

Stova (Aventri) Integration Setup Guide

Stoav (Aventri) is an event management software and online registration platform. If you use Aventri to market your event and collect registration information from your delegates, you can now integrate your Aventri account to your CrowdComms platform.

Page content:

1. Access Requirements
2. Integrating Aventri into CrowdComms Content Management System (CMS) Dashboard
3. Automatic Mapping from Aventri to CrowdComms
4. Mapping of Custom Fields from Aventri to CrowdComms
5. Setting up Webhooks to enable continuous synchronisation between Aventri and CrowdComms

1. Access Requirements

1.1. To start the integration with Aventri, you will need access to:

- a. [Aventri account](#)
- b. [CrowdComms Content Management System \(CMS\) Dashboard](#)

2. Integrating Aventri into CrowdComms CMS Dashboard

- 2.1 First, you will need to log in to CrowdComms CMS Dashboard
- 2.2 Then select the Event App you wish to integrate with your Aventri registration platform
- 2.3 On the left-hand side menu, click on 'Plug Ins' and click on the 'Aventri' tile
- 2.4 Before you initiate the integration, please ensure that the status of your event in Aventri is 'Live'
- 2.5 You will then see the 'Account Details' tab with several fields for you to populate. These fields need to be populated with your Aventri account information

Retrieving Integration Information from Aventri

- Log in to your Aventri Account
- On the left-hand side of the screen, navigate on the hamburger menu, go to 'Settings' and click on 'Account Settings'
- You will then see several tabs, and several other sub-tabs, click on the 'Integration' tab and click on 'API'
- Record or copy the Account Key and paste it into the **API key field** in the CrowdComms CMS Dashboard
- Record or copy the Account ID and paste it into the **Account ID field** in the CrowdComms CMS Dashboard
- To locate your Event ID and the Endpoint Host, go to your event's list and click on one of your events.
- The Event ID can be found next to the event's name. Record or copy the Event ID and paste it into the **External Event ID field** in the CrowdComms CMS Dashboard
- The Endpoint host varies based on which server region your Aventri account is hosted in. One indication can be seen on your event's URL as shown in the example below.
- In the API Endpoint field, select from one of the dropdowns of either:
 - a. Asia Pacific (APAC)
 - b. North America (NA)
 - c. Europe, Middle East, Africa (EMEA)
- If the dropdown options are not applicable to you, use the Endpoint Override field to populate your relevant Endpoint hostname provided to you by Aventri.

The image illustrates the integration setup between Aventri and CrowdComms. It shows three main components:

- Aventri Integration Page:** This page is used to configure the integration. It includes fields for 'API Key', 'Enabled' (checkbox), 'External Event ID', 'Account ID', 'API Endpoint' (dropdown menu with options: Asia Pacific (APAC), North America (NA), Europe, Middle East, Africa (EMEA)), and 'API Endpoint Override'. The 'Session Import Method' is also visible.
- CrowdComms API Settings Page:** This page shows the 'Integrations' tab with the 'API' sub-tab selected. It displays 'Account ID: 10394' and 'Account Key'. A note states: 'To permit API integration, create at least one API account key. You are permitted one master API account key which has access to all events in your account and unlimited non-master API keys which you can restrict to specific events. Both master and non-master API account keys can be restricted to specific IP addresses.' The 'API Event trigger' section is also visible.
- CrowdComms Events List:** This page shows a list of events. The 'Safia Festival (#687599)' is highlighted, showing its details: 'December 25, 2022', 'December 26, 2022', 'Addis Ababa'. The 'Event URL' is shown as 'https://na.eventscloud.com/safiafestival'.

Arrows indicate the mapping of data from the Aventri and CrowdComms interfaces to the integration fields:

- The 'API Key' from the CrowdComms API settings is mapped to the 'API Key' field in the Aventri integration page.
- The 'Account ID' from the CrowdComms API settings is mapped to the 'Account ID' field in the Aventri integration page.
- The 'API Event trigger' from the CrowdComms API settings is mapped to the 'API Endpoint' field in the Aventri integration page.
- The 'Event ID' from the CrowdComms Events list is mapped to the 'External Event ID' field in the Aventri integration page.
- The 'Event URL' from the CrowdComms Events list is mapped to the 'API Endpoint Override' field in the Aventri integration page.

Note: To learn more about Aventri platform integration, please click [here](#) to access Aventri API documentation

2.6 Next, you will see a dropdown menu, which enables you to select how you would like to import your Aventri sessions to your CrowdComms Event App. The options are:

- a. **Managed Schedule** – Your Aventri session will be imported to your delegate’s tailored agenda. Please refer [here](#) to read more about Managed Schedule.
- b. **Personal Agenda** – Your Aventri session will be imported to your delegate’s favoured agenda. Please refer [here](#) to read more about Personal Agenda.

2.7 If you do not intend on setting up the Mapping of custom fields, you can select the Enabled checkbox now. Otherwise, leave this unchecked until you have finished configuration.

2.8 Once all relevant fields on the Dashboard are populated, click ‘Save’.

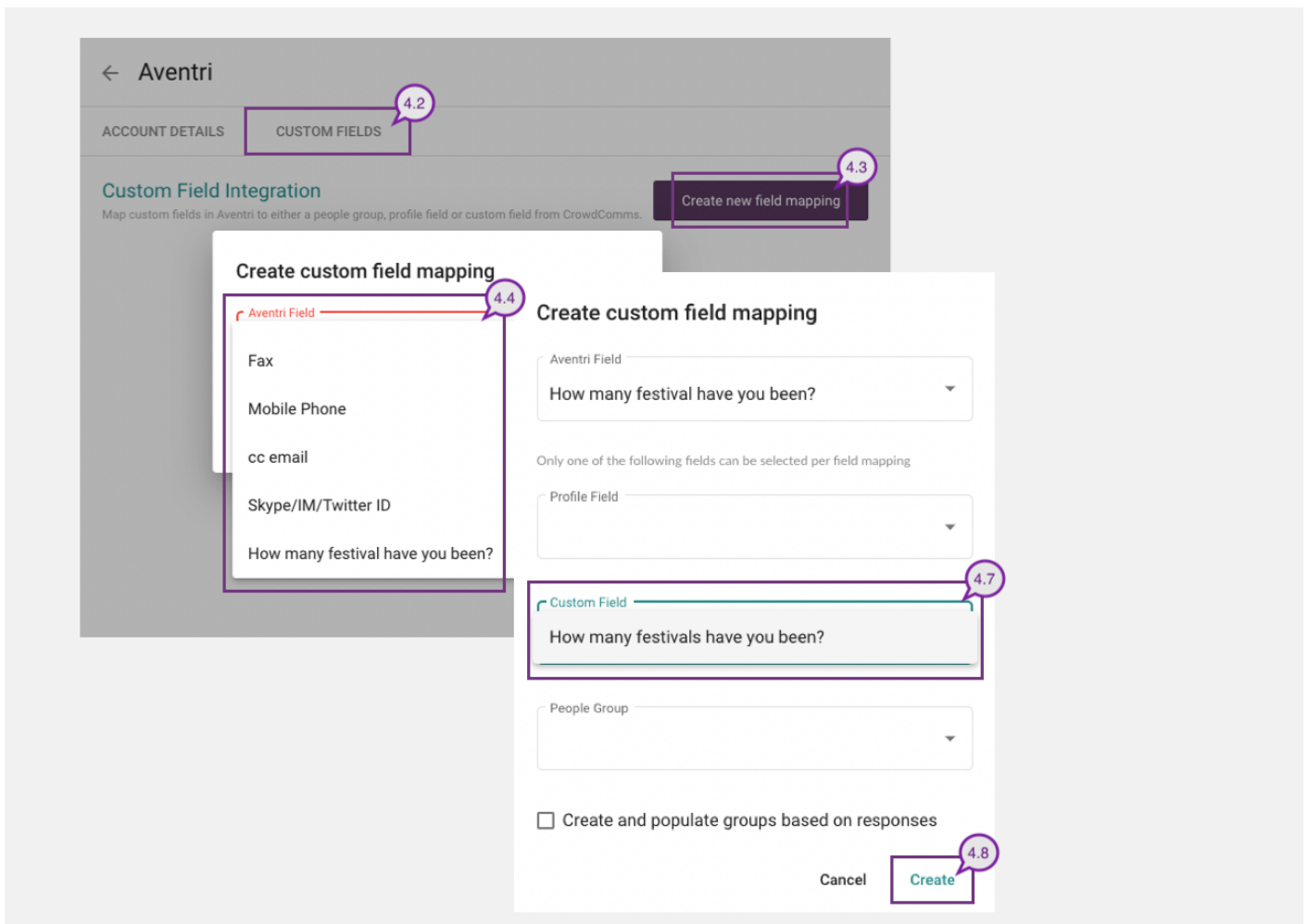
The screenshot illustrates the Aventri integration setup within the CrowdComms Virtual platform. The interface features a sidebar with navigation options and a main area with a grid of integration options. The 'aventri' option is highlighted with a callout '2.3'. Below this, a modal window titled 'Aventri Integration' is shown, containing a login form (2.5) and a configuration section (2.6). The login form has fields for 'username' and 'password' and a 'LOGIN' button. The configuration section includes fields for 'API Key', 'External Event ID', 'Account ID', 'API Endpoint', and 'API Endpoint Override'. A checkbox labeled 'Enabled' (2.7) is present. Below these fields is a 'Session Import Method' dropdown with options 'Managed Schedules' and 'Personal Agenda' (2.6). A 'Save' button (2.8) is at the bottom right. A 'client support' link is also visible near the login form.

3. Automatic Mapping from Aventri to CrowdComms

- 3.1 Upon successful integration, essential event sessions and delegate information will be imported from Aventri to the CMS Dashboard.
- 3.2 The event sessions which will be imported are:
- a. Session name
 - b. Session time – *If no start and end times were set on the Aventri session, the event start, and end times will be applied by default*
- 3.3 The following delegate information will also map across by default:
- a. Delegate's first name
 - b. Delegate's last name
 - c. Delegate's email
 - d. Delegate's company
 - e. Delegate's job title

4. Mapping of Custom Fields from Aventri to CrowdComms

- 4.1 You can import other information from Aventri to CrowdComms, including additional delegate information or other custom fields which you have added to your Aventri account.
- 4.2 To do this, once you have created a successful integration, click on the 'Custom Fields' tab.
- 4.3 To map data from Aventri to your Dashboard, click 'Create new field mapping.'
- 4.4 The 'Aventri Field' dropdown will display additional data that has not already been mapped automatically, which you can manually map to the Dashboard. Some examples include:- Address, telephone, and other custom fields which you may have added in Aventri.
- 4.5 You can choose where you want to map the selected Aventri data by selecting from one of the types below:
- a. People Group
 - b. Custom Field
 - c. Profile Field
- 4.6 Please note that only Aventri's Categories can be mapped to the CrowdComms's People's Group
- 4.7 Based on the 'Type' field that you select, only the selected field will be available, and the other two will be unavailable.
- 4.8 Click 'Create' to add customer mapping and click 'Save' to retain your configuration.
- 4.9 Repeat steps 3 – 7 to map additional fields.
- 4.10 Navigate to the 'Account Details' tab, check the 'Enabled' checkbox and click 'Save' to begin syntonisation of data between Aventri and CrowdComms.



5. Setting up Webhooks to enable continuous synchronisation between Aventri and CrowdComms

- 5.1 The purpose of these steps is to allow continuous synchronisation of data from Aventri to CrowdComms after the initial integration set up. It includes new users who register after you've set up your integration and existing users who updates their information in Aventri.
- 5.2 To do this, log into your Aventri account
- 5.3 On the top left-hand side of the screen, click the hamburger menu icon and select 'Settings,' followed by 'Account Settings'
- 5.4 Navigate to 'Integrations'
- 5.5 Copy your 'Account key'
- 5.6 Scroll down to the 'API Event trigger' section and ensure that:
 - a. 'Event Scenario' is set to 'Event Created/Modified'
 - b. 'Content type' is set to 'application/x-www-form-urlencoded' (**important**)
- 5.7 Check the box that says 'Sign Payload (Using JWT)'
- 5.8 In the new 'Secret Key' field that appears, paste the 'Account key' you copied earlier

- 5.9 Paste the following URL into the 'Specify URL' field:
<https://api.crowdcomms.com/cms/integrations/aventri/webhook/>
- 5.10 Click 'CREATE/UPDATE TRIGGER'
- 5.11 Copy your 'Account key' again
- 5.12 Click the menu on the top left, select 'Events', then 'View all events' and select the event you are integrating to your CrowdComms app
- 5.13 Click the pencil icon beneath the Event title, hover over the 'Adv. Settings' tab and select 'Integrations'
- 5.14 Ensure that:
- a. 'Attendee Scenario' is set to 'Registration / Modification'
 - b. 'Content type' is set to 'application/x-www-form-urlencoded' **(important)**
- 5.15 Check the box next to 'Sign Payload (Using JWT)'
- 5.16 In the new 'Secret Key' field that appears, paste the 'Account key' you copied in step 4
- 5.17 Paste the following URL into the 'Specify URL' field:
<https://api.crowdcomms.com/cms/integrations/aventri/webhook/>
- 5.18 Click 'CREATE/UPDATE TRIGGER'
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