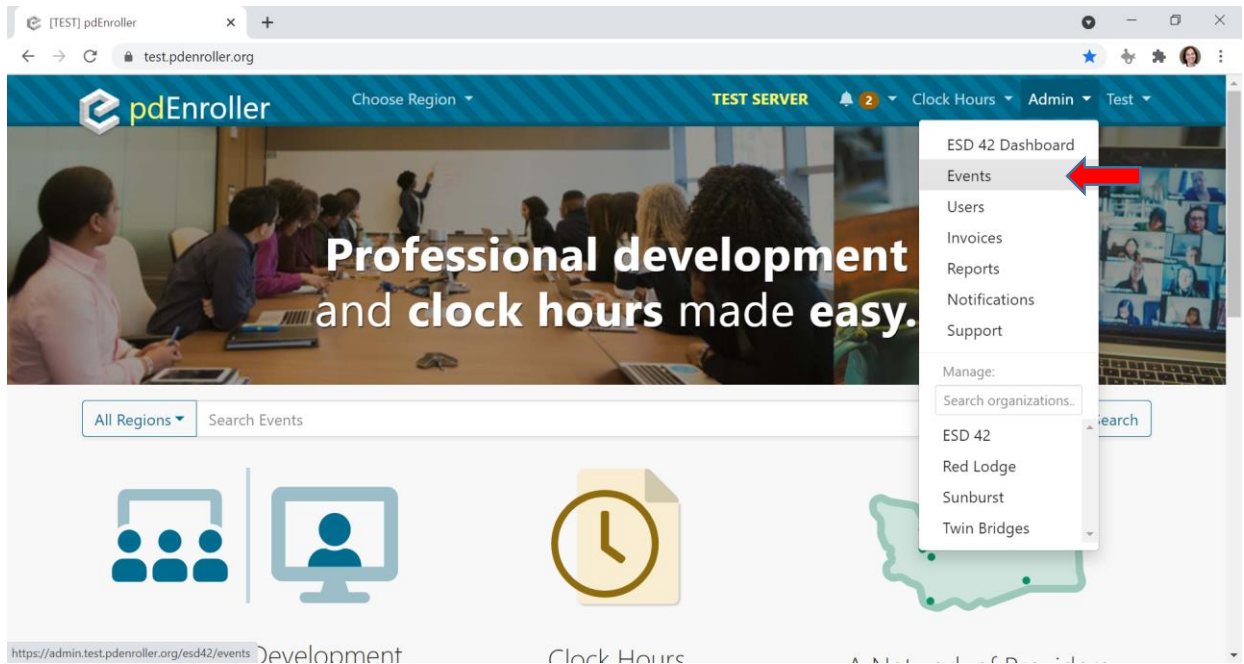
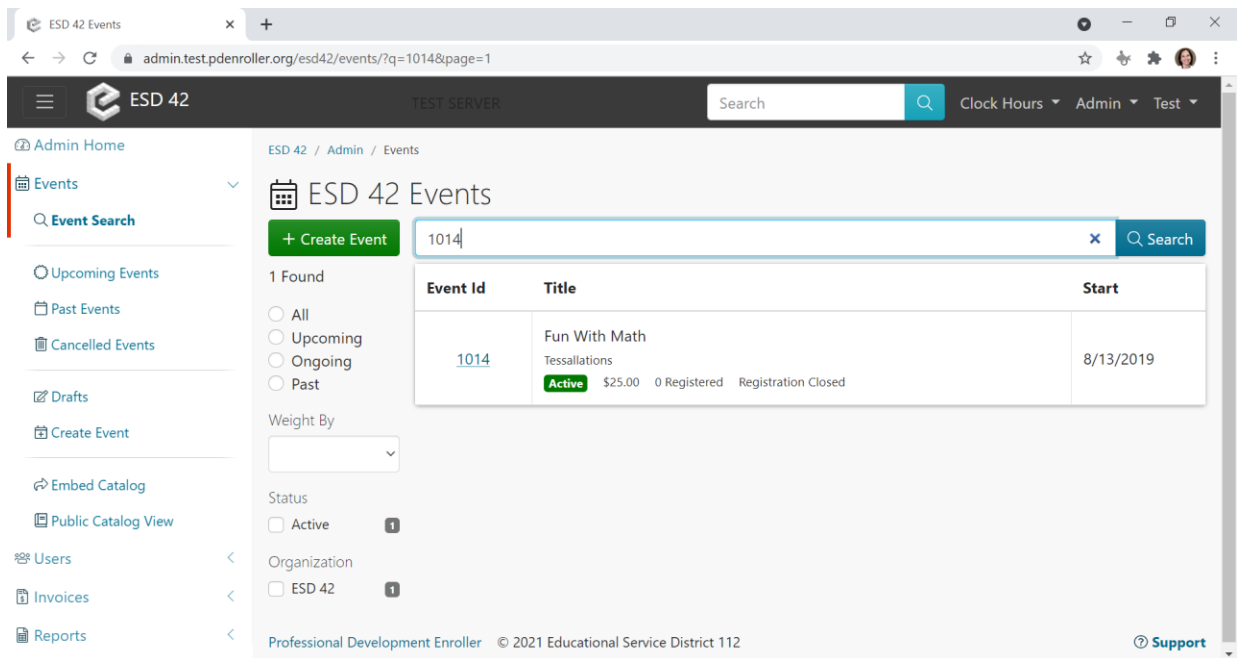


Event Registration - Admin

- From the Admin drop down menu, select Events



- Search for your event by entering the event ID number or the event title
- Click on your event to open it



- From the left hand column, select Register Attendees

The screenshot shows the ESD 42 Admin interface. The left sidebar contains a menu with the following items: Admin Home, Events, Event #1014, Manage, Roster, Waitlist, Cancellations, Content, Attendance, Register Attendees (highlighted with a red arrow), Event Reports, Surveys, Transactions, Properties, Related Pages, Attendee Page, Catalog Listing, Edit Event #1014, Users, Invoices, Reports, Notifications, and Support. The main content area displays the 'Fun With Math' event details. The 'Event Status' section shows: Catalog Status (Published), Registration (Registration ended Saturday, Aug 10, 2019 1:00 PM), Spaces Registered (0 Active, 0 Pending), Password (None required), Price (\$25.00), Dates (Tue, August 13 2019 1:00 PM - 5:00 PM), and Visibility (Public / All Catalogs). The 'Properties' section shows: Created By (Kathy Koren, kathy.koren@esd112.org), Created (7/23/2019 4:33:36 AM - 07:00), Security Groups (ESD42), Catalogs (Public Catalog, ESD42), Clock Hours (None), and Credits (None). Below the status and properties sections is a chart titled 'Event Registrations' showing a line graph with a single data point at 0.0.

- You have the option to add attendee's individually or register from an Excel or CSV file

Click on the link below to jump to the instruction page

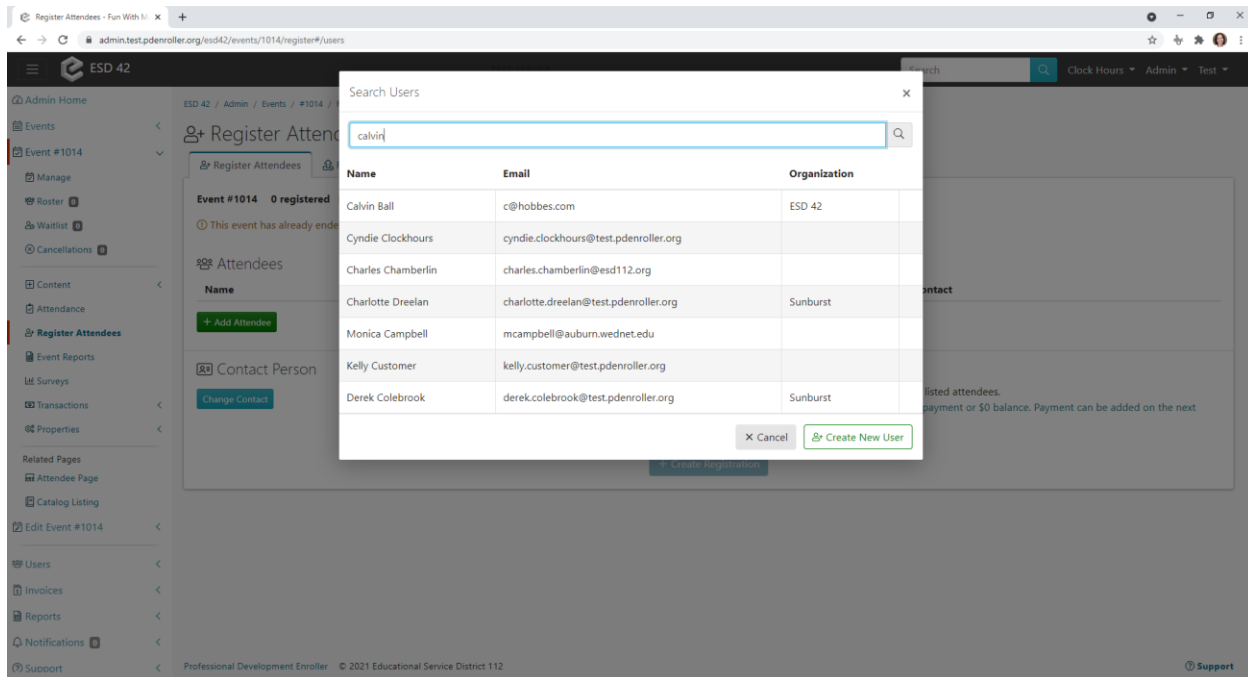
Individual Registration

File Upload Registration

Payment Screen Instructions

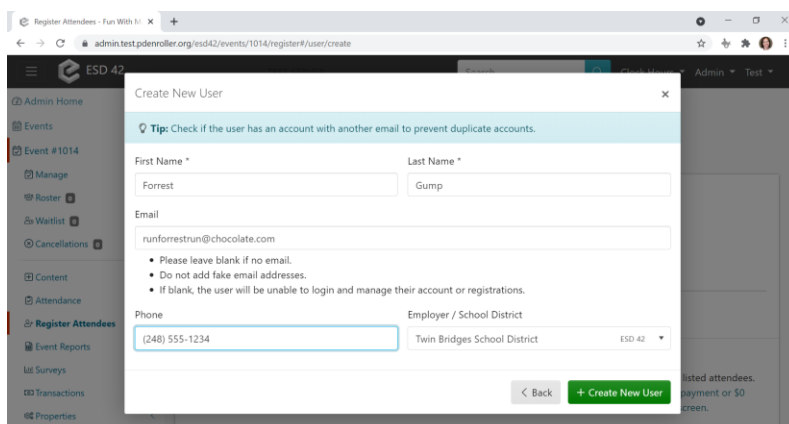
For Individual Registration:

- Click the +Add Attendee button
- Search by name or email for the person you wish to register. Click on their name to select them and it will take you back to the registration page.
- If you cannot find the person you wish to register, you can click the Create New User tab – ***Be careful adding a new user. You do not want to create a duplicate account. The best thing to do is double check with the participant to see if they already have an account. If you are 100% certain they do not, then you can create the account for them. Go to the next page for details.***



To create a new user: (if you do not need to create a new user, follow the instructions below the screenshot example)

- Enter first name, last name and the email address the user wishes to use for their login.
- Phone and Employer/School District is optional, but please **enter it if you know it**
- Click +Create New User and it will add them and take you back to the registration page.



- You can designate one of your participants to be the contact person by clicking on the radio buttons. If none of the participants are the contact, click the Change Contact tab, enter the name of the contact and choose the appropriate account.
- Check the box if you want a registration confirmation emailed to the contact person and listed attendees (if you uncheck the box, only the registered attendees will receive the email).

- Click Create Registration

ESD 42 / Admin / Events / #1014 / Register Attendees

Register Attendees Fun With Math

Event #1014 0 registered Dates: Tue, August 13 2019 1:00 PM - 5:00 PM

This event has already ended.

Attendees

Name	Email	Is Contact	
Bruce Wayne	bruce.wayne@herosrus.com	<input type="radio"/>	Remove
Forrest Gump	runforrestrun@chocolate.com	<input type="radio"/>	Remove

[+ Add Attendee](#)

Contact Person

Calvin Ball
c@hobbies.com

[Change Contact](#)

Confirmation

☒ Email confirmation to contact person and listed attendees.
 ⓘ Email confirmation will only be sent upon payment or \$0 balance. Payment can be added on the next screen.

[+ Create Registration](#)

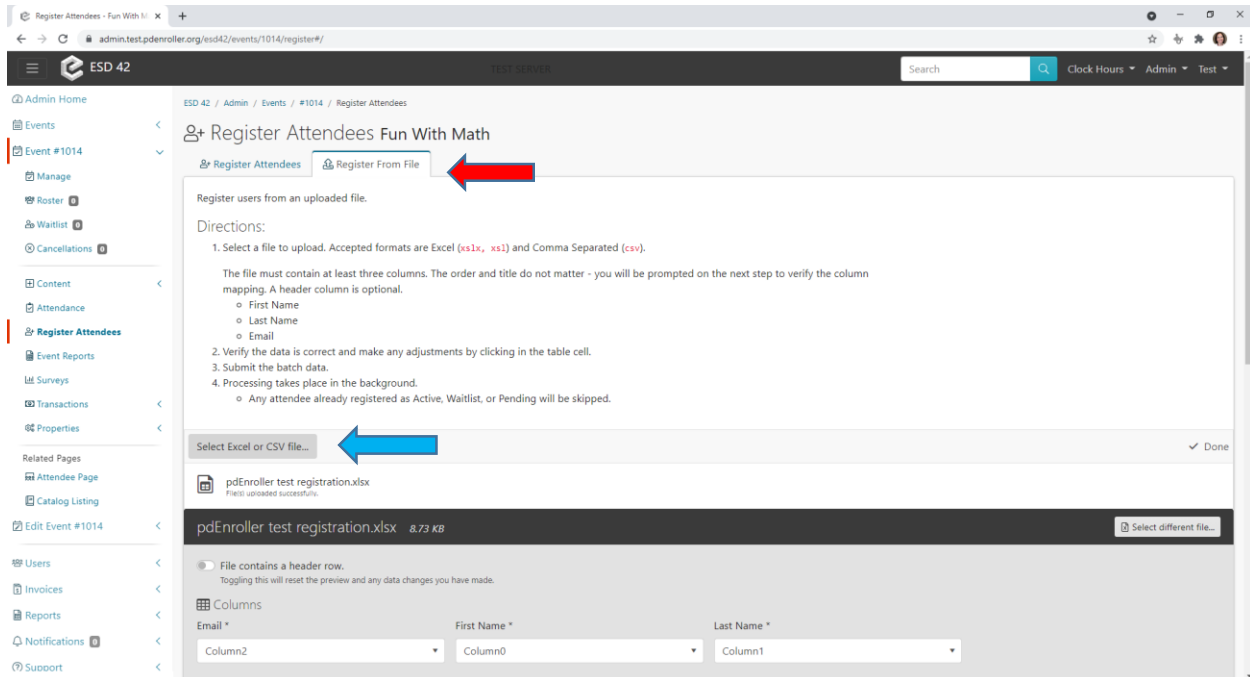
Professional Development Enroller © 2021 Educational Service District 112 [Support](#)

- If this event is free, the next screen will show you your registration was created with \$0 due and an email will be sent letting participants know that they have been registered.

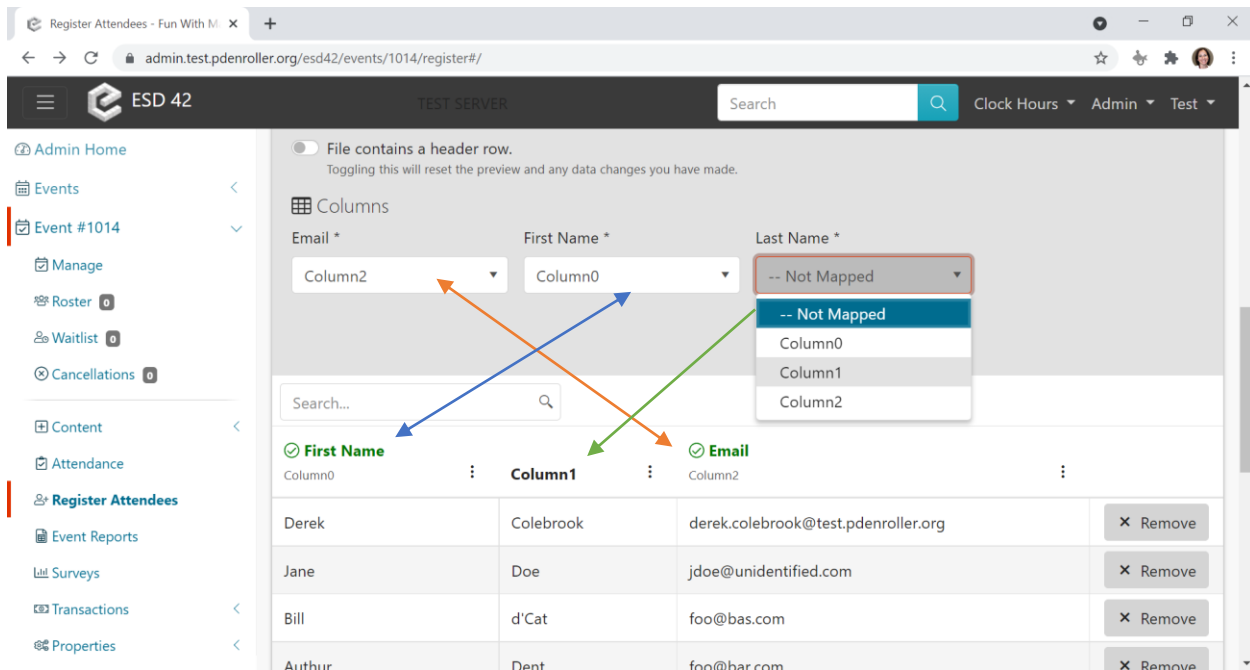
If there is a fee associated with the event, the next screen will allow you to enter payment information. Go to **Payment Screen Instructions**

For a File Upload Registration:

- The file must be an Excel or CSV file and contain the first name, last name and email address of each participant you wish to register
- Click the **Register From File** tab
- Select your **file to upload**



- Once uploaded, select your column mapping by clicking the drop down menu under each columns heading and choose the appropriate column number from below. In this example, **Email will be Column2**, **First Name will be Column0**, and **Last Name will be Column1**



- Select your default organization to assign to anyone who may be on the list and does not have an account (a new one will be created for them) – click in the box to search by name
- Choose a Registration Contact - click in the box and search by name
- Check the Confirmation box to send an email to the registration contact and all attendees
- Check whether you want to bypass the waitlist and register everyone as active (checked box) or uncheck the box to allow participants to be waitlisted if the event is full
- Click Submit Registration

The screenshot shows the ESD 42 registration interface. On the left is a sidebar with navigation links: Admin Home, Events, Event #1014, Manage, Home, Worklist, Cancellations, Content, Attendance, Register Attendees (highlighted), Event Reports, Mail Surveys, Transactions, Properties, Related Pages, Attendee Page, Catalog Listing, Edit Event #1014, Users, Invoices, Reports, Notifications, and Support.

The main content area displays a table of attendees with columns for First Name, Last Name, and Email. Each row has a 'Remove' button. Below the table, there are sections for 'Total Records', 'Default Organization for New Users' (Twin Bridges School District), 'Registration Contact' (Samuel Student), and 'Confirmation' options. The 'Confirmation' section includes checkboxes for 'Email confirmation to contact and all attendees' and 'Bypass the waitlist and register all as Active'. A green 'Submit Registration' button is at the bottom.

First Name	Last Name	Email	
Derek	Colbrook	derek.colbrook@test.pdenroller.org	Remove
Jane	Doe	jane@unidentified.com	Remove
Bill	d Cat	foo@bar.com	Remove
Audhur	Dent	foo@bar.com	Remove
Charlotte	Dreelan	charlotte.dreelan@test.pdenroller.org	Remove
Abbie	Admin	abbie.admin@test.pdenroller.org	Remove

Total Records: Click here to edit.

Default Organization for New Users: Twin Bridges School District

Registration Contact: Samuel Student

Confirmation:

- ☒ Email confirmation to contact and all attendees.
- ☒ Bypass the waitlist and register all as Active.

Submit Registration

- If this event is free, the next screen will show you your registration was created with \$0 due and an email will be sent letting participants know that they have been registered.

If there is a fee associated with the event, the next screen will allow you to enter payment information.

Click the View and Add Payment > button at the bottom of the screen. Go to **Payment Screen**

Instructions

Payment Screen Instructions

- On the payment screen, you have several options
 - You can click the **Activate Now** button so that the participants will be made active and receive their confirmation email immediately. This is beneficial if you are registering a group the day of the event and they need to receive the confirmation email to attend (they will still be obligated to make a payment)
 - You can **send a payment link to the registration contact** you chose on the previous page – this will allow them to pay (preferred method if they are using a credit card to pay). Simply click on the link and the email will go through. Once the contact has paid, each participant will become active and a confirmation email sent to them.
 - You can **Add a payment yourself**
 - Click on the “Add a payment yourself, here” link or at the bottom click the +Add Payment tab

This registration is pending payment. Choose an action:

- **Activate Now** Spaces will be made active and sent a confirmation email.
- [Add a payment yourself, here.](#)
- [Send a payment link to the registration contact, Bruce Wayne:](https://test.pdenroller.org/esd42/Payment/17)
<https://test.pdenroller.org/esd42/Payment/17>

Upon payment, the registration will be set to active and confirmation emails sent.

Name	Email	Status	Price
Aaron Attendee	aaron.attendee@test.pdenroller.org	Pending - Active	\$250.00
Arthur Dent	art@earth.org	Pending - Active	\$250.00
Bill d'Cat	foo@baz.com	Pending - Active	\$250.00
Kelly Customer	kelly.customer@test.pdenroller.org	Pending - Active	\$250.00
Ford Prefect	hh_at_large@hhg.net	Pending - Active	\$250.00

Invoice REG-19

Item	Created	Description	Amount
Registration	7/25/2021 2:13 PM	Aaron Attendee	\$250.00
Registration	7/25/2021 2:13 PM	Arthur Dent	\$250.00
Registration	7/25/2021 2:13 PM	Bill d'Cat	\$250.00
Registration	7/25/2021 2:13 PM	Kelly Customer	\$250.00
Registration	7/25/2021 2:13 PM	Ford Prefect	\$250.00
Sub-Total:			\$1,250.00
Paid:			\$0.00
Refunded:			\$0.00

[+ Add Payment](#)

Registration Status
Pending
Status Updated
Sun, Jul 25, 2021 2:13 PM
Last Updated By
Test Registrar
test.registrar@test.pdenroller.org
(555) 123-4567

Contact
Bruce Wayne
Re: Registration #19

Notes
[+ Add Note](#)

- The Amount field will automatically tally up the total for all participants that you added to this registration
- Select the method of payment
 - Cash is only used if they are physically handing you the cash. By choosing cash and clicking Next, you will bring up a screen that requires you to enter a receipt number

Add Cash Payment

Payment Amount: \$1,250.00

Receipt #

Contact *

Bruce Wayne Phone number

Address

City State Zip Code

Notes

- Check is only used if they are writing you a check and handing it to you. By choosing check and clicking Next, you will bring up a screen that requires you to enter a Check Number and Receipt Number

- Choosing credit card will bring up a screen that will allow you to enter the credit card information

- Choosing purchase order will allow you to enter the PO information – you can choose the status of the PO, External Identifier would be the organization providing the PO, and the date of the PO

- If you choose Waived, the fee for all participants you just registered will be waived. Optional identifier could be the reason for the waiver (for example, cohort participants – Notes is optional, an example would be “ESD 105 cohort participants will receive a registration waiver”

- Once you have chosen your payment type, entered the required information, and click Save, the registration will now show a balance of \$0, the participants show Active, and they have all received their confirmation emails

Registration #19

admin.test.pdenroller.org/esd42/registrations/19

ESD 42

TEST SERVER

Search

Clock Hours Admin Test

Admin Home

Events

Registration #19

Details

Email

Cancel Registration

Event #1010

Related Pages

Confirmation Page

Users

Invoices

Reports

Notifications

Support

ESD 42 / Admin / Registration #19

Registration #19

Spaces Requests

Event #1010: Regional Bus Driver Training

Name	Email	Status	Price
Aaron Attendee	aaron.attendee@test.pdenroller.org	Active	\$250.00
Arthur Dent	art@earth.org	Active	\$250.00
Bill d'Cat	foo@baz.com	Active	\$250.00
Kelly Customer	kelly.customer@test.pdenroller.org	Active	\$250.00
Ford Prefect	hh_at_large@hhg.net	Active	\$250.00

Invoice REG-19

Item	Created	Description	Amount
Registration	7/25/2021 2:13 PM	Aaron Attendee	\$250.00
Registration	7/25/2021 2:13 PM	Arthur Dent	\$250.00
Registration	7/25/2021 2:13 PM	Bill d'Cat	\$250.00
Registration	7/25/2021 2:13 PM	Kelly Customer	\$250.00
Registration	7/25/2021 2:13 PM	Ford Prefect	\$250.00
PurchaseOrder Payment	7/25/2021 2:29 PM	7345120021	(\$1,250.00)
Sub-Total:			\$1,250.00
Paid:			\$1,250.00
Refunded:			\$0.00
Balance			\$0.00

Registration Status

Active

Status Updated

Sun, Jul 25, 2021 2:29 PM

Last Updated By

Bruce Wayne

bruce.wayne@herosrus.com

Contact

Bruce Wayne

Re: Registration #19

Notes

+ Add Note

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Support