Public User Manual
# TABLE OF CONTENTS

- Event Calendar ........................................................................................................... 3
- Event Registration ....................................................................................................... 5
  - Location ..................................................................................................................... 5
  - Contact and Billing .................................................................................................. 5
- Attendee ...................................................................................................................... 8
- Session ...................................................................................................................... 8
- Confirmation ............................................................................................................... 9
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

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.

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.

**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.
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.
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.

<table>
<thead>
<tr>
<th>Billing Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Same as above:</td>
</tr>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>City:</td>
</tr>
<tr>
<td>State:</td>
</tr>
<tr>
<td>Zip:</td>
</tr>
<tr>
<td>Payment Method:</td>
</tr>
<tr>
<td>1 will send a check (must be paid within 5 working days prior to event)</td>
</tr>
<tr>
<td>Bill me (includes a $5 billing charge for billing/bandling)</td>
</tr>
<tr>
<td>Credit Card / EFT / E-Check</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Title</th>
<th>District/School</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="Image of Attendee Information Form" /></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Selected Sessions</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image2.png" alt="Image of Selected Sessions" /></td>
</tr>
</tbody>
</table>
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 Table]

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 Table]
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.

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

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

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.