

Using Registry Online Registration allows training sponsor organizations to collect registration information, fees and verify attendance on individual Registry member's personal profiles. This companion document to [Training Entry Part 2: How to Submit an Event](#) provides more detailed examples and tips for event registration settings.

Event Submission

Certain features must be turned on when submitting the event for approval before you can edit online registration settings. Make sure to select the following:

- Registration is required
- Register online

You have the option to show this training in public searches or keep the event as a closed event. For instance, if a specific organization is bringing in a trainer to give a training just for that organization, this would be a closed event and registration would not be open to the public.

Online Registration Settings

Attendee Information

If you offer correspondence courses, you may want to collect attendee mailing addresses. Consider what other additional contact information you may want to collect, such as phone number in case you need to contact attendees last minute about changes to the event location or time.

Fees

The earliest start fee date and latest end fee date should match the date range registration is open for. For the example fees below, the registration date range would be 7/14/2019 – 7/19/2019 to cover all the fee options.

Multiple registration fees can be collected. An example use for multiple registration fees would be collecting early or late registration fees, in addition to the regular registration fee.

- If an end date and start date overlap, registrants will have the option to select either fee. Make sure the earliest payment end date does not overlap with the start date of a later payment. Example: Early Registration is available until 7/15/2019, then regular registration starts on 7/16/2019.

Item	Price	Start Date	End Date
Early Registration	\$25.00	07/14/2019	07/15/2019
Regular Registration	\$30.00	07/16/2019	07/17/2019
Late Registration	\$35.00	07/18/2019	07/19/2019

For more information on setting up fees, see [Online Registration Part 3: Managing Payments](#).

Tips & Tricks

Schedule Event with Online Registration

Additional Items

Additional Items can be used to collect attendee lunch choices, any merchandise available for sale, any inclusive accommodations your Training Organization provides, etc.

- For optional items that require an additional fee, you can list the price for that additional item.

Category	Item	Price	Copy	Edit	Delete
LUNCH	Salmon	\$15.00	Copy	Edit	Delete
LUNCH	Filet Mignon	\$20.00	Copy	Edit	Delete
Merchandise	Keynote Speaker's Book	\$10.00	Copy	Edit	Delete

- For items that are included in the price of the training registration, you can list \$0.00 for the price. This is a nice way to collect information prior to the event occurring, such as dietary restrictions, lunch choice which is included with the training, or additional accommodations.

Language Accomodations	Spanish Interpreter	\$0.00	Copy	Edit	Delete
LUNCH	Dietary Accomodations - Gluten Free	\$0.00	Copy	Edit	Delete

Record of Registration Payment and Additional Items

An Excel report of the additional items each attendee chose at registration and a summary of fees collected can be found under Training Materials. The report is called **EVENT REGISTRATION**.

🔑 Training Materials

Click the links below to view an

- [Certificate of Attendance](#)
- [Attendance Form](#)
- [TTET Event Summary](#)
- [Event Registration](#)

Event End Date: 9/12/2019							
ID	Name	Early Childhood Provider	Early Registration	Training Agency Employee	Dietary Accomodations - Gluten Free	Spanish Interpreter	Payment Status
		Count	0	0	0	0	N/A

Registration

For events shown in public searches, attendees can register for the training on the Registry's Statewide Training Calendar. For closed events, where registration is not open to the public, you will have to share the Registration Page link for attendees to register for the event.

Organizations can register multiple employees at one time. For steps and more information on managing collected attendee registration, view the [Online Registration Part 4 - Registration Changes guide](#).