

# Online Registration Training Approval

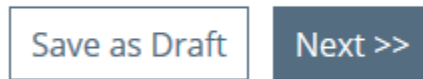
## Step 1:

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.

Scroll through the course description and click on Next



On # 4 of Event Entry choose 'Yes' for Registration Required and check the box for 'Register Online?'.

## Event Registration and Fees

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?

Registration Deadline



12/13/2018

Registration Web Address

Registration Fee  No  Yes

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Fill out all required information below.

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

**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.

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Submit Event and then click Continue.

Save as Draft

Submit Event

✓ Event Saved.

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.

Continue >>

Finished

**(next page)**

### 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.

## 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

Add Fee or check Free Event

Registration Fees

Free Event

Add Fee

 No event fees have been added.

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

### Registration Fees X

**Registration Fee Name\***

**Description**

**Price\***

**(U.S. Currency)**

**Start Date\***  **End Date**

Your Registration Fee information will show as below.

Registration Fees Add Fee

Item	Price	Start Date	End Date	
fee for training	\$22.00	12/01/2018	12/13/2018	<span>Edit</span> <span>Delete</span>

**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

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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.

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

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### Additional Items

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

Add Item(s)

Add new item or select from items previously added.

Select From Existing Add New Item

No items available

Add Item(s)

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Add new item category.

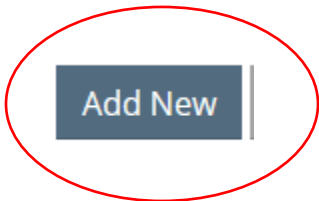
Select From Existing Add New Item

Item Category  
Take Home Materials Add/Edit Categories

Item Name\*

Description

Price\*



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Edit Categories

## Edit Categories

Take Home Materials	<a href="#">Edit</a>	<a href="#">Remove</a>
Friends and Food Social	<a href="#">Edit</a>	<a href="#">Remove</a>
Pre-Symposium: Director Think Tank Sessions	<a href="#">Edit</a>	<a href="#">Remove</a>
Breakout Sessions 9:00am-12:00pm	<a href="#">Edit</a>	<a href="#">Remove</a>
Breakout Sessions 1:30-4:30 pm	<a href="#">Edit</a>	<a href="#">Remove</a>
Friday Night Session: More Than Meditation	<a href="#">Edit</a>	<a href="#">Remove</a>
Friday Night Networking Social from 6:00-7:00pm	<a href="#">Edit</a>	<a href="#">Remove</a>
Prerequisite Requirement	<a href="#">Edit</a>	<a href="#">Remove</a>

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

## Edit Categories

Category Name\*

Description

**Allow selection of multiple items in this category**

If unchecked, registrants can select only one item in this category.

[Save](#)



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**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.

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

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

## Online Registration

Return

test

EVENT ID: 507279  
BEGINNING

📅 Thursday, December 27, 2018

[view full event details](#)

Location

Bozeman, MT

Primary Trainer

Ann Klaas

Information Collection

Text & Emails

Activation

Complete your registration and submit payment.

## 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* 🔗

Reminder! You are registered for this event.

Send CC to:

ann.klaas@montana.edu

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.

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

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Return

test

EVENT ID: 507279  
BEGINNING

📅 Thursday, December 27, 2018

[view full event details](#)

Location

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Information Collection

Text & Emails

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](#)

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## Registration Settings

Max Number of Participants

Registration Starts

12/1/2018

Registration Ends

12/13/2018

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

I agree to the terms and conditions as defined above

Print Terms

Exit

<< Previous **Activate**

## 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.

## Event Activation Complete

This event is available for online registration beginning on 12/1/2018

Preview Event Registration

View Event Dashboard

### Registration Page Link

<https://www.mtecp.org/registry/register.aspx?evid=507279>

Copy to clipboard

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