Online Registration Part 1: Program Settings

This guide will walk through the first steps of setting up Online Registration for your training organization. Be sure to read the Tips & Tricks document for more in-depth suggestions on each section as you complete this initial process.

STEP 1: Complete Activation

Online Registration

| Active | | Pending as of 06/05/2019 |

⚠ You must connect your STRIPE account and then agree to the terms and conditions to complete activation.

Stripe Account

No Stripe Account Found

1 ⚠

🔗 Link Stripe Account

Online Registration Terms & Conditions

2a

1. Acceptance of Terms

The Registry, Inc. 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.

2b

☐ I agree to the registration terms and conditions

1. Create and Link to Stripe Account by clicking **LINK STRIPE ACCOUNT**

    Please Note: *There may be a short waiting period to get your account approved as a business account with Stripe before you can move to next step.*

2. Accept Terms and Conditions
    a) Carefully scroll through and read all Terms & Conditions
    b) After linking Stripe Account and reading all Terms & Conditions you will be able to click the box to agree to the Terms & Conditions

STEP 2: Alternate Payments
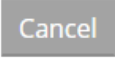
1. If your organization plans on collecting payments outside of Stripe, enable Alternate Payments by clicking on the slider bar by **ENABLE**. If your organization will not be collecting payments outside of Stripe, leave it disabled. See the [Tips & Tricks] guide for more information on making this decision.
2. If your organization chooses to enable Alternate Payments, edit the settings by clicking **MODIFY**. The Alternate Payment box will change to become editable.
   a) Name the form of payment you will accept, i.e. Pay by Check or Money Order
   b) Provide clear and specific directions on when and how attendees make the alternate payment
   c) Save your edits by clicking **UPDATE**.

STEP 3: Set Program Defaults (Optional)

Please Note: *By using default settings, you can save time during event creation.*

1. Consider setting Registration Deadline Defaults for Instructor Led and Self-Paced events. These will auto-populate during event creation based on event start date. Registration deadlines can be changed on an event by event basis as well.

2. Consider adding default text for the event Review Page, Confirmation Page, Confirmation Email, and Reminder Email. See the [Tips & Tricks] guide for helpful suggestions on what to include.
   a) Click **MODIFY** on each section to be updated.
   b) After filling out the text box, click **UPDATE** on each section to be saved.