Documentation Spinroam Technology



Client :

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Website

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Documentation

Applied M.I.C.E Singapor**e**



WEBSITE DOCUMENTATION APPLIED M.I.C.E MICROSITE

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INTRODUCTION

Introduction

Applied M.I.C.E Microsite is a website that is addressed to participants about upcoming Applied M.I.C.E event. The objective is to facilitate and simplify the participants to know all the information and what should they prepare all the requirement for the Event.

On microsite website there are 8 pages that have functionality where each function has different usability, as follow :

1. Home Page

On this page there is an introduction. In addition to opening greetings, this page can also be used as a preview of the upcoming event.

2. Outline Program

On this page, is used as a program schedule events that will be held.

3. Destination Info

The destination info page will give a detailed explanation of the destination of the event to be performed.

4. Optional Activities

On this page the user can see other activities offered by the event that can be selected. Since this is optional, this page can be empty and given a description of "No Optional Activities" for this event.

5. Pre-Departure Info

The Pre-Departure Info page will explain the details of departure from the event. Starting of the things that must be prepared by each participant prior to departure. For example : Registration, Flights, Hotels, Payment, Documents, etc.

6. FAQ

On this page will contain all questions and answers around the event.

7. Contact Us

This page is contains of your contact information that can be reached by the participants regarding the event or other information during the event.

8. Registration

On this page, participants need to register first to join the event and will be directed to the Survey Page.

WEBSITE STRUCTURE

Website Structure

In the implementation, this microsite website has 3 (three) main structures, <u>Header Navigation, Hero Image, and Section Content</u>. The website can also be access by using mobile devices (responsive).



1. Header Navigation

Navigation header is the information contains that every participant can accessed all the informations they want to search contains to navigate every participants to every page accessed by participants to be able to know the information they want to search.

2. Hero Image

Hero image contains an image of the up coming event. Included name of the event, event destination follow with the date of the event.

But for other pages, other than the Home Page, Hero Image will only display the title of the Navigation Header access.

3. Section Content

In the Content section, admin able to accommodate a wide variety of content such as headings, paragraphs, Images / Gallery, Bullet / Number List, etc.

CREATE AN EVENT

Create An Event

When creating a new event, we should start creating it from the Home Page first, because the Home Page will be the *Parents* for the other pages.

For example and reference, this is an Event that has been created before : <u>https://appliedmice.com.sg/signature-class</u>

The first step to create a new event, we start from making Home Page :

1. login to wordpress website Applied M.I.C.E, using the following account :

```
Link : <u>https://appliedmice.com.sg/wp-admin</u>
Username : admin
Password : tYvvxDa(@8Sp1qrQ
```

- After login you will entering the dashboard, select page on the menu (Right side) and select <u>Add New.</u>
- 3. At the Add New page, you need to fill and select :
 - A. Website Title = The event name will be appear on Hero image as the home page title (red).
 - B. Section Content = The content that you want to fill. (yellow)
 - C. Custom Fields, select <u>header sub</u> and then add the information. After that select <u>Add custom Fiel</u> = The display is used to show the destination and also the date of the Event. (*blue*)
 - D. Template, select <u>Microsite</u> <u>Home</u> = For activate the Microsite template. (green)
 - E. Featured Image, choose <u>Set Featured Image</u> and choose the images = for performing the image in Hero Image. We suggest to use a good resolution, with the minimum size 1280px, width x 600px height. (orange)

Add New Page			а	
Applied MICE Event Sample	Publish 🔺			
Permalink: http://appliedmice.com.sglapplied.mice-event-sample/ Eds				Save Draft Preview
92 Add Media				9 Status: Draft Edit
Paragraph ▼ B I ⊟ ⊟ 66 ± ± ± ₽ 22 =			×	Visibility: Public Edit
▲ * 圖 ⊘ Ω 译 판 ↑ / ●		Publish immediately Edit		
Hi, Nice to meet you here				Move to Trash Publish
Lorem Ipsum is simply dummy text of the printing and typesetting industry.				Page Attributes
Lorem Ipsum has been the industry's standard dummy text ev	Parent			
make a type specimen book. It has survived not only five centu	(no parent) •			
the leap into electronic typesetting, remaining essentially unch	Template			
popularised in the 1960s with the release of Letraset sheets of	Microsite Home			
				Order d
-				0
p Word count: 80			saved at 5:48:32 am.	Need help? Use the Help tab above the screen title.
Custom Fields				e
Add New Custom Field:			с	Featured Image
Name		Value		A
header_sub	Singapore, 17 - 22 December 2017			- 12 -
Enter new			h	and the second second
Add Custom Field				
Custom fields can be used to add extra metadata to a post that you can use in your	Click the image to edit or update			
second note can be accerted instantiation of post that you can use in y				Remove featured image

select **<u>Publish</u>** to publish the home page.

4. To review , select **<u>View Page</u>**, after select publish.

Edit Page Add New		
Page published. <u>View page</u>		
Applied MICE Event Sample		



And Here is the Home Page after successfully Publish :

Hi, Nice to meet you here ...

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem

Next on, after we successfully finished creating the Home Page as a *parent*, we can start continue to make other Pages as a *child* pages. We can start from making **Program Outline Page**, the steps are as follows:

- Re-create the new pages, select <u>Pages</u> in the menu on the right. Then select the <u>Add New</u> button.
- 7. After being on the page Add New Page, you must fill out and perform the configuration pages as a child :
 - a. Website Title = As the title will be seen in *Hero Image (red)*
 - b. Section Content = The content that you want to fill. (yellow)
 - c. Parent, select The *Parent* you create before : <u>Applied MICE Event Sample</u> then add it = Used as parent for child pages. (*blue*)
 - d. Template, select **<u>Microsite Home</u>** = to activate Microsite template. (green)

e. Featured Image, select <u>Set Featured Image</u> and select the picture you want
 = To appear on the Hero image. We suggest to use a good resolution, with
 the minimum size 1280px, width x 600px height. (orange)



Select **<u>Publish</u>** to publish the Program Outline. To review , select <u>View Page</u>, after that select publish.



Day 00: 17 December 2017, Sunday

Assemble and meet up with your tour manager at Changi Airport in the evening. Your adventure will begin with a pleasant flight to Cape Town via Doha or Dubai!

Day 01: 18 December 2017, Monday

A warm South African welcome awaits you at Cape Town International Airport. Embark on a city orientation with your local guide who will introduce you to the sights and sound of this beautiful city.

Arrive at Gold Restaurant where you will be treated to a sumptuous authentic African Lunch with colourful African entertainment.

Check into Table Bay Hotel and enjoy the rest of the evening at leisure.

Day 03: 19 December 2017, Tuesday

An exciting and unforgettable day awaits as we travel to Aquila Private Game Reserve for Teambonding - a 4,500 hectares reserve showcasing African wildlife and flora.

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After successfully completing the **Program Outline Page**, then we proceed to create another child pages. Simply repeat the same steps above as making the **Program Outline Page**. What make different is only the content from every pages to be customized based on its functionality.

If all the pages have been successfully created, then the whole page will be like on this link : <u>https://appliedmice.com.sg/applied-mice-event-sample/</u>

ADDITIONAL INFORMATION

Additional Information

1. Add Image / Gallery

You can add image or create a gallery that will be displayed in section content. Below is the step to add image or create a gallery :

- a. Select the page you want to add image / gallery.
- b. And click Add Media.

WordPress 4.9 is available! Please update now.
Edit Page Add New
Page updated. <u>View page</u>
Optional Activities
Permalink: http://appliedmice.com.sg/applied-mice-event-sample/optional-activities/ Edit
C Add Media
Paragraph \checkmark B $I \coloneqq$ \bowtie \checkmark \boxdot \boxdot \boxdot \checkmark \blacksquare \blacksquare
AE = <u>A</u> ≠ <u>b</u> Ø Ω 標 导 ↑

- c. If only need to add one image, select **Insert Media** and choose the image or can use existent image, If you want to add new image make sure to upload the image first. *(blue)*
- d. To create a Gallery, select <u>Create Gallery</u>. Select the images that you want to insert into the gallery (you can choose more than 1 image directly). When it finish click <u>Create a new gallery</u>. (red)



e. Before added to the gallery, on the Edit Gallery, you can arrange in Gallery with 2 Columns or more, tailored to the needs. Then use <u>Size</u> = <u>Full Size</u> to save the original size of the image.



f. If all settings have been configured, select **Insert Gallery.**

2. Add button

You can add the button on the content section. To add the button, here is the step :

- a. Select the page that you need to add the button.
- b. Add the script below :

```
[button type="success" size="lg"
link="https://event2.appliedmice.com.sg"] Register[/button]
```

Information :

<u>Type (you can use) :</u>

- Success : button will be green
- Danger : button will be red
- Primary : button will be blue
- Warning : button will be orange

Size (you can use) :

- lg : larger button size
- md : medium button size
- sm : small button size
- xs : extra small button size

Link : to add link to the button

<u>Register :</u> Description that is owned by the button (You can change it based on your need)

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