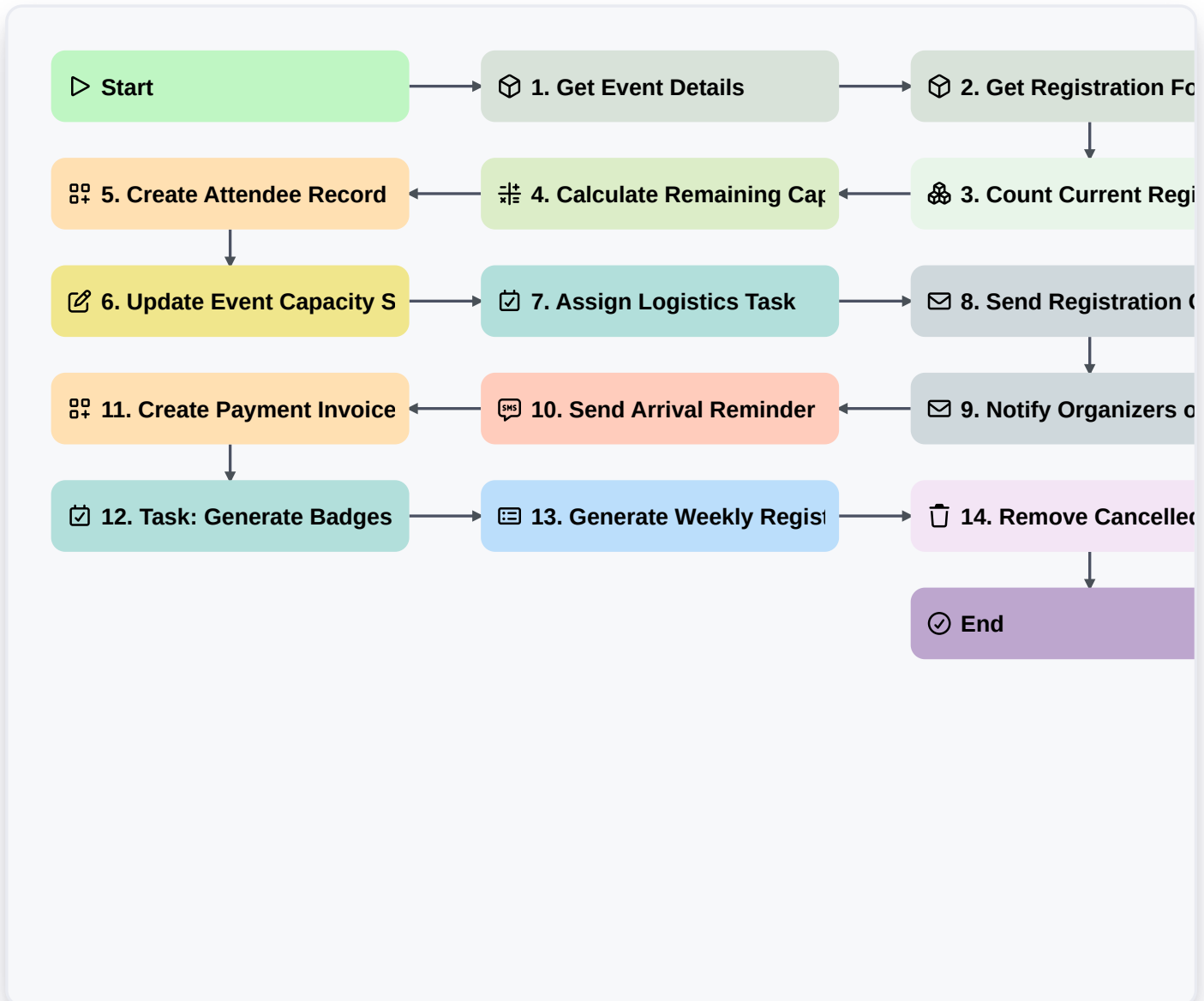


Automated Event Registration And Attendee Management Workflow



▶ Start

Start of the Workflow/Process.

📦 1. Get Event Details

Retrieve the master event configuration, including date, venue, and capacity limits.

📦 2. Get Registration Form Submission

Retrieve the incoming attendee data submitted via the registration form.

🔗 3. Count Current Registrations

Sum the total number of existing entries in the 'Attendee' data model for this specific event.

🔗 4. Calculate Remaining Capacity

Subtract the total current registrations from the event's maximum capacity.

📦 5. Create Attendee Record

Create a new entry in the 'Attendee' data model with the submitted details.



6. Update Event Capacity Status

Update the 'Event' data model to reflect the updated registration count and status (e.g., 'Filling Fast' or 'Sold Out').

7. Assign Logistics Task

Create a task for the Event Manager to verify dietary requirements and special requests.

8. Send Registration Confirmation

Send a confirmation email to the attendee with their registration details and a calendar invite.

9. Notify Organizers of New Registration

Send an internal email alert to the event planning team when a new entry is created.

10. Send Arrival Reminder

Send an automated SMS to the attendee 24 hours before the event starts.

11. Create Payment Invoice

If the event is paid, create a new entry in the 'Invoices' data model.

12. Task: Generate Badges

Create a task for the Operations team to print attendee badges based on the current attendee list.

13. Generate Weekly Registration Report

Create a summary report of all new registrations and revenue collected during the week.

14. Remove Cancelled Registration

Delete the Attendee entry from the data model if a formal cancellation request is processed.

End

End of the Workflow/Process.