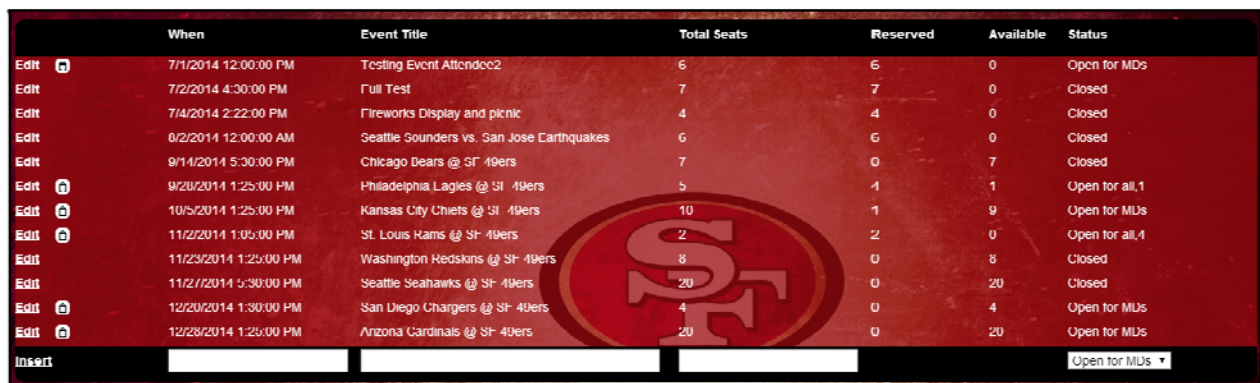# Event Man - User Guide

Using the Event Manager Page

The first table on the screen shows a list of all of the events, containing event details, tickets given out, tickets available and the status of the event.

Figure 1 - Event Manager Page - List of Events

Events can be one of three different statuses:

- **Open for MDs** - indicates this event is only viewable by Managing Directors. Only MD's may submit requests for seats for themselves and any additional guests they would like to invite.
- **Open for all, X** - indicates this event is viewable by anyone, but they may only submit requests to enter a raffle for extra tickets. The 'X' in the status represents the number of seats an employee can request for the raffle.

  Note: if an event is "Open for all" MDs will be unable to add additional requests for guests
- **Closed** - indicates no new requests may be added to this event.

Creating New Events

New events can easily be created by filling out all of the textboxes at the footer of the event list table, and then clicking the "Insert" link.

Figure 2 - Event Manager Page - New Event

It is important to note that when adding a new event or updating an existing event, the number of seats entered will be subtracted by four (4) to set aside a number of seats for Manuel to manually allocate himself for every event.

Managing Event Requests

To view all the requests for a specific event, the manager must select an event from the dropdown list:
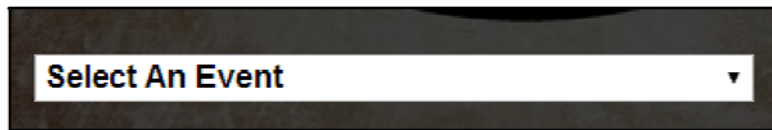

Select An Event ▾

Figure 3 - Event Manager Page - View Event Requests

The request details are split up into two major sections: Requests and Reservations. The request section shows all requests before they are accepted or rejected by Manuel and is denoted with a black background. The reservation section shows all requests that have been accepted by Manuel and is denoted with a green background.

Figure 4 - Event Manager Page - Manage Event Requests

Both sections contain two tables. The first table of each section shows all requests from MDs and the guests they would like to invite. The second table of each section shows all requests from employees to enter the raffle for extra tickets.

Any decision done on this page can always be undone, EXCEPT for the delete functions. Deleting any request or event will permanently remove it from the database. Any reserved request can be undone by clicking the cancel button next to the entry:

MDs	Affiliation	Name	Company	Requester
Cancel	HTGC Employee	Justin Ratra	Hercules Technology Growth Capital	Justin Ratra
Cancel	Prospective PoCo	Marc Friend	Intalio	Justin Ratra
Cancel	Prospective PoCo	Antoine Fisher	Intalio	Justin Ratra

Figure 5 - Event Manager Page - Manage Reservations

Any rejected requests may be "unrejected" by clicking a link at the top of the Requests section to reveal a table with rejected requests.

Full Test ▾ - 2 Tickets Remaining

Rejected Requests Table (show / hide)

Rejected	Affiliation	Name	Company	Requester	Comments
Unreject	HTGC Employee	Tony Pandjiris	Hercules Technology Growth Capital	Tony Pandjiris	invtiing myself....
Unreject	Prospective PoCo	CFO Man	Grublub Seamless	Tony Pandjiris	ceo guy

Figure 6 - Event Manager Page - Manage Rejected Requests

MD's may only request up to 4 seats (including themselves) for an event. MD's also have the option to request additional seats by providing some free text explaining who and why. Their free text responses (if existent) show up in the blue boxes below:

MDs	Affiliation	Name	Company	Comments
Edit Accept Reject	HTGC Employee	Justin Ratra	Hercules Technology Growth Capital	
Edit Accept Reject	Prospective PoCo	Marc Friend	Intalio	CFO
Edit Accept Reject	Prospective PoCo	Antoine Fisher	Intalio	recently fired from intalio.
Accept All Reject All **Add Guest (show/hide)** Justin Ratra				
Edit Accept Reject	PoCo	Adam Ahmad	Fluc	Co-founder
Edit Accept Reject	PoCo	Tim Davis	Fluc	CEO
Edit Accept Reject	PoCo	Francisco Magdaleno	Fluc	Co-founder
Accept All Reject All **Add Guest (show/hide)** Tony Pandjiris		I would like some extra tickets to also invite Seamless and DoorDash teams.		

Figure 7 - Event Manager Page - Extra Seat Requests

Since MD's do not have the ability to request more than 4 seats, any additional seats that are approved, must be added by the manager. Clicking the "Add Guest" link at the bottom left of each request will reveal a form to add details for the additional guest to the request.

Note: Guests may be added by the manager, only for existing requests. If there are no requests, the manager must use the MD Request page or have a different employee submit a new request to be able to add guests.

Awarding Tickets

All reservations represent tickets that have been awarded. MD requests are reserved by having Manuel accept a request and standard employee requests are reserved randomly by triggering the raffle. Whenever a ticket has been reserved for an employee, whether through acceptance or raffle, the employee will immediately be notified by e-mail.

MD Requests can be accepted individually or as a group by using the "Accept" or "Accept All" links, respectively. The raffle is triggered by clicking the "Raffle Remaining Tickets" link, located at the top of the Reservation Section.
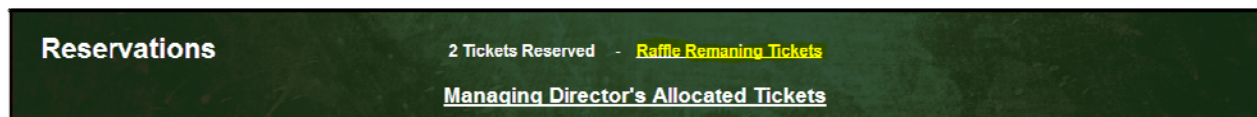

Figure 8 - Event Manager Page - Reservation Section

The raffle works by randomly selecting one of the raffle requests. If the number of requested seats does not exceed the number of seats remaining, then the requester will be declared a winner, followed by another request being randomly selected. This process is repeated until all of the tickets have been distributed or there are no more requests.

Note: If an employee requests 3 seats, for example, and there are only 2 seats remaining. This employee will be unable to win the raffle, since the system will not automatically split up any requests. This can only be resolved by manually editing the number of seats requested.

Next to every reservation is a check box to indicate whether or not the ticket(s) has been physically allocated to the employee.

Figure 9 - Event Manager Page - Allocated Ticket Confirmation

Using the MD Request Page

This page is only accessible by Managing Director's and above. If you do not have access to this page, but you are a Managing Director (or above) contact Gene Farnham (gfarnham@htgc.com) or Shane Stettenbenz (sstettenbenz@htgc.com) to inform them to add "MD" to your group tag.

Despite these access restrictions, a manager can provide any employee access to the MD Request page for a specific event by providing he or she a direct link. A manager can copy the link to their clipboard by clicking the clipboard icon next to the event on the Event Manager page:

Figure 10 - Event Manager Page - Copy Direct Link

Note: Employees can still be denied access with the link a manager provides if the Event's status will not allow it to accept new requests.

Submitting MD Requests

This page will list all events that are currently "Open for MDs." The event's title, date and time scheduled, and the number of seats available will all be listed with each event.

Figure 11 - MD Request Page - Event

The request begins by first selecing the number of guests the MD would like to invite (including him- or herself).

Figure 12 - MD Request Page - Submitting Request

After choosing a number of guests, the MD will be asked to fill in three or four fields for each guest.

Note: Selecting 4 guests will reveal a "More Seats" button to allow users to input free text to explain why they would like to request additional seats, and whom they would like to invite

- **Affiliation Type** - is the guest an HTGC Employee, Portfolio Company, Venture Capitalist, Investment Banker, etc. If the MD selects HTGC Employee, PoCo, or Prospective PoCo, he or she will be forced to search the database for the associated employee and/or company.
- **Attendee** - is the name of the guest being invited. If HTGC Employee is selected for affiliation type, this field will be readonly.
- **Company** - is the name of the company associated with the guest being invited. Again, if HTGC Employee, PoCo, or Prospective PoCo is selected for affiliation, then this field will be readonly.
- **Comments** - is an optional field to include additional details about the invited guest.

After all the fields have been completed, the MD must click the "Submit Request" button to finalize his or her request.

Tracking Submitted Requests

The page will now update to show the status of each guest's request with a label on the right hand side.

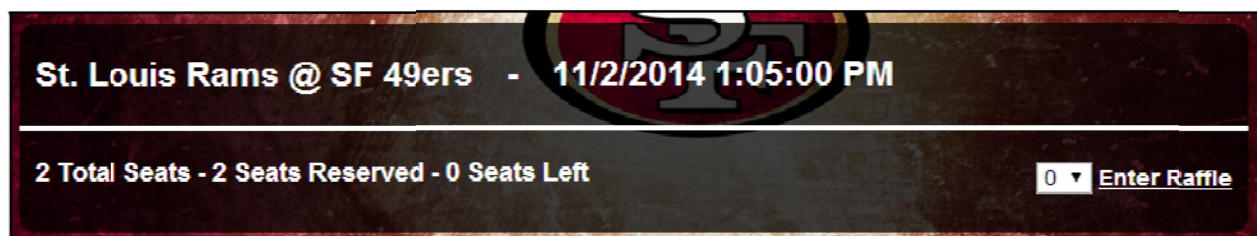Figure 13 - MD Request Page - Tracking Request Status

Each request can have one of three statuses:

- **Requested** - After first submitting an MD request all guests begin as "Requested." This status is denoted with the orange label, each guest request can still be deleted, or edited by changing any of the fields and clicking the "Update" button.
- **Rejected** -After Manuel rejects a request from the manager page, the request is no longer editable and the status is denoted with a red label.
- **Reserved** -After Manuel accepts a request from the manager page, the request is no longer editable and the status is denoted with a green label.

Rejected and Reserved guest requests can never be edited or deleted by an MD, but any other requests can be edited at any time.

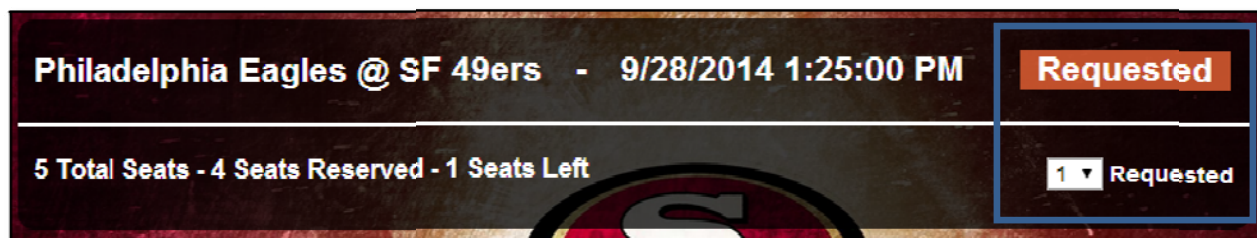## Using the Employee Request Page

This page is accessible by any HTGC Employee, and will list all events that have the status "Open for all, X." The event's title, date and time scheduled, and the number of seats available will all be listed with each event.

Figure 14 - Employee Request Page - Entering Raffle

Any employee may enter a raffle for extra tickets by selecting a number of seats from the dropdown list next to each event, and then clicking the "Enter Raffle" link. After this raffle request has been submitted, the "Enter Raffle" link will be replaced with current status, as well as a large label on the top right corner of the event

Figure 15 - Employee Request Page - Tracking Request Status

Similar to the MD Request Page, any request with the "Requested" status may edited or deleted at any time by making a change to any of the fields. Any request with the "Reserved" or "Rejected" status may not be changed by the employee.

Using the Ticket Winners Page

This page is accessibly by any HTGC Employee, and will list all of the reserved seats for any event.

A user simply selects an event from the dropdown list and all of the event's info and associated guests will be displayed below.

Figure 16 - Ticket Winners Page