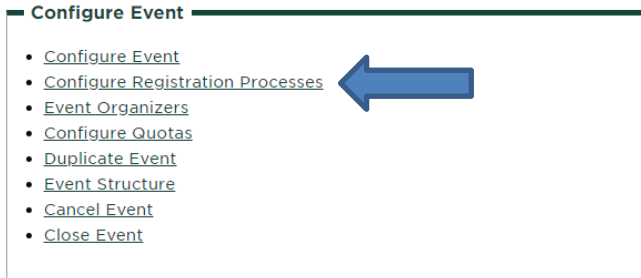


EMS – Editing Registration Dates

(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.)

1. From the event dashboard, click “Configure Registration Processes” link.



2. Under the Actions column, select “Edit” under the process you would like to edit. Each process must be done separately.

Registration Process Configuration: Training

The image shows a table with the following structure:

Actions	Process Name	Early Reg. Start Date
Edit Registration Forms Pricing Rules Duplicate Cancel	Participant	06/18/2019

A blue arrow points to the "Edit" link in the Actions column of the first row.

3. In the “Configuration Details” tab, view the ‘Registration Dates’ section.

Configuration Details | Look & Feel | Group Registration | Event Services Settings

Configuration Details

* Process Name:
Participant
Registration process name is used in administrative reports to track which process was used to collect registrant data. All registration process names in a types of registrations in a single event.

* Registration Button Caption:
Register Online
This caption is used to label the button that launches the registration form for this process on the event summary page, and on an event roster.


Registration process: Active Disabled
The button that allows clients to register online only appears on an event summary page if the registration process is active and the current date is between the registration start and end dates.

Will you be sharing the registrant roster with participants? Yes No
If you answer yes, a communications opt-in question pertaining to this issue will be asked at the end of the last page of each registration process.

Only allow this process to be used for back office registrations
Back office only registrations do not appear on event summary page, and are not available for public use. They can only be accessed by event organizers

Registration Dates

* Early Registration Start Date:
06/18/2019
First date for online registration with discounted, early bird pricing. Online registration opens at 12:01 AM on the Early Registration Start Date.

* Normal Registration Start Date:
06/18/2019 
First date for online registration with normal pricing. Price change occurs at 12:01 AM on the Normal Registration Start Date.

* Registration End Date:
06/22/2019
Last date for online registration. Online registration closes at 11:59 p.m. on the Registration End Date.

4. This will show you what the registration dates are set as, which determines when the registration button is active for individuals visiting the registration webpage.
5. Edit as needed but **never** set the “End Registration Date” to the day of the event!! Set the “end” date as at least the day before or earlier depending on your event needs.
6. Make sure to click “Update Registration Process” at the bottom of the page when finished to update.