




ELE PORTAL BRIEFING
FOR STUDENT
ORGANISATION




 Portal Access

Use your IIS Login and Password to access this portal. Username is your Student / Staff No.

User Name

Password



Main page

apps.ucsiuniversity.edu.my/ecas

Home

Club

Event

Log Out



Club Proposal



Event Proposal



Club Proposal Review



Event Proposal Review



Join a Club



Club Member Approval



Event Registration



Take Attendance



Event Report Approval



My Profile



Event Review Report

Homepage

ELE portal

Event organisation process

Register
Membership

Submit
Proposal

Registration
&
Attendance

Event
Review

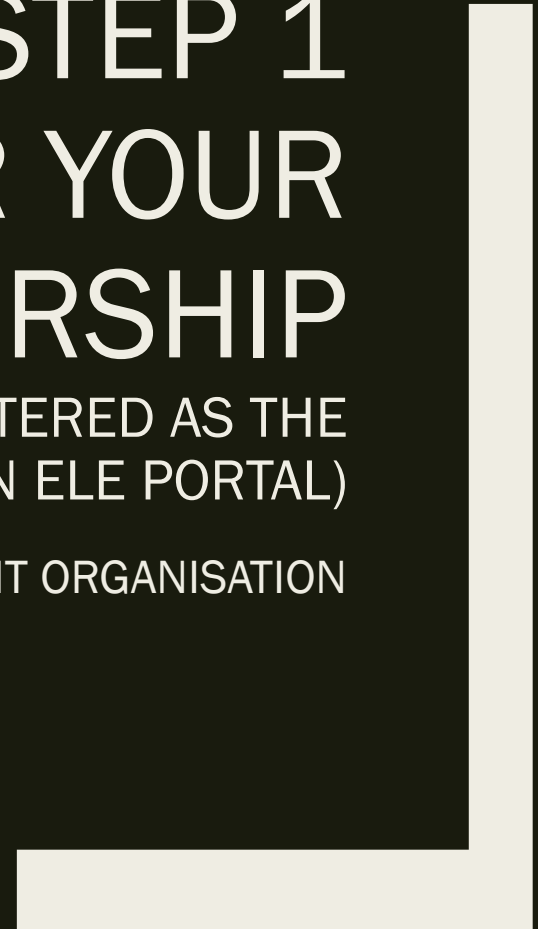
STEP 1

REGISTER YOUR

MEMBERSHIP

(SKIP THIS STEP IF YOU HAVE REGISTERED AS THE
ORGANISATION MEMBER IN ELE PORTAL)

ELE PORTAL BRIEFING FOR STUDENT ORGANISATION



Register as member

The screenshot displays the UCSI University ELE PORTAL interface. At the top, the UCSI University logo and name are on the left, and 'ELE PORTAL' is on the right. Below this is a navigation bar with 'Home', 'Club', 'Event', and 'Log Out' links. The main content area features a grid of 12 circular icons, each with a label and, in some cases, a numerical value. A grey arrow points to the 'Club Member Approval' icon.

Icon Description	Label	Value
Icon of a document with a checkmark	Club Proposal	
Icon of a calendar	Event Proposal	
Icon of a document with a checkmark and the number 0	Club Proposal Review	0
Icon of a document with a checkmark and the number 0	Event Proposal Review	0
Icon of three people with a circular arrow	Join a Club	
Icon of a clipboard with a checkmark	Club Member Approval	
Icon of two hands shaking	Event Registration	
Icon of two hands shaking	Take Attendance	
Icon of a clipboard with a checkmark	Event Report Approval	
Icon of three people	My Profile	
Icon of a calendar	Event Review Report	

To join a student organisation

The screenshot displays the UCSI University ELE PORTAL interface. At the top, the UCSI University logo and 'ELE PORTAL' text are visible. Below the header, there are navigation tabs for 'Home', 'Club', 'Event', and 'Log Out'. A user profile section shows fields for 'Student No', 'Full Name', and 'Program', with the program name partially visible as 'Bachelor of Science (Hons) Mobile Computing'. The main content area is titled 'Club Listing' and includes a 'Club Type' dropdown menu set to 'All'. A grid of club cards is displayed, each with a title, a placeholder for a logo (150 x 150 pixels), and a 'JOIN NOW' button. The clubs listed are: Adventure Club @ UCSI University, Architecture & Interior Students Association (AIS), As Salam Society @ UCSI University, Badminton Club @ UCSI TC, Bahraini Students Association, Bangladeshi Student's Association (BDSA), and Basketball Club. A grey callout box with a white arrow points to the 'JOIN NOW' button of the 'As Salam Society @ UCSI University' card, containing the text: 'Identify the club you would like to join and click "JOIN NOW"'. The 'Logo Here' text in the callout box is partially cut off.

Student No : ██████████
Full Name : ██████████
Program : ██████████

Club Listing Club Type : All

Adventure Club @ UCSI University
Architecture & Interior
As Salam Society @ UCSI University
Badminton Club

Club Logo Here
Club Logo Here
Club Logo Here
Club Logo Here

150 x 150 pixels
150 x 150 pixels
150 x 150 pixels
150 x 150 pixels

JOIN NOW
JOIN NOW
JOIN NOW
JOIN NOW

Bhinneka Indonesian Student
Bowling Club
Buddhist Youth Society
Chess Club

Subject selection must be correct, if not ELE Point will be credit to wrong subject

Club Join Application

Select your subject from the list below to associate this club joining and your activities.

Select	Subject	Semester
<input checked="" type="checkbox"/>	EAB100	2016-05

Participation Level : Member

Your application will be forwarded to the Club's President. You will be notified on your enrollment via email.

Cancel Submit

Participation level will be displayed here automatically

Select "Submit"

Student No : ██████████
Full Name : ██████████
Program : ██████████

Club Listing Club Type : All

Adventure Club @ UCSI University
Architecture & Interior Students Association (AIS)
As Salam Society @ UCSI University
Badminton Club

Club Logo Here
150 x 150 pixels

JOIN NOW

Badminton Club
Club Logo Here
150 x 150 pixels

JOIN NOW

Badminton Club
Club Logo Here
150 x 150 pixels

JOIN NOW

Badminton Club
Club Logo Here
150 x 150 pixels

JOIN NOW

Bhinneka Indonesian Student Association
Bowling Club
Buddhist Youth Society (Buddhist Youth Society)
Chess Club

No selection of subject, email gohqr@ucsiuniversity.edu.my

Club Joining Application

Select your Enrollment Subject from the list below to associate this club joining and your activities.

Select	Subject	Semester	Start	End
	ECA200	2015-09	Not Found	Not Found

Participation Level : Member

Your application will be forwarded to the Club's President. You will be notified on your enrollment via email.

Cancel Submit

Approval of Membership

- For normal member
 - *Request president to approve your membership after you submit*
 - *Notify SAA to approve your membership*

- For Committee
 - *Request SAA advisor to register your name as committee in the student organisation (according to office bearer list)*
 - *After you submit your membership request, request SAA Advisor to approve*

STEP 2

SUBMIT PROPOSAL

ELE PORTAL BRIEFING FOR STUDENT ORGANISATION



[Home](#)[Club](#)[Event](#)[Log Out](#)

Club Proposal



Event Proposal



Club Proposal Review



Event Proposal Review



Join a Club

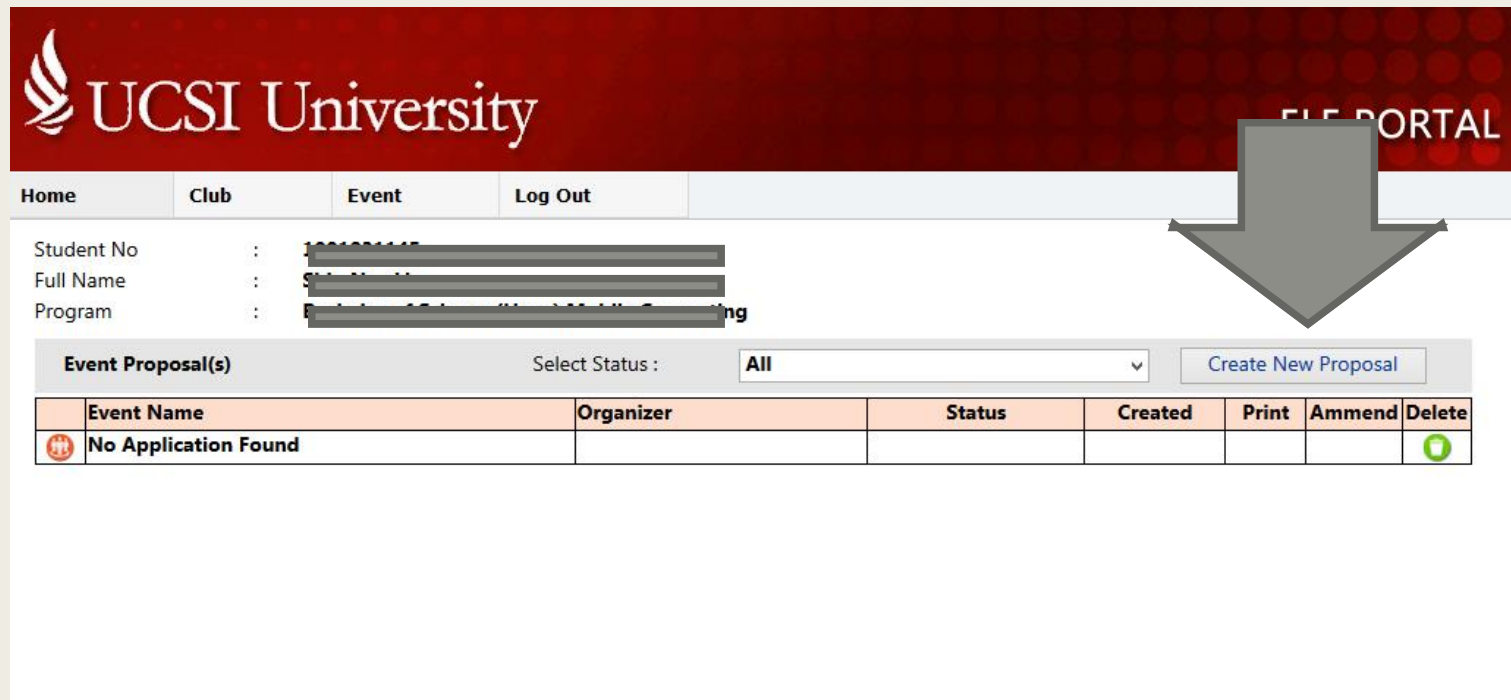


Event Report Approval

Reminder

- For internal event (no external participants), proposal must be submitted at least 1 month before the publicity date
- For event with external participants, proposal must be submitted at least 2 months before the publicity date
- For event involving government/embassy's representative, proposal must be submitted at least 3 months before the publicity date

Event proposal submission





UCSI University

FILE PORTAL




Home Club Event Log Out


Student No : ██████████
Full Name : ██████████
Program : ██████████

Event Proposal(s) Select Status : All [Create New Proposal](#)


	Event Name	Organizer	Status	Created	Print	Ammend	Delete
	No Application Found						

EVENT DETAILS

 **EVENT PROPOSAL BY CLUB** Save  Submit 

 **EVENT DETAILS**

Event Type	:	<input type="text" value="Event"/>
Event Name	:	<input type="text" value="KPMG INDUSTRIAL VISIT"/>
Organized By	:	<input type="text" value="UCSI University Accounting & Finance Student Association (AFSA)"/>
Event Date	:	From <input type="text" value="29"/> <input type="text" value="January"/> <input type="text" value="2016"/> To <input type="text" value="29"/> <input type="text" value="January"/> <input type="text" value="2016"/>
Event Time	:	From <input type="text" value="9"/> To <input type="text" value="12"/>
Publicity Period	:	From <input type="text" value="1"/> <input type="text" value="January"/> <input type="text" value="2016"/> To <input type="text" value="18"/> <input type="text" value="February"/> <input type="text" value="2016"/>
Venue	:	<input type="text" value="KPMG"/>
Estimated Attendance	:	<input type="text" value="40"/>
Total Hours	:	<input type="text" value="4"/>
ECA Points Reward	:	<input type="text" value="Yes"/> If YES (Please select an appropriate level) <input type="text" value="University Level"/>



Publicity and Attendance date will affect registration and attendance taking respectively

Key in details accordingly

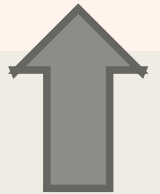
OBJECTIVES

Key in details accordingly

← OBJECTIVES

Fill-in your Event Objectives below. Use the '+' button to add a new line below it or press 'X' to delete the respective line.

No	Objective(s)	
01	To expose students to real life working environment in an accounting firm	x +
02	To explain various type of accounting careers that students must know of	x +
03	To develop professional etiquettes required before graduating	x +



Use "+" to add, "x" to delete

Organising committee

- Key in id, name and programme will be retrieved from the system automatically
- Then key in semester, contact & email manually

← ORGANIZING COMMITTEE

Fill-in your Committee Members below. Use the '+' button to add a new line below it or press 'X' to delete the respective line.

No	Position	Full Name	Program	Student / Staff ID	Sem	Contact No	Email	
01	Chairperson	TAI YIUNNIE	Bachelor of Arts (Hor	1001539668	2015-05	0123456789	123@abc.com	x +
02	Vice Chairperson	OOI KAR SHIN	Bachelor of Arts (Hor	1001540456	2015-05	0123456789	123@abc.com	x +
03	Secretary	CHUA KAI YI	Bachelor of Arts (Hor	1001541479	2015-05	0123456789	123@abc.com	x +
04	Treasurer	Choo Sin Chet	Foundation in Arts (N	1001336345	2016-01	0123456789	123@abc.com	x +



KEY IN STUDENT ID AND PRESS MAGNIFIER GLASS BUTTON
NAME AND PROGRAM WILL BE KEY IN BY THE SYSTEM
THEN ONLY KEY IN SEM, CONTACT, EMAIL


Organising Committee

Committee can register participants and submit event review

Position	Point Multiplier	Committee
Chairperson	X 1.5	Yes
Vice Chairperson	X 1.4	Yes
Secretary Team	X 1.3	Yes
Treasury Team	X 1.3	Yes
Programme Team	X 1.3	Yes
Registration Team	X 1.3	Yes
Logistic Team	X 1.3	Yes
Public Relations Team	X 1.3	Yes
Facilitators	X 1.2	No
Performers	X 1.2	No

Guest of honour

- If there is no Guest of Honour, please put in “n/a” in the full name column

 GUEST OF HONOUR

Fill-in your Guest of Honour details below. Use the '+' button to add a new line below it or press 'X' to delete the respective line.

No	Full Name	Category	Position	Department
01		Internal		Not Applicable

Programme

← PROGRAMME

Fill-in your Event Programme below. Use the '+' button to add a new line below it or press 'X' to delete the respective line.

No	Date	Time	Activity	
01	17 January 2016	9am	Registration	✕ +
02	January 2016			✕ +



Key in date regardless of 1 day or few day event



Use “+” to add, “x” to delete

Budget

- Key in source/item, quantity & unit price
- Calculation is automated

← PROPOSED BUDGET (REVENUE)

Fill-in your Club Revenue below. Use the '+' button to add a new line below it or press 'X' to delete the respective line.

No	Source	Quantity	Unit Price (RM)	Total (RM)		
01	Member Participation Fee	25	15	375.00	×	+
02	Non-Member Participation Fee	15	25	375.00	×	+

Total Revenue (RM) :

← PROPOSED BUDGET (EXPENSES)

Fill-in your Club Expenses below. Use the '+' button to add a new line below it or press 'X' to delete the respective line.

No	Items	Quantity	Unit Price (RM)	Total (RM)		
01	Token of Appreciation	1	50	50.00	×	+
02	Printing Materials	1	60	60.00	×	+

Total Expenses (RM) :

Total Surplus / Deficit (RM) :



Fill-in your Event Descriptions below.

No	Description	
1	Introduction of Event	Besides that, the speaker will also guide and explain to students regarding disciplines related to Accounting such as tax. Many students are clueless on where to start. Therefore, this event will help in terms of from where they could start and give participants the edge and competitiveness in terms of work skills before graduating.
2	Mode of Registration	The registration forms will be given to each of the <u>organising</u> committee members. They would find students to participate in this event from each of their respective class. This is because this event is strictly for <u>FoBIS</u> Student only
3	Publicity Execution	Promotion through Facebook and email will be executed. Also, the publicity committee will also promote the event in the classrooms with the permission of the lecturer
4	Sponsorship	Sponsorship will be requested from <u>FobIS</u> for the token of appreciation
5	Security	Headcounts will be done during check-in and check-out to ensure only registered participants are within the venue of the event
6	The Overall Process of Event Day	Participants are required to check in to ensure only registered students are within the venue. 9am will departure to <u>KPMG</u> and arrive on 930am, from 930am to 950am, we will start briefing about <u>KPMG</u> , then it will be followed by the sharing session which will end at 10:20am. <u>KPMG</u> staffs would bring students to visit <u>KPMG</u> office on 1035am to 1045am, students will be given chance to ask question to clear any doubts
7	Details of Activities	2. Sharing Session - Sharing session would be conducted by an experienced <u>KPMG</u> staff working in tax or audit department. The sharing session is meant to inform the students about their experience working in <u>KPMG</u> 3. <u>KPMG</u> Office Tour - Students will be led by <u>KPMG</u> staffs to observe the office and working environment around <u>KPMG</u>
8	Work Scope of Event Organizing Committee	<u>Organising</u> Chairperson: Overseeing the preparation of the event and ensuring the event flow is smooth from the beginning to the end <u>Organising</u> Vice-Chairperson: Advise and assist in the preparation of the event and

ELE POINT



Participants – Event-¹ University Level

		Learning Outcome				
		1	2 ²	3	4	≥5
Hours ³	1-3	8	10	12	14	16
	4-6	11	14	17	20	23
	7-9	14	18	22	26	30
	10-12	17	22	27	32	37
	>12	20	26	32	38	44

ELE Point →

Competition

		Position				
		Participants	4 th Semi Final	3 rd	2 nd Final	1 st
Level	Club	4	8	12	16	20
	University	8	16	24	32	40
	State	12	24	36	48	60
	National	16	32	48	64	80
	International	20	40	60	80	100

2

1

ELE Point





Fill-in your Expected Learning Outcome

Event Committee (Overall)

No	Outcomes		Approved
1	Effective Communication Skills	Increase in communication skill through the discussion between committee members through participation and giving feedback on various aspect of coordination of the event.	<input type="checkbox"/>
2	Creative & Critical Thinking Abilities	Committee members would have to think out of the box in solving any problems related to coordinating the event	<input type="checkbox"/>
3	Ethical & Civic Responsibility	Teaches committee members on the value of responsibility where they would be held responsible on carrying their duties with diligence	<input type="checkbox"/>
4	Knowledge of Disciplines	Knowledge in the accounting or taxation discipline will increase since the event is hugely related to that discipline	<input type="checkbox"/>
5	Interpersonal Skills	Committee members would gain valuable lesson in building relationship and maintaining it and at the same time managing the conflict that arises from a problem	<input type="checkbox"/>
6	Lifelong Learning		<input type="checkbox"/>
7	Engaged Global Citizen		<input type="checkbox"/>
8	Leadership	Every committee members are given their own duties and therefore in carrying those duties would entail to the building of leadership skills	<input type="checkbox"/>
9	Entrepreneurship and Management Skills		<input type="checkbox"/>

Event Participants (Overall)

Event Participants (Overall)

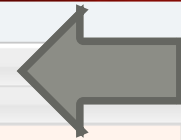
No	Outcomes	Approved
1	Effective Communication Skills	<input type="checkbox"/>
Q&A session will improve the communication skills of the students by helping them to create relevant sentence to be asked to the speaker		
2	Creative & Critical Thinking Abilities	<input type="checkbox"/>
3	Ethical & Civic Responsibility	<input type="checkbox"/>
4	Knowledge of Disciplines	<input type="checkbox"/>
The event is related to our targeted participants' field of study and attending this event will help in widening their knowledge in the accounting and taxation's discipline		
5	Interpersonal Skills	<input type="checkbox"/>
6	Lifelong Learning	<input type="checkbox"/>
Participants would learn things that are not taught in the classroom such as soft skills and professional etiquettes		
7	Engaged Global Citizen	<input type="checkbox"/>
KPMG is a global firm and the exposure that the students would get from going to the firm would be directly related from the engagement of the firm from its global influence		
8	Leadership	<input type="checkbox"/>
9	Entrepreneurship and Management Skills	<input type="checkbox"/>

[Back](#)
EVENT PROPOSAL BY CLUB

Save



Submit


EVENT DETAILS

Event Type :

Event Name :

Organized By :

Event Date : From To

Event Time : From To

Publicity Period : From To

Venue :

Estimated Attendance :

Total Hours :

ECA Points Reward : If YES (Please select an appropriate level)

OBJECTIVES

Fill-in your Event Objectives below. Use the '+' button to add a new line below it or press 'X' to delete the respective line.

No	Objective(s)	
01	<input type="text" value="To expose students to real life working environment in an accounting firm"/>	<input type="button" value="x"/> <input type="button" value="+"/>
02	<input type="text" value="To explain various type of accounting careers that students must know of"/>	<input type="button" value="x"/> <input type="button" value="+"/>
03	<input type="text" value="To develop professional etiquettes required before graduating"/>	<input type="button" value="x"/> <input type="button" value="+"/>

ORGANIZING COMMITTEE

Fill-in your Committee Members below. Use the '+' button to add a new line below it or press 'X' to delete the respective line.

No	Position	Full Name	Program	Student / Staff ID	Sem	Contact No	Email	
01	<input type="text" value="Chairperson"/>	<input type="text" value="TAI YIUNNIE"/>	<input type="text" value="Bachelor of Arts (Hc)"/>	<input type="text" value="1001539668"/>	<input type="text" value="2015-05"/>	<input type="text" value="0123456789"/>	<input type="text" value="123@abc.com"/>	<input type="button" value="x"/> <input type="button" value="+"/>
02	<input type="text" value="Vice Chairperson"/>	<input type="text" value="OOI KAR SHIN"/>	<input type="text" value="Bachelor of Arts (Hc)"/>	<input type="text" value="1001540456"/>	<input type="text" value="2015-05"/>	<input type="text" value="0123456789"/>	<input type="text" value="123@abc.com"/>	<input type="button" value="x"/> <input type="button" value="+"/>
03	<input type="text" value="Secretary"/>	<input type="text" value="CHUA KAI YI"/>	<input type="text" value="Bachelor of Arts (Hc)"/>	<input type="text" value="1001541479"/>	<input type="text" value="2015-05"/>	<input type="text" value="0123456789"/>	<input type="text" value="123@abc.com"/>	<input type="button" value="x"/> <input type="button" value="+"/>
04	<input type="text" value="Treasurer"/>	<input type="text" value="Choo Sin Chet"/>	<input type="text" value="Foundation in Arts ("/>	<input type="text" value="1001336345"/>	<input type="text" value="2016-01"/>	<input type="text" value="0123456789"/>	<input type="text" value="123@abc.com"/>	<input type="button" value="x"/> <input type="button" value="+"/>

GUEST OF HONOUR

[Back](#)

 **EVENT PROPOSAL BY CLUB**

Save  Submit 

 **EVENT DETAILS**

Event Type :

Event Name :

Organized By :

Event Date : From To

Event Time : From To

Publicity Period : From To

Venue :

Estimated Attendance :

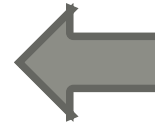
Total Hours :

ECA Points Reward :

Confirm Submission?







I hereby acknowledge that the information provided in the submission is true and that the submission of the document is subject to approval of relevant parties.


Press **Submit** Button to submit your proposal. Once submitted you will not be able to edit this proposal any more. If you wish to re-edit, press the **Cancel** button and submit later.











 **OBJECTIVES**

Fill-in your Event Objectives below. Use the '+' button to add a new line.

No	Objective(s)	
01	To expose students to real life working	 
02	To explain various type of accounting careers that students must know of	 
03	To develop professional etiquettes required before graduating	 

 **ORGANIZING COMMITTEE**

Fill-in your Committee Members below. Use the '+' button to add a new line below it or press 'X' to delete the respective line.

No	Position	Full Name	Program	Student / Staff ID	Sem	Contact No	Email	
01	Chairperson	TAI YIUNNIE	Bachelor of Arts (Hc	1001539668	2015-05	0123456789	123@abc.com	 
02	Vice Chairperson	OOI KAR SHIN	Bachelor of Arts (Hc	1001540456	2015-05	0123456789	123@abc.com	 
03	Secretary	CHUA KAI YI	Bachelor of Arts (Hc	1001541479	2015-05	0123456789	123@abc.com	 
04	Treasurer	Choo Sin Chet	Foundation in Arts (1001336345	2016-01	0123456789	123@abc.com	 

 **GUEST OF HONOUR**

Check the status

[Home](#) [Club](#) [Event](#) [Log Out](#)



Student No : ██████████
Full Name : ██████████
Program : ██████████ Computing

Event Proposal(s)

Select Status :

All


[Create New Proposal](#)

Event Name	Organizer	Status	Created	Print	Ammend	Delete
 KPMG INDUSTRIAL VISIT	UCSI University Accounting & Finance Student Association (AFSA)	Submitted	18 Jan 2016			

Status of Proposal

Status	Meaning
Submitted	<p>In approval process</p> <p>Stage 1: Conditional Approval At this stage, organising chairperson of the event will received an conditional approval email, after that, please follow the instruction in the email to book for venue, vehicle, get SWA hours, and get publicity, you will have to inform SAA by replying the email, once all of the conditions above is completed/approved, to proceed to full approval</p> <p>Stage 2: Full Approval At this stage, your event is confirmed, you will receive an “Approval Email” from SAA and ELE Stamp (if any) for your event.</p>
Pending	<ol style="list-style-type: none">1. You haven't submit the proposal, click “Submit”2. Amendment needed, amend then submit again
Rejected	Event had been rejected, meet your SAR advisor for more details
Approved	Event approved, wait for SAR advisor approval email to continue





Status of Proposal

 **UCSI University** ELE PORTAL

[Home](#) [Club](#) [Event](#) [Log Out](#)

Student No : ██████████
Full Name : ██████████
Program : ██████████ Computing


Event Proposal(s) Select Status : [Create New Proposal](#)

Event Name	Organizer	Status	Created	Print	Ammend	Delete
 KPMG INDUSTRIAL VISIT	UCSI University Accounting & Finance Student Association (AFSA)	Submitted	18 Jan 2016			

Reminder

- If you saw “Rejected” status, you should have received an email with the reason of rejection, if no, please email Mr. Hadi (mohdhadi@ucsiuniversity.edu.my or Mr. Roy (gohqr@ucsiuniversity.edu.my))





Rejected proposal

 **UCSI University** ELE PORTAL

Home Club **Event** Log Out

Student No : ██████████
Full Name : ██████████
Program : ██████████ Computing

Event Proposal(s) Select Status : **All**


Event Name	Organizer	Status	Created	Print	Ammend	Delete
 KPMG INDUSTRIAL VISIT	UCSI University Accounting & Finance Student Association (AFSA)	Pending	18 Jan 2016			


Reminder

- If you saw “Rejected” status, but there is no Amend button for you to edit your proposal, please also email Mr. Hadi (mohdhadi@ucsiuniversity.edu.my or Mr. Roy (gohqr@ucsiuniversity.edu.my))

[Back](#)

 **EVENT PROPOSAL BY CLUB**

Save 

Submit 

 **EVENT DETAILS**

Event Type :

Event Name :

Organized By :

Event Date : From To

Event Time : From To

Publicity Period : From To

Venue :


Estimated Attendance :

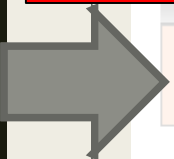
Total Hours :

ECA Points Reward : If YES (Please select an appropriate level)

-  OBJECTIVES
-  ORGANIZING COMMITTEE
-  GUEST OF HONOUR
-  PROGRAMME
-  PROPOSED BUDGET (REVENUE)
-  PROPOSED BUDGET (EXPENSES)
-  EVENT DESCRIPTION
-  EXPECTED LEARNING OUTCOMES


Refer to the comment and edit the proposal accordingly


Date	Approver	Remarks
 18 Jan 2016	12831	Learning outcome is not directly related to the event itself. Please revise.



[Back](#)

 **EVENT PROPOSAL BY CLUB**

Save 

Submit 

 **EVENT DETAILS**

Event Type :

Event Name :

Organized By :

Event Date : From To

Event Time : From

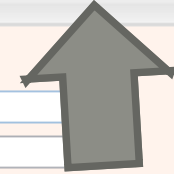
Publicity Period : From To

Venue :


Estimated Attendance :


Total Hours :

ECA Points Reward : If YES (Please select an appropriate level)





After amendment, click "submit" again


 OBJECTIVES


 ORGANIZING COMMITTEE

 GUEST OF HONOUR

 PROGRAMME

 PROPOSED BUDGET (REVENUE)

 PROPOSED BUDGET (EXPENSES)

 EVENT DESCRIPTION

 EXPECTED LEARNING OUTCOMES

 ECA POINT REWARD / SWA HOURS REQUISITION

 REMARKS (IF ANY)

Date	Approver	Remarks
 18 Jan 2016	12831	Learning outcome is not directly related to the event itself. Please revise.

[Home](#)[Club](#)[Event](#)[Log Out](#)



Student No : ██████████
Full Name : ██████████
Program : ██████████ computing

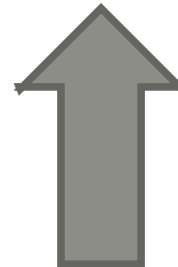
Event Proposal(s)

Select Status :

All

[Create New Proposal](#)

Event Name	Organizer	Status	Created	Print	Ammend	Delete
 KPMG INDUSTRIAL VISIT	UCSI University Accounting & Finance Student Association (AFSA)	Approved	18 Jan 2016			



AFTER EVENT APPROVED

- WAIT FOR EVENT APPROVAL EMAIL THAT CONSIST OF THE ELE STAMP AND ELESTAMP
- PUBLISH BOTH ELE STAMP IN YOUR MARKETING MATERIAL



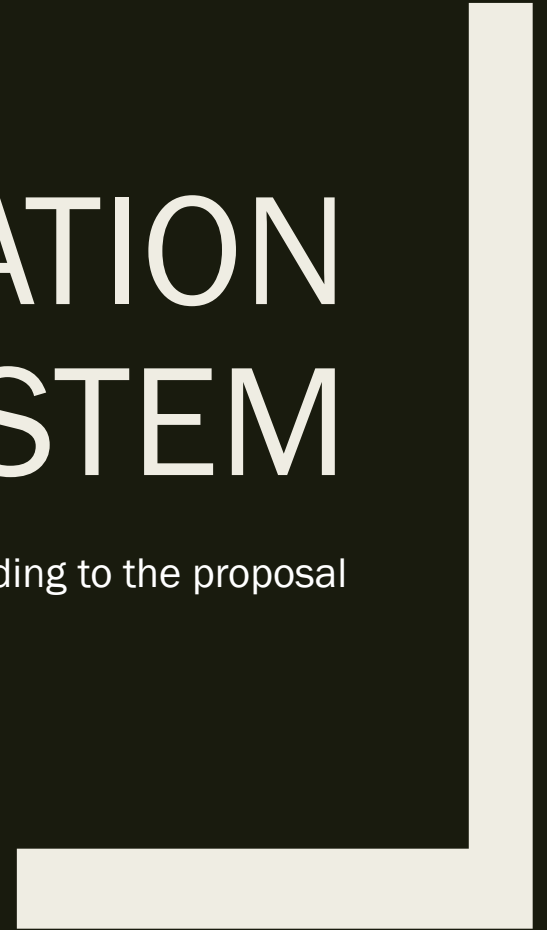
STEP 3 REGISTRATION & ATTENDANCE

ELE PORTAL BRIEFING FOR STUDENT ORGANISATION

You must register your participants and committee, take their attendance, in order for them to get their ELE point

REGISTRATION SYSTEM

Registration is allowed throughout the publicity date according to the proposal



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New Club Review



New Event Review



Supervisor's Approval



Club Listing



Event Listing



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Student Profile



Club Member Approval



Event Report Approval



Advisor/Committee
Renewal



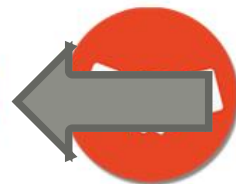
Student ECA Enrollment



Event Review Report

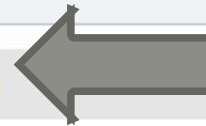



Event Registration




Take Attendance

Select "Event
Registration" Button

[Back](#)Event : "Dance Out The Amaze" Dance Concert 

Choose the event you want to register the participants

Student No :

	Student No	Full Name	Subject Code	Semester	Added By	Fee (RM)
	None					

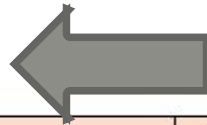
Reminder

- Only approved event name will appear here.
- Only Committee will be allowed to register participants.
- You must key in their student ID in your proposal so that the system will recognised them as committee
- Committee are:
 - Chairperson, Vice Chairperson, Secretary Team, Treasurer Team, Programme Team, Logistic Team and Public Relations Team
- For facilitator and performers of the event, their name can be added later in the registration system after the event end.
- Please also register and take attendance for the committee member, only with the registration and attendance being taken, your committee are able to submit their report to get ELE Point


[Back](#)

Event :

Student No :



Key in the student ID for participants
Click "Add Participants"

	Student No	Full Name	Sub	(RM)
	None			

Event : " " v

Student No : [001540810] Add Part

Full Name

Event Joining

Lim T (1001540810)

Select your ECA Subject from the list below to associate this event joining and your activities.

Select	Subject	Semester	Start	End
<input type="checkbox"/>	EAB100	2016-05	01 May 2016	01 Apr 2017
<input type="checkbox"/>	EAB200	2017-05	01 Apr 2017	01 Apr 2018
<input type="checkbox"/>	EAB200	2017-09	01 Sep 2017	01 Aug 2018
<input checked="" type="checkbox"/>	EAB300	2018-05	01 May 2018	01 Apr 2019

Role : Participant v

Paid (RM) :

Cancel

• Always make sure there is a subject register to the student ID

• The name of the student will be show here, please check and ensure the name is key in correctly

Key in the amount the participants under "paid"
Put RM 0 if they are committee member

You can choose to add "Facilitator" & "Performers" at this stage.
For other committees whose name is in the proposal, choose "participants"


Reminder

- **Register BOTH committee and participants, only student registered can submit ELE report.**

[Back](#)

Event : **Rush KL Race** ▼

Student No :

	Student No	Full Name	Subject Code	Semester	Added By	Fee (RM)
	None					

Event Joining Attendance

Select your ECA Subject from the list below to associate this event joining and your activities.







	Select	Subject	Semester	Start	End
	<input checked="" type="checkbox"/>	EAB100	2016-05	01 May 2016	30 Apr 2017

Paid (RM) :



Click "Submit"

[Back](#)Event : **National Counselling Conference 2016** ▼Student No :

	Student No	Full Name	Subject Code	Semester	Added By	Fee (RM)
		Meng	ECA200	2016-01	12831	10.00
		y Hui	ECA200	2016-01	1001336319	0.00
		LINI A/P SUBRAMANIAM	ECA100	2015-09	12831	0.00



Reminder

- You are allowed to enter name into the registration list during your publicity period, the one that you have keyed in in the proposal

ATTENDANCE SYSTEM

Attendance can only be taken during the date of the event, make sure you do it immediately during or after the event

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New Club Review



New Event Review



Supervisor's Approval



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Club Member Approval



Event Report Approval



Advisor/Committee
Renewal



Student ECA Enrollment



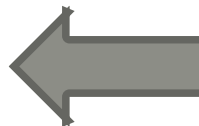
Event Review Report



Event Registration



Take Attendance






Select "Take Attendance" Button

Back

Event : **National Counselling Conference 2016** ▼

Attendance Date **21/Apr/2016** ▼

Choose the event you want to register the participants

	Student No	Full Name	Attendance
		Meng	<input type="checkbox"/>
		Hui	<input type="checkbox"/>
		INI A/P SUBRAMANIAM	<input type="checkbox"/>

For event more than 1 day, please select the attendance date

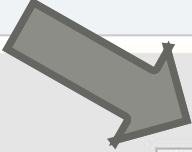
Registered Participants name and ID will appear here




Back


Event : National Co

Attendance Date 21/Apr/201

Click "Save Attendance"

 Save Attendance

	Student No	Full Name	Attendance
		Meng	<input type="checkbox"/>
		Hui	<input type="checkbox"/>
		INI A/P SUBRAMANIAM	<input type="checkbox"/>


Tick for those who have attended

Reminder

- You are allowed to take attendance up to maximum 2 days after event day only.
- The participants and committees will not be able to submit their event report if you did not both register and take their attendance.

STEP 4

EVENT REVIEW

ELE PORTAL BRIEFING FOR STUDENT ORGANISATION



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Club Proposal



Event Proposal



Club Proposal Review



Event Proposal Review



Join a Club



Club Member Approval



Event Registration



Take Attendance



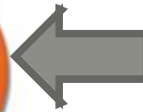
Event Report Approval



My Profile



Event Review Report



Event review report

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Student No : ██████████
Full Name : ██████████
Program : ██████████puting

Events Organized

	Event Name	Organizer	Status	Created	Print	Do Rpt
	No Application Found					

Click the do report button and submit, please submit within 30 days after the event end.

Event review report

- All receipts and documents are to be upload online or submitted to student council manually after the online submission of event review report

← EXPENSES

Fill-in your Club Expenses below. Use the '+' button to add a new line below it or press 'X' to delete the respective line.

No	Items	Quantity	Unit Price (RM)	Total (RM)		
01	Food	70	3.00	210.00	×	+
02	Beverages	1	18.00	18.00	×	+
03	Winners' gift	1	99.50	99.50	×	+
04	Decoration materials	1	24.55	24.55	×	+
05	T-shirt			618.30	×	+

Total Expenses (RM) :

Total Surplus / Deficit (RM) :

ATTACHMENTS : If you would like to submit any document(s) like Receipt, please press the + button on the right.

Click "+" to upload image of receipt



THANK YOU