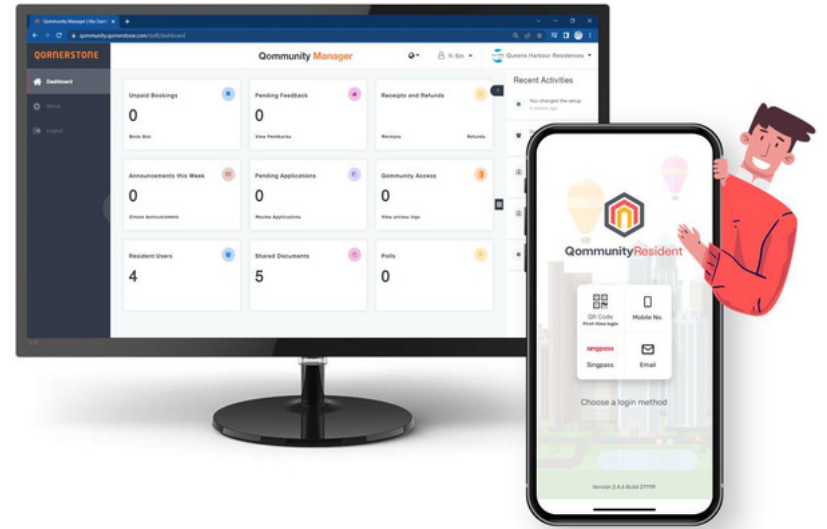




QORNERSTONE



Community Manager

- 1. How to Create an Event**
- 2. How to Book an Event**



Creating Events Via Qcommunity Manager

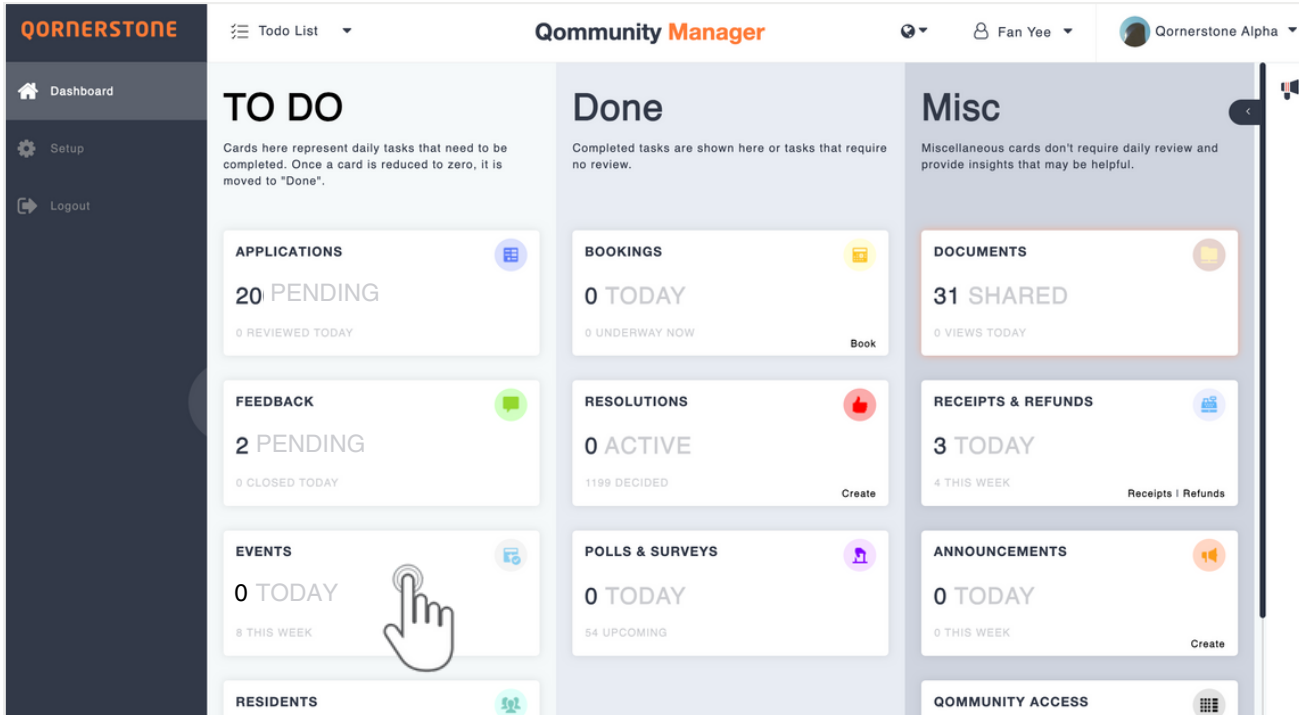
- 1. How to Create an Event**
2. How to Book an Event

Create an Event on Qcommunity Manager

Create an Event via Qommunity Manager

To create a facility, click on **EVENTS**

*0 TODAY means there are no ongoing events today.

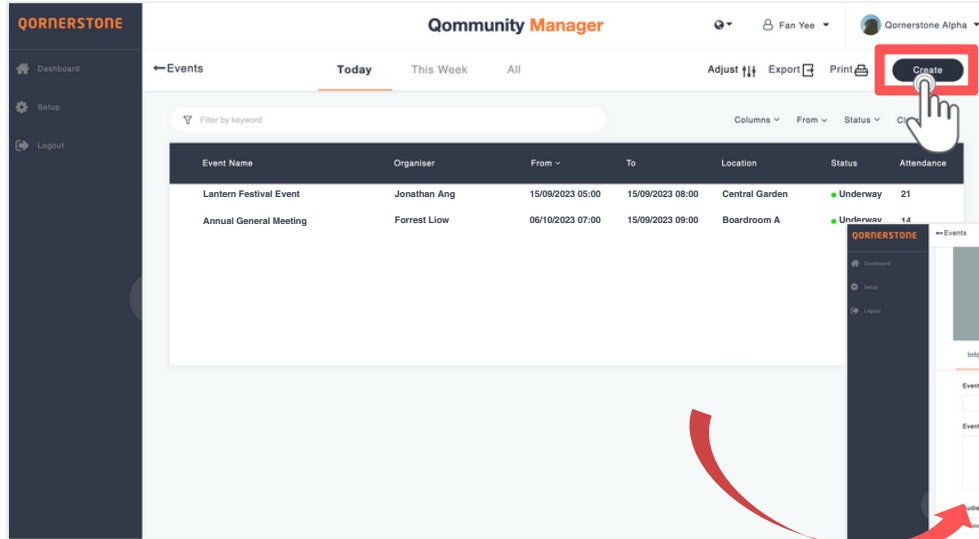


The screenshot shows the Qommunity Manager dashboard interface. The top navigation bar includes the QORNERSTONE logo, a 'Todo List' dropdown, the title 'Qommunity Manager', and user information for 'Fan Yee' and 'Cornerstone Alpha'. A left sidebar contains 'Dashboard', 'Setup', and 'Logout' options. The main content area is divided into three columns: 'TO DO', 'Done', and 'Misc'. The 'TO DO' column contains cards for 'APPLICATIONS' (20 PENDING), 'FEEDBACK' (2 PENDING), 'EVENTS' (0 TODAY), and 'RESIDENTS'. The 'Done' column contains cards for 'BOOKINGS' (0 TODAY), 'RESOLUTIONS' (0 ACTIVE), and 'POLLS & SURVEYS' (0 TODAY). The 'Misc' column contains cards for 'DOCUMENTS' (31 SHARED), 'RECEIPTS & REFUNDS' (3 TODAY), and 'ANNOUNCEMENTS' (0 TODAY). A hand cursor is pointing at the 'EVENTS' card.

Category	Count	Time Period	Action
Applications	20	PENDING	Book
Feedback	2	PENDING	Create
Events	0	TODAY	Create
Resolutions	0	ACTIVE	Create
Bookings	0	TODAY	Book
Resolutions	0	ACTIVE	Create
Resolutions	1199	DECIDED	Create
Resolutions	0	TODAY	Create
Resolutions	54	UPCOMING	Create
Documents	31	SHARED	Views Today
Receipts & Refunds	3	TODAY	Receipts Refunds
Receipts & Refunds	4	THIS WEEK	Receipts Refunds
Announcements	0	TODAY	Create
Announcements	0	THIS WEEK	Create

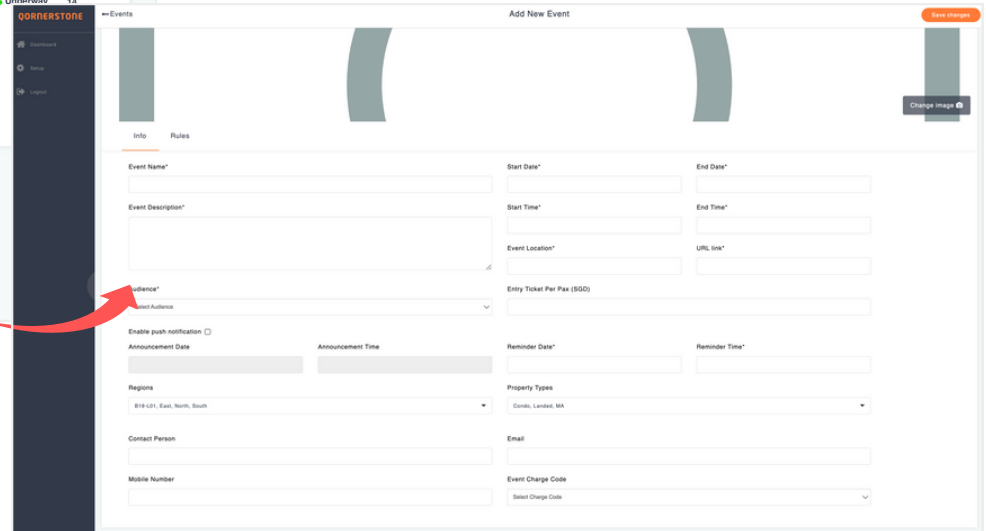
Create an Event via Qommunity Manager

- In the Info tab, select an Image for the event.
- Enter the Event Name, Event Description, Start Date/Time, End Date/Time, Audience, Event Location, URL link.



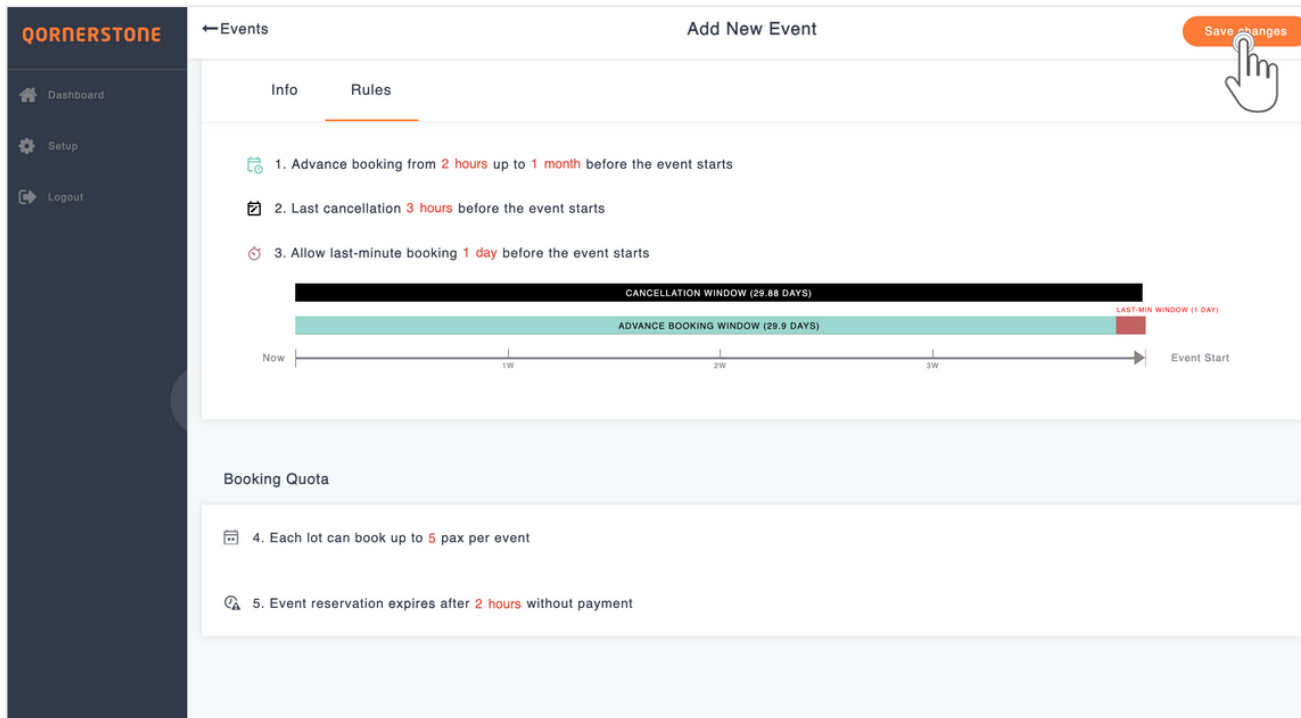
- Set a Reminder Date and Time.
- Set the Announcement Date and Time if you would like to send the push notifications out later.

- Once you have checked all the details are correct, select Save changes



Create an Event via Qommunity Manager

- In the Rules tab, set the rules for the event and the Booking Quota.
- Once you have checked all the details are correct, select Save changes



QORNERSTONE ←Events Add New Event Save changes

Info Rules

1. Advance booking from 2 hours up to 1 month before the event starts
2. Last cancellation 3 hours before the event starts
3. Allow last-minute booking 1 day before the event starts

CANCELLATION WINDOW (29.88 DAYS)
ADVANCE BOOKING WINDOW (29.9 DAYS)
LAST MIN WINDOW (1 DAY)

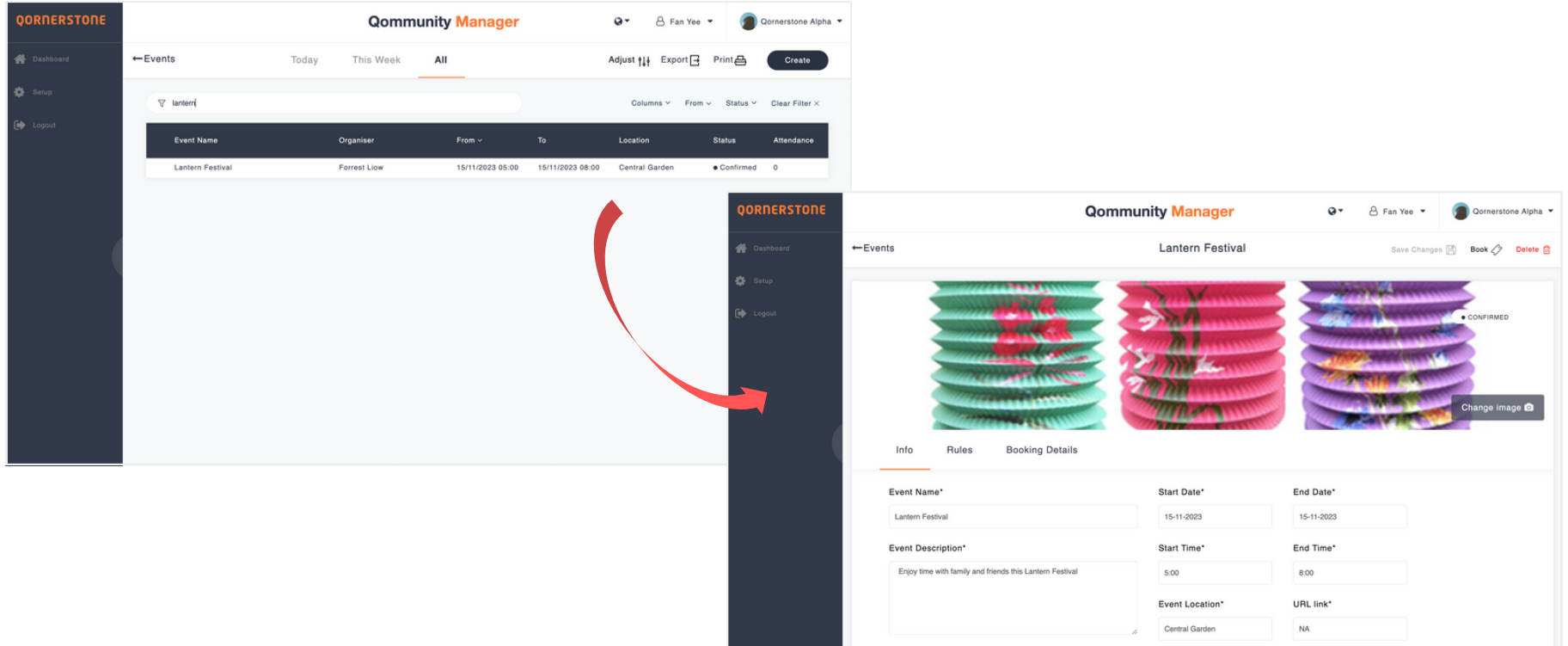
Now | 1W | 2W | 3W | Event Start

Booking Quota

4. Each lot can book up to 5 pax per event
5. Event reservation expires after 2 hours without payment

Create an Event via Qommunity Manager

- Event Details will be shown.
- Click into the event to view, book and edit the event.



The image shows two screenshots of the Qommunity Manager interface. The left screenshot displays the 'Events' page with a search bar containing 'lantern' and a table listing events. The right screenshot shows the detailed view for the 'Lantern Festival' event, including a gallery of lantern images and a form for editing event details.

Event Name	Organiser	From	To	Location	Status	Attendance
Lantern Festival	Forrest Liow	15/11/2023 05:00	15/11/2023 08:00	Central Garden	Confirmed	0

Event Details for Lantern Festival:

- Event Name:** Lantern Festival
- Start Date:** 15-11-2023
- End Date:** 15-11-2023
- Event Description:** Enjoy time with family and friends this Lantern Festival
- Start Time:** 5:00
- End Time:** 8:00
- Event Location:** Central Garden
- URL link:** NA

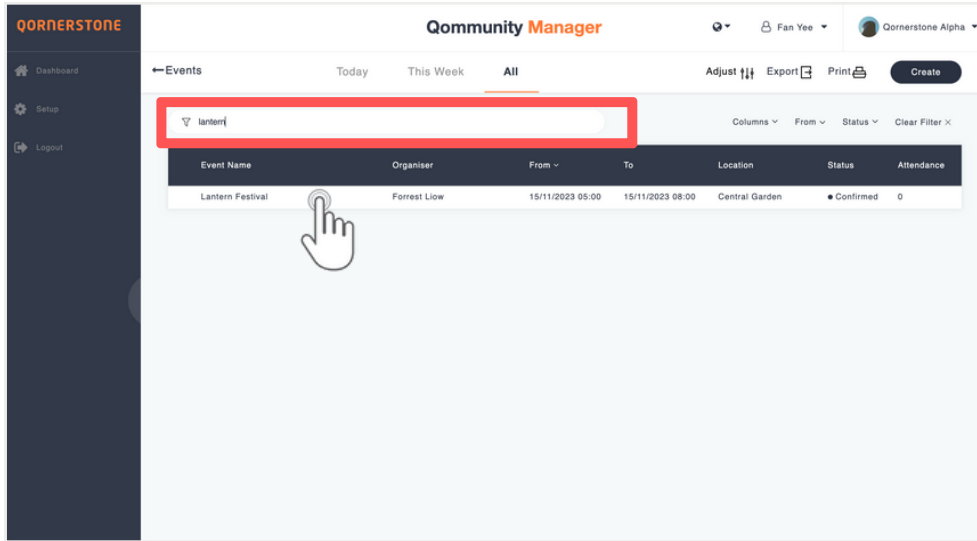
Booking Events Via Qcommunity Manager

1. How to Create an Event
- 2. How to Book an Event**

Book an Event on Qcommunity Manager

Booking Events via Qommunity Manager

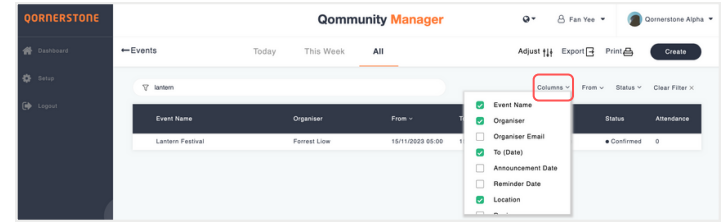
- Select the Event.
- If you can't find the Event by name, you can also try to filter it by Column, From (dates) and Status.



The screenshot shows the Qommunity Manager interface. A search bar at the top contains the text "lantern" and is highlighted with a red box. Below the search bar is a table with the following data:

Event Name	Organiser	From -	To	Location	Status	Attendance
Lantern Festival	Forrest Liow	15/11/2023 05:00	15/11/2023 08:00	Central Garden	Confirmed	0

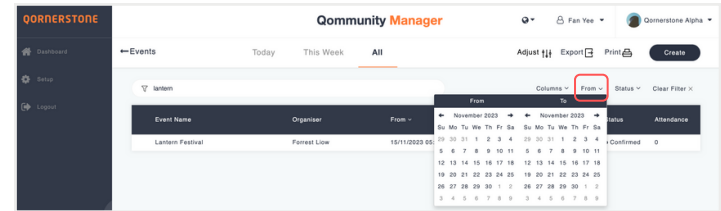
A hand cursor is pointing at the first row of the table.



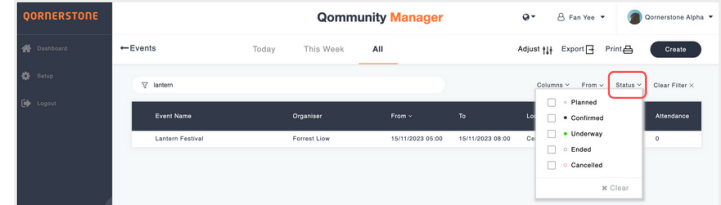
The screenshot shows the Qommunity Manager interface with the search bar containing "lantern". A dropdown menu is open for the "Columns" filter, showing the following options:

- Event Name
- Organiser
- Organiser Email
- To (Date)
- Announcement Date
- Reminder Date
- Location

The "Columns" dropdown is highlighted with a red box.



The screenshot shows the Qommunity Manager interface with the search bar containing "lantern". A dropdown menu is open for the "From" filter, showing a calendar view for November 2023. The date "15/11/2023 05:00" is selected. The "From" dropdown is highlighted with a red box.



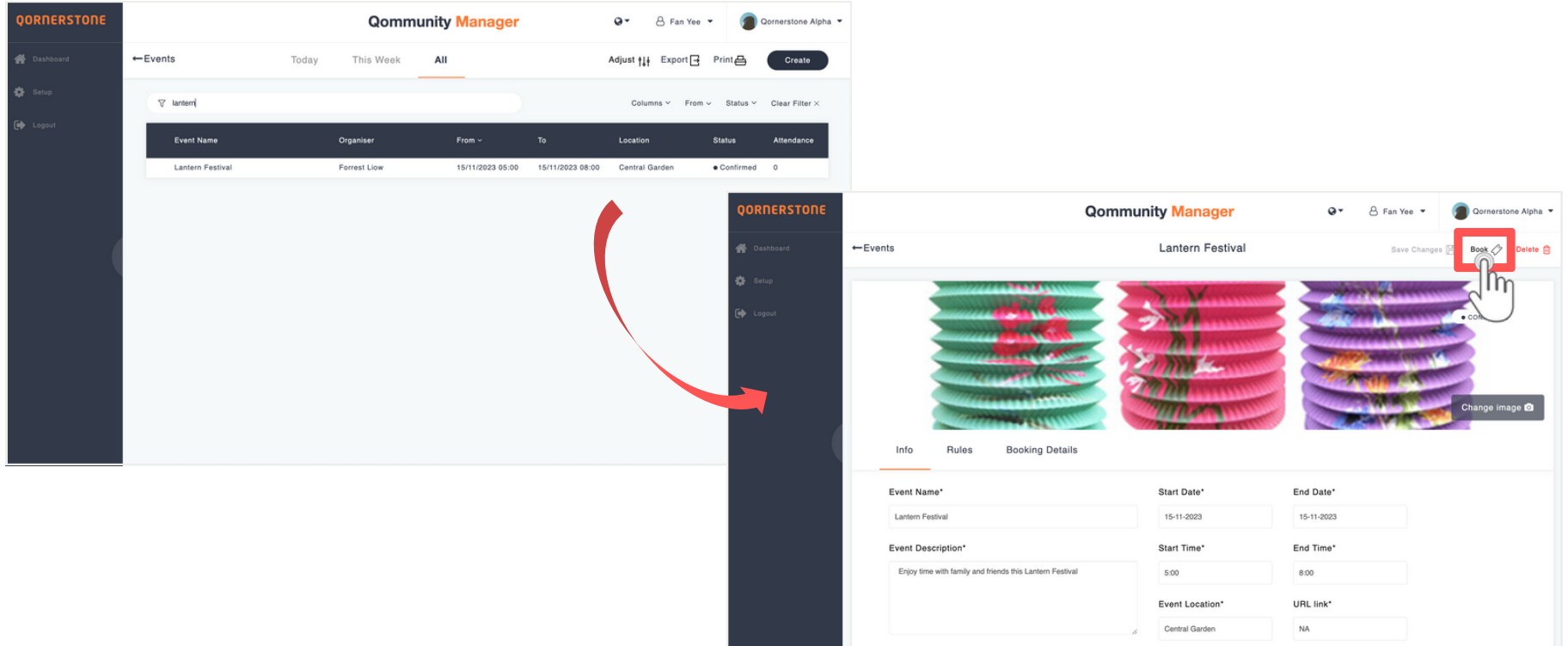
The screenshot shows the Qommunity Manager interface with the search bar containing "lantern". A dropdown menu is open for the "Status" filter, showing the following options:

- Planned
- Confirmed
- Underway
- End
- Cancelled

The "Status" dropdown is highlighted with a red box.

Booking Events via Qommunity Manager

- Select the Event.
- Click on **Book** to make the booking.



The image shows two screenshots of the Qommunity Manager interface. The left screenshot shows the 'Events' list with a search filter 'lantern' and a table of events. A red arrow points from the 'Lantern Festival' row to the right screenshot. The right screenshot shows the 'Lantern Festival' event details page, where the 'Book' button is highlighted with a red box and a hand cursor.

Community Manager | Fan Yee | Cornerstone Alpha

←Events | Today | This Week | **All** | Adjust | Export | Print | Create

lantern | Columns | From | Status | Clear Filter

Event Name	Organiser	From	To	Location	Status	Attendance
Lantern Festival	Forrest Liow	15/11/2023 05:00	15/11/2023 08:00	Central Garden	Confirmed	0

QORNERSTONE | Dashboard | Setup | Logout

Community Manager | Fan Yee | Cornerstone Alpha

←Events | Lantern Festival | Save Changes | **Book** | Delete

Change Image

Info | Rules | Booking Details

Event Name* | Start Date* | End Date*

Lantern Festival | 15-11-2023 | 15-11-2023

Event Description* | Start Time* | End Time*

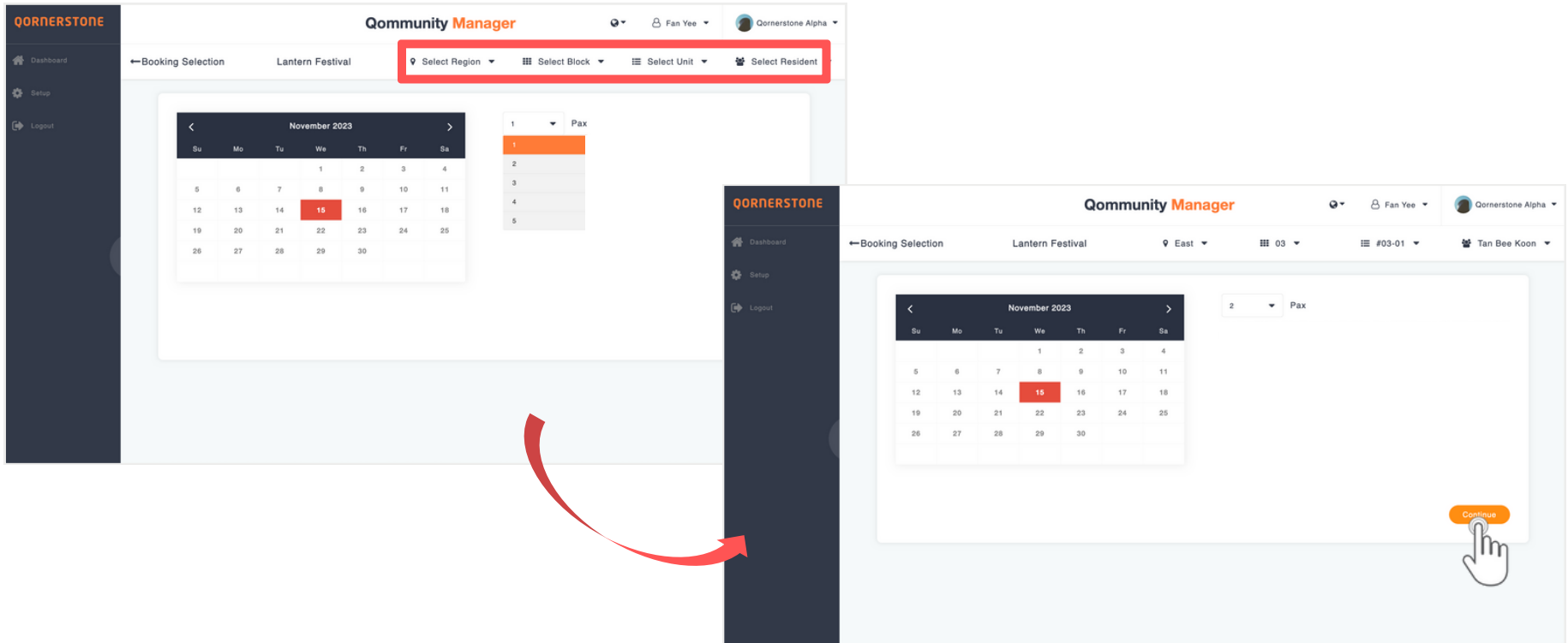
Enjoy time with family and friends this Lantern Festival | 5:00 | 8:00

Event Location* | URL link*

Central Garden | NA

Booking Events via Qommunity Manager

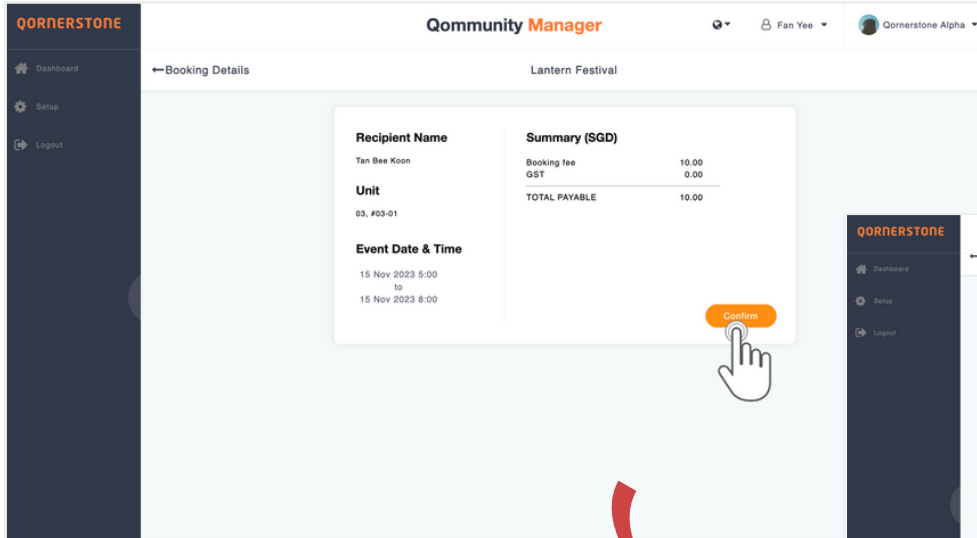
- Before selecting the number of pax, select the Region, Block, Unit and Resident name.
- Once you have checked all the details are correct, click on Continue



The image shows two screenshots of the Qommunity Manager interface. The left screenshot shows the 'Booking Selection' screen for the 'Lantern Festival' event. A red box highlights the selection options: 'Select Region', 'Select Block', 'Select Unit', and 'Select Resident'. Below this, a calendar for November 2023 shows the 15th selected, and a 'Pax' dropdown menu is set to '1'. The right screenshot shows the same interface after the 'Pax' dropdown is set to '2'. A red arrow points from the 'Pax' dropdown in the left screenshot to the 'Pax' dropdown in the right screenshot. In the bottom right corner of the right screenshot, a hand cursor is pointing at an orange 'Continue' button.

Booking Events via Qommunity Manager

- After you click on Confirm, it will lead you to Create Receipt.



QORNERSTONE Community Manager

←Booking Details Lantern Festival

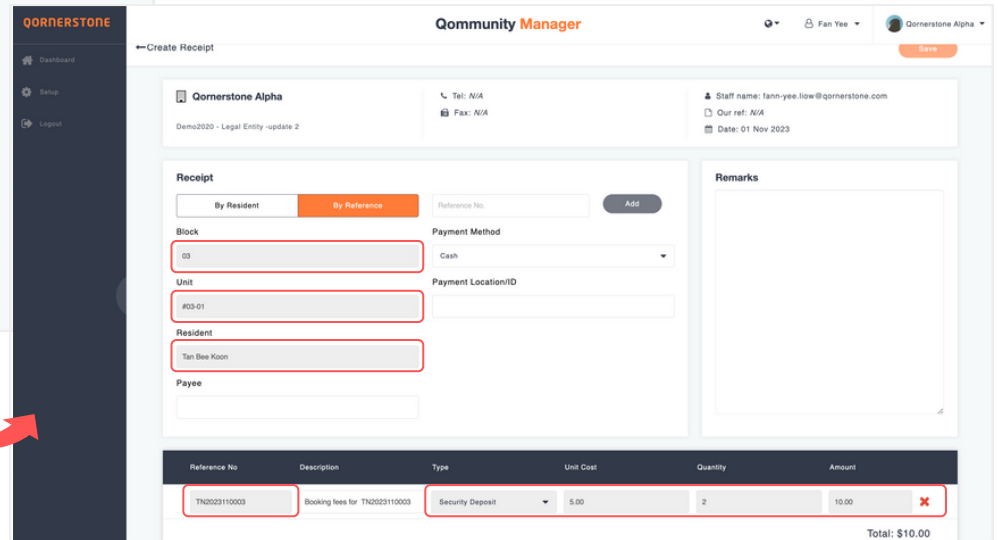
Recipient Name	Summary (SGD)
Tan Bee Koon	Booking fee 10.00
	GST 0.00
Unit	TOTAL PAYABLE 10.00
03, #03-01	

Event Date & Time

15 Nov 2023 5:00
to
15 Nov 2023 8:00

Confirm

- Fields that are shaded cannot be edited.



QORNERSTONE Community Manager

←Create Receipt

Qornerstone Alpha

Tel: N/A Fax: N/A

Staff name: tan-yeo.liow@qornerstone.com
Our ref: N/A
Date: 01 Nov 2023

Receipt

By Resident **By Reference** Reference No. Add

Block 03 Payment Method Cash

Unit #03-01 Payment Location/ID

Resident Tan Bee Koon

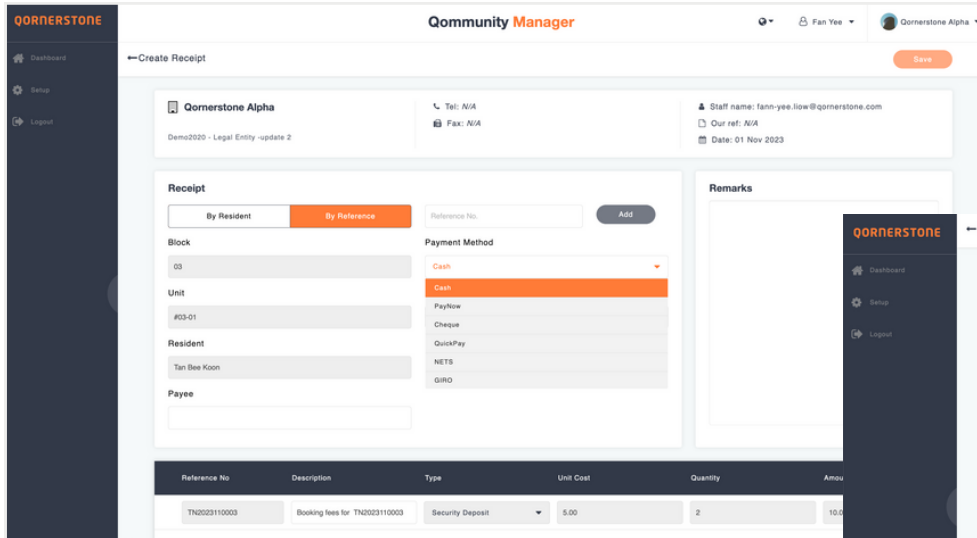
Payee

Reference No	Description	Type	Unit Cost	Quantity	Amount
TN2023110003	Booking fees for TN2023110003	Security Deposit	5.00	2	10.00

Total: \$10.00

Booking Events via Qommunity Manager

- Select the Payment Method, fill in the Payment Location/ID and Payee name.



Community Manager

← Create Receipt

Qornerstone Alpha

Tel: N/A
Fax: N/A

Staff name: fann-yeo.liow@qornerstone.com
Our ref: N/A
Date: 01 Nov 2023

Demo2020 - Legal Entity -update 2

Receipt

By Resident | **By Reference**

Reference No. Add

Block: 03

Unit: #03-01

Resident: Tan Bee Koon

Payee:

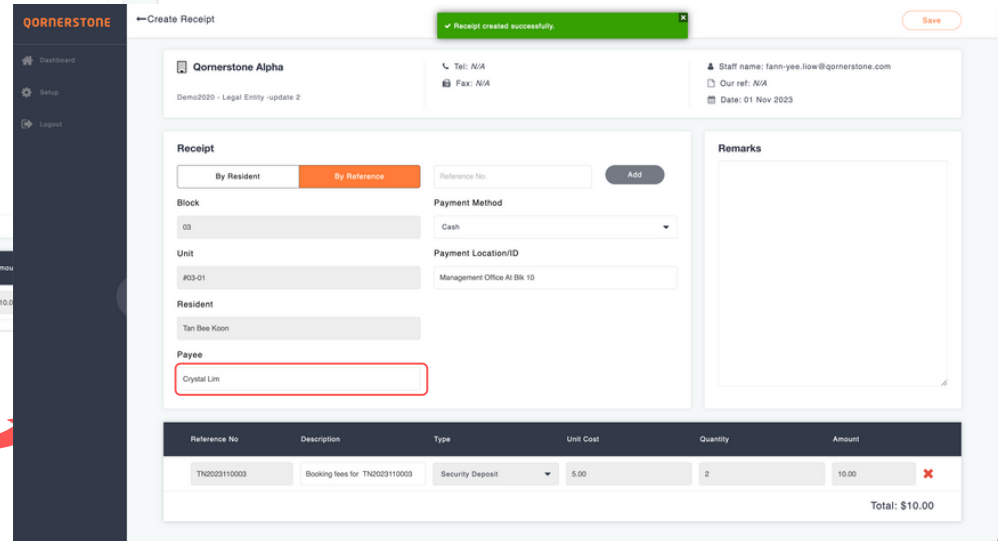
Payment Method

- Cash
- Cash**
- PayNow
- Cheque
- QuickPay
- NETS
- GIRO

Remarks

Reference No	Description	Type	Unit Cost	Quantity	Amount
TN2023110003	Booking fees for TN2023110003	Security Deposit	5.00	2	10.00

- Payee field is available in the event that the payment on behalf on the Resident in the unit chosen



← Create Receipt

✓ Receipt created successfully

Qornerstone Alpha

Tel: N/A
Fax: N/A

Staff name: fann-yeo.liow@qornerstone.com
Our ref: N/A
Date: 01 Nov 2023

Demo2020 - Legal Entity -update 2

Receipt

By Resident | **By Reference**

Reference No. Add

Block: 03

Unit: #03-01

Resident: Tan Bee Koon

Payee:

Payment Method: Cash

Payment Location/ID: Management Office At Blk 10

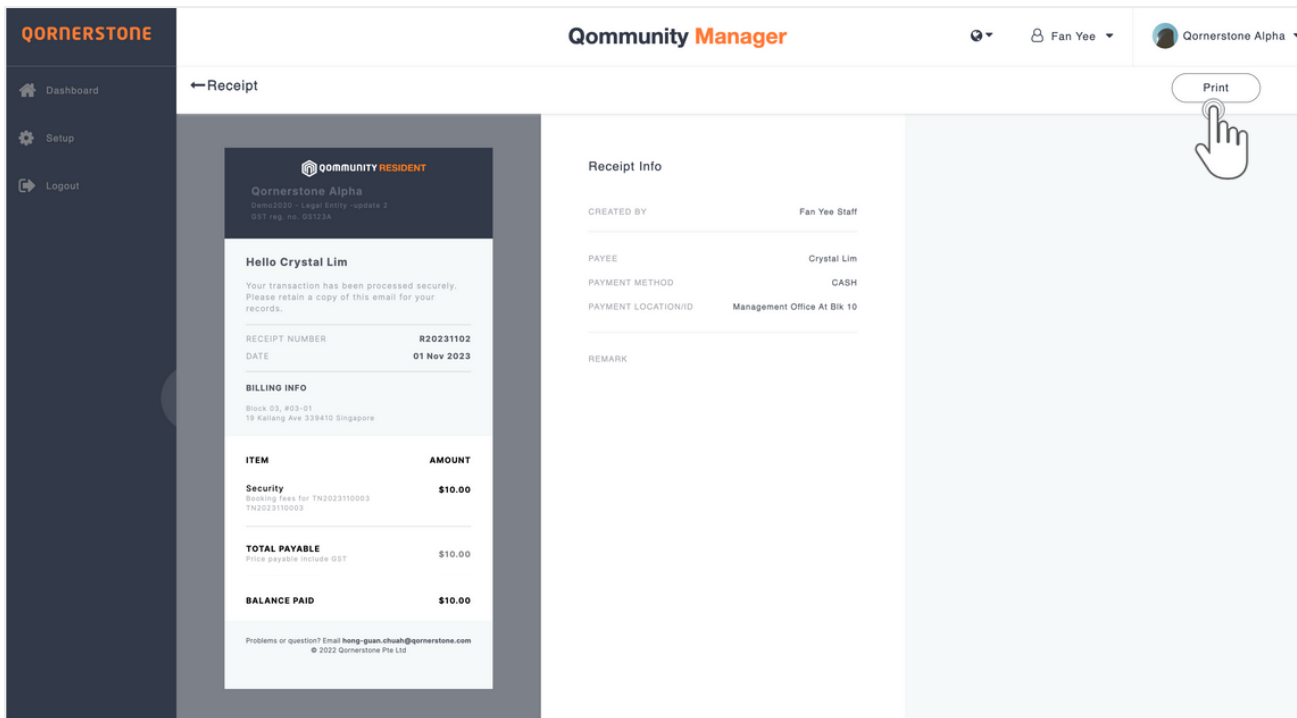
Remarks

Reference No	Description	Type	Unit Cost	Quantity	Amount
TN2023110003	Booking fees for TN2023110003	Security Deposit	5.00	2	10.00

Total: \$10.00

Booking Events via Qommunity Manager

- Receipt Details will be shown.
- Click on Print.



QORNERSTONE Community Manager

Dashboard Setup Logout

← Receipt

community RESIDENT
Cornerstone Alpha
Demo2020 - Legal Entity - update 2
GST Reg. no. 02123A

Hello Crystal Lim
Your transaction has been processed securely.
Please retain a copy of this email for your records.

RECEIPT NUMBER **R20231102**
DATE **01 Nov 2023**

BILLING INFO
Block 03, #03-01
18 Katong Ave 339410 Singapore

ITEM	AMOUNT
Security Booking Fee for TN2023110003 TN2023110003	\$10.00
TOTAL PAYABLE Price \$99456 include GST	\$10.00
BALANCE PAID	\$10.00

Problems or question? Email hong-guan.chuah@cornerstone.com
© 2022 Cornerstone Pte Ltd

Receipt Info

CREATED BY Fan Yee Staff

PAYEE Crystal Lim

PAYMENT METHOD CASH

PAYMENT LOCATION/ID Management Office At Bk 10

REMARK

Print