



**eventworks**<sup>mn</sup><sup>™</sup>  
easy event registration and management system

# Public User Manual

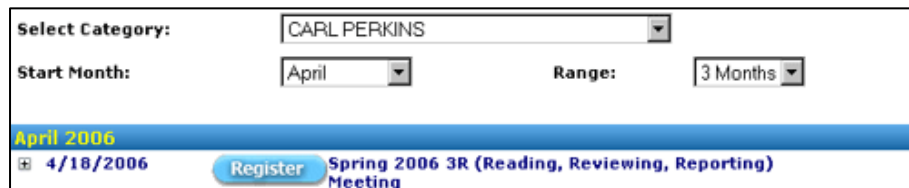
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## EVENT CALENDAR

From this calendar you can find upcoming events and register for events. The calendar is composed of three sections:

- Event Search
- Event List
- Event Detail



The screenshot shows a search interface for an event calendar. It includes a dropdown menu for 'Select Category' with 'CARL PERKINS' selected, a dropdown for 'Start Month' with 'April' selected, and a dropdown for 'Range' with '3 Months' selected. Below these is a blue header for 'April 2006'. A calendar grid shows the date '4/18/2006' with a blue 'Register' button next to it. The event title is 'Spring 2006 3R (Reading, Reviewing, Reporting) Meeting'.

### Event Search:

This section defines what events are displayed on the calendar. Events can be found using the following options: Category, Starting Month, and Range.

The Category dropdown lists all event categories. Use the Starting Month and Range to display events that occur during that time span for the selected category. The results update when the Category, Start Month or Range is changed.

### Event List:

This section displays all events that match the search criteria. The events are broken down by month and year, then by date of event within the month and year. Each event displays the date(s) of the event and the event title. If an event requires registration and there are still seats available, a Register button displays next to the event title. Clicking the Register button opens the event registration wizard.

### Event Detail

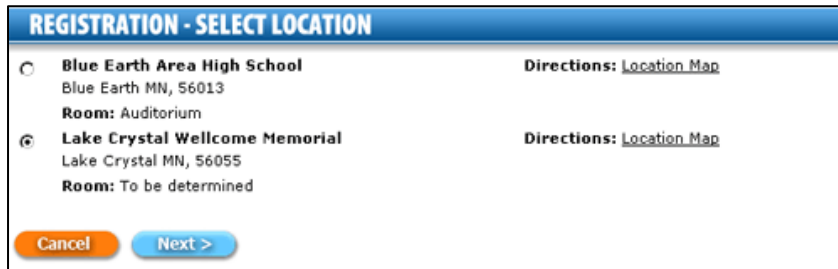
This section displays detailed information for each event. Next to each event listed in the event list is a small + icon. Clicking the + icon opens the event detail section and changes the + icon to -. This section displays the following event information:

- Event Status
- Registration Time
- Start Time
- End Time
- Price
- Registration Deadline
- Location(s) – with link to yahoo map
- Contact Information
- Comments
- Description
- URL Link

Clicking the – icon closes the event detail section and changes the – icon to +.

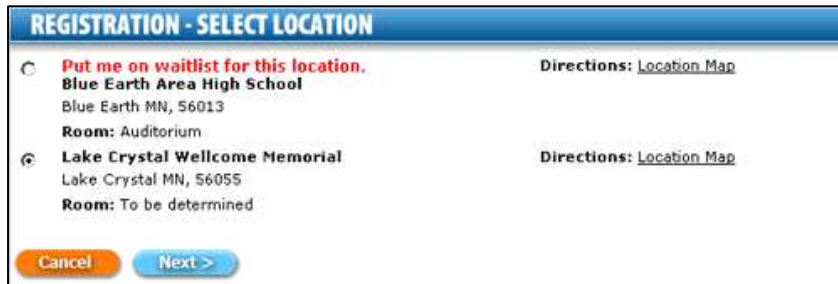
## Event Registration Wizard Select Location

This form only appears if the event supports multiple locations. Each event location is listed in alphabetical order on the form. The location name, address, room, and a link to a yahoo map is available for each location. Select the desired location and click the Next > button to continue to the next form.



The screenshot shows a form titled "REGISTRATION - SELECT LOCATION". It contains two radio button options. The first option is "Blue Earth Area High School" with address "Blue Earth MN, 56013" and room "Auditorium". The second option is "Lake Crystal Wellcome Memorial" with address "Lake Crystal MN, 56055" and room "To be determined". Both options have a "Directions: Location Map" link. At the bottom, there are "Cancel" and "Next >" buttons.

If a location is full and the event waitlist is turned on, a message is displayed with the full location. If the waitlist is turned off, the full location does not get displayed for new registering attendees.



The screenshot shows the same "REGISTRATION - SELECT LOCATION" form. The "Blue Earth Area High School" option now has a red message "Put me on waitlist for this location." next to its radio button. The "Lake Crystal Wellcome Memorial" option remains selected. The "Directions: Location Map" link is present for both. The "Cancel" and "Next >" buttons are at the bottom.

## Contact and Billing Information

This form tracks the following information:

- Contact Information
- Event Fees
- Billing Information

### Contact Information:

This section defines the following general information: Registration Type, First Name, Last Name, District/Agency, School/Building, Job Title, Telephone, Fax, Email, Address, City, State, and Zip Code.

**Contact Information**

\* = required field  
 Your name will appear just as it is entered on name badges and certificates.

Registration Type:  Individual:  
 Group: Num of Attendees:   
(Include contact person below in number if applicable.)  
**You must reserve a space for each person in your group!**

\* First Name:   
 \* Last Name:   
 Region: State Wide   
 \* District/Agency: Select a District/Agency   
If Other, please specify:   
 School/Building: Select a School/Building   
If Other, please specify:   
 \* Job Title: Select a Title   
If Other, please specify:   
 \* Telephone:   
 Fax:   
 \* Email(x@y.z):   
 \* Confirm Email:   
 \* Address:   
 \* City:   
 \* State: MN   
 \* Zip:

The registration type is only available for events defined for group registration or user's choice. If registering a group, enter in the total number of attendees in the group. Make sure to include the contact in the group if they are also planning on attending the event.

This section has 11 required pieces of information:

- Registration Type (if event is setup for user's choice)
- First Name
- Last Name
- District/Agency
- Job Title
- Telephone
- Email
- Address
- City
- State
- Zip

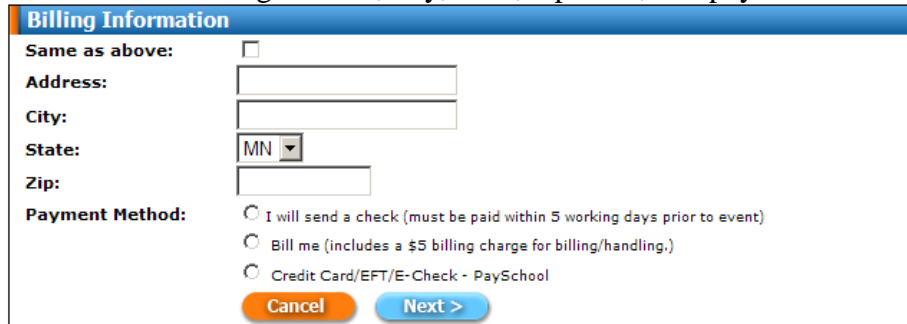
Event Fees:

This section displays if the event has an attendance fee or optional fees. At the top of this section is the event fee. Below the event fee is a list of optional fees. Each optional fee has a field for entering a quantity. The fee amount and description are also listed with each fee. Enter the quantity requested for each optional fee before continuing.

Event Fees	
Event Fee:	\$5.00
Optional Fee(s):	Qty: Desc:
	<input type="text"/> [\$3.00] lunch

### Billing Information:

This section displays if the event has an attendance fee or optional fees. At the top of this section is a checkbox titled “Same as Above”. Checking this box populates the address fields with the contact’s address from the contact information section. Below this checkbox are fields for billing address, city, state, zip code, and payment method.



The screenshot shows a form titled "Billing Information" with a blue header. It contains the following fields and options:

- Same as above:** A checkbox that is currently unchecked.
- Address:** A text input field.
- City:** A text input field.
- State:** A dropdown menu with "MN" selected.
- Zip:** A text input field.
- Payment Method:** Three radio button options:
  - I will send a check (must be paid within 5 working days prior to event)
  - Bill me (includes a \$5 billing charge for billing/handling.)
  - Credit Card/EFT/E-Check - PaySchool

At the bottom of the form are two buttons: "Cancel" (orange) and "Next >" (blue).

There are three payment methods:

- Send Check
- Bill Me
- Credit card / EFT / E-Check

### **Send Check**

If you opt to send the payment by check, the mailing address will be given to you on the confirmation form.

### **Bill Me**

If you opt to receive an invoice for the costs of the event, the bill will be sent to the address in the billing information section. This option only appears if the hosting location allows it.

### **Credit Card / EFT / E-Check**

If you opt to make an electronic payment, you will be sent to a pay site on the confirmation form. This option only appears if the hosting location allows electronic payment.

## Attendee

This form only appears when registering a group. Use this form to enter all attendee information. This information is used for name badges, roster sheets, and for sending event notifications to attendees. Each attendee has a field for first name, last name, title, district/school, and email.

	First Name:	Last Name:	Title:	District/School:	Grade:
Delete	<input type="text"/>	<input type="text"/>	Other	Mankato Area Catho	NONE
Email:	<input type="text"/>		Parent	(if other title, please specify)	
Delete	<input type="text"/>	<input type="text"/>	Select a Title	Mankato Area Catho	NONE
Email:	<input type="text"/>			(if other title, please specify)	
Delete	<input type="text"/>	<input type="text"/>	Select a Title	Mankato Area Catho	NONE
Email:	<input type="text"/>			(if other title, please specify)	

Fill in all attendee information and click the Next > button to continue.

## Session

This form only appears when the event has multiple sessions. This section is composed of two parts:

- Selected Sessions
- Available Sessions

### Selected Sessions:

This section lists the sessions that have been selected. Each selected session displays a button to remove the session from the list, the session time, and title. Clicking the Remove button removes the session from the Selected Sessions list and returns it to the Available Sessions list.

Selected Sessions	
Remove	01:00 PM to 01:50 PM   Session 1
Remove	03:05 PM to 04:00 PM   Session 2



### Available Sessions:

This section lists the sessions that are available (they still have room available and are not in your selected list). Each session displays the title, room, date, time, and description. Next to each session is either a Select button for selecting the session or a Time Conflict notification.

Available Sessions		
<b>Time</b>	<b>Title:</b> Session 3	
<b>Conflict</b>	<b>Room:</b> 100	
	<b>Session Date:</b> 3/21/2006	
	<b>Session Time:</b> 01:00 PM to 01:50 PM	
	<b>Description:</b>	
<input type="button" value="Select"/>	<b>Title:</b> Session 4	
	<b>Room:</b> 692	
	<b>Session Date:</b> 3/21/2006	
	<b>Session Time:</b> 02:00 PM to 03:00 PM	
	<b>Description:</b>	
<input type="button" value="Cancel"/>	<input type="button" value=" &lt; Previous"/>	<input type="button" value=" Next &gt;"/>

If an available session's time conflicts with a selected session, a Time Conflict notification is displayed and the session is marked as unavailable for selection.

Fill in all attendee information and click the Next > button to continue.

## Confirmation

This form displays all registration information for the contact to verify before completing the registration. This section is composed of four parts:

- Contact Information
- Event Information
- Session Information
- Billing Information

### Contact Information:

This section lists the contact's first name, last name, number of attendees, district/agency, school/building, job title, telephone, fax, email, address, city, state, and zip code.

Contact Information	
<b>First Name:</b>	Joe
<b>Last Name:</b>	Smith
<b>Attendees:</b>	2
<b>District/Agency:</b>	Agency
<b>School/building:</b>	Technology
<b>Job Title:</b>	Technology
<b>Telephone:</b>	(507)355-4569
<b>Fax:</b>	(507)355-4569
<b>Email:</b>	joe.smith@agency.com
<b>Address:</b>	PO Box 93746
<b>CSZ:</b>	Mankato MN, 56321

Event Information:

This section lists the event title, registration time, start time, end time, event contact information, location information, description, cancellation policy, ADA policy, weather policy, and disclaimer.

Event Information	
<b>Title:</b>	Event 1
<b>Registration Time:</b>	7:30 AM
<b>Start Time:</b>	8:00 AM
<b>End Time:</b>	9:00 AM
<b>Contact:</b>	<a href="#">Matt Mikkalson</a> Telephone: (507)388-4748 Fax: (507)388-4049
<b>Location:</b>	Blue Earth Area High School <a href="#">Location Map</a> Blue Earth, MN 56013
<b>Description:</b>	
<b>Cancellation Policy:</b>	Cancellation requires 3 working days prior notification.
<b>ADA Policy:</b>	If you need any type of accommodation to participate in this event, please contact South Central Service Cooperative at (507) 389-1425 at least 48 hours prior to the session.
<b>Weather Policy:</b>	Inclement Weather? Listen to KTOE 1420 AM, KDOG 96.7 FM, or WCCO 830 AM for news of late starts and cancellations.
<b>Disclaimer:</b>	South Central Service Cooperative reserves the right for all final decisions for assignment of participants enrolled in student outreach events.

Session Information:

This section lists all selected session titles, dates, times, and descriptions.

Event Sessions	
<b>Title:</b>	Session 1
<b>Date:</b>	3/21/2006
<b>Time:</b>	01:00 PM to 01:50 PM
<b>Desc:</b>	test
<b>Title:</b>	Session 4
<b>Date:</b>	3/21/2006
<b>Time:</b>	02:00 PM to 03:00 PM
<b>Desc:</b>	
<b>Title:</b>	Session 2
<b>Date:</b>	3/21/2006
<b>Time:</b>	03:05 PM to 04:00 PM
<b>Desc:</b>	

Billing Information:

This section lists the attendance fee and optional fees and a mailing address for sending payment.

Billing Information			
	Price:	Qty:	Total:
Attendance Fee	\$5.00	1	\$5.00
lunch	\$3.00	3	\$9.00
			<b>Total: \$14.00</b>
<b>Send Check to:</b>			
SCSC			
Some Street			
N. Mankato MN, 56003			

Click the Complete Registration button to complete the event registration.  
Click on payment button if you chose to pay electronically to continue to a pay site.