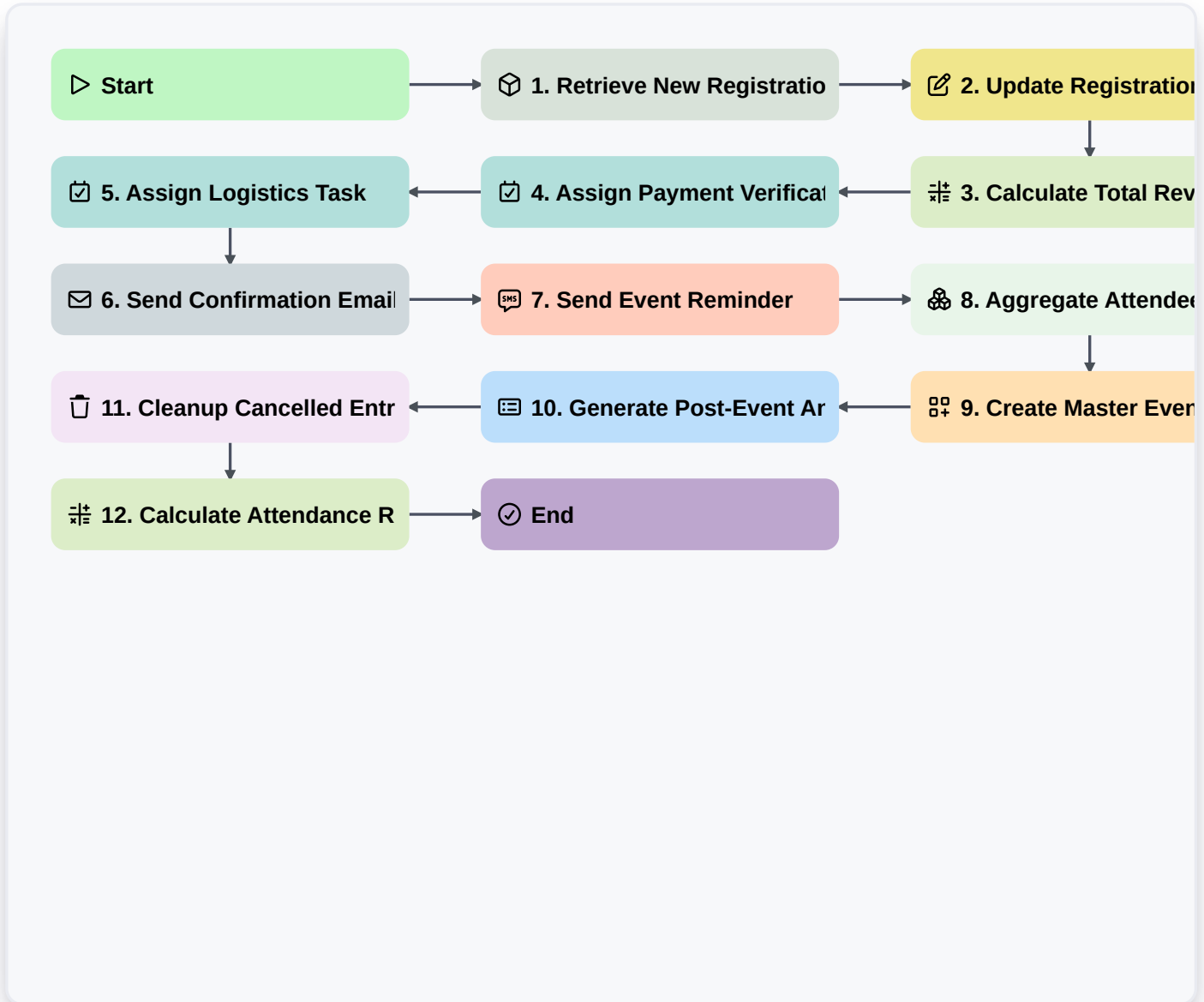


Event Registration Data Management And Reporting Process



▶ Start

Start of the Workflow/Process.

📦 1. Retrieve New Registrations

Fetch all new entries from the 'Event Registrations' data model that have a status of 'Pending'.

✍️ 2. Update Registration Status

Change the status of a specific registration entry to 'Confirmed' after payment verification.

📊 3. Calculate Total Revenue

Sum the 'Ticket Price' field for all confirmed entries in the current event cycle.

📝 4. Assign Payment Verification Task

Create a task for the Finance Team member to verify the transaction ID against the bank statement.

📝 5. Assign Logistics Task

Create a task for the Operations Manager to prepare badges based on the attendee list.



✉ **6. Send Confirmation Email**

Send a registration confirmation email to the attendee's email address including event details.

📱 **7. Send Event Reminder**

Send an automated SMS reminder to attendees 24 hours before the event start time.

👥 **8. Aggregate Attendee Count**

Count the total number of entries in the 'Event Registrations' model to monitor capacity limits.

📄 **9. Create Master Event Record**

Create a new entry in the 'Event Summary' data model once all registration data is processed.

📊 **10. Generate Post-Event Analytics Report**

Create a formal report aggregating registration trends, revenue, and demographics for stakeholders.

🗑️ **11. Cleanup Cancelled Entries**

Delete entries from the temporary 'Waitlist' model once they have been converted to 'Confirmed' status.

📐 **12. Calculate Attendance Rate**

Divide 'Checked-in Attendees' by 'Total Registered Attendees' to get the percentage of attendance.

✅ **End**

End of the Workflow/Process.