

# Ifs ProShare Annual Awards 2010

## Guest Information Guidelines

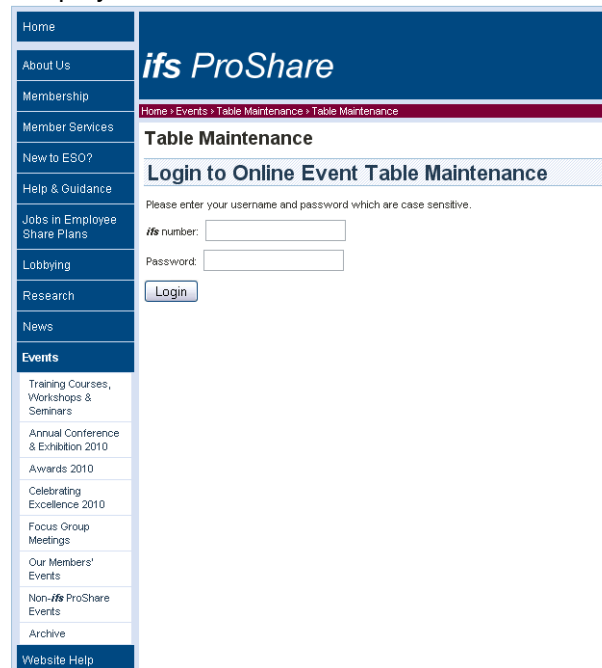
**All details need to be submitted by Friday 12 November**

Thank you for booking a table at this year's 18<sup>th</sup> Annual Awards.

In order to submit details for the guests that are attending the awards from your company you will need to log on to our website:

[http://www.ifsproshare.org/events/table\\_maintenance/login.cfm](http://www.ifsproshare.org/events/table_maintenance/login.cfm)

The following page will be displayed:



The screenshot shows the IFS ProShare website interface. On the left is a vertical navigation menu with links: Home, About Us, Membership, Member Services, New to ESO?, Help & Guidance, Jobs in Employee Share Plans, Lobbying, Research, News, Events, Training Courses, Workshops & Seminars, Annual Conference & Exhibition 2010, Awards 2010, Celebrating Excellence 2010, Focus Group Meetings, Our Members' Events, Non-IFS ProShare Events, Archive, and Website Help. The main content area has a blue header with the 'ifs ProShare' logo. Below the header is a breadcrumb trail: Home > Events > Table Maintenance > Table Maintenance. The page title is 'Table Maintenance' and the sub-header is 'Login to Online Event Table Maintenance'. A message reads: 'Please enter your username and password which are case sensitive.' There are two input fields: 'ifs number:' and 'Password:'. A 'Login' button is positioned below the password field.

You will need to use the username and password provided via email, if you no longer have this please email [ifsproshareawards@ifslearning.ac.uk](mailto:ifsproshareawards@ifslearning.ac.uk) to request a new one.

**Please Note:** *Usernames and passwords are case sensitive.*

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Once you have successfully logged in the following page will be displayed:

Home

About Us

Membership

Member Services

New to ESO?

Help & Guidance

Jobs in Employee Share Plans

Lobbying

Research

News

Events

Training Courses, Workshops & Seminars

Annual Conference & Exhibition 2010

Awards 2010

Celebrating Excellence 2010

Focus Group Meetings

Our Members' Events

Non-ifs ProShare Events

Archive

Website Help

**ifs ProShare**

Home > Events > Table Maintenance > Table Maintenance

**Table Maintenance**

**Online Table Maintenance**

**ifs ProShare Awards 2010 02/12/2010**

**Table: ifs - Logout** **Point 1**

Note: \* denotes that information is required

Table Instructions

Title:	Miss <input type="text"/>
Forename(s):	Jo <input type="text"/>
Surname:	Bloggs <input type="text"/>
Job Title:	Manager <input type="text"/>
Company:	ifs School of Finance <input type="text"/>
Email:	jbloggs@ifslearning.ac.uk <input type="text"/>
Dietary Requirements:	<input type="checkbox"/>
Access Requirements:	<input type="checkbox"/>

**ifs**

Miss Jo Bloggs

[Add guest](#)

[Add guest](#)

**Point 2**

**Point 3**

1. The table will have the name of your company, please ensure this is correct as this is how it will be printed on the table sign on the night and in the Guest Book. If you wish to amend it please email [ifsproshareawards@ifslearning.ac.uk](mailto:ifsproshareawards@ifslearning.ac.uk).

**Please Note:** PLC, LTD or Limited will not be used if included in the company name.

2. When you select a guest name from the list at the bottom of your screen the specific details for that individual will be displayed in the boxes.
3. All your guest names that you have entered will be displayed in this list. If a guest name has not been entered *Add guest* will be displayed. If you have more than one table booked all your tables will be displayed in a grid along the bottom of the screen.

**Please Note:** *Guest Number 1 will be at the head of the table, guests will then be positioned clockwise in order, 2, 3, 4 etc. The Guest Number will appear when you have entered guest's names.*


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## Guest Information Guidelines

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### To Enter Guest Details

1. Click on *Add guest* to enter a new guest or if you are amending a guest, click on their name in the list.



2. Select the appropriate title from the drop-down menu
3. Enter their forename, surname, job title, and company in the appropriate boxes.  
*If you are replacing an existing guest with a new one, highlight and delete the current text.*

Note: \* denotes that information is required

Title:	Miss <input type="button" value="v"/>
Forename(s):	Jo *
Surname:	Bloggs *
Job Title:	Manage
Company:	ifs School of Finance
Email:	jbloggs@ifslearning.ac.uk

4. If they have dietary or special access requirements tick the appropriate box and enter the specific details into the text box.

Dietary Requirements:	<input checked="" type="checkbox"/>	<input type="text" value="Vegetarian"/> (max characters: 100)
Access Requirements:	<input type="checkbox"/>	
		<input type="button" value="Delete Guest"/> <input type="button" value="Confirm Changes"/>

5. Once you have completed all the relevant details, click *Confirm Changes* and the newly entered details will appear in the list.

# ***I*fs ProShare Annual Awards 2010**

## **Guest Information Guidelines**

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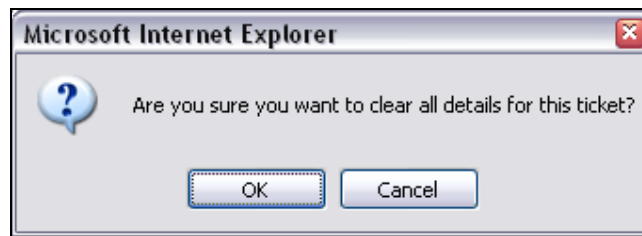
### To Delete a Guest

If you wish to remove a guest from the list:

- 1) Select the guest you want to remove by clicking their name in the list.



- 2) Click the *Delete Guest* button, this will ask you to confirm that you wish to remove their details.



- 3) Click *OK* to confirm.
- 4) Their name will have been removed from the list.

Once you have made all your changes, please click logout at the top of the page.

**All details need to be submitted by Friday 12 November**

If you have any queries regarding entering your guest details then please email the *Sarah Steadman* at [ifsproshareawards@ifslearning.ac.uk](mailto:ifsproshareawards@ifslearning.ac.uk) or phone 020 7444 7141.