

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- Users will also receive email notifications on when successfully enrolled to or withdrawn from an event.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

The screenshot displays the HKEX eServices interface. On the left is a navigation menu with categories like Post-Trade, Clearing, Settlement & Depository, and eServices Reporting. The main content area is titled 'Event Details' and contains two sections: 'EVENT DETAILS' and 'REGISTRATION DETAILS'. The 'EVENT DETAILS' section lists: Ref. No. (EventID_000406), Event Name (TestingEvent), Description (Testing), What (Testing), When (01-Mar-2019 To 01-Mar-2019), Language (English), and contact information (testing@hkex.com.hk). The 'REGISTRATION DETAILS' section shows Max Registrants per Company (2) and Status (Open). A 'REGISTER' button is located in the top right corner of the event details section.

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

The screenshot shows the 'REGISTRANTS' section with a form for 'REGISTRANT 1'. It includes input fields for Name, Phone Number, Title, and Email Address, and a '+ REGISTRANT' button. Below this is the 'QUESTIONNAIRE' section, which contains two questions: 'QUESTION 1*' and 'QUESTION 2'. Each question has 'Testing question 1' and 'Testing question 2' labels and radio button options for 'Yes' and 'No'. A red error message 'Please enter a valid Answer.' is visible below the first question.

FIELDS HIGHLIGHTS:

#	Field Name	Highlights
EVENT DETAILS		
1	Ref. No.	<ul style="list-style-type: none"> - 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 Registrants per Company	<ul style="list-style-type: none"> - 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 enrolled and waitlisted registrants
10	Status	
CONTACTS		
11	Name of Contact Person	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - 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 enrolled and remaining registrants will be waitlisted.
16	Email Address	
17	Title	
18	+ REGISTRANT	
QUESTIONNAIRE		
19	Question(s)	<ul style="list-style-type: none"> - Question(s) marked with * are mandatory.
20	Answer(s)	