

# ONLINE REGISTRATION REQUEST FORM

Information needed to complete the registration form. Please answer the following:

## Your contact information:

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Church/Agency Affiliation: \_\_\_\_\_

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## Registration Information:

### 1. Event Information:

- a. Title: \_\_\_\_\_
- b. Date: \_\_\_\_\_
- c. Location: \_\_\_\_\_
- d. Address: \_\_\_\_\_

2. Registration Start Date: \_\_\_\_\_

3. Registration End Date: \_\_\_\_\_

4. Is there a registration fee? \_\_\_\_ Yes \_\_\_\_ No

5. If so, what is the standard fee amount? \_\_\_\_\_ **(NOTE: PayPal charges a service fee of 1.9% plus \$.30 for each transaction. If desired, please adjust your fee accordingly.)**

6. Do you have an early registration period?

- a. What is the LAST day of early registration? \_\_\_\_\_  
(The following day will be the first day of "standard" registration.)
- b. What is the fee amount for early registration? \_\_\_\_\_

7. Do you have a late registration period:

- a. What is the FIRST day of late registration? \_\_\_\_\_  
(The late registration period will be from this date through the "end date.")
- b. What is the fee amount for late registration? \_\_\_\_\_

8. Will you allow deposits? \_\_\_\_ Yes \_\_\_\_ No

9. If yes, what is the minimum deposit allowed? \_\_\_\_\_

10. Allow registrants to register as: *(select one)*

- a. Single
- b. Group (allows single and group registration)

11. Do you want to allow registrants to edit their registrations after registering? *(Registrants will not be able to edit their registration after registration closes.)*

Yes  No

12. Do you want to allow the registrants list to be viewed publicly?

Yes  No

13. Do you want to add a CAPTCHA at the bottom of the registration form?

Yes  No

14. What is the name and email address of the event coordinator (if different than contact)?

\_\_\_\_\_

15. Do you want to receive email notification when someone registers for your event?

Yes  No

a. The system can be set up to send notifications to more than one email. Please provide the email address/es you want to receive notifications.

i. \_\_\_\_\_

ii. \_\_\_\_\_

iii. \_\_\_\_\_

16. What is the organizational contact information? This information (contact person, name of organization, address, telephone number, email address) will be added to the confirmation email for registrants to use if they have questions, etc. *(see example below)*.

\_\_\_\_\_  
\_\_\_\_\_

**EXAMPLE:**

**"Name of Event"**

**Contact Information**

CA-NV Annual Conference, P.O. Box 980250, West Sacramento, CA 95798.  
Telephone number: (916) 374-1500 Email: [XXXXXXXXXX](#)

**Questions? Email:** \_\_\_\_\_

17. If you have a "thank you for registering" message that you want to use in place of the sample below, please add it here.

**(SAMPLE CONFIRMATION:** Thank you for registering to attend the (name of event). Please review your answers and print a copy for your records. If you did not pay on line, mail your completed registration form and payment to the attention of (name of person) at CA-NV Annual Conference, P.O. Box 980250, West Sacramento, CA 95798 (or other address). Make the check payable to CA-NV Annual Conference and add "name of event" on the memo line. Please contact (name of contact person) at (phone #) or (email of person) with any questions (if different than contact person above).

18. The standard registration form includes:

- a. Contact Information: Name, address, email, telephone number
- b. Church or other affiliation
- c. Choice of dates and times of class/training/event to select.
- d. Payment information
- e. Event details

If you want to registrants to provide any additional information, please include those questions (or information) here and email to [janeh@calnevumc.org](mailto:janeh@calnevumc.org).

19. A spreadsheet of all registrants with payment information can be supplied periodically prior to the event. Provide the email address for each person (one or two only) who wants to receive it. If you do not receive the email, as requested, please contact us.

20. Please provide the account information so monies collected through PayPal can be deposited in the correct account. The PayPal account is reconciled monthly. A PayPal statement for your event will be emailed to the event coordinator at that time.