

★ Open the site as indicated below:  
<https://westerncape.collaboratoronline.com>



**EVENTS PORTAL**



## Event Management

Home Inbox Account Reports

Search this site...  

### Libraries

Event Documents

### Lists


Discussions

 Recycle Bin

 All Site Content

### Event Management

#### Event Documents

<input type="checkbox"/> Type	Name	Modified	<input type="checkbox"/> Modified By
	<a href="#">Knysna Event Documents</a>	6/28/2018 1:00 PM	<a href="#">collabonline\administrator</a>

 Add document

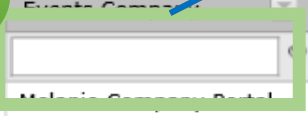
#### Supporting Documents

Action	Docs	Name	Status
No data to display			

#### Event Management

 [Register Company Detail \(For Re-occurring use\)](#)

#### Company









Action	Objectref	Events Company	Cell Number	E-mail Address	Applicant Name
...	360848	 Melanie Company Portal Toets	0724767811	<a href="mailto:melanied@be.co.za">melanied@be.co.za</a>	Melanie du Toit
...	360855	Mel Portal	Mel Portal	Mel Portal	Mel Portal
	361676	Mel Portal2	Mel Portal2	Mel Portal2	Mel Portal2

Type in Events Company in the white block

Click on the action button & select Register Application to Host an Event

2

3

- Action
-  Open Attachment
  -  E-mail
  -  Relationships
  -  Notes
  -  Workflow history
  -  Audit Trail
  -  Folders
  -  Register Application to Host an Event

4

## Complete Application to host an Event

702014, TEST EVENT NAME

Event Name \* TEST EVENT NAME ...

EVENT INFORMATION

5

a

b

c

d

e

f

g

h

i

j

Traffic

Noise

Structures

Catering

Ground Disturbance

Facilities

Emergencies

Services

Air Crafts

Signage

Traffic Noise Structures Catering Ground Disturbance Facilities Emergencies Services Air Crafts Signage

Route \*



\*

Event Occurs along a route \*



\*

Road Closure Required \*



\*

Marshalls at Road Closures \*



\*

NB: Depending on the extent of the Road Closures and/or Traffic impact, a detailed Transportation Management Plan may be required.

Traffic Control Required \*



\*

Start Time \*



\*



HH:mm

\*\*\*

End Time \*



\*



HH:mm

\*\*\*

Start Venue \*

\*

End Venue \*

\*

Race Director Cell No \*

\*

Race Directors \*

\*

Includes a CELEBRATORY procession/march (other than in terms of the Gatherings Act) This may be replaced/supplemented by route map (graphic road map, Google Map etc) clearly depicting start/finish, route, directions, marshalling and refreshment points, et

Complete the fields on the form.  
Select all the tabs for info to be completed as well.  
If a field is not applicable to your event, type n/a.

6

Once all field are completed in all tabs (a-j) and no red (mandatory) fields highlighted (per note in red). Click on SUBMIT on bottom of the page.

This page can not be submitted. Move to the highlighted field(s) and hover with your mouse over the red asterisk next to the field to determine what the problem is.

## Company

Action	Objectref	Events Company	Cell Number	E-mail Address	Applicant Name
...	360848	Melanie Company Portal Toets	0724767811	melanied@be.co.za	Melanie du Toit
...	360855	Mel Portal	Mel Portal	Mel Portal	Mel Portal
...	361676	Mel Portal2	Mel Portal2	Mel Portal2	Mel Portal2

## Event Applications

Action	Objectref	Event Name	Event Venue	Event
...	364726	Pool Party Event	Rietvlei Country Lodge	Conce
...	364773	Melanie Party	Rietvlei Country Lodge	Weddings/Birthdays, etc
...	368349			

1. Click on your Event Company, it will be highlight in blue.
2. Event applications linked to the Event Company will display in “Event Application” Section.
3. Select Applicable Event, it will also be highlighted in blue once you click on the event name eg. Pool Party Event

## Outstanding Supporting Documents

Action	Checklist Item Code	Checklist Item Name	Checklist Item Description	Sequence
...	1	FORM E7.6 Indemnity	FORM E7.6 Indemnity	10
...	27	Site Plan	Site Plan	270
...	28	Letter of Consent (Owner/Body Corporate)	Letter of Consent (Owner/Body Corporate)	280

Please Note, the blank columns will only display information once you've captured the Event information.

# EVENTS SUPPORTING DOCUMENTS

## Event Applications

Action	Subjectref	Event Name	Event Venue	Event Type	Date of Event	Start Time	End Time
...	364726	Pool Party Event	Rietvlei Country Lodge	Concert/Music Festival		13:00	16:00
...	364773	Melanie Party	Rietvlei Country Lodge	Weddings/Birthdays	1	1	1
...	368349						

Click on the action button next to your event. Outstanding Supporting Documents will appear below for you to upload. Click on the Action button (...) next to the relevant document you want to upload and select Add Document

## Outstanding Supporting Documents

Action	Checklist Item Code	Checklist Item Name	Checklist Item Description	Sequence
...	1	FORM E7.6 Indemnity	FORM E7.6 Indemnity	10
...	27	Site Plan	Site Plan	270
...	28	Letter of Consent (Owner/Body Corporate)	Letter of Consent (Owner/Body Corporate)	280

## Outstanding Supporting Documents

Action	Checklist Item Code	Checklist Item Name	Checklist Item Description	Sequence
...	Action	FORM E7.6 Indemnity	FORM E7.6 Indemnity	10
...	Add Document	Site Plan	Site Plan	270
...	28	Letter of Consent (Owner/Body Corporate)	Letter of Consent (Owner/Body Corporate)	280

# UPLOAD SUPPORTING DOCUMENTS

- ★ Click on Browse, select the document you want to attach from your library, click Submit.

New Supporting Document

372269, Contingency plan

370178,

Application Number 369461

Checklist Item Code 11

Checklist Item Name Contingency plan

Document Date \* 2018-07-10

Uploaded By ADMIN

Status Uploaded

File C:\Users\Shannelle Pretorius\Desktop Browse... Add File

Submit Save Close

10

11

File

C:\Users\Shannelle Pretorius\Desktop

Browse...

Add File

Submit

Save

Close



Path:

#	Name	Date modified
No data to display		

If you want to add multiple documents click on the yellow folder click browse, select from your library, click upload and submit

Choose File to Upload

This PC > Desktop >

Search Desktop

Organize New folder

Downloads Documents Pictures BSR - Knysna Events & Film M

Name

Microsoft Teams

SOUTHERN CAPE FORESTS BANK LETTER.pdf

Changes to Events Request (003).docx

Outstanding.doc

File name: All Files (\*.\*)

Open Cancel



Browse...

Upload

## Event Documents

<input type="checkbox"/> Type	Name	Modified	<input type="checkbox"/> Modified By
	Knysna Event Documents	6/28/2018 1:00 PM	collabonline\administrator

[+ Add document](#)

## Event Management

[Register Company Detail \(For Re-occurring use\)](#)

## Company

Action	Objectref	Events Company	Cell Number		
...	360848	Melanie Company Portal Toets	0724767811	melanied@be.co.za	Melanie du Toit
...	360855	Mel Portal	Mel Portal	Mel Portal	Mel Portal
...	361676	Mel Portal2	Mel Portal2	Mel Portal2	Mel Portal2
...	361683	Melanie Portal Toets 3	0724767811	Test	Melanie
...	364724	Melanie Company Toets 4	0724767811	Melanied@be.co.za	Melanie Lianie du Toit
...	369443	Testing Shanelle	0823924196	shanellep@be.co.za	Shanelle Test

Once all the outstanding documentation has been uploaded it will appear on the righthand side of the screen with a yellow folder.

## Supporting Documents

Action	Docs	Name	Status
...		FORM E7.6 Indemnity	Uploaded
...		Liquor license	Uploaded
...		Contingency plan	Uploaded
...		Appropriate fire protection services access	Uploaded
...		Letter of registered owner of property	Uploaded
...		Emergency Evacuation Plan ? displayed and announced regularly at the event	Uploaded
...		Details of Gas installation	Uploaded
...		Details of Gas installation	Uploaded
...		Parking Plan	Uploaded
...		Way-leave from Electricity Department: Town Electro-Technical Engineer	Uploaded
...		Way-leave from Electricity Department: Town Electro-Technical Engineer	Uploaded
...		Certificates of Acceptability are required for food stalls	Uploaded
...		Qualification Details of Emergency Medical	Uploaded

## Event Applications

Action	Objectref	Event Name	Event Venue	Event Type	Date of Event	Start Time	End Time
...		Event Re-Occurring	Knysna Test	Festival		09:00	17:00



13

Click on the action button (...) next to your event. Select Submit the Application



# SUMBIT THE APPLICATION

Submit the Application

369461,      

Extension Event Application Reference	369461
Event Name	Testing Event Re-Occurring
Event Venue	Knysna Test
Status	Submitted

14

Submit

Save

Close

# EDIT EVENT APPLICATION

- ★ Click on the Event application Name you want to Edit. Click on the action button (...) & select Edit Application to Host an Event.

## Event Applications

Action	Objectref	Event Name	Event Venue	Event Type	Date of Event	Start Time	End Time	Status
...	369461	Testing Event Re-Occurring	Knysna Test	Festival		09:00	17:00	Submitted
...	394995	Testing Event Re-Occurring	Knysna Test	Festival		2019-02-01 12:00	2019-02-01 12:12	Submitted
...	397176	Testing Event Re-Occurring	Knysna Test	Festival		2019-02-01 12:00	2019-02-01 12:00	Submitted
...	418077	Testing Event Re-Occurring	Knysna Test	Festival		2018-10-04 10:00	2018-10-04 12:00	Circulated for Comments
...	466628							
...	630480							
...	676070	Testing Event Re-Occurring	Knysna Test	Festival		2019-04-10 10:00	2019-04-10 12:00	Final Review in Progress
...	682247	Testing Event Re-Occurring	Knysna Test	Festival		2019-04-22 10:00	2019-04-22 12:00	Final Review in Progress
...		Testing Event Re-Occurring	Knysna Test	Market		2019-04-23 10:00	2019-04-23 12:00	Created
...		Testing Event Re-Occurring	Knysna Test	Festival		2019-05-09 09:00	2019-05-09 12:00	Submitted

## Outstanding

Action	Checklist Item Name	Checklist Item Description	Sequence
...	Public Liability Insurance	Public Liability Insurance	50

- Action
- Open Attachment
- Detail
- Relationships
- Notes
- Workflow history
- Audit Trail
- Folders
- Delete Event Application
- Edit Application to Host an Event

# DELETE EVENT APPLICATION

- ★ Click on the Event application Name you want to Delete. Click on the action button (...) & select Delete Event Application.

## Event Applications

Action	Objectref	Event Name	Event Venue	Event Type	Date of Event	Start Time	End Time	Status
...	369461	Testing Event Re-Occurring	Knysna Test	Festival		09:00	17:00	Submitted
...	394995	Testing Event Re-Occurring	Knysna Test	Festival		2019-02-01 12:00	2019-02-01 12:12	Submitted
...	397176	Testing Event Re-Occurring	Knysna Test	Festival		2019-02-01 12:00	2019-02-01 12:00	Submitted
...	418077	Testing Event Re-Occurring	Knysna Test	Festival		2018-10-04 10:00	2018-10-04 12:00	Circulated for Comments
...	466628							
...	630480							
...	676070	Testing Event Re-Occurring	Knysna Test	Festival		2019-04-10 10:00	2019-04-10 12:00	Final Review in Progress
...	682247	Testing Event Re-Occurring	Knysna Test	Festival		2019-04-22 10:00	2019-04-22 12:00	Final Review in Progress
...		Testing Event Re-Occurring	Knysna Test	Market		2019-04-23 10:00	2019-04-23 12:00	Created
...		Testing Event Re-Occurring	Knysna Test	Festival		2019-05-09 09:00	2019-05-09 12:00	Submitted

## Outstanding

Action	Checklist Item Name	Checklist Item Description	Sequence
...	Public Liability Insurance	Public Liability Insurance	50

Action

Open Attachment

Detail

Relationships

Notes

Workflow history

Audit Trail

Folders







Delete Event Application

Exit Application to Host an Event

# DELETE EVENT APPLICATION

- ★ Tick the Deleted box and Submit.

Delete Event Application

732482,      

Name

Event Name

Type of Event

Event Description

Deleted \* ☒

Submit

Save

Close