

Online Registration Training Approval

Step 1:

Complete the Course application and submit for approval. Upon approval, proceed to Step 2.

Step 2:

Create an Event of the Course by clicking on New Event, Choose from the Catalog, select the course and open.

On # 4 of Event Entry choose 'Yes' for Registration Required and check the box for 'Register Online?'. Fill out all required information below.

The screenshot shows the 'Event Entry' process with four steps: 1. Select Course, 2. Trainer & Sponsor, 4. Location, Date & Time, and 4. Registration & Contact Info. The '4. Registration & Contact Info' step is active. Below the progress bar, the 'Event Registration and Fees' section contains the following options:

- Is this training open to the public? If so, it will be posted to the statewide training calendar: No Yes
- Registration Required: No Yes
- Register Online?
You will be able to modify the online registration settings immediately upon submitting this event for approval
- Max Number of Participants:
- Registration Start Date:
- Registration End Date:
- Hide Listing Until Registration Start Date:

A red circle highlights the 'Register Online?' checkbox, the 'Max Number of Participants' field, the 'Registration Start Date' field, the 'Registration End Date' field, and the 'Hide Listing Until Registration Start Date' checkbox. A red line points from the text above to the 'Register Online?' checkbox.

Note: Registration Start and End Date are not required. HOWEVER, if you choose to use these please be aware if you change the date of your training, you MUST also change these dates.

Note: By choosing hide listing until registration start date your event will not show up on the Statewide Training Calendar until that date. If you choose to uncheck the box the event will show up on the calendar as soon as you activate, but an individual will not be able to register for the event until the registration start date.

Submit Event and click Continue.

Event Entry

1. Select Course 2. Trainer & Sponsor 4. Location, Date & Time 4. Registration & Contact Info

Success!

Thank you for submitting your training approval application.

Click "Continue >>" to proceed to online event registration setup. Please note your event will not appear in the Event Calendar or be available for Online Registration until it is approved by the ECP.

Finished **Continue >>**

Step 3:

Fill out all online registration information:

Choose what information you would like to collect on registrants (some information is required by default) and Save Changes.

Online Registration Return
Online Training Registration Test EVENT ID: 501495
Friday, October 28, 2016
view full event details
LOCATION: Bozeman, MT PRIMARY TRAINER: Tiffany Krushensky

1. Information Collection 2. Text & Emails 3. Activation

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"/>

Save Changes

12/12/16

Add Fee or check Free Event

Registration Fees: Free Event

No event fees to display

Add Fee

Enter all required information in the Registration Fee pop up box and click Add Fee. Use title of event for Registration Fee Name.

The screenshot shows a 'Registration Fees' pop-up window with the following fields and values:

Field	Value
Registration Fee Name*	
Description:	
Price*	1.00 (U.S. Currency)
Start Date*	10/24/2016
End Date:	

An 'Add Fee' button is located at the bottom right of the pop-up window.

12/12/16

Your Registration Fee information will show as below.

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.

Registration Fees: Free Event

Item	Price	Revenue	Start Date	End Date	Edit	Delete
Online Registration Training Fee	\$25.00	\$23.37*	10/24/2016	10/28/2016	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Add any Additional Items that registrants may choose. (i.e. boxed lunch, extra materials, information packets, books, etc.)

Additional Items:

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

No items to display

Add new item or select from items previously added.

Add new item category.

Online Training Registration Test

Friday, October 28, 2016

Additional Items

Select From Existing Add New Item

Item Category: Add/Edit Categories

Item Name*:

Description:

Price*: (U.S. Currency)

End Date:

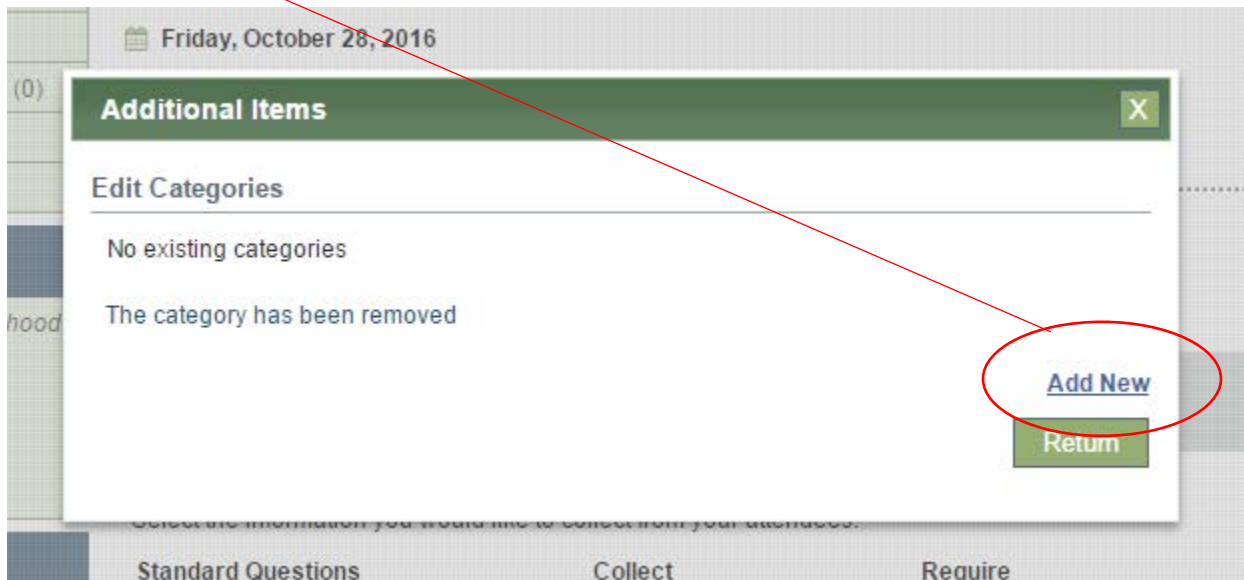
Add Item

Attendee Type

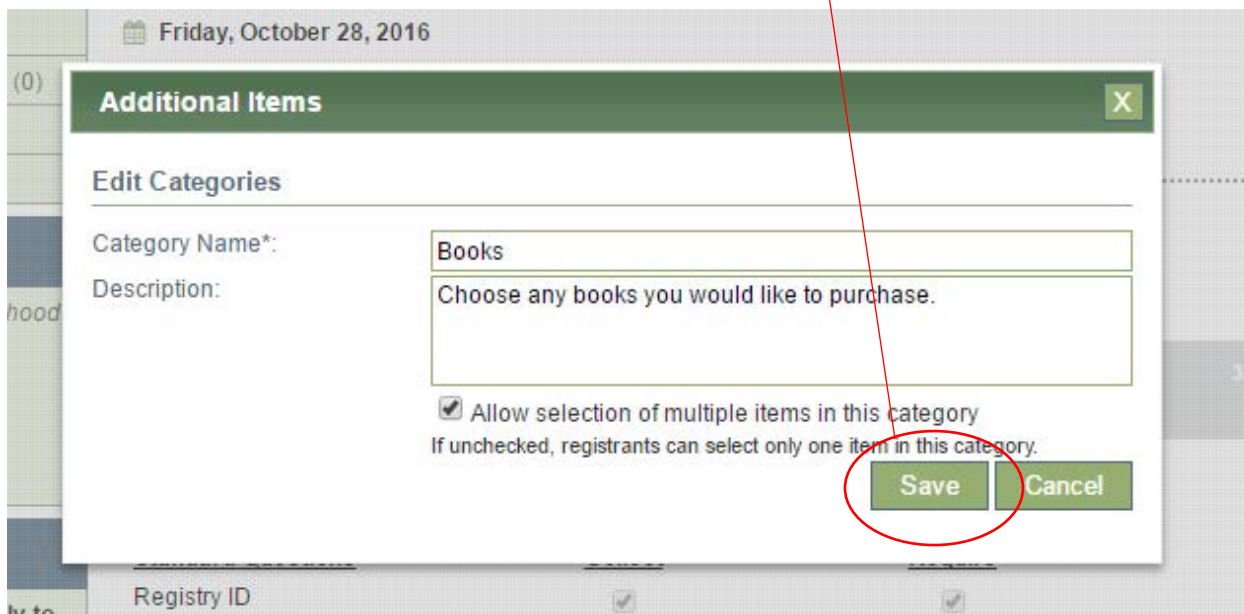
Company/Organization

12/12/16

Click add new.



Add category name and description (description optional) and save.



Note: If you would like to restrict the choice to only one of the items in the category, unclick the option to allow selection of multiple items in this category.

Example: Add item as a lunch and add 3 different types of that item, chicken, beef, and vegetarian. Only one of the three items should be chosen for lunch. The box should be unchecked.

Example: Add item as books and add 3 different types of books. They may choose any amount of books they would like to purchase. The box should be left checked.

12/12/16

After you save your category you may either add additional categories or add your items here.

Online Registration

Additional Items [X]

Select From Existing | **Add New Item**

Item Category: Books [v] [Add/Edit Categories](#)

Item Name*: Course and Event User Guide

Description: User Guide to walk you through the Course and Event approval process.

Price*: 5.00 (U.S. Currency)

End Date: 10/28/2016

Item successfully added!

Add Item

Items will show as below after you add them. Click Next.

Additional Items:

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

Category	Item	Price	Revenue	End Date			
Books	Online Registration User Guide	\$5.00	\$4.87*	10/28/2016	Copy	Edit	Delete
Books	Course and Event User Guide	\$5.00	\$4.87*	10/28/2016	Copy	Edit	Delete
Food	Chicken	\$15.00	\$14.62*		Copy	Edit	Delete
Food	Vegetarian	\$15.00	\$14.62*	10/28/2016	Copy	Edit	Delete

Add Item(s)

Next >>

12/12/16

Use the preset information and emails below or customize to your own wording. Save changes to each message box you update.

Online Registration

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Online Training Registration Test

EVENT ID: 501495

Friday, October 28, 2016

view full event details

LOCATION

Bozeman, MT

PRIMARY TRAINER

Tiffany Krushensky

1. Information Collection

2. Text & Emails

3. Activation

Review Page:

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

← → **B** *I* 🔗

Please review the information below. If correct, please click on the button to complete your registration and submit payment.

Save Changes

Confirmation Page:

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

← → **B** *I* 🔗

Thank you for registering for this event.

Save Changes

Confirmation Email:

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

← → **B** *I* 🔗

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

Send CC to:

Save Changes

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

← → **B** *I* 🔗

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

Save Changes

<< Previous **Next >>**

Click next.

Preview online registration and make any last changes. Activate online registration by agreeing to the terms and conditions and clicking Activate.

Online Registration Return

Online Training Registration Test EVENT ID: 501495

📅 **Friday, October 28, 2016**

[view full event details](#)

LOCATION
Bozeman, MT

PRIMARY TRAINER
Tiffany Krushensky

1. Information Collection 2. Text & Emails **3. 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](#)

Registration Settings:
Max Number of Participants:
Registration Starts:
Registration Ends:
Hide Listing Before Registration Start Date

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 Early Childhood Project in order for it to appear in the statewide training calendar and be available for online registration.

1. Acceptance of Terms
The Montana Early Childhood Project 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
You agree not to use this Registration Module to:

a. 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

I agree to the terms and conditions as defined above [Print Terms](#)

<< Previous **Activate** Exit

12/12/16

Step 4:

Use link below to email to participants if you choose.

Note: If this is not a public event that will appear on the Statewide Training Calendar, individuals must use this link to register.

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LOCATION

Bozeman, MT

PRIMARY TRAINER

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1. Information Collection

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Event Activation Complete

This event is available for online registration beginning on 10/24/2016

[Click here](#) to preview event registration

[Click here](#) to go to the event dashboard

Registration Page Link: <https://mtuat.newworldnow.com/register.aspx?evid=501495> [Copy to clipboard](#)