



Organizer Guide

The whole event lifecycle in one place: create the event, open registration, manage guests, set up onsite, message guests, and read the insights.

FOR

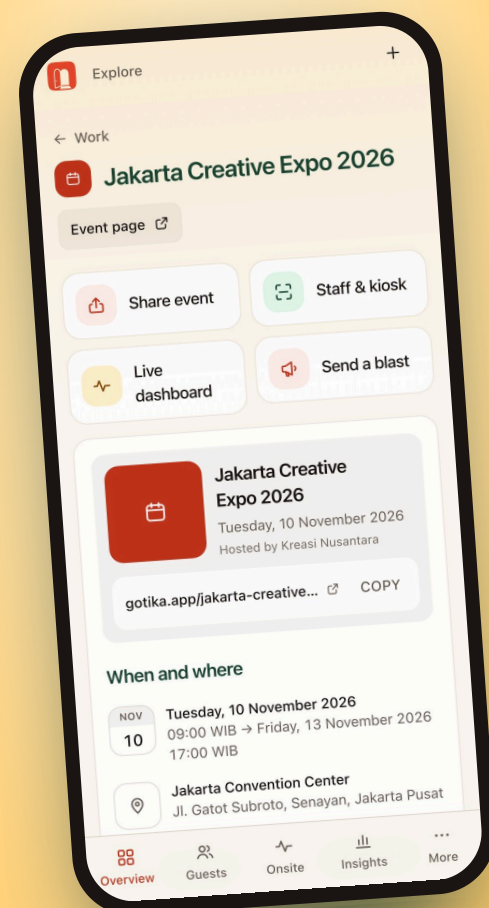
Hosts, co-hosts & event coordinators

ACCESS

event.gotika.app

SIGN IN

Email + 6-digit code



OVERVIEW

From draft to insights.

This guide covers the whole event lifecycle on Gotika. Every screenshot here is the phone view, and every feature also works on a laptop at event.gotika.app.


DEVICE

Phone or laptop. Every feature works on both.

ADDRESSES

App: event.gotika.app

Public page: gotika.app/<event-slug>

SIGN IN

Email + 6-digit code. **No password.**

ACCESS

The menus you see follow your account's role.

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ORIENTATION

Menu map and team roles

After opening an event from **Work** → **Manage event**, its bottom menu has these five sections.

Menu	Contents
Overview	Publish status, event link, when & where, guest numbers, visibility, Team
Guests	Registrants, approvals, CSV import/export
Onsite	Check-in & gates · Booths · Stamps · Raffles
Insights	Registrations, attendance, booths, raffles; Excel download
More	Registration (tickets & form), Blasts, Schedule, public link, add to your website

Event team roles

Role	Access
Co-host	Manages every part of the event
Check-in staff	Staff mode only: gate scanner, manual search, walk-in, live dashboard. See the Check-in Staff Guide .
Booth admin	Invited per booth from Onsite → Booths . Manages the booth profile and staff. See the Exhibitor Guide .

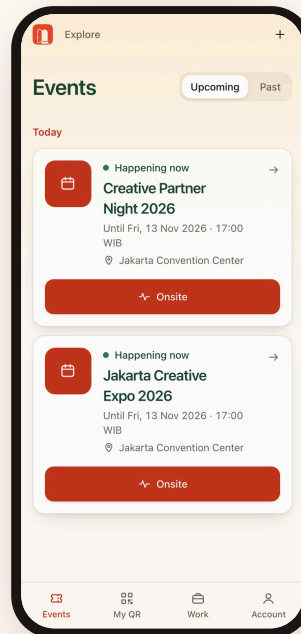
ONE APP

One app for every role: `event.gotika.app`. The menus follow the account's access. Sign-in is always **email + a 6-digit code**, no password.

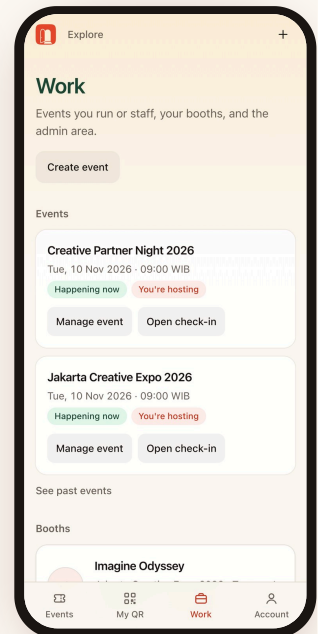
01 SECTION 1 Home and Work

Home (Events) shows the events you attend or manage. While an event is running, the **Today** card has an **Onsite** button that jumps to the onsite panel.

Work lists every event you manage (**Manage event**, **Open check-in**) and the booths you run. The **Create event** button is here too.



1 Home



2 Work

02 SECTION 2 Create an event

1 Cover and name

Pick a cover and title font, then type the **event name**.

2 Time

Set **Starts** and **Ends**: date, time, time zone.

3 Location

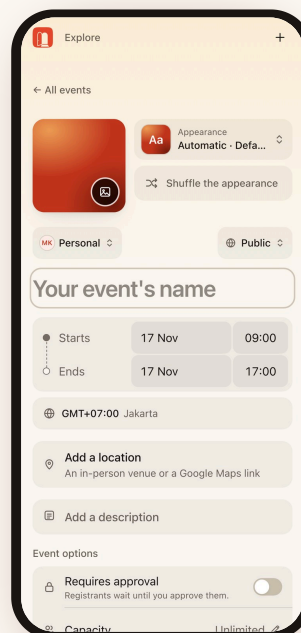
Add a location (search Google Maps or type it in) or an online link.

4 Description and options

Add a description, then set **Event options**: approval and capacity.

5 Save

Choose **Public** or **Private**, then **Create event**. The event is created as a draft.



1 Empty form

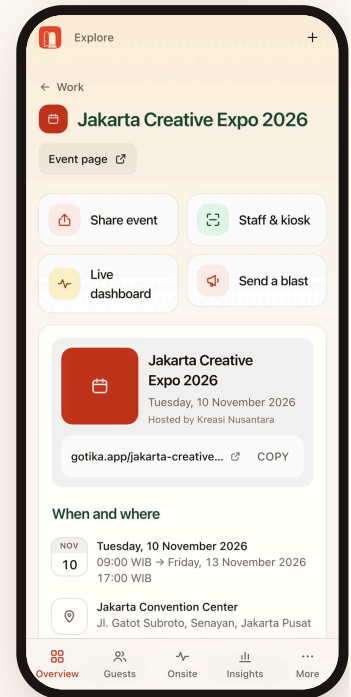


5 Filled form

03 SECTION 3 Overview and publishing

Overview is the event's hub.

- Shortcuts: **Share event**, **Staff & kiosk**, **Live dashboard**, **Send a blast**
- Event card with the public link and a **COPY** button
- **When and where**
- Publish status: **Publish** for drafts; published events have **Back to draft** and **Cancel event**
- **Guests** numbers: total, approved, pending, waitlisted, invited
- **Visibility**: Public (listed in Explore and on the host's page) or Private
- **Team** (section 8)

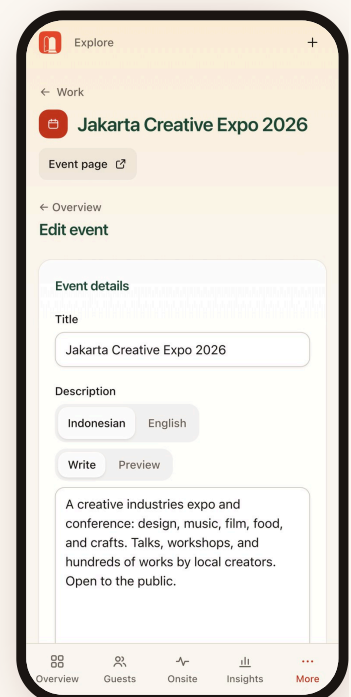


Event overview

04 SECTION 4 Edit the event

From **More** or the edit link on Overview:

- **Title** and **Description** in two languages (**Indonesia / English**), with **Write / Preview** modes (Markdown supported)
- **Page address** (the `gotika.app/...` slug)
- **Time**, **Time zone**, registration open/close schedule
- **Location**, directions, and who can see the address
- **Appearance**: cover image, accent color, title font

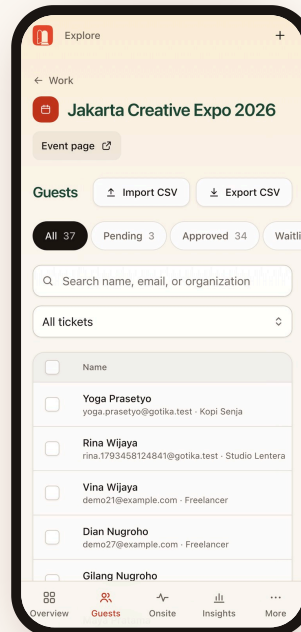


Edit event

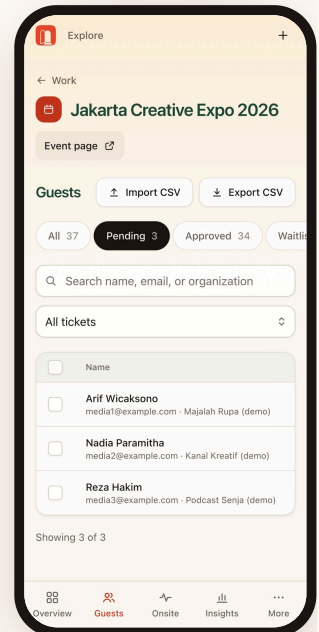
05 SECTION 5 Guests and approvals

The **Guests** menu holds every registrant.

- Status filter: **All** · Pending · Approved · Waitlisted · Declined · Invited
- Search by name, email, or organization; filter by ticket type
- Tick several guests for bulk actions, for example **Approve** them all at once
- **Import CSV** (to invite a guest list) and **Export CSV**



1 All guests



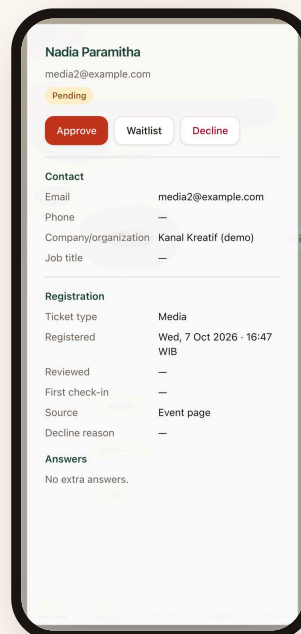
2 Pending filter

Guest details

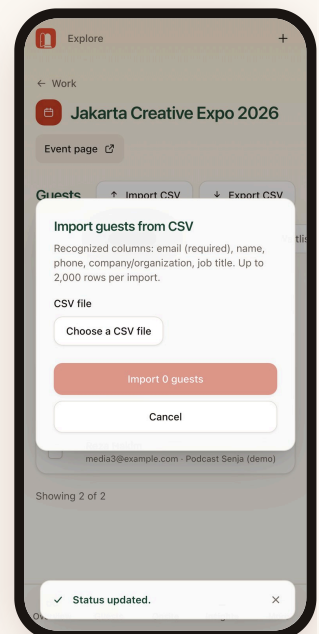
Tap a guest's name to open their details: contact, ticket, registration source, check-in status, and form answers. Choose **Approve**, **Waitlist**, or **Decline**. The guest gets an email matching the decision.

Import CSV

Upload a file with **email, name, phone number, and organization** columns. Imported guests come in as *Invited*.



3 Guest details



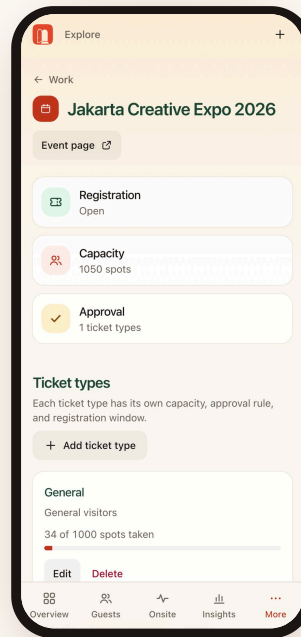
4 Import CSV

06 SECTION 6 Registration: tickets and form

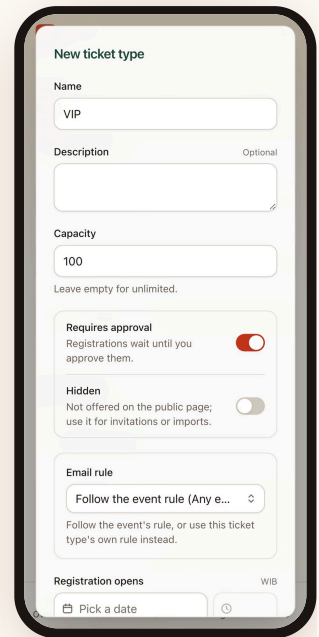
More → **Registration** shows **Registration** status (Open/Closed), **Capacity**, **Approval**, the list of **Ticket types** with spots taken, and the **Email rule** (for example, only certain domains may register).

Add ticket type

- Name, Description, and **Capacity**
- Turn on **Requires approval** if registrants must be approved first
- Turn on **Hidden** for special invite-only tickets



1 Registration



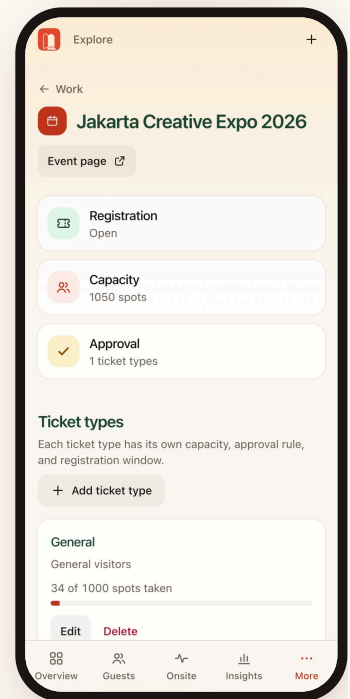
2 New ticket

Registration form

- Set personal details: Phone number, Company/organization, Job title. Each can be **required**, **optional**, or **hidden**.
- **Custom questions**: single choice, checkboxes, short answer, and more.
- A question can be shown only when an earlier answer matches.

TIP

Double-check the form and email rule before registration opens. Form answers show up in guest details and in the Excel report.



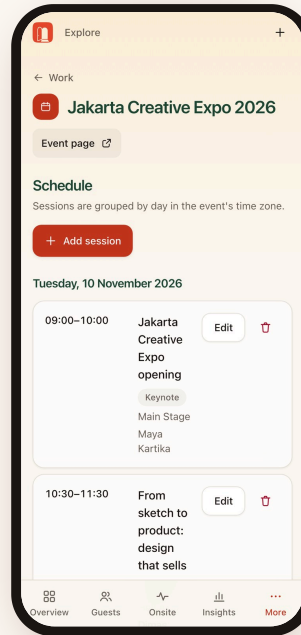
Form

07 SECTION 7 Schedule

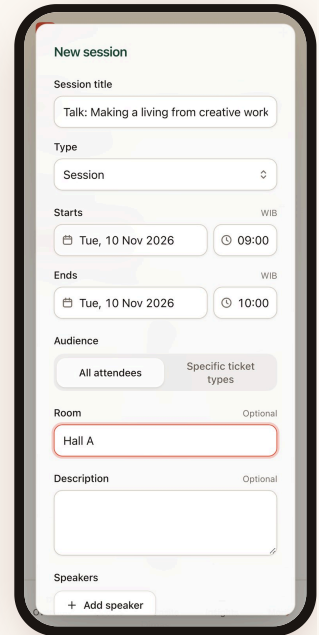
More → Schedule lists sessions by day. The schedule appears on the event page and in the attendee app.

Add session

- Title and type: **Keynote, Session, Workshop, Break, Other**
- Start and end time
- Audience: everyone or certain ticket types
- Room, description, and speakers



1 Schedule



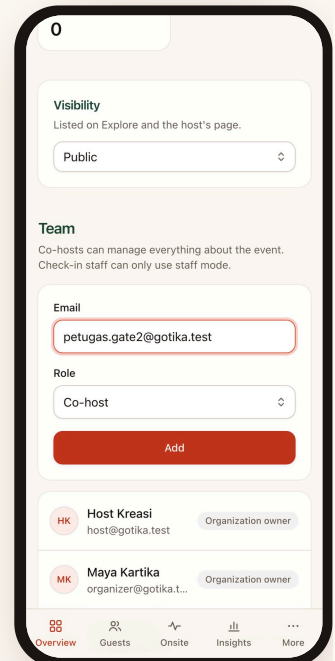
2 New session

08 SECTION 8 Event team

- 1 Open Overview → Team**
It's at the bottom of Overview.
- 2 Enter email and role**
Enter an **Email** and pick a **Role**: Co-host or Check-in staff.
- 3 Tap Add**
Invitees sign in with that email.

TIP

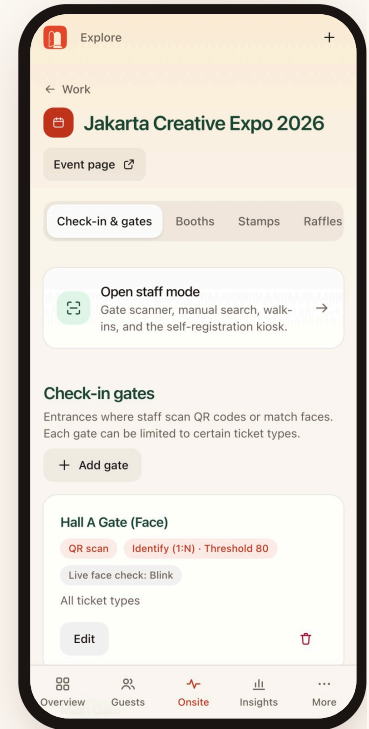
Invite check-in staff by D-3 at the latest so they have time to sign in and run the **Device check** on the gate tablets.



Invite team

09 SECTION 9 Onsite: check-in & gates

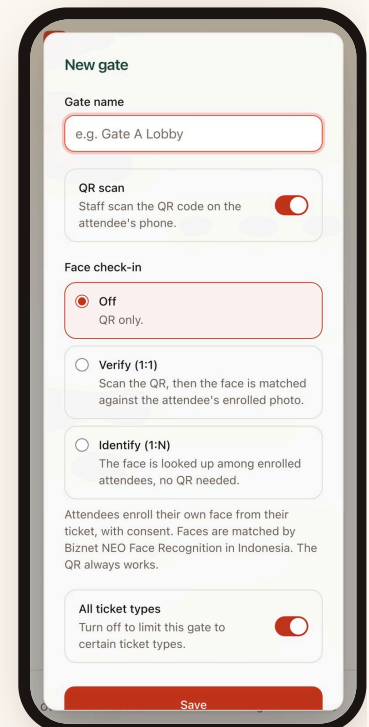
- **Open staff mode:** gate scanner, manual search, walk-in, and the self-registration kiosk on this device.
- **Check-in gates:** the list of gates with their method (*QR scan*, *Identify (1:N)*, similarity threshold) and which tickets may pass. **Add gate** for a new entrance.
- **Check-in staff:** number of staff; invite them from the Team section.
- **Kiosk PIN:** tablets in kiosk mode ask for this PIN before exiting (4–8 digits).
- **Face check-in:** turn on face check-in, send a **face enrollment invitation** to approved attendees, or schedule it to go out automatically.



Check-in & gates

New gate

- Gate name
- **QR scan** on/off
- **Face check-in:** Off, Verify 1:1 after a QR scan, or Identify 1:N without a QR
- Ticket types allowed through



New gate

10 SECTION 10 Onsite: booths

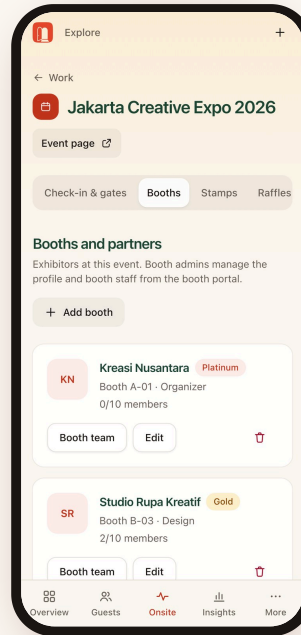
Onsite → **Booths** lists exhibitors and partners: tier (Platinum, Gold, Silver, ...), booth number, category, and members used out of the quota. **Booth team** invites the booth admin; **Edit** changes the details.

Add booth

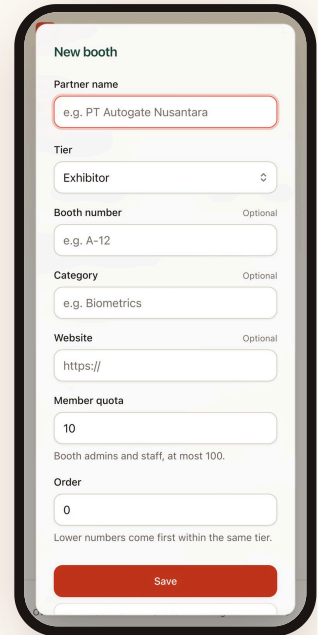
- Partner name, Tier, Booth number, Category, Website
- **Member quota:** max booth staff
- Display order

NEXT STEP

Once the booth exists, invite the booth admin through **Booth team**. They get an email and manage their own profile and staff (Exhibitor Guide).



1 Booth list



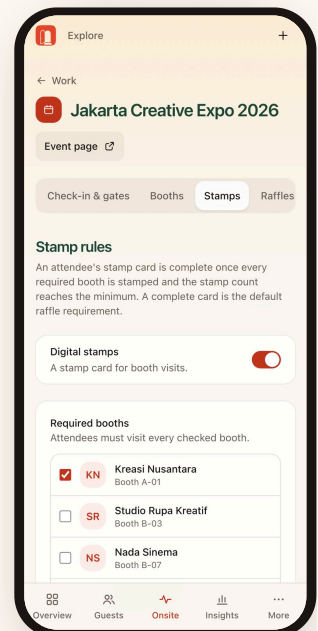
2 New booth

11 SECTION 11 Onsite: stamps

- **Digital stamps:** turn on the stamp card for booth visits.
- **Required booths:** tick the booths every attendee must visit.
- **Minimum stamps:** total stamps (including required booths) for a card to count as complete.

INFO

A complete stamp card is the **default raffle requirement**.



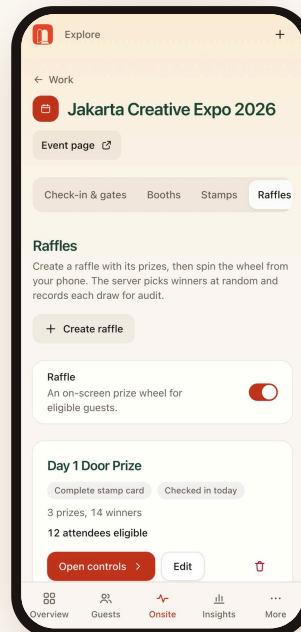
Stamp rules

12 SECTION 12 Onsite: raffles (door prizes)

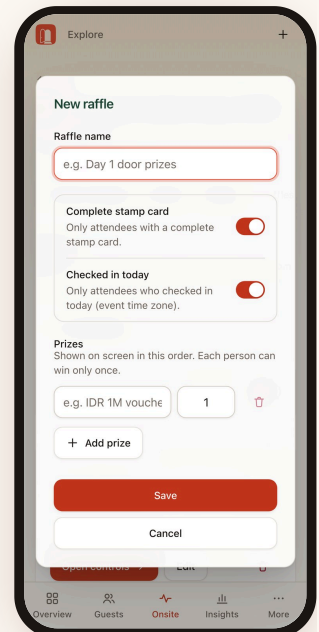
Onsite → **Raffles** shows every raffle with its requirements and the number of eligible attendees.

Create raffle

- Raffle name
- Requirements: **Complete stamp card**, **Checked in today**
- Prizes and their quantities



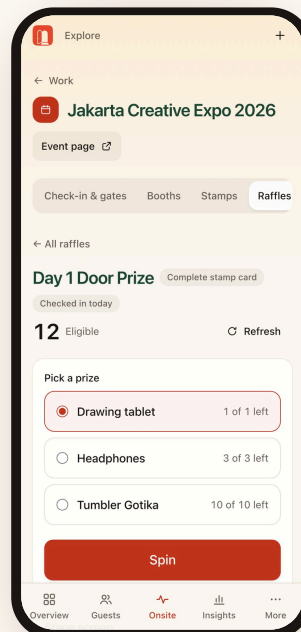
1 Raffle list



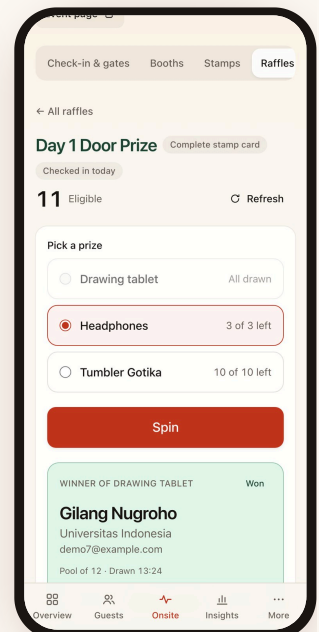
2 New raffle

Running the raffle on stage

- 1 Check eligibility**
Make sure the **Eligible** count looks right. Tap **Refresh** if needed.
- 2 Open the stage screen**
Open the **Stage screen** on a laptop connected to the projector. The link is in the panel.
- 3 Spin**
Pick a prize, then tap **Spin**. The server picks the winner at random and records it for audit.
- 4 Winner not present?**
Mark them as a **no-show**, then spin again.



3 Raffle control



3 Winner

Raffle stage screen

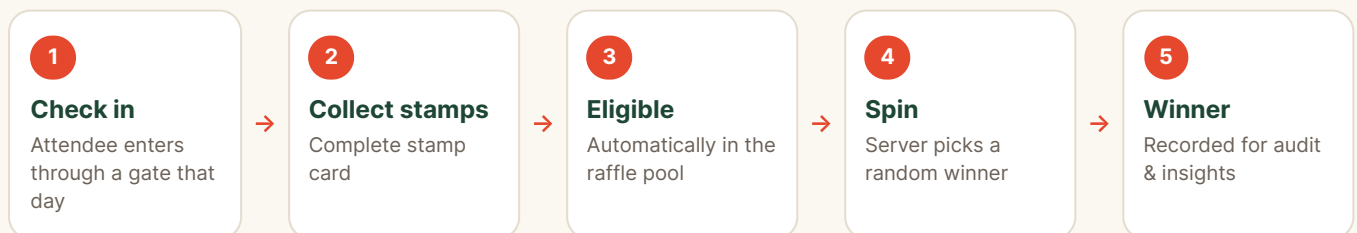
Shown on the stage projector or TV (landscape). The wheel spins when you tap **Spin** in the control panel on your phone.



STAGE PREP

- Test the stage screen on the projector before the event starts.
- Make sure the stage laptop has a stable internet connection.
- Have one person hold the raffle control panel on their phone.

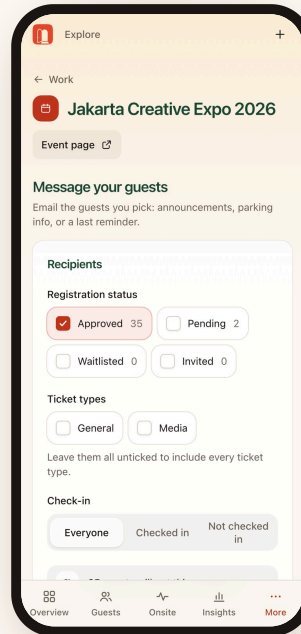
RAFFLE FLOW



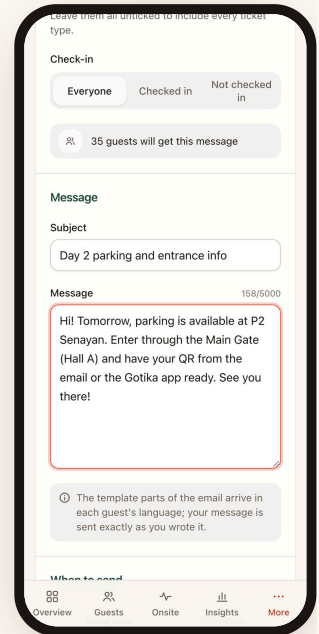
13 SECTION 13 Blasts (email to guests)

More → **Blasts**, or **Send a blast** on Overview. For example: arrival info, session reminders, a thank-you note.

- 1 **Recipients**
Pick registration status, ticket type, and check-in status (Everyone / Checked in / Not checked in). The recipient count updates live.
- 2 **Message**
Fill in the **Subject** and message body.
- 3 **When to send**
Now or **scheduled**.
- 4 **Test and send**
Tap **Send me a test** to check how it looks, then send the blast.
- 5 **History**
Every blast that was sent is kept in **History**.



1 Blast



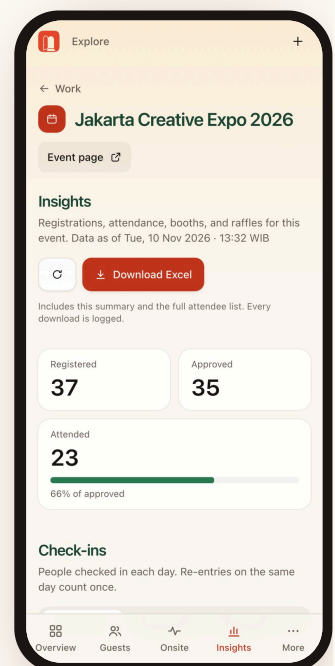
2 Filled blast

14 SECTION 14 Insights

- Registered, Approved, Attended (with percentage)
- Check-ins by hour, by gate, by method
- Registrations by status, by source (event page, embed, import, walk-in), by ticket type
- Booths: visits and leads per booth
- Raffle winners

DOWNLOAD EXCEL

Download Excel contains this summary plus the full attendee list. Every download is logged.



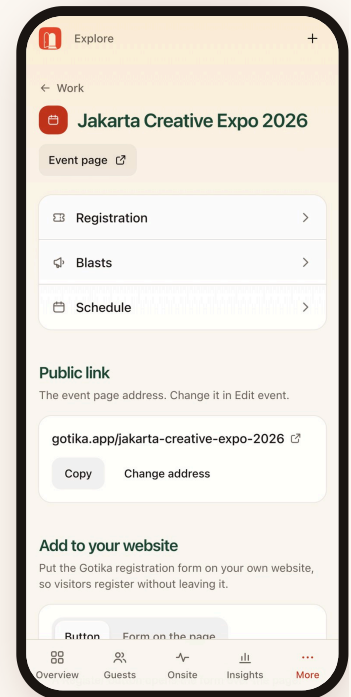
Insights

15

SECTION 15 More and the live dashboard

More also has:

- **Public link:** copy or change the event page address.
- **Add to your website:** embed code that puts the Gotika registration form on the host's own website.



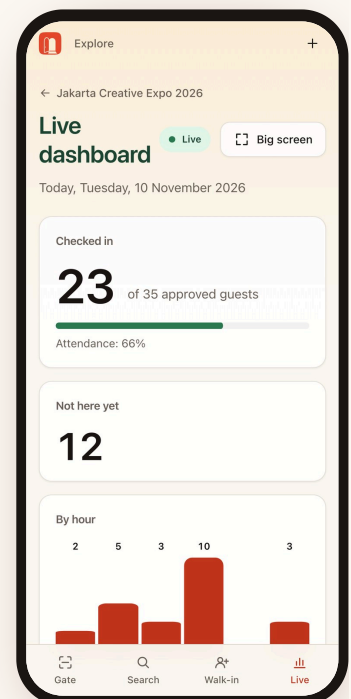
More

Live dashboard on the event day

Watch attendance on the **Live dashboard** (shortcut on Overview). It's the same view check-in staff see.

- Checked in, not here yet, and attendance rate
- Check-ins by hour, by gate, by method
- Status of each gate tablet: watch for *Not heard from* or *Old list*

Tap **Big screen** for the TV in the control room.



Live dashboard

PREPARATION



Organizer checklist

Tick them off one by one. The order follows the countdown to the event day.

D-14 to D-7

- ☐ Event published, ID/EN description complete, cover set
- ☐ Ticket types, capacity, and approval settings are right
- ☐ Form and email rule checked
- ☐ Session schedule and speakers complete
- ☐ Booths created and booth admins invited
- ☐ Stamp rules and raffles (prizes, requirements) ready

D-3 to D-1

- ☐ Gates created (QR / face), kiosk PIN set
- ☐ Check-in staff invited and have tried signing in
- ☐ Face enrollment invitation sent (if using face check-in)
- ☐ Arrival info blast (parking, gates, opening hours) scheduled
- ☐ Every gate tablet passes **Device check** and has the attendee list downloaded

Event day

- ☐ Live dashboard open in the control room
- ☐ Raffle stage screen tested on the projector
- ☐ Check devices labelled *Not heard from / Old list* on the live dashboard

After the event

- ☐ Download the Excel report
- ☐ Remind exhibitors to download their leads CSV
- ☐ Send a thank-you blast



See you on the day.

- Publish the event and check tickets, form, and schedule.
- Invite the team; set up gates, booths, stamps, and raffles.
- Watch the live dashboard on the day.
- Download the Excel report afterwards.



Gotika

Organizer Guide · Gotika

All screenshots use the fictional demo event “Jakarta Creative Expo 2026”. Names, emails, venue, and QR codes are made up.