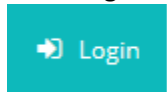


HOW TO TURN ON ONLINE REGISTRATION AFTER AN EVENT HAS BEEN CREATED

1. Go to www.papdregistry.org.
2. Click 'Login' in the top right corner.




3. Enter your email address and password, then click 'Login'.

Email address

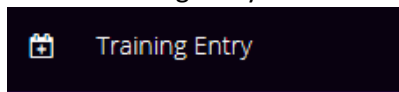
Password

Remember me

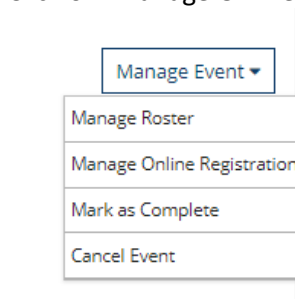
 Login

[Forgot Password?](#) [Create Account](#)

4. Make sure you select the profile you created the event in from the drop down in the upper right hand by your name.
5. Select 'Training Entry' in the left-hand menu.



6. Search for the event you want to turn on online registration for and click on the title.
7. Click on 'Manage Online Registration' within the Manage Event drop down.



8. Click 'Setup'

Online Registration



9. Information Collection

a. Attendee Details section: complete if you want to collect more or less info from your attendees.

Attendee Details

Select the information you would like to collect from your attendees.

Standard Questions	Collect	Require
Registry ID	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
First Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Last Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Email Address	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Attendee Type	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Company/Organization	<input type="checkbox"/>	<input type="checkbox"/>
Mailing Address	<input type="checkbox"/>	<input type="checkbox"/>
Primary Phone	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mobile Phone	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Save Changes

b. Registration Fees section:

- i. Select 'Add Fee' if the event has a fee and you are accepting payment through the system.
- ii. Select 'Free Event' if the event has no cost or you are taking payment outside of the system.

Registration Fees

Add Fee

Free Event

 No event fees have been added.

c. Additional Items section: you may skip this section

Additional Items

Add Item(s)

Add additional items that can be purchased in addition to the Registration fee.

 No additional items have been added.

d. Click 'Next' to continue.

10. Text & Email section: Review the emails on this page that are sent out to the participants. Click 'Next' to continue.

11. Activation

- a. Registration Setting section: review this information and make any necessary changes.

Registration Settings

Max Number of Participants

Registration Starts

Registration Ends

Hide Listing Before Registration Start Date

- b. Terms and Conditions section: check the 'I agree to the terms and conditions as defined above' box.
- c. Click 'Activate' to finish online registration setup.

Terms and Conditions

Please agree to the following terms and conditions and designate an online registration start and end date in order to complete the online registration setup process. Please note that this event must be approved by Pennsylvania in order for it to appear in the statewide training calendar and be available for online registration.

1. Acceptance of Terms

The Pennsylvania Professional Development Registry, 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.

2. Registration and Password

I agree to the terms and conditions as defined above

Print Terms

Exit

<< Previous

Activate

12. If this is a private event, you can copy and paste, and email the Registration Page Link to the participants you wish to provide the event to.

Event Activation Complete

This event is available for online registration beginning on 05/01/2018

Preview Event Registration

View Event Dashboard

Registration Page Link

<https://pauat.newworldnow.com/register.aspx?evid=288743>

Copy to clipboard