

Online Registration Part 2: Event Settings



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

Is registration for this event required?

Be sure to check **Yes** if you want attendees to register for this event.

- 1 Yes
 No

Where do you want attendees to register?

Select whether the attendees for this event will register directly within the system, or if they will

- 2 Built-in Online Registration
 Third-Party Online Registration
Ⓞ This will direct users to another site.

1. Check **YES** that Registration is Required
2. Select **BUILT-IN ONLINE REGISTRATION** to use Registry Online Registration

STEP 2: Enable Online Registration

Please complete the fields below to enable online registration for this event.

1 This is a **Free event**
Ⓞ If Yes, no registration fees can be configured or collected.

Max Number of Participants 2

Registration Start Date 3 Date Ⓞ mm/dd/yyyy Required to submit

Registration End Date Date Ⓞ mm/dd/yyyy Required to submit

4 Hide Listing Until Registration Start Date

5 Registration Emails and Text

1. For Free Events, make sure to check the **THIS IS A FREE EVENT**. If there is a Fee, do NOT check this box so registration fees can be collected.
2. Enter the Max Number of Participants if there are any. *This is NOT required.*
3. Enter the **REGISTRATION START DATE** and **REGISTRATION END DATE**.
4. You can choose to show the event as soon as it is approved or show it once registration starts. To wait until registration starts, check this box.
5. Confirmation Emails and Reminder emails go out automatically. Click the **REGISTRATION EMAILS AND TEXT** to set the text to be sent to individuals registered.

STEP 3: Text & Email Communication

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.

Review Page Text

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

1a

B I U

Insert text here ...

Confirmation Page

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

1b

B I U

Insert text here ...

Confirmation Email

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

1c

B I U

Insert text here ...

Send CC to:

2
Julie@email.com

Reminder Email

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

Reminder emails are sent following the last day of registration

1d

B I U

Insert text here ...

3

Save

1. Fill out the text you would like displayed in each of the emails or page displays. *The Review and Confirmation page are only displayed when registering for the event. Important reminders for attendees should be included in the Confirmation Email and Reminder Email, as attendees can keep this for their records.*
2. An individual can be copied on the confirmation emails. This means an email is sent every time an individual registers for the event.
3. Select **SAVE** at the bottom of the page.

STEP 4: Attendee Details

Would you like to require some optional data elements?

The data elements listed below are optional by default. Check any or all that you would like to require attendees to provide, or leave unchecked to remain optional.

1

- Require Company/Organization Name
- Require Mailing Address
- Require Primary Phone Number
- Require Mobile Phone Number

1. The Registry ID, Name and Email Address are required by each attendee automatically. Click any or all additional data elements you would like to also be required for attendees to provide.

STEP 5: Registration Options

Registration Options

1

+ Option

⚠ No Registration Options Created.

Additional Items

+ Item

Click "+ Item" to Add Additional Event Items.

Additional registration items may include items with fees such as promotion items, as well as items used for data collection.

Registration Name

Registration Name

2

4

Registration Fee

Registration Fee

3

Registration Starts

Date

Registration Ends

Date

Required

5

Use Coupon Code?

Enter Coupon Code

Required

6

Save

1. Select **+OPTION** to add registration fees and coupon codes. 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 with a **REGISTRATION NAME**. Some examples of types of fees collected include regular registration, early bird registration, conference registration, keynote, etc.
3. The **REGISTRATION FEE** minimum is \$1.00. See [Managing Payment Guide](#) for more details on setting up fees and collecting payment.
4. Select the start and end date for this **specific fee**.
5. There is an option to create a hidden registration fee. This fee will only be visible to individuals who enter the correct coupon code. To enable this option, check the box to **USE COUPON CODE** and type in the exact coupon code you will provide to certain attendees. The Coupon is case sensitive. This coupon code is for this event **ONLY**.
6. Select **SAVE**.

STEP 6: Additional Items

In addition to the registration fees, if your event has other items available for purchase OR to collect additional information. Items to be purchased may include lunch options and merchandise from the event. Additional items to collect additional information may include language accommodations, dietary accommodations, an acknowledgement to technology requirements, etc.

Registration Options

No Registration Options Created.

+ Option

3

Additional Items

Click "+ Item" to Add Additional Event Items.

Additional registration items may include items with fees such as promotion items, as well as items used for data collection.

1

+ Item

Detail

Name

Enter Name

2

Category

Select Category

3a

3b

Manage Categories

Price

Enter Price

Required

Expiration Date

Enter Expiration Date

Description

Enter Description

Save

1. To add additional items, select **+ITEM**.
2. Enter the name of the Additional Item.
3. Additional Item Category options:
 - a. Select from existing items in the **CATEGORY** drop down
 - b. Select **MANAGE CATEGORIES** to edit an existing item or add a new item.
4. 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.
5. 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 7: Submit Event

< Previous

Save as Draft

1 Save & Review

2 Submit Event

Event

Online Registration Terms and Conditions

You must agree to the Wisconsin Registry Online Registration terms and conditions in order to utilize this feature.

1. Acceptance of Terms

These Terms of Service (TOS) constitute a legally binding agreement made between you, whether personally or on behalf of an entity (you) and The Registry, Inc., (doing business as "Wisconsin Registry") regarding the use of the Registration Module. The Registration Module is subject to the following 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

You agree not to use this Registration Module to:

- upload, post, email, transmit or otherwise make available any information that you do not have a right to make available under any law or under contractual or fiduciary relationships (such as inside information, proprietary and confidential information learned or disclosed as part of employment relationships or under nondisclosure agreements);

3 I agree to the terms and conditions as defined above.

Print Terms

4 Continue

1. Select **SAVE & REVIEW**. This saves the information you have entered for your event, but it is **NOT** yet submitted.
2. Select **SUBMIT EVENT**.
3. After reviewing the Online Registration Terms and Conditions, check the box **I AGREE TO THE TERMS AND CONDITIONS AS DEFINED**.
4. Select the **CONTINUE** button.

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.*

Review and Manage Registration

Event Registration

Registration for this event is required.

Registration Available

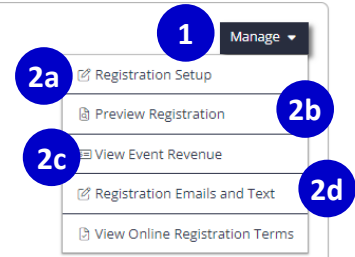
📅 Thursday, May 9, 2024 - Monday, May 20, 2024

👤 Max Number of Participants Not Set

Registration URL <https://wiuat.newworldnow.com/v7/trainings/818942/register>

Visible Before Registration Start Date

This event will be visible within the event search results before the registration start date.



1. To preview the registration or make any edits to the registration, select the **MANAGE** drop down menu under Event Registration.
2. Manage Registration Options
 - a. To edit Registration basics, select **REGISTRATION SETUP**
 - b. To see what individuals registering will see, select **PREVIEW REGISTRATION**
 - c. For an itemized revenue of the quantity and total's for each Registration Item and Additional Item.
 - d. To make edits to the Registration Emails, select **REGISTRATION EMAILS AND TEXT**.
3. 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 URL** under the Event Registration information.