4.4 Activity Enrolment

WHEN TO USE:

- When a Client Connect user wishes to enrol to activities, e.g. briefing sessions, seminars, etc. hosted by HKEX through Client Connect.

- This function is available at anytime.

ABOUT THIS eSERVICE:

- This function is available to Business users granted with the access rights EU_CompanyAdministration for HKSCC/HKCC/SEOCH Participants, HKSCC Designated Banks, HKSCC Clearing Agency Participants. It is also available for Business users of SEHK Participants, SEHK Options Trading Exchange Participants, HKFE Participants, ETP Unit Trust Manager/Trustee, Share Registrars and System Vendors.

- When a new activity is created, entitled users will receive email and dashboard notifications. It can also be accessed via the Events tab in the Client Connect dashboard.

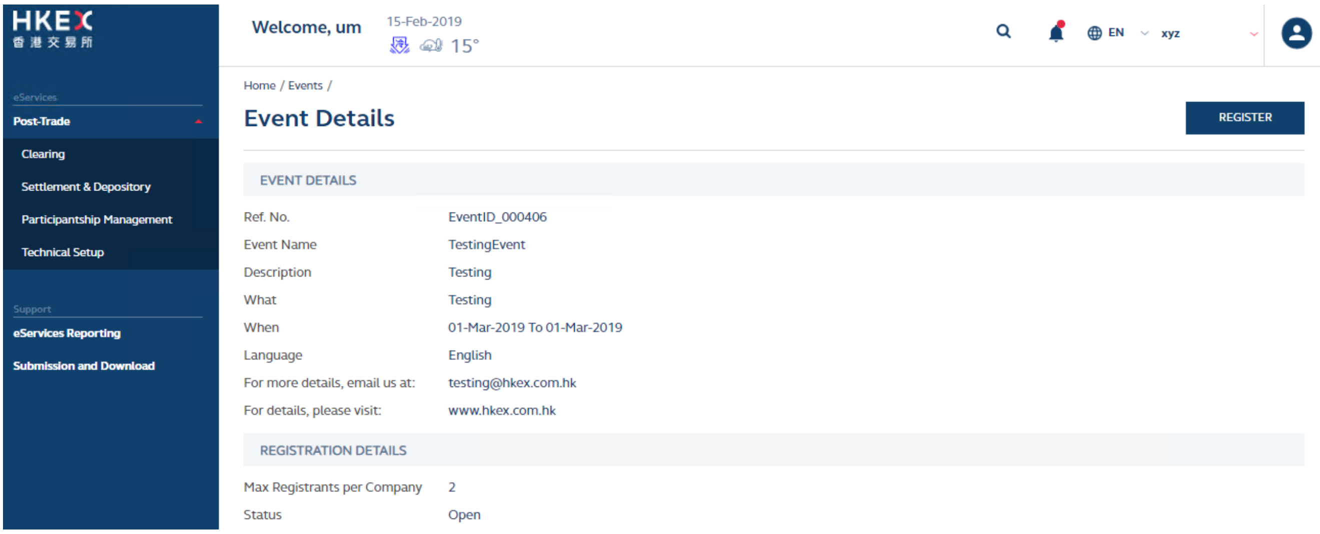
- Users will also receive email notifications on when successfully enroled to or withdrawn from an event.

- If there is a restriction on the maximum number of registrants per company, the registrants within the limit normally will be enroled and remaining will be waitlisted.

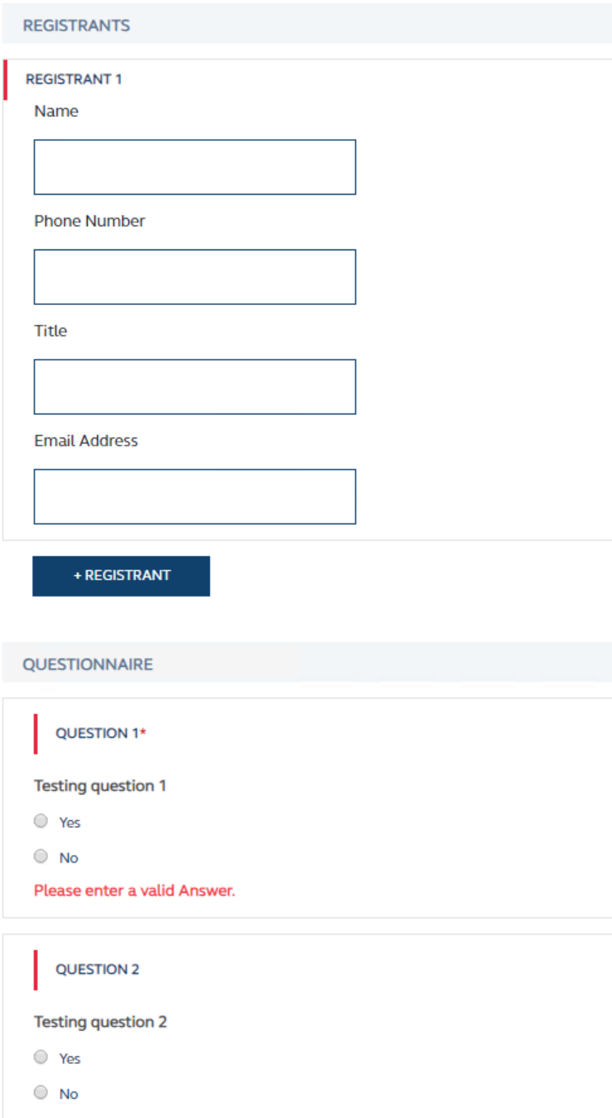
- Events will be stored for 13 months after event date and reports will be stored for 7 years.

SAMPLE UX:

The **REGISTER** button will be available to users who are entitled to enrol to the activity.



Uesr can enter registrant details and answer the questionnaires if applicable.



FIELDS HIGHLIGHTS:

#	Field Name	Highlights
EVENT DETAILS		
1	Ref. No.	- Display the details of the activity and non-editable. - Some fields are invisible if not applicable.
2	Event Name	
3	Description	
4	What	
5	When	
6	Language	
7	Email	
8	Website	
REGISTRATION DETAILS		
9	Max Registratnts per Company	- Display the maximum number of registrants per company for the event. - Provide the status of the event, for example, “Open” for Registration - Display the number of enroled and waitlisted registrants
10	Status	
CONTACTS		
11	Name of Contact Person	- Auto-filled based on maker’s profile and editable. - If group email is defined, fill in group email instead of maker’s email. - Built-in validation: Only on the format of email address and telephone number but not on data correctness. - Registrants can provide up to 5 contact information.
12	Email Address	
13	Telephone Number	
14	+ CONTACT PERSON	
REGISTRANTS		
15	Name	- Some fields are invisible if not applicable. - There is no limit to the number of registrants. If there is a restriction on the max registrants per company, the registrants within the limit will be enroled and remaining registrants will be waitlisted.
16	Email Address	
17	Title	
18	+ REGISTRANT	
QUESTIONNAIRE		
19	Question(s)	- Question(s) marked with * are mandatory.
20	Answer(s)	