

Once your Program Profile online registration settings are set up, you have the option when creating an event to choose to use online registration. This guide will walk you through the basic settings to schedule an event with online registration. Please read the [Tips and Tricks: Schedule Event with Online Registration](#) document for more in-depth suggestions on each setting. For more information on general event submission, see [Training Entry Part 2: How to Submit an Event](#).


STEP 1: Event Details Prior to Online Registration Settings

Event Registration

Registration Required

1 Yes No

2 Register Online?

Manage online registration settings under Event Settings. 

Max Number of Participants

3

Registration Starts

Required to submit

Registration Ends

4

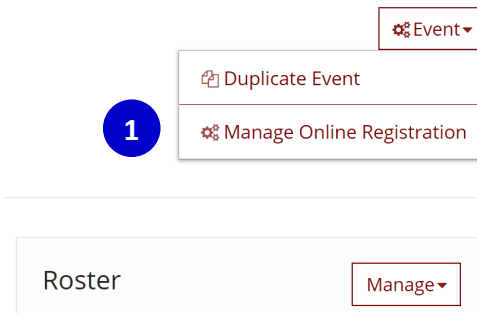
Hide Listing Until Registration Start Date

1. Check **YES** that Registration is Required
2. Select **REGISTER ONLINE**.
3. Fill out the max number of participants and dates registration is available.
4. You can choose to show the event as soon as it is approved or show it once registration starts. Continue through the event submission process. See [Training Entry Part 2: How to Submit an Event](#) guide for additional event entry.



Please Note: You can manage the online registration detailed settings including registration fees and email communication for the event under **Event Settings**.

STEP 2: Manage Online Registration



1. Under the Event settings select **MANAGE ONLINE REGISTRATION** to complete online management settings for attendee details, registration and fees.

STEP 3: Attendee Details

Attendee Details

Select the information you would like to collect from your attendees.

Standard Questions	Collect	Require
Registry ID	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
First Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Last Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Email Address	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Attendee Type	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Company/Organization	<input type="checkbox"/>	<input type="checkbox"/>
Mailing Address	<input type="checkbox"/>	<input type="checkbox"/>
Primary Phone	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mobile Phone	<input checked="" type="checkbox"/>	<input type="checkbox"/>

1

2 Save Changes

1. The grayed-out check boxes are default attendee details already required for registration. You can choose additional attendee details to collect for this event. By selecting 'collect' for the standard questions, attendees have the option to provide that information during online registration. By checking require, the optional field becomes a required field an attendee must complete during online registration.
2. Select **SAVE CHANGES**

STEP 4: Registration Fees

Registration Fees

Free Event



1

Add Fee

No event fees have been added.

2

Registration Fee Name*

Description

Price*

1.00

(U.S. Currency)

3

Start Date*

7/15/2019

End Date

Add Fee

1. Select **ADD FEE**. Note, you can add more than one fee. See [Tips and Tricks: Schedule Event with Online Registration](#) for entering multiple fees.
2. Each fee listed must be labeled. Some examples of types of fees collected include regular registration, early bird registration, conference registration, keynote, etc. The fee minimum is \$1.00. See [Managing Payment Guide](#) for more details on setting up fees and collecting payment.
3. Select the start and end date for this specific fee



Please Note: *If this is a free event, check **FREE EVENT** instead of entering the fees.*

STEP 5: Additional Items

Additional Items

Add additional items that can be purchased in addition to the Registration fee.

1

Add Item(s)

Additional Items

2a

Select From Existing

Add New Item

2b

No items available

4

Add Item(s)

Additional Items

Select From Existing Add New Item

Item Category
LUNCH Add/Edit Categories

Item Name*

Description


Price*

1. In addition to the registration fees, if your event has other items available for purchase, such as lunch or merchandise from the event, you can add additional items to the registration. Select **ADD ITEM(S)**.
2. Choose to select from existing items or select **ADD NEW ITEM**.
3. Select **ADD/EDIT CATEGORIES** to create a category. Once you have created a category, you will be able to choose that category from the item category drop down.
4. Provide the information for the additional item. See [Tips and Tricks: Schedule Event with Online Registration](#) for more information on uses for additional items and how to track which items attendees chose at registration.

STEP 6: Text & Email Communication

Review Page

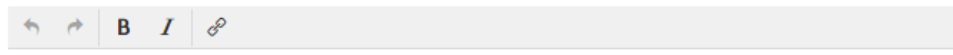
Set the text to be displayed at the top of the registration review page.


Undo review the information below. If correct, please click on the button to complete your registration and submit payment.
Please note that by attending this event, you are granting permission to The Registry and its agents to photograph and record your likeness for future use. 1

Save Changes 2

Confirmation Page


Set the text to be displayed at the top of the registration confirmation page.



Thank you for registering for this event.

Save Changes

Confirmation Email

Set the text to be included at the top of the confirmation email


Undo you for registering for this event. Please keep a copy of this email for your records.

Send CC to: 

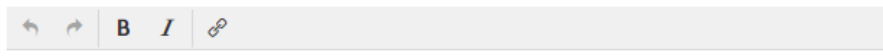
support@the-registry.org

Save Changes

Reminder Email

Set the text to be included at the top of the reminder email

Reminder emails are sent three days prior to the event start date


This is just a reminder that you have registered for the following event. We look forward to seeing you there.

These communication settings are for this event only. Information you may need to communicate to attendees includes: directions to building, contact information for the trainer or training organization, procedure in the situation where the event needs to be cancelled or the attendee is unable to attend, preparation material or training organization's policies, etc.

1. Fill out the text you would like displaced in each of the emails or page displays.
2. Select **SAVE CHANGES** for each text setting.



Please Note: You can choose to be copied in the confirmation emails sent to each attendee if you wish.

STEP 7: Event Activation

Event Activation

This is the last step to completing your event registration. Click the Preview Registration button to test your event registration settings and make sure everything is working as you intended. Once you are ready, please accept the terms and conditions and verify the registration start and end dates before activating this event.

[Preview Registration](#)

Terms and Conditions

Please agree to the following terms and conditions and designate an online registration start and end date in order to complete the online registration setup process. Please note that this event must be approved by The Registry in order for it to appear in the statewide training calendar and be available for online registration.

1. Acceptance of Terms

The Registry, Inc. provides this Registration Module to you subject to the following Terms of Service (TOS). In order to use this online service, you must agree to the TOS. We may amend these terms at any time by posting the amended terms on this site. Amendments are effective 7 days after posting. These terms apply to both event organizers who use our services and event attendees who register using our services.

2. Acceptable Use

1 I agree to the terms and conditions as defined above

Print Terms

2

Exit

<< Previous Activate

1. After reviewing the Terms and Conditions, check the box **I agree to the terms and conditions as defined above.**
2. Select the **Activate** button.
3. Select **RETURN** to review online registration

Online Registration

PD Test

3 [Return](#)

EVENT ID: 794713
REGISTERED

STEP 7: Review Registration

Online Registration

2

Return

Manage

Setup

1

PD Test

EVENT ID: 794713
REGISTERED

Online Registration Details

Max Number of Participants	25
Registration Starts	7/15/2019
Registration Ends	7/16/2019
Registration Page Link	https://wiuat.newworldnow.com/myregistry/register.aspx?evid=798373



Revenue

Item	Quantity	Fee Amount	Total
Early Registration	0	\$25.00	\$0.00
Late Registration	0	\$35.00	\$0.00
Regular Registration	0	\$30.00	\$0.00
Filet Mignon	0	\$20.00	\$0.00
Salmon	0	\$15.00	\$0.00
Conference Bag	0	\$0.00	\$0.00
Keynote Speaker's Book	0	\$10.00	\$0.00
Total Revenue			\$0.00

1. Review Online Registration details. If any edits need to be made before submitting the event, select **SET UP**.
2. Once Online Registration details are correct, select the **RETURN** button to go to full event details.



Please Note: Attendees can either Register for the event from the Statewide Training Calendar, if you chose to list the event there, or you can share the direct Registration Page Link.

STEP 8: Submit Event

2/23/19 - 3/2/19

Instructor Led Training
Classroom Hours 1.00 / Course Level Tier 3

[View Course Details](#)

1

[Submit Event](#) [Event](#)

Event Not Submitted

Submit event to be reviewed for approval.

2

Status Draft

Created 02/24/2019 / by Test Wisconsin

Updated 02/24/2019 / by Test Wisconsin

This event will show in public search results.

Show this event in public search results

Yes No

Select Yes if you would like this event to show up in public event searches.

1. Once your event entry is complete, select **SUBMIT EVENT**.
2. Upon submission, the event status will change from *Draft* to *Pending* status. Events are reviewed within 5 business days. You will receive an email from the Wisconsin Registry when the event has been reviewed. *Note: the event may require additional revisions before it can be approved.*