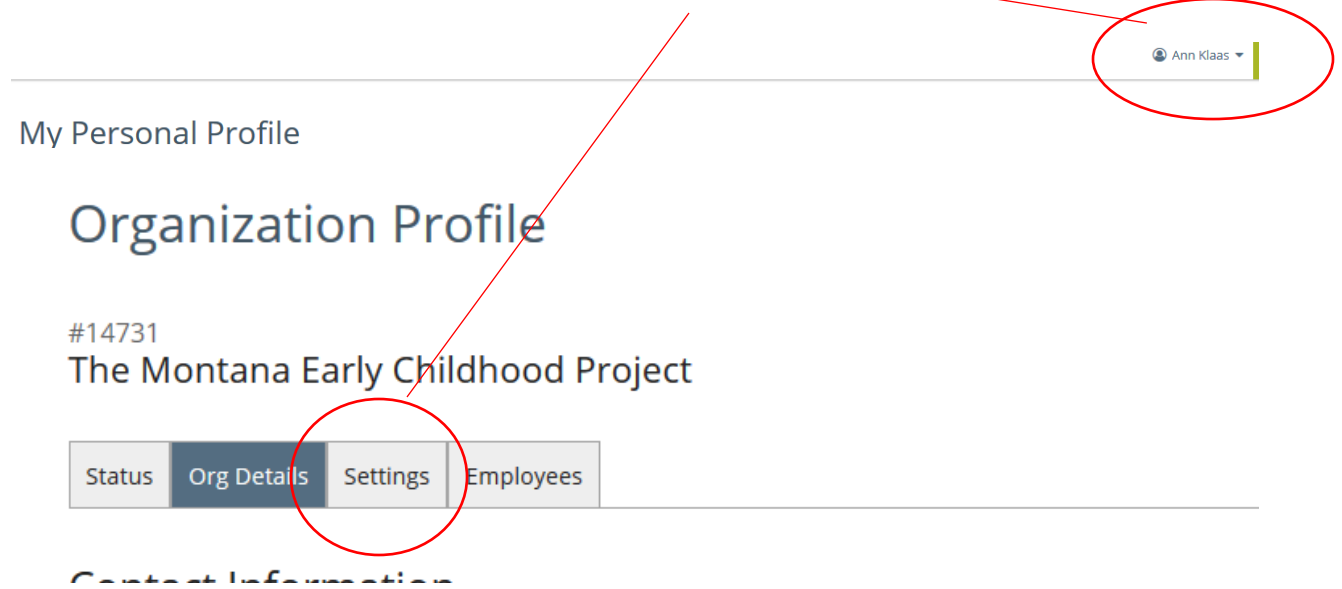


Online Registration Initial Set Up

The Early Childhood Project will mark all CCR&R organizations as 'Premium Account' holders. 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 your individual account and use the drop down arrow, next to your name in the top right-hand corner to open your Organization account, click on the Setting tabs.



(next page)

12/12/16

Click Link Stripe Account

#14731

The Montana Early Childhood Project

Status Org Details Settings Employees

Online Registration

[View Terms & Conditions](#)

Active as of 04/09/2015

Stripe Account

Stripe Account Connected



[Login to Stripe](#)

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.

12/12/16

Click on toggle next to Enable

Alternate Payments

Enable No

State payment name here
--
Describe the alternate payment type

State instructions on how to provide alternate payment here
--

[Modify](#)

Click Modify

Alternate Payments

Enable Yes

⚠ State payment name here
--
Describe the alternate payment type

⚠ State instructions on how to provide alternate payment here
--

[Modify](#)

12/12/16

Fill in your Alternate Payment method information, click Update

Alternate Payments

Enable Yes

⚠ State payment name here

Describe the alternate payment type

⚠ State instructions on how to provide alternate payment here

← → **B** *I* 🔗

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	Ongoing
<input type="text" value="14"/>	<input type="text" value="Enter number of days"/>
Number of days prior to start date	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.

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

Default Confirmation Page Text

 Modify

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

Thank you for registering for this event.

Default Confirmation Email Text

 Modify

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

Reminder! You are registered for this event.

Default Reminder Email Text

 Modify

Reminder emails are sent following the last day of registration.

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

Reminder emails are sent following the last day of registration.