaterhouse@domain.com	+65 9xx	I will be attending this meetin	2	SINGAPORE	2		Mr
62	Tim	Waterhouse	twaterhouse@domain.com	+65 9xx	Unfortunately I will not be att	3	SINGAPORE	3	special request - more potatoes	Mr John Doe
61	Tim	Waterhouse	twaterhouse@domain.com	+65 9xx	I will be attending this meetin	1	SINGAPORE	1		

SIERS Tips and Tricks



- a) It is recommended that events are added to SIERS at the earliest possible opportunity so that members from other clubs can plan future travel dates to coincide with your event.
- b) If your club has a website, add the SIERS URL <http://siers.Skal.org/> to the front page of your website.
- c) If your club would like to automatically add events shown in SIERS on your clubs web site, contact the SIERS administrator at siers.support@Skal.travel for details.
- d) If an event date or location changes, don't forget to update the event details in SIERS. Make sure to check for any registrations received via SIERS for the event and notify members who may have already registered of the change.
- e) If your club is not challenged with events reaching capacity of the event venue, it is still recommended to add the event venues maximum capacity based on the type of event, e.g. Standup Cocktail, Sit down lunch/dinner etc. This will enable you to maintain a control on the number of registrations that can be received for an event.
- f) If an event reaches the Event Cut off date in SIERS, and you would still like to receive registrations via SIERS, club administrators are able to override the Event Status manually by logging into SIERS Administrator section and update the Event status by changing it from "Event Full" to "Open for RSVP". Remember to save the event after making the change.

SIERS Tips and Tricks



- g) The ability for club administrators to delete and event once it has been saved in SIERS has been deliberately removed so historical statistics can be generated. It is suggested that if an event is duplicated, that administrators simply update the duplicate event with new details, futures dates etc.**
- h) As registrations are linked to specific events, for each new event a club has, then a new event should be created. Never re-use a previous SIERS event.**
- i) SIERS has been created for members only to register for events. Non members will not be able to register to attend events via SIERS.**
- j) If you are reporting an issue with an event or registration, always quote the Event ID number or the Rego ID number and describe the issue in detail. Provide screen shots etc so the issue can be replicated and reported to the developer.**
- k) A separate users guide for members to use and register for SIERS events is available and will be distributed to members.**
- l) NOTE: Please ensure that this document is passed on to new administrators as and when administrators change. Email to siers.support@skal.travel to request the removal of past administrator logins and to add a new login.**

SIERS Tips and Tricks



- **SIERS is easy to setup on your smartphone, tablet, PC or Desktop and you don't need any special software or skills to register for Skål Events anywhere in the world. All that is required to access SIERS, is a connection to the internet via LAN cable, wifi or a mobile 3G or 4G network.**
- **SIERS has been designed to benefit Skålleagues to easily find Skål Events, register and confirm attendance for any Skål Meeting at any club worldwide, which brings the World of Skål closer, encourages the ethos of amical amongst Skålleagues.**
- **To save the SIERS icon and link onto your device, simply follow one of the instructions below;**
- **If you are using an iPhone 4, 5 or 6, or any IOS device navigate using Safari browser to <http://siers.Skål.org/> and then Add to Home Screen. The Skål SIERS Icon will then appear on your phones home screen and you'll be able to access SIERS whenever you have a reliable internet connection.**
- **If you are using an Android smart phone, navigate to <http://siers.Skål.org/> and save the URL to your bookmarks/favourites. You can then copy the Skål SIERS Icon and save it to your smart phones Home Screen. The Skål SIERS Logo will then appear on your phones home screen and you'll be able to access SIERS whenever you have a reliable internet connection.**

SIERS Tips and Tricks



- **If you are using Internet Explorer, navigate to <http://siers.Skål.org/> and save the URL to your favourites bar or tabs. The Skål SIERS Logo will then appear on your browsers favourites bar or tabs and you'll be able to access SIERS whenever you have a reliable internet connection.**
- **If you are using Google Chrome, navigate to <http://siers.Skål.org/> and save the URL to your bookmarks. It is recommended that if the bookmarks bar is not showing that you check this option in Chrome. The Skål SIERS Logo will then appear on your bookmarks bar and you'll be able to access SIERS whenever you have a reliable internet connection.**
- **Note that older versions of browsers on PC's, Desktops and Smart Phones may not give the results noted above. Please contact your local IT support if you need assistance.**

Every time a member registers, changes or cancels registration for an event , a confirmation email will automatically generated and will be sent to the members email address added when registering. Additionally Email confirmation will be sent to the Club Administrator Email address and to the Event Organizer's Email address.



**Your Support with promoting and
using SIERS is appreciated**

Skål!

Thank you

