

# Online Registration Initial Set Up

The Early Childhood Project will mark all CCR&R organizations as 'Premium Account' holder. This will give you access to setting up your online registration account. All information is located within your organization account.

## Setting up the Stripe Account

Log into the organization account, click on the Setting tabs.

### Organization Profile

#14731 - The Montana Early Childhood Project

Status Org Details **Settings** Employees

Click Link Stripe Account

Status Org Details **Settings** Employees

Online Registration

Online Registration

View Terms & Conditions

Active as of 04/09/2015

Stripe Account

No Stripe Account Found



Link Stripe Account

Once you click this button the page will be redirected to the Stripe website. Proceed with the information to set up your Stripe account and link to your organization.

**Note:** The Montana Early Childhood Project is a for fee service if your event is not free to all registrants. New World Now LLC is the software development company for the Early Childhood Project and will collect fees from the Event Fees paid by each individual registration at the rate of \$1.00 + 2.5% of the fee. Stripe, the software platform for online payments will collect fees of \$0.30 + 2.9% per each registration. For registrants that opt to register and send a check to the training sponsor, a flat \$2.00 will be invoiced. The Montana Early Childhood Project does provide free use of the service for events that are entirely free to the registrants. Not all features may be available to users of the free service.

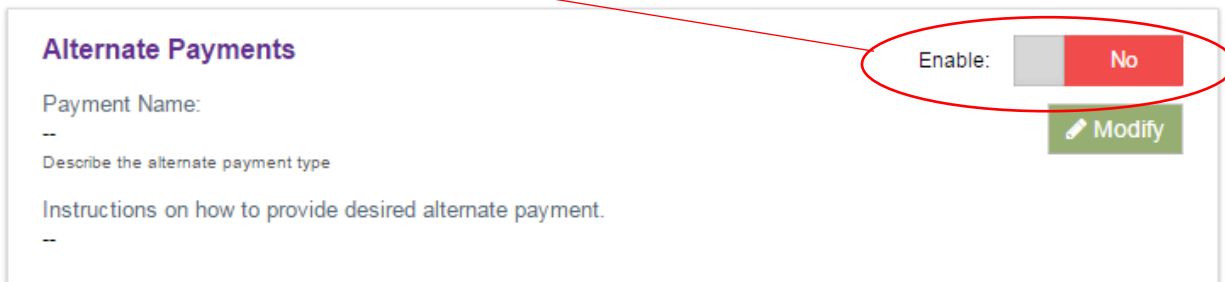
## Set Up Alternate Payment Methods

Organization may choose to have their own policies around accepting alternate payment types. We suggest accepting online payments only.

**Note:** Only one type of alternate payment can be set up.

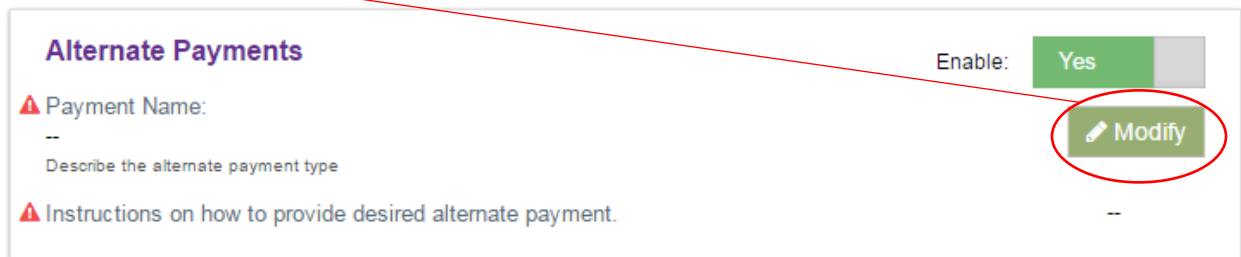
**Note:** If the organization accepts checks, the check payments made will generate an extra payment to our system programmers. The organization will receive an invoice xx time per year to pay this fee.

Click on toggle next to Enable



The screenshot shows a settings panel titled "Alternate Payments". At the top right, there is an "Enable:" label followed by a toggle switch currently set to "No". A red circle highlights the "No" button. Below the toggle, there is a "Payment Name:" field with a red triangle warning icon and a "Describe the alternate payment type" label. Below that is an "Instructions on how to provide desired alternate payment." field with a red triangle warning icon. A green "Modify" button with a pencil icon is located to the right of the "Payment Name" field.

Click Modify



The screenshot shows the same "Alternate Payments" settings panel, but the "Enable:" toggle is now set to "Yes". A red circle highlights the green "Modify" button with a pencil icon.

12/12/16

Fill in your Alternate Payment method information, click Update

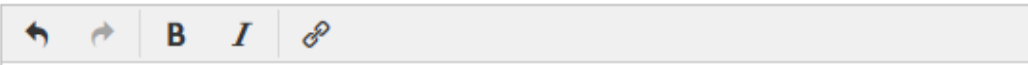
**Alternate Payments**

Enable:  Yes  No

Payment Name:

Describe the alternate payment type

Instructions on how to provide desired alternate payment.



Send payment to:  
PO Box 173540  
Bozeman, MT 59717

## Choose your Deadline Defaults (optional)

This is the number of days prior to start or end date (depending on type of training) you would like to set for online registration. (i.e. If 5 days is entered, the system will default the end date of online registration to 5 days before the event start date.)

**Deadline Defaults**

Instructor Led:   
Number of days prior to start date

Self-Paced:   
Number of days prior to end date

## Customize Information Listed on Online Registration Pages (optional)

This is the wording that will show in areas explained below when an individual is registering online.

### Default Review Page Text

 Modify

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

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### Default Confirmation Page Text

 Modify

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

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### Default Confirmation Email Text

 Modify

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

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### Default Reminder Email Text

 Modify

Reminder emails are sent following the last day of registration.

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Reminder emails are sent following the last day of registration.