

EMS – Configure Quotas

(This document is not fully accessible. If you required an accessible document please contact ANR Event Services at 517-353-3175 or events@anr.msu.edu.)

Creating quotas allows you to set limits or minimums on the number of registrants allowed to register for your event or specific option.

To set up a quota follow these steps.

Event Dashboard: Training

Event ID: 1000

Public URL: <https://eventstrain.anr.msu.edu/training192/>

Event Summary

- Start Date: 06/22/2019
- End Date: 06/22/2019
- Event is active

Configure Event

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1. On the event dashboard click Configure Quotas in the Configure Event box.
2. Select the Scope of Quota.
 - a. Entire Event means the quota will be created across the event regardless of how many registration processes you might have.
 - b. One Registration Process means the quota will be specific to one process.
 - i. If you want a quota on two registrations but not a third registration process, contact ANR Event Services at events@anr.msu.edu during the build process for assistance in making sure the event is built to how you want the quota to work.
 - c. If you only have one registration process, either answer will do.
3. Select the correct Quota that will be applied to option.
 - a. All non-cancelled registrations means the quota will apply to all registrants that are not cancelled. If you have integers or fields that collect guest options you will need the Registrations for a specific user input depending on how your form is built. Contact ANR Event Services at events@anr.msu.edu for assistance.
 - b. Registration for a specific input allows you to select which input you would like to put the quota on. With this option you can add multiple quotas on one form. For example, if

you are offering breakout sessions that are limited, you can add a quota for each, using the "Form Input Label" dropdown.

Configure Quotas: Training

Required fields are indicated with an asterisk (*)

Configure a New Quota

*Scope of quota: Entire Event One Registration Process

*Quota will be applied to: All non-cancelled registrations Registrations for a specific user input

- i. When using the Form Input Label, you can narrow it down to the breakout sessions by clicking Next and using the Form Input Value dropdown.

Configure Quotas: Training

Required fields are indicated with an asterisk (*)

Configure a New Quota

Quota scope: entire event Quota will only affect a specific registration form input

* Form input label (outputFieldName):

Address(address1)

Add'l Address(address2)

City(city)

First name(firstName)

Last Name(lastName)

Phone Number(phone)

I would like to register for this event(registerForCheckbox)

Zipcode(zipcode)

- ii. Each breakout will need to be entered individually so this can take some time if you have a long list.

4. Click Next.
5. Add a minimum and/or maximum number for your quota.

Add Quota: Training

Output Fieldname: registerForCheckbox

Required fields are indicated with an asterisk (*)

Quota Settings

*Quota Minimum:

Some activities require a minimum number of participants for the activity to take place. Enter that minimum here. Or, enter 0 if there is no minimum.

*Quota Maximum:

Enter the maximum number of participants that are allowed to register for this activity. Enter 0 if there is no maximum. Once the quota maximum is reached

No Openings Message:

This optional message is displayed in public registration once the quota maximum is reached and the public is no longer allowed to register for the activity.

*Allow wait listing once quota maximum is reached. Yes No
*This setting is ignored if quota maximum = 0.
 NOTE: At present the only wait lists available are for all registrations on the entire event, or on one registration process.*

Wait Listing Confirmation Message:

6. If you would like the registrant to receive a No Opening message you may add that.
7. If the quota is on an event or specific registration process you can click the Yes option to allow a waiting list once the quota is met. This is not available on specific input quotas.
 - a. You can also add a Wait Listing Confirmation Message.
8. Make sure the Quota is marked active.
9. Click "Create Quota" to activate quota.
10. Repeat as necessary.

To manage or view your quota, please reference the Managing Quota Report procedure.