

EMS – Managing Quota Report

(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.)

Once a quote is set up, you can monitor registration numbers and manage wait lists, if set up.

Monitoring Registration Numbers

1. To take a closer look into your quotas, click Quotas Report in the Manage Event box of the event dashboard.

Event Dashboard: Training

Event ID: 1000

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

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| <p>Event Summary</p> <ul style="list-style-type: none"> • Start Date: 06/22/2019 • End Date: 06/22/2019 • Event is active | <p>Registration Summary</p> <ul style="list-style-type: none"> • Registrants: 1 • Cancelled Registrations: 0 • Registrants w/ Balance Due: 0 • Gross Revenue: \$20.00 • Unprocessed Revenue: \$20.00 • Total Balance Due: \$0.00 |
| <p>Configure Event</p> <ul style="list-style-type: none"> • Configure Event • Configure Registration Processes • Event Organizers • Configure Quotas • Duplicate Event • Event Structure • Cancel Event • Close Event | <p>Manage Event</p> <ul style="list-style-type: none"> • Registrant Roster • Invoices/Receipts • Attendance • Notes • Download Registrants • Export File Uploads • Quotas Report • Special Needs Report • Custom Reports • MiPRS Report • Communications Report  |

2. This page will show you all the quotas set up.

Quotas Report: Training

Event-wide Quotas

Registration Form Input

I would like to register for this event (registerForCheckbox)

Registrants: 1
(0 registrant minimum,50 registrant maximum)
There are 49 openings available.

- a. Here you can see the minimum and maximum numbers entered.
 - b. It will outline if the quota as overbooked and by how many, if there are no opening or list the number of openings still available.
 - c. You can register registrants on this page as an Event Organizer using the registration buttons. This also works if the program if overbooked.
 - d. You can also view the wait list by clicking on the green text.
3. If you need to make changes to a quota, go back to the dashboard and click **Configure Quotas** in the Configure Event box. If you need help reference the Configure Quota procedure, or contact ANR Event Services at events@anr.msu.edu.

Managing Wait List

1. To monitor wait lists, click Quotas Report in the Manage Event box of the event dashboard.



2. If the quota has been met and registrants have registered for the wait list, you will have a clickable wait list link.

Quotas Report: Training

Event-wide Quotas

Quota on all non-cancelled registrations

Registrants: 1
(0 registrant minimum, 1 registrant maximum)

There are no openings available.

There are 1 people on [wait list](#).



[Register for Event](#)

3. This link will bring up a grid of individuals that registered for the wait list. It includes the date and time they registered so you can register people in the order they came through.
4. You can also add people using the Add Client button. Be prepared with registrant's first name, last name, phone and email, if available.

Add a Registrant from the Waiting List to the Registrant Roster

1. When you receive a cancellation, do not cancel the individual right away, as it will open a spot that someone could potentially register from the public URL.
2. Go to your wait list following the directions above under Managing Wait List. Call the first person on the wait list.
3. Explain that a spot became available and you are calling to confirm if they are still interested and if you can help them register.

If no, don't register:

4. Click the Delete button under Actions.
5. Go to the next individual and follow the procedure above under Add a Registrant from the Waiting List to the Registrant Roster.
6. Repeat until the list is gone.

If yes, register:

4. Click the Register button under Actions.
5. Go through the registration form with the individual.
6. When you get to the payment screen confirm how they would like to pay. If by credit card, explain that you will send an invoice and they can pay directly online. For information on how to send an invoice, reference the Sending an Invoice procedure.

7. Once registered, go back to the Registrant Roster and cancel the individual requesting cancellation. For information on how to cancel a registrant, reference the Canceling a Registrant procedure.