

PART A - REQUESTER INFORMATION

Faculty	School/Department
Requester	Job Title
Email	Phone

PART B - EVENT INFORMATION - GENERAL & BOOKING OPTIONS

Event Type	Others
Description	
Location	

Registration	Start Date	End Date
Event	Start Date	End Date
	Start Time	End Time
	Early Bird Ends	Late Booking from

Max Attendees	Places per Sale
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Attendee Information & Options *Note "first name" "initial" and "surname" are standard print*

	Mandatory	Optional	Not Required		
Student No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Please make sure all highlighted fields are completed*	
Title	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Preferred Name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Gender	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Address	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Fax	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Company	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Position	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
ABN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		*The character limitation for Free Text is 50*
Free Text 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Free Text 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Free Text 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Free Text 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Free Text 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Free Text 6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

PART C - BOOKING LINES & FEES

Line No/Seq	Line Description(maximum 50 characters)	Voucher Code	Quantity	GST Code	Value(inc GST)
1					
2					
3					
4					
5					
6					

Other Conditions

PART D - PAYMENT OPTIONS

Options Web Payment by Credit Card Cheque Cash

PART E - INTERFACE - GL CODE (Chartfields)

Account	Department ID
Fund	Project

Please make sure all codes are valid

PART F - BOOKING RESULTS - NOTIFICATION

1. Existing OneStop Users:

- Booking and Attendee CSV reports are available on OneStop
- Please follow CSV File Creation Guide to run the CSV files for your events
- Any questions regarding OneStop Access and CSV reports, please send enquires to onestop.events@unsw.edu.au

2. New OneStop Users:

- To request access to OneStop complete the [Request access to Finance systems](#) form.

PART G - SCHOOL / DEPARTMENT

REQUESTER SIGNATURE

Requester's Name: _____ Signature: _____ Date _____

APPROVED BY HEAD OF SCHOOL / DEPARTMENT

Approver's Name: _____ Signature: _____ Date _____

Before submitting the form, please make sure it is signed by the head of school/department.

Please make sure all highlighted fields are completed.

PART H - FINANCE OPERATIONS

FINANCE OPERATIONS AUTHORISATION

Reviewed By: _____ Signature: _____ Date _____

CONFERENCE MAINTENANCE RECORD

Maintained By: _____ Signature: _____ Date _____

Service Level Agreement:

- (1) The application form should be submitted to onestop.events@unsw.edu.au at least 5 working days before booking start date
- (2) Please make sure all highlighted fields are completed
- (3) Finance Operations creates the event within 5 working days and advises requester the URL link by email

A Guideline to complete "Event Creation Form"

The purpose of this "Event Creation Form" provides essential information to Finance Operations Conference Administrator in creating a new booking event in OneStop system.

After maintenance, a "Registration URL" is passed back to school's event requester. The link will be published on school's event information page for registration and payment collection.

Head of School authorization is required on this automation process and revenue is posted to school's ledger.

Part A - Requester Information: The information is required for Finance Operations contact purpose.

Part B - Event Information - General & Booking Options

1. Event Type: It is required in OneStop for classification purpose
For example, Conference, Excursion, Function, Lab_Test

2. Attendee Information and Options:
Select necessary personal information and other text fields to be shown on registration page. By default, "First Name, Initial, and Surname" are standard information.

OneStop allows user defined heading by using 1 to 6 free texts. You can label a free text in an event.
e.g. [Free text 1] = 'Attend Dinner on 17Apr ? (Y/N)'

Part C - Booking Lines & Fees

OneStop has a flexibility to define fee structure depending on conditions. A common way is using "Voucher Code", "Early Bird", "Late Registration" conditions. The rules are defined in each line item.

Note: To start registration, OneStop requires user to put in "Voucher Code" on 1st page.

1. Line No / Seq: A sequence number is required for each item description e.g. 1, 2, 3...

2. Line Description: Item description. For clarity, please indicate (inc GST) if appropriate.

3. Voucher Code
To set fee structure and condition by "Voucher Code"
If specify on this line no, the line item description and its cost will be shown on payment page
If not specified on this line no, this fee line and its cost applies always appear on payment page

Note: Voucher Code can be used to distinguish fees schedule as appropriate.
For example, DEL for Delegate, STU for Student, STA for Standard..

4. Quantity: The maximum number of tickets can be purchased by one registrant.

5. GST Code: Must select one. "SALE"-10% GST or "FREE"- no GST.

6. Value(inc GST): The value is GST included amount

7. Other Conditions: Please specify your conditions and rules to be incorporated here. For complex rules and conditions, please consult Finance Operations Conference Administrator or Finance Systems Manager.

PART D - Payment Options

Credit Card payments include Visa, Mastercard and American Express. Cheque and cash payments are made through the central Cashier in Finance Operations.

PART E - Interface - GL Code (Chart fields): Valid chart fields in NS Financial

PART H - Finance Operations

1. Create a new Event Code
It is a new code in each event. The Convention is labeled by school, event code and year of the event.

2. OneStop Production URL
A standard OneStop URL contains a combination of event code and a chosen UNSW skin layout.

Additional Information

*All Amendment, Booking Cancellation and Refund enquiries should be emailed to onestop.events@unsw.edu.au

1. Amendments

- Always provide event code for all kinds of enquiries
- Please leave your contact information in the email so that we are able to supply further assistance

2. Booking Cancellation

- Booking Number is needed for cancellation

3. Refund

(1) Refund for web payment

- Complete Web Refund Request Form
- Make sure the form is signed by manager of School/Department

(2) Refund for cheque payment

- Complete Web Refund Request Form
- Make sure the form is signed by manager of School/Department
- Provide EFT Details of the customer

* Please send an email to onestop.events@unsw.edu.au to get the Web Refund Request Form