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# EVENT REGISTRATION (BASICS & ADVANCED)

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# EVENT REGISTRATION (BASICS & ADVANCED)

- **Event Registration Forms**

- Purpose of a registration form
- Purpose of each panel in the Form Summary
- Limiting the form to a specific gender or age range
- How funds are made available for registration
- Purpose of date range pricing, promotion codes, and down payment



# EVENT REGISTRATION (BASICS & ADVANCED)

- **Event Registration Forms cont'd.**
  - How to find the form web address
  - Difference between Question/Answer assignments and Activity Association Assignments
  - Relationship between the WebLink form and the activity setup
  - Purpose of warnings



# EVENT REGISTRATION (BASICS & ADVANCED)

- **Aggregate Forms**
  - Purpose of aggregate forms
- **Managing Registrations**
  - View submitted registrations
  - Registering a person that needs to pay by check or cash



# EVENT REGISTRATION (BASICS & ADVANCED)

- **Managing Registrations cont'd.**
  - Changing a submitted answer
  - Prerequisite to process a registration refund
  - Prerequisite to remove the entire registration
  - Collecting remaining balances
  - Purpose of receipt adjustments



DEMO



# THANK YOU

For more information:  
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Thank you so much!!!

