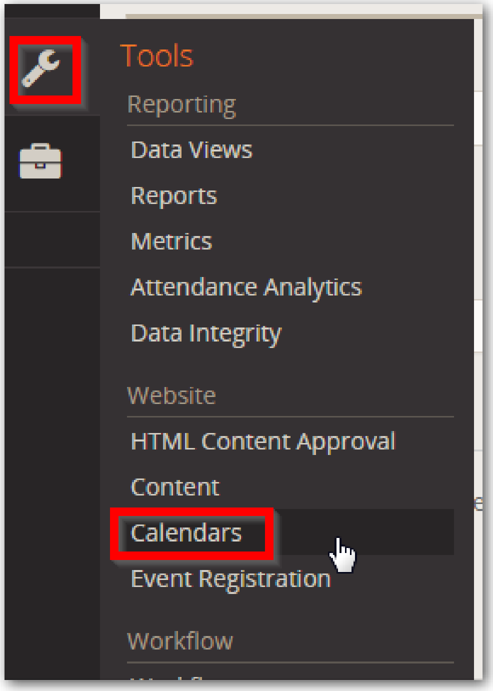
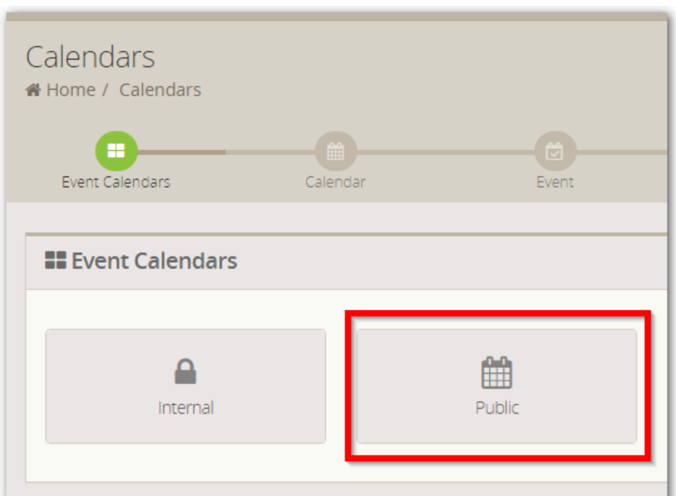
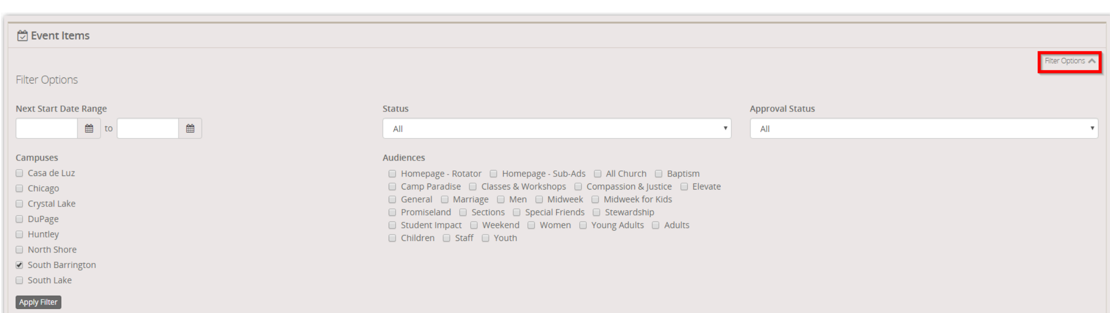
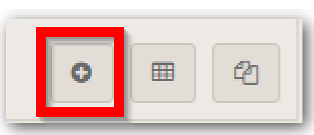
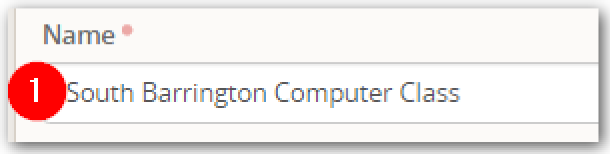
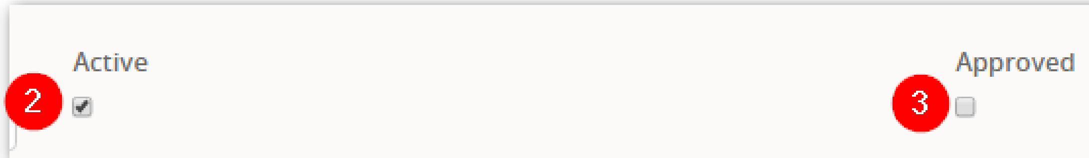
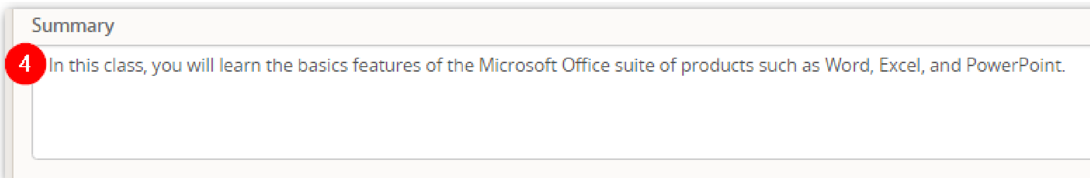
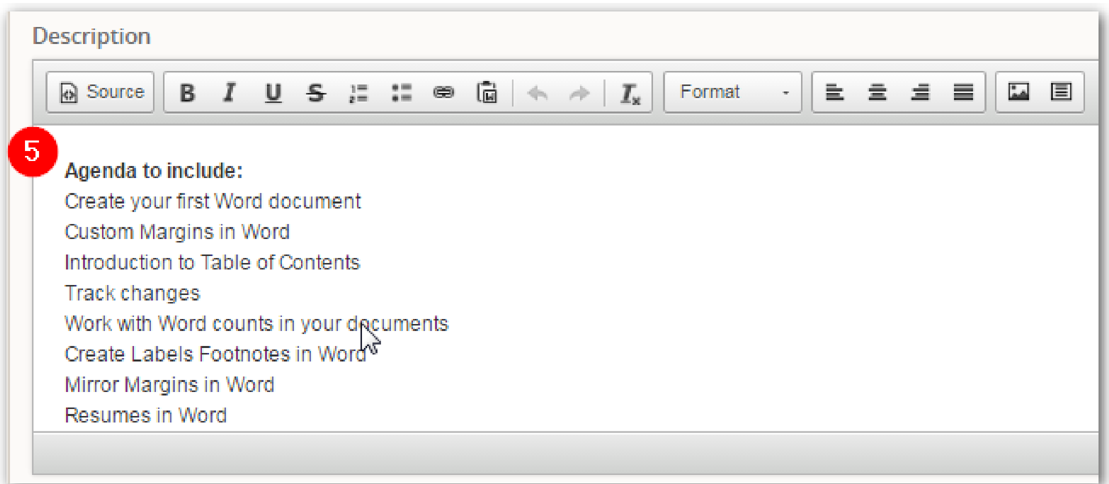
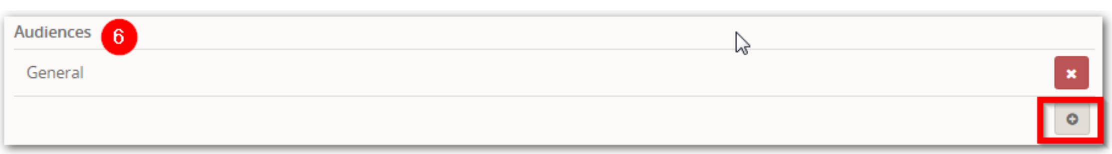
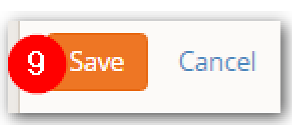
Rock Events Training (Full Video Training)

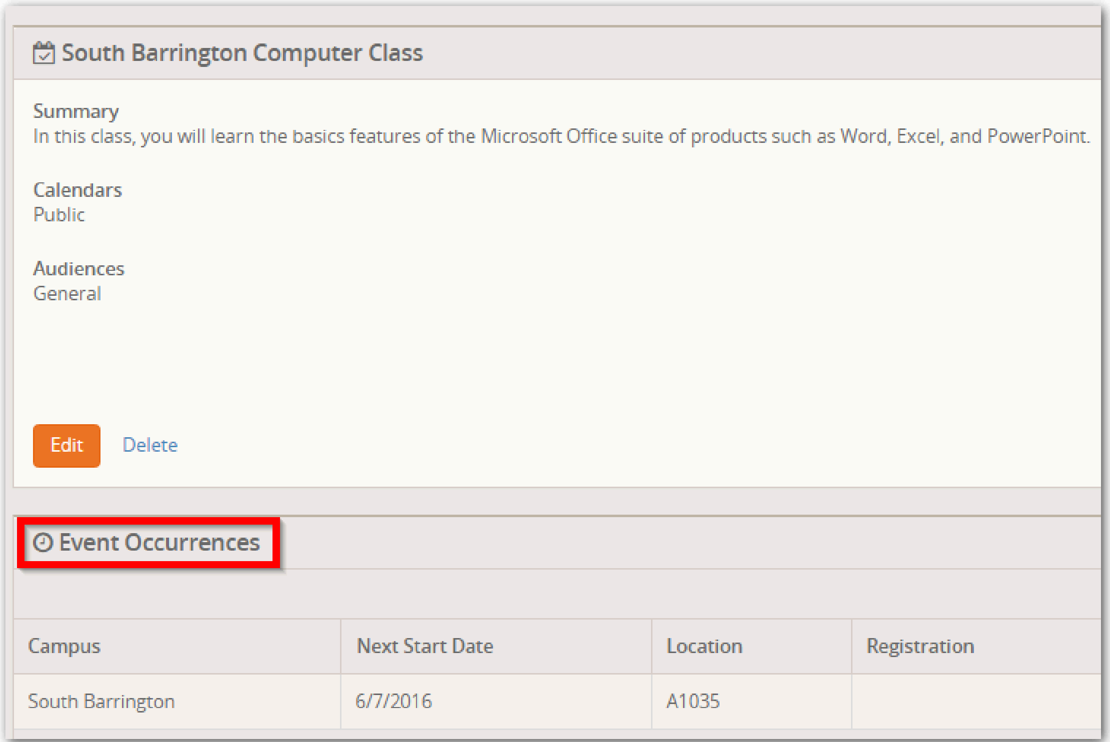
<table>
<tr><th colspan="2">Creating an event that <u>WILL NOT</u> require registration</th></tr>
<tr><td>Click the “Calendars” link from the Tools menu.</td><td>
</td></tr>
<tr><td>Select “Public” from the Event Calendars.</td><td>
</td></tr>
<tr><td>Click on “Filter Options” to specify your filter.

Sidenote:
From the Events list page, you can filter by Date, Campus, Status, Audience.</td><td>
</td></tr>
<tr><td>Look towards the bottom right corner of the Events list, and click on the plus sign to add a new Event.</td><td></td></tr>
</table>

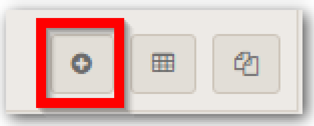
<table>
<tr><th colspan="2"><u>Step 1: Specify the Event Details</u></th></tr>
<tr><td>(1). Specify the “Name” of your Event. This is what will appear on the public website.</td><td>
</td></tr>
<tr><td>(2),(3). By default the Event should be marked as “Active” and “Approved” should NOT be checked.</td><td>
</td></tr>
<tr><td>(4). Specify a short Summary description of the event.</td><td>
</td></tr>
<tr><td>(5). Specify a more complete Description of the event that will be displayed on the event detail page. If this is a non-registration event, it may be useful to include somewhere in the description that “No registration is required”.</td><td>
</td></tr>
<tr><td>(6). The Audiences specification will be used to determine where on the Willow website your event will be posted. You may specify more than one Audience.</td><td>
</td></tr>
<tr><td>(7). Upload an optional Photo that will be displayed with your event. This image will be displayed on the event details page.</td><td>
</td></tr>
<tr><td>(8). The Calendars option should always be marked as “Public” unless this is an event that will be marketed internally.</td><td>
</td></tr>
<tr><td>(9). Click “Save” once you’ve populated all of the required fields.</td><td>
</td></tr>
</table>

Step 2: Specify the Event Occurrence (when the actual event will occur)

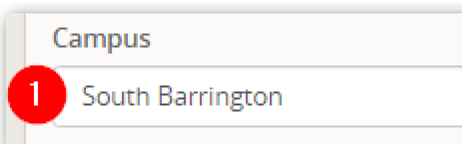
You may add a new event occurrence from within the **Event Detail** screen.



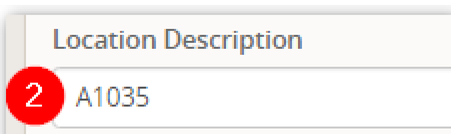
Look towards the bottom right corner of the **Event Occurrences** list, and click on the **plus sign** to add a new occurrence.



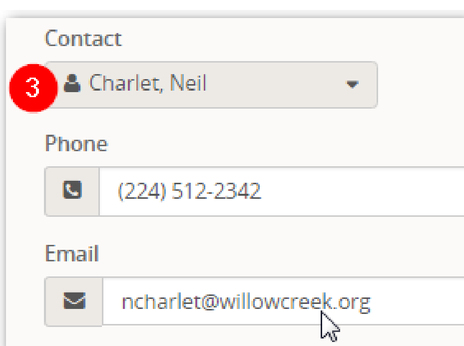
(1). Specify your **Campus**. This will also determine what regional website your event will be posted.



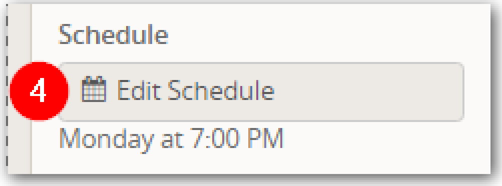
(2). Specify the room **Location Description** of your event.



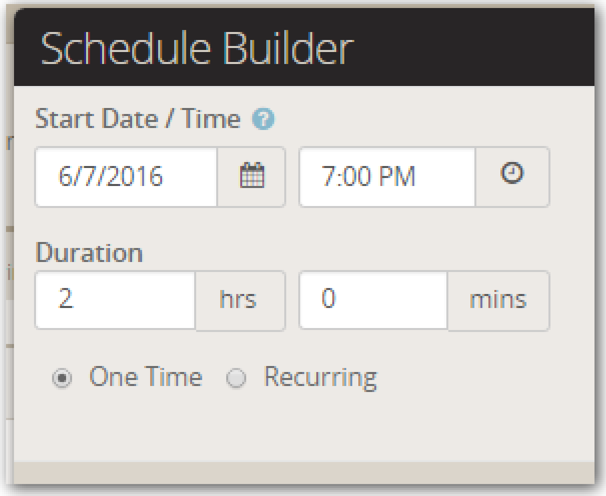
(3). Specify the **Contact** person for this event. This will appear on the public website event details.The phone number and contact email may be edited if needed.



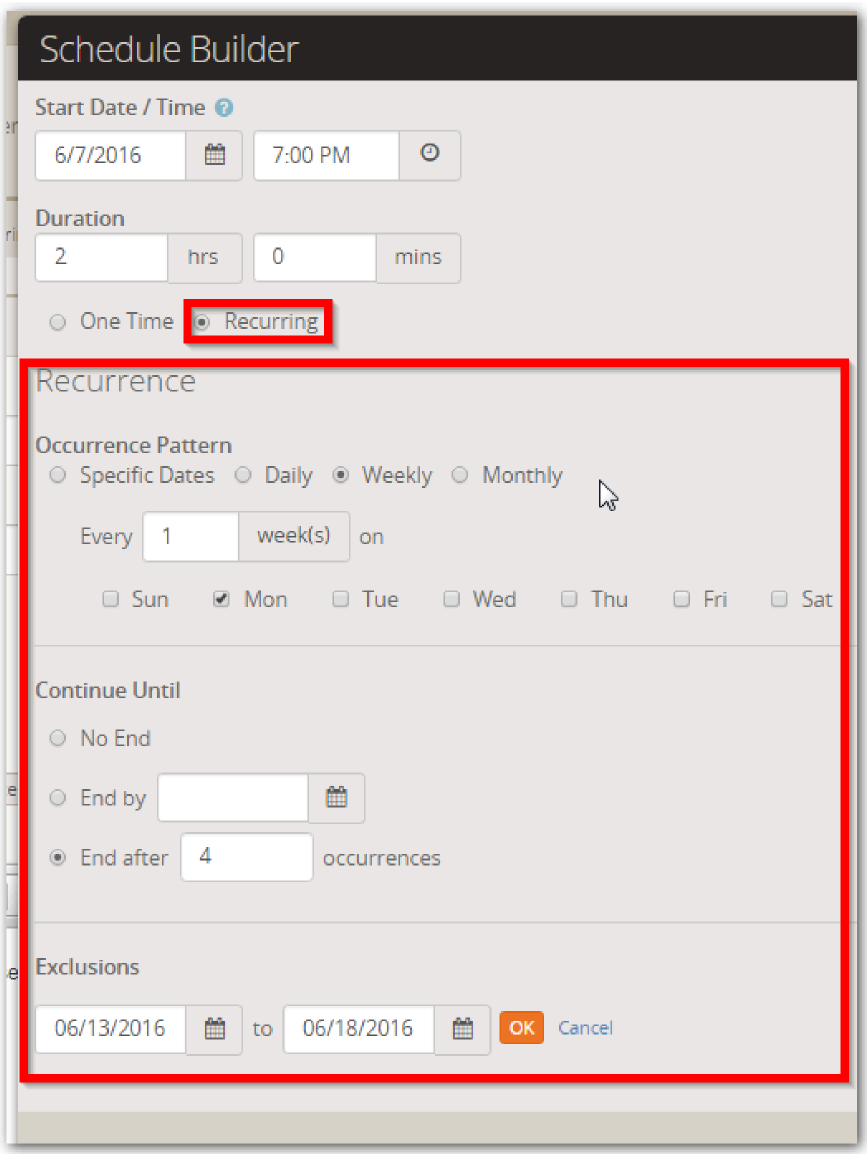
(4). Specify the event **Schedule**. In other words, when and what days will this event occur.



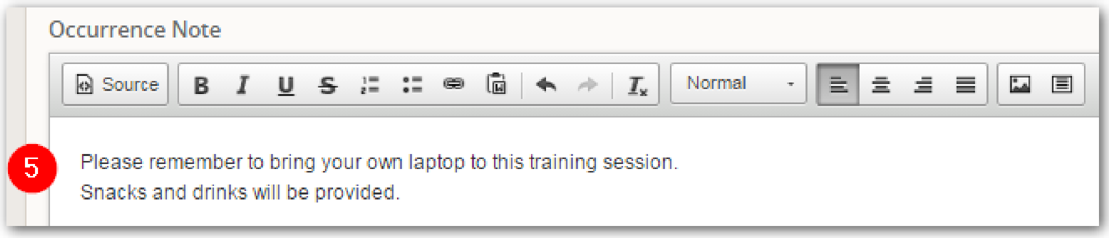
For a **One Time** event, specify the date, time and duration.



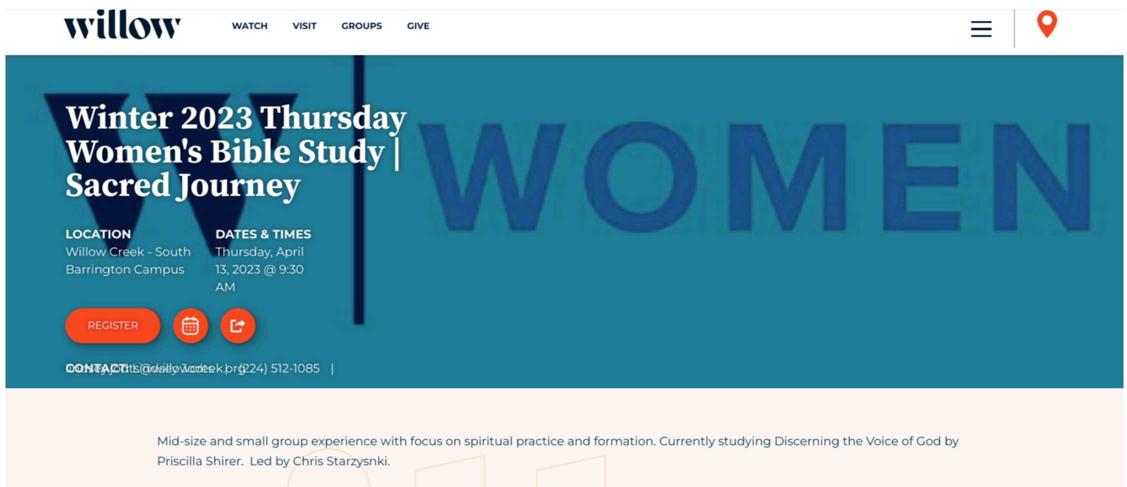
For a **Recurring** Event**,** you have additional options to specify the frequency of the event.



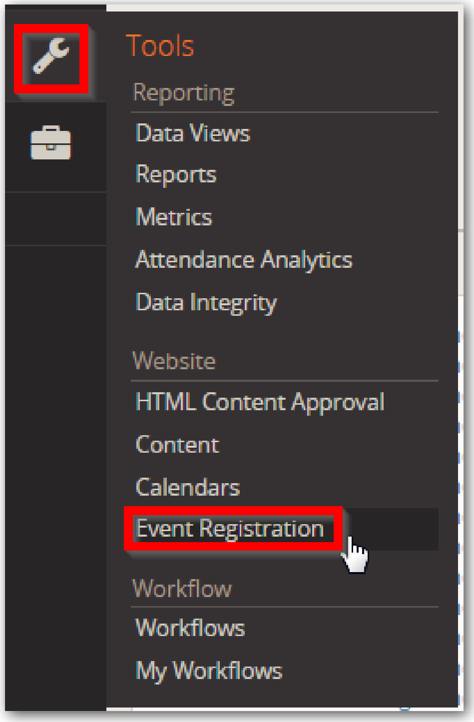
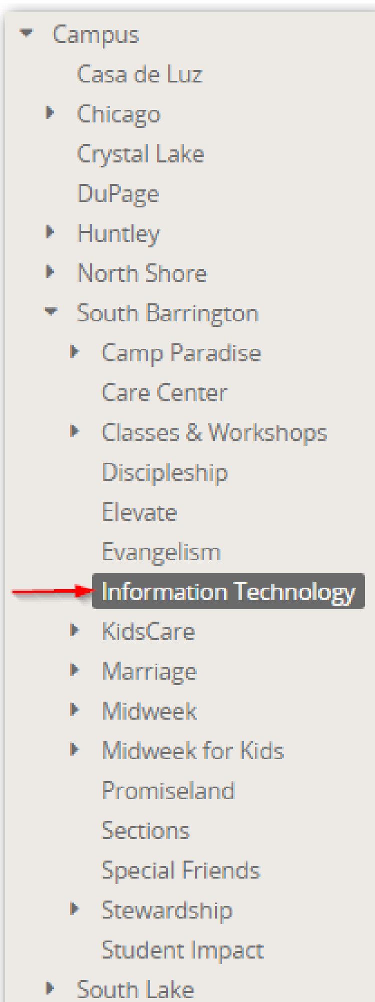
<table>
<tr>
<td>(5). The Occurrence Note will be shown on the event detail screen on the public website. It is used to provide custom notes about the specific occurrence.

(6). Click “Save” once you’ve populated all of the required fields.</td>
<td>


</td>
</tr>
<tr>
<td>This is an example of how the event may appear on the public website.

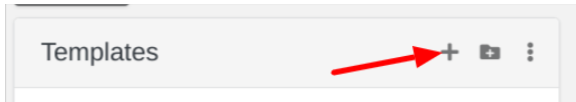
When you click on the “Register”, button you will directed to the registration page.</td>
<td>
</td>
</tr>
<tr>
<td>** What’s the main difference between an event that requires NO registration and event that DOES require registrations?</td>
<td>An event that requires NO registration does not utilize a Template nor Instance.

This scenario will be covered in the next section of the guide.</td>
</tr>
</table>

<table>
<tr><th colspan="2">Creating an event that <u>WILL</u> require registration</th></tr>
<tr><td>Click the “Event Registration” link from the Tools menu.</td><td>
</td></tr>
<tr><td>You’ll see a “tree” structure in which you can navigate and click on your specific campus and ministry.</td><td>
</td></tr>
</table>

Step 1: Create the Registration Template *(Template is a fancy name for the registration form)*

Click the **"+"** sign to create a new Template.



(1). Specify the **Name** of the Registration Template. **Please preface the name of the template with a three letter abbreviation for your campus (SBR, CLK, HNT, etc etc).**

(2). Mark the event **"Active"**.

(3). Specify the **Group Type** as **"General Group"**.

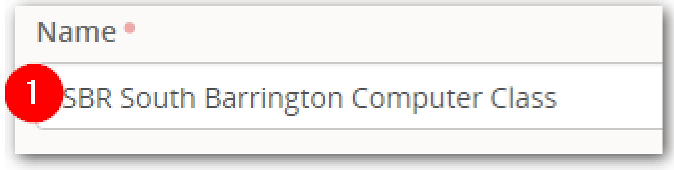
(4).(5). Specify the **Group Member Role** as **"Member"** and the **Group Member Status as "Active".**

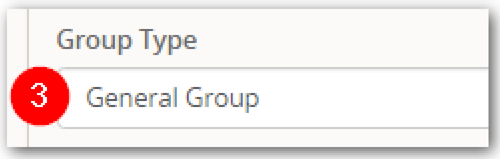
(6). (Optional) Check the box to notify the **"Registration Contact".** This option notifies the registration contact person anytime there is a new registration.

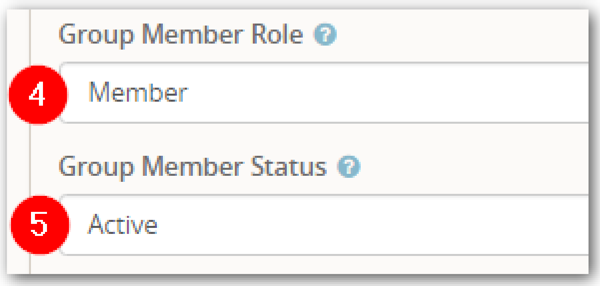
(7). Leave the box to require a login **unchecked**.

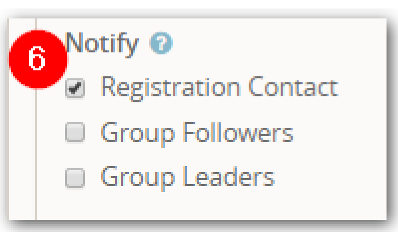
(8). Checking the **"Yes"** box will allow registrants to login and make updates or changes to their registration ***(not currently a feature that is available)***.

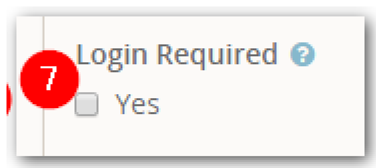
(9). When checked **"Yes"**, registrars and registrants will have a note added to their Rock person record timeline that denotes that they have registered for the event.

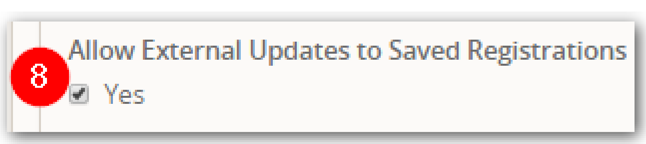


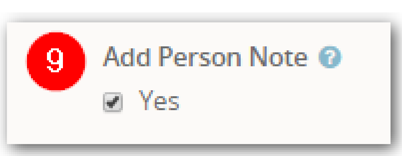




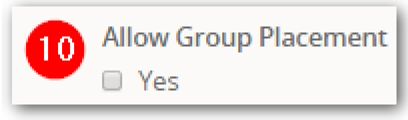




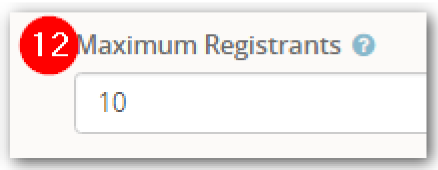




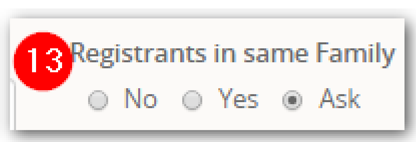
(10).(Optional) This option allow you to place registrants into a Group within Rock after they register for an event.



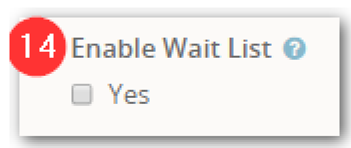
(11)(12).(Optional) This option allows users to register multiple registrants. If **"Allow Multiple Registrants"** is checked, you can specify the max number of registrants that a user is allowed to register.



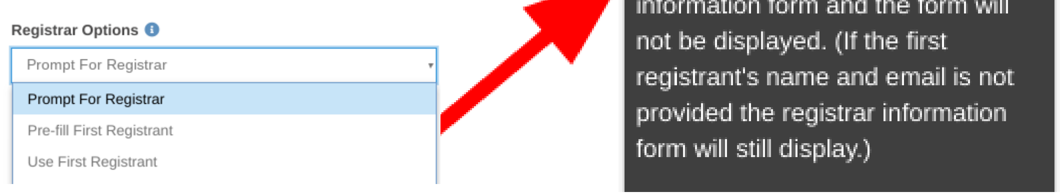
(13). MANDATORY!! Check the **"Ask"** option. Having this option checked will prompt the registrant the question to confirm if the additional registrants are within the same "family".



(14).(Optional) Check this if you would like a waitlist to be enabled when the maximum number of registrants is reached.

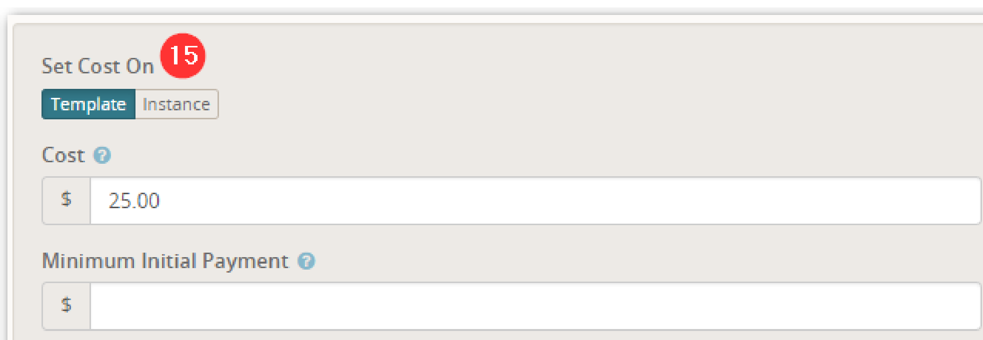


Registrar Options —>



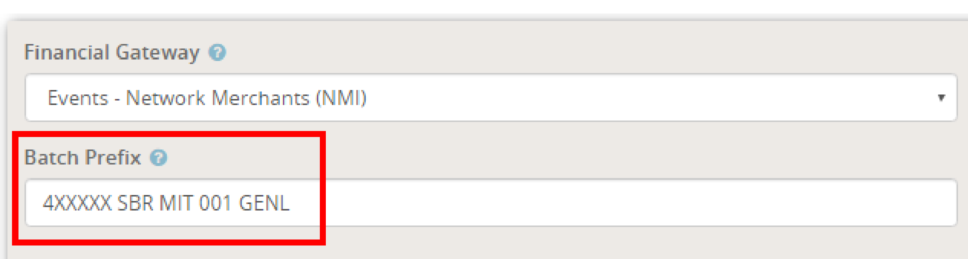
*****You can set the cost of the event via the Template or Instance.***

(15). Specify the **Cost, Minimum Initial Payment(if desired), Financial Gateway and Batch Prefix.**



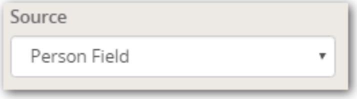
Select **"Events - Network Merchants (NMI)"** as the Financial Gateway..

IMPORTANT ----->
Specify your INCOME budget account in which the income from the event will be deposited. The account number should be in this format:
4XXXXX XXX XXX XXX XXXX
(see example in the image)



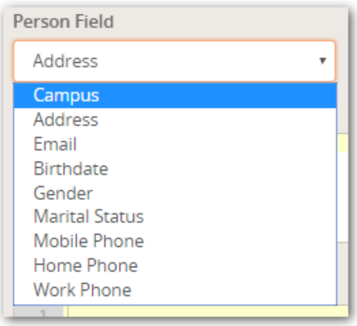
Creating the “Form Questions” *(the fields that people fill out when they register)*

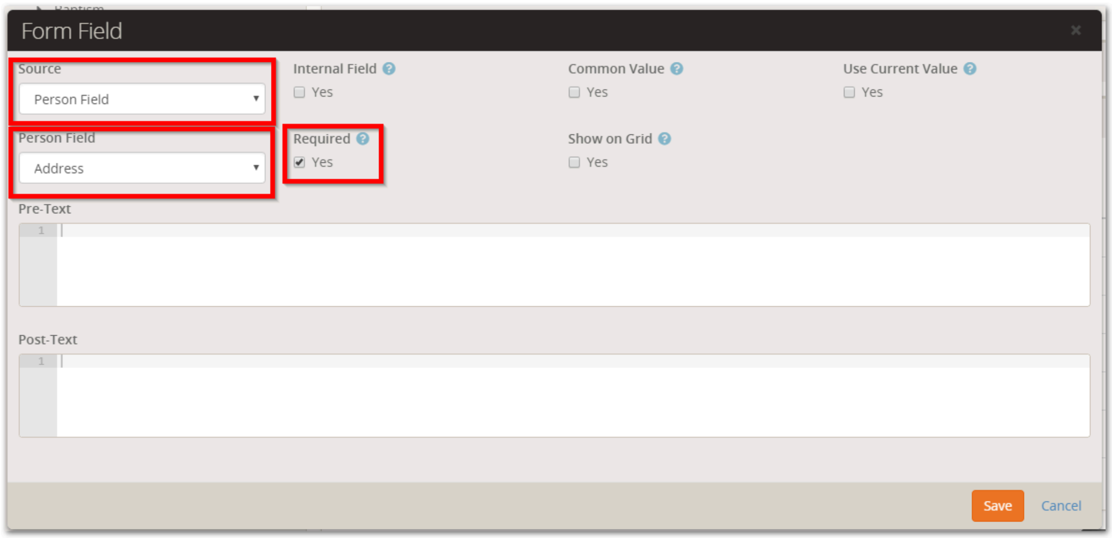
Option 1: Person Field as the Source



***Rock defaults to collect the First and Last Name, Email Address, and Date of Birth*.**

You may add additional **Person Fields** in an effort to collect additional information. These fields will update the person's Rock record when populated.





In this example, I chose the **“Address”** as the additional **Person Field**.
You’ll notice that I marked this as a **“Required”** field entry.

Here’s a more detailed description of the **Form Field** options.

Common Value: Filling out forms can be tedious. This setting allows you to take the entered value from the first registration and auto-populate the same field for the subsequent registrants.

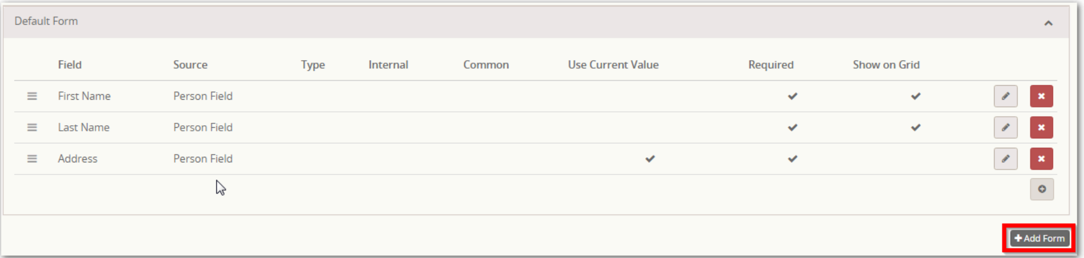
Internal: This setting allows you to define the attribute, but keep it from being displayed on the external registration form. It will be made available however when editing the form internally. This is used for internal fields that will be entered after the registration takes place.

Use Current Value (not utilized): In an effort to reduce the amount of data that must be entered, this setting takes the current value from the registrar's record (if we require login for registration). This is especially helpful for attributes like 'Address'.

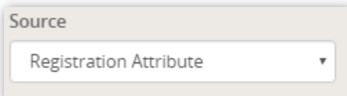
Show On Grid: This will place this attribute on the grid of registrants. It can be very helpful as long as you limit the number of items you put on the grid.

Pre-Text / Post-Text: Like the workflow entry forms, these fields allow you to surround your entry fields with custom HTML markup. With some basic web design knowledge you can use these fields to create richer experiences.

You can add an additional form(s) for your event registration. Each form that you create will have its own registration page. Click the **"Add Form"** button towards the lower right corner of the Form(s) box.



Option 2: <u>Registration Attribute</u> as the Source



Adding a **"Registration Attribute"** will allow you to specify custom questions for your registration form.

(2). Whatever you populate in the **Name** field will appear as the form field question.

(3).(Optional) The **Description** field is optional. Entering a brief description here will give event editors a clue as to the relevance of this specific form field.

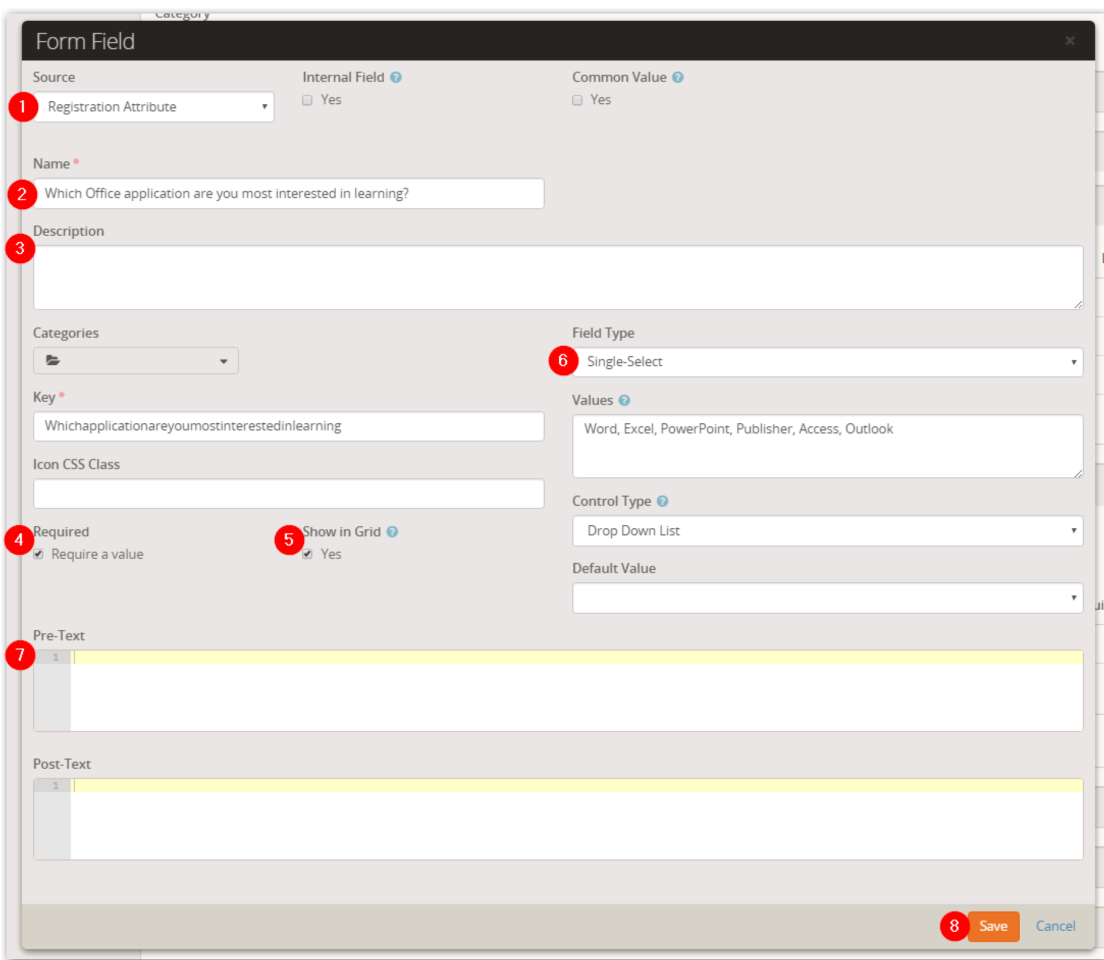
(4). Check the box if this is to be a required question.

(5). Show in Grid will place this attribute on the grid/table of registrants.

(6). Specify the **Field Type** (*See the list below for common **Field Types** and their definition).*

(7).(Optional) Specify the **Pre-Text/Post-Text.** Allows you to surround your entry fields with custom text.

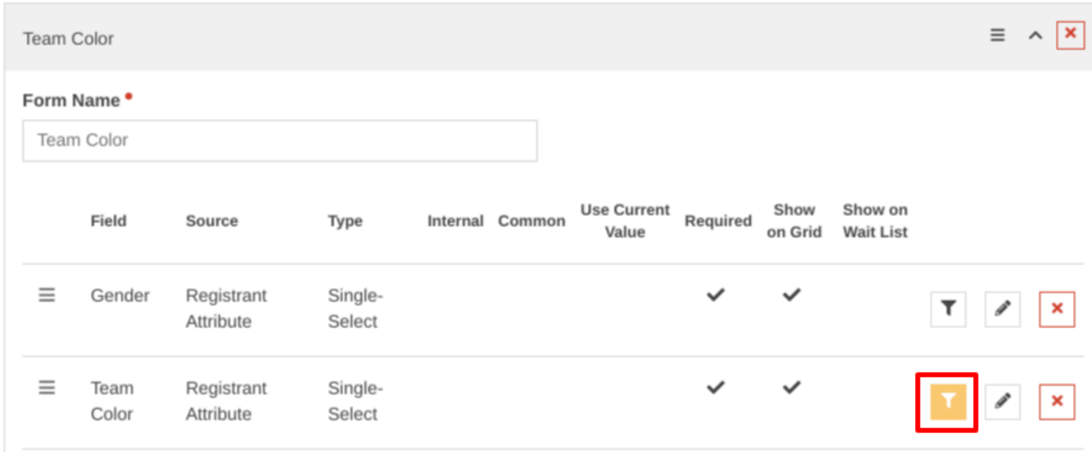
(8). <u>SAVE! SAVE! SAVE!</u>



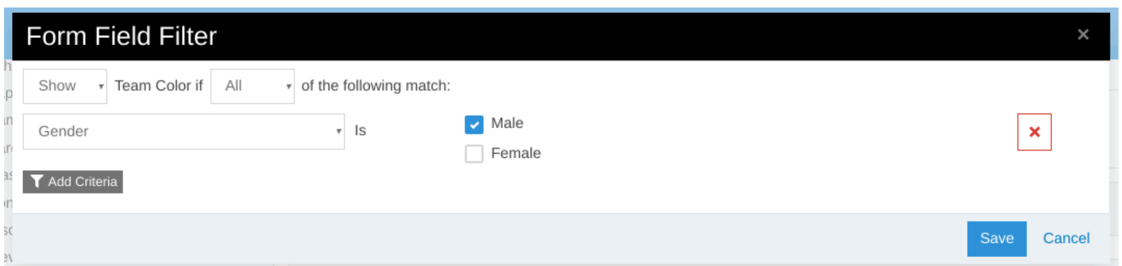
Conditional Registration Fields

You will need to create a new Form in order for you to have the ability to add registration fields that are linked with conditional logic.

The Form will require at minimum two or more registration fields.



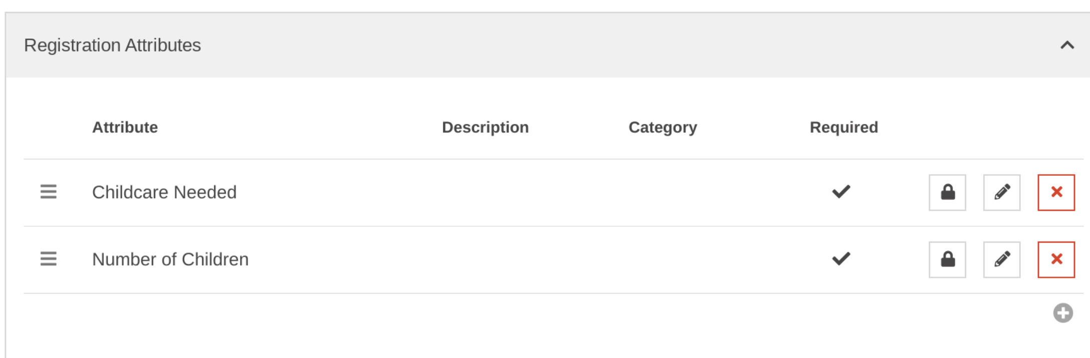
Click on the filter and configure the logic based on the prior response.



In this example, the conditional logic will kick in if they choose Male as a response to the prior question. Doing so will then provide them with an additional field to choose a Team Color.

Registration Attributes [(Video Tutorial)]

Registration attributes allow for the collection of attributes about the registration that do not pertain to a specific registrant.



Common Field Types that you may want to use in your forms

Split Date	Allow the form submitter to specify the date within a three-block field. One block for each date value.
Memo	A larger text field for entering multiple lines of text
Text	A simple line of text
Integer	Stores a whole number (no fractions or decimals).
Multi-Select	Allows you to specify a list of values that multiple items can be selected from. You define the list of values by entering a comma-separated list of items. The items will be displayed as a checkbox list.
Single -Select	Very similar to the multi-select field type but only allow a single value to be selected. The single select field type has the added option of displaying the list as either a radio list or drop-down select.
Boolean	Use this for situations where the options are Yes or No, Done or Not Done.
Connection Opportunities	This field type would allow you to automate a Connection request based on the Connection Opportunity that has been selected ***(See the Technology Department for additional training before using this field type)***.

Configuring Optional Fees [(Video Tutorial)]

There are four types of fees available.

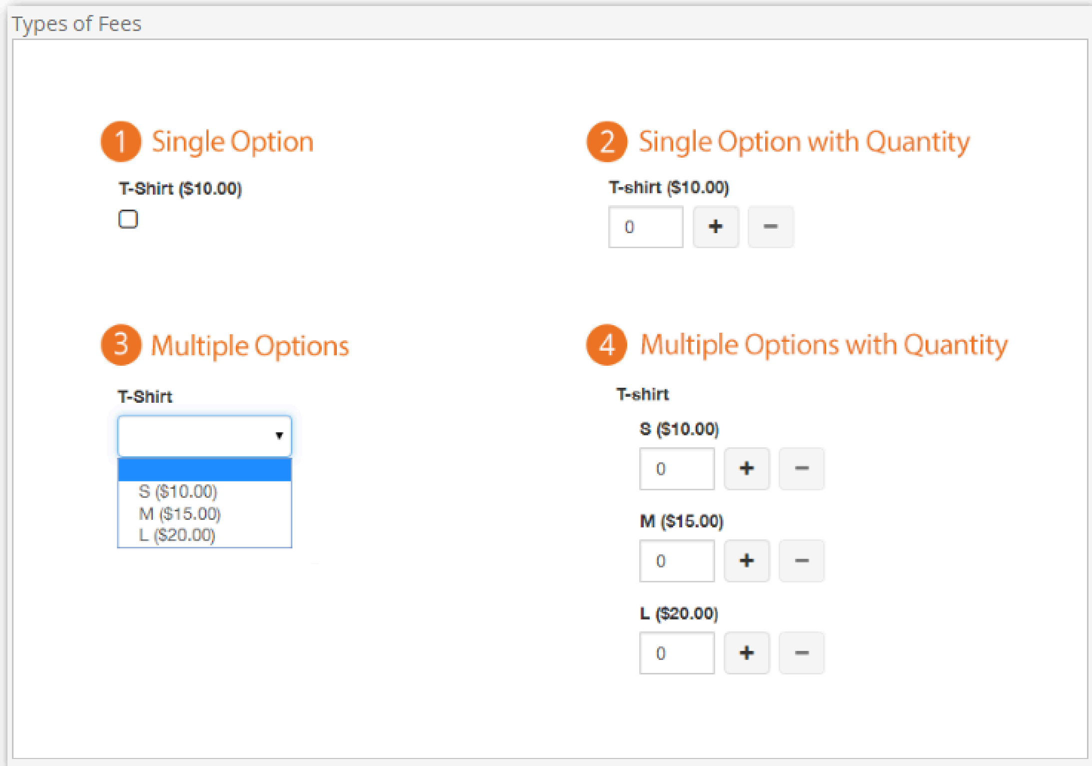
1. Single Option

2. Single Option with Quantity

3. Multiple Options

4. Multiple Options with Quantity

Fees are OPTIONAL and in addition to the actual cost of the event. Fees can include supplies, curriculum, t-shirts, books etc, etc. that are required items for the event.



(1). Enter the **Name** that will be used for the label that appears above the fee selection.

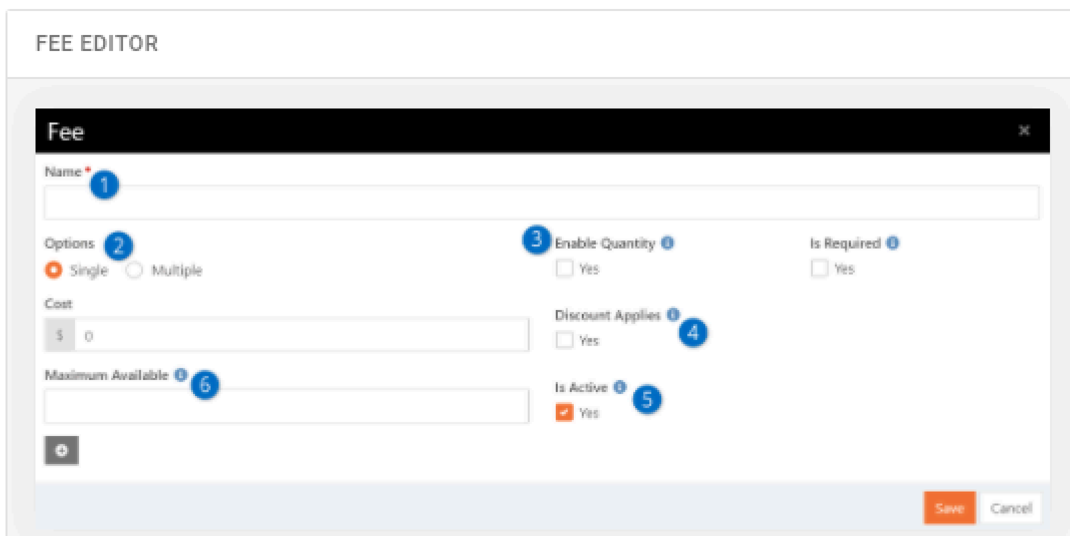
(2). Will the fee have multiple options?

(3). If checked, will allow the user to specify a quantity.

(4). If checked, will allow a discount to be applied to the Fees. If unchecked, the discount will not be applied to the Fees but will be applied to the cost of the event.

(5). Check the box to make the fee active

(6). If a max available quantity is not specified, it is an unlimited item. Adding a number to this field will show the remaining available items when registering.



*****Fees can be either optional or required. To designate a fee as required select the Is Required checkbox on the Fee Editor screen. Required fees are designated by a red dot on the event registration screens. If a registration is submitted with a missing required fee value, Rock will display a message asking the registrar to select a value before proceeding.***

Discounts
[(Video Tutorial)]

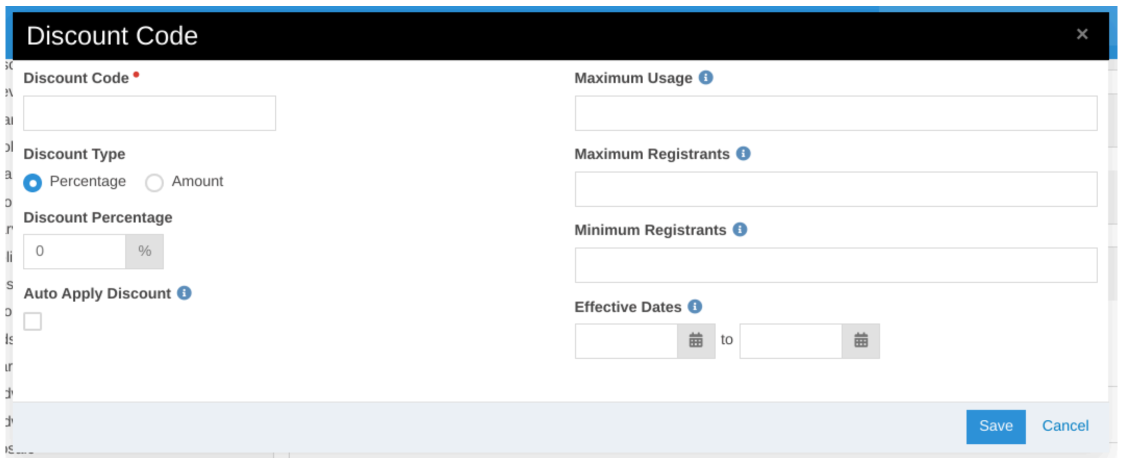
Discounts allow you to give individuals a discount code to reduce the cost of their registration. Discounts can be in the form of a percentage or a fixed amount.

To add an optional **Discount**, click the plus sign located in the lower right-hand corner of the Discounts window.

(1). Specify the Name of the **Discount Code**. This is what you would give out to the people registering for the event.

(2). Specify the **Discount Type**(percentage or amount).

(3). Specify the **Discount Percentage or Amount.**



<u>Discount Code Options:</u>

Maximum Usage --->

You can limit the number of times a discount code can be used by entering a value in the Maximum Usage field. Leave this field blank if you want the discount code to be available for use indefinitely.

Maximum and Minimum Registrants --->

Quantity discounts allow you to create a discount for multiple registrations in the same transaction, such as a group registration. To create this type of discount, enter the minimum and maximum number of registrants in the Discount Code screen. When Rock processes the registration, if the number of registrants entered falls within the parameters entered, the discount is applied.

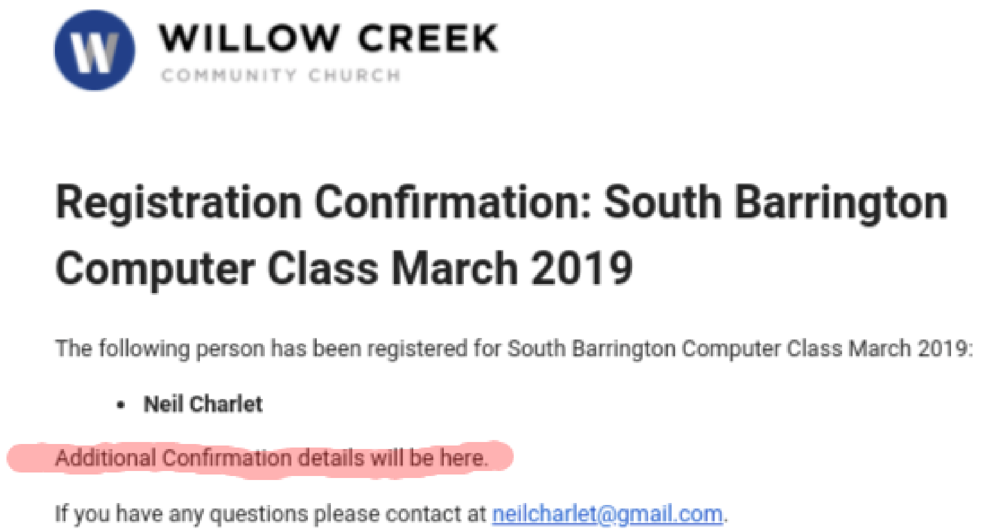
Auto Apply Discount --->

If this option is selected, Rock will automatically check the registrations against the discount codes available and apply the first discount that matches the criteria.

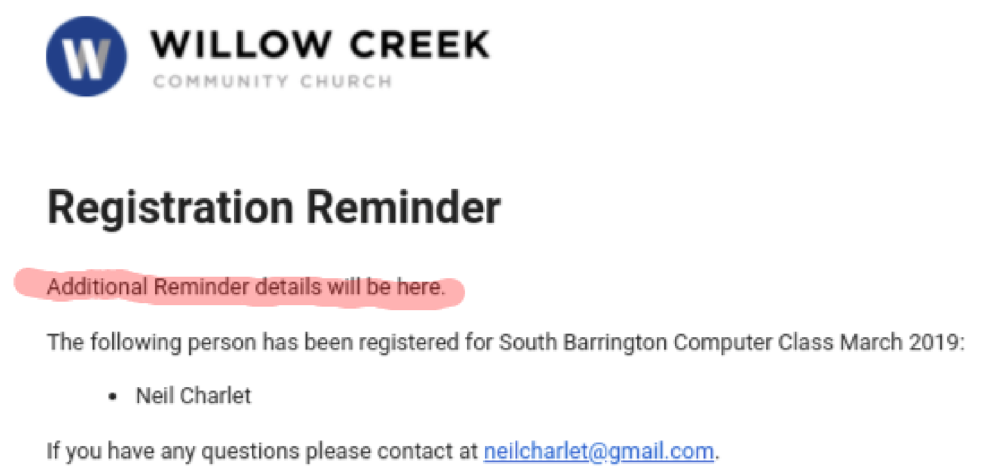
Effective Date --->

Early bird discounts apply a discount for registrations that fall within a certain date range. That date range is entered in the Effective Dates fields of the Discount Code screen. When Rock processes the registration, if the date of registration falls within the entered timeframe, the discount is applied.

<table>
<tr>
<td>Confirmation Email</td>
<td>After completing the registration, you can configure a confirmation email. This email also acts as an emailed receipt. Rock comes with a nice template that should suffice. Here's what a sample confirmation email will look like.

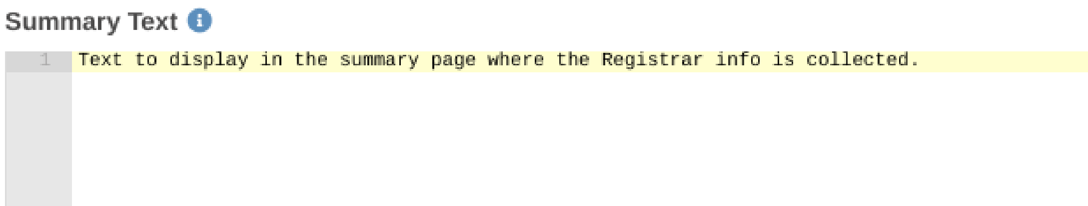
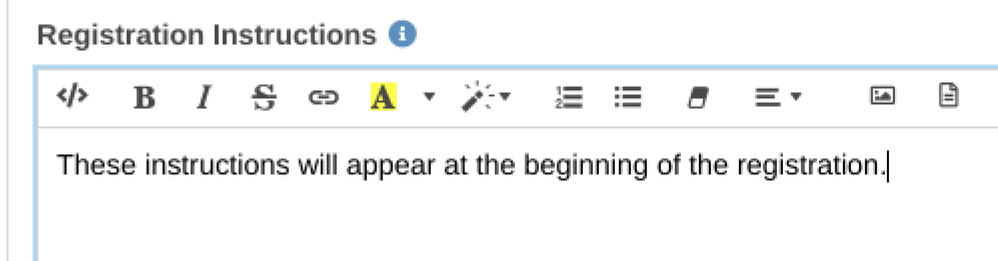
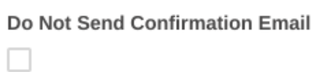
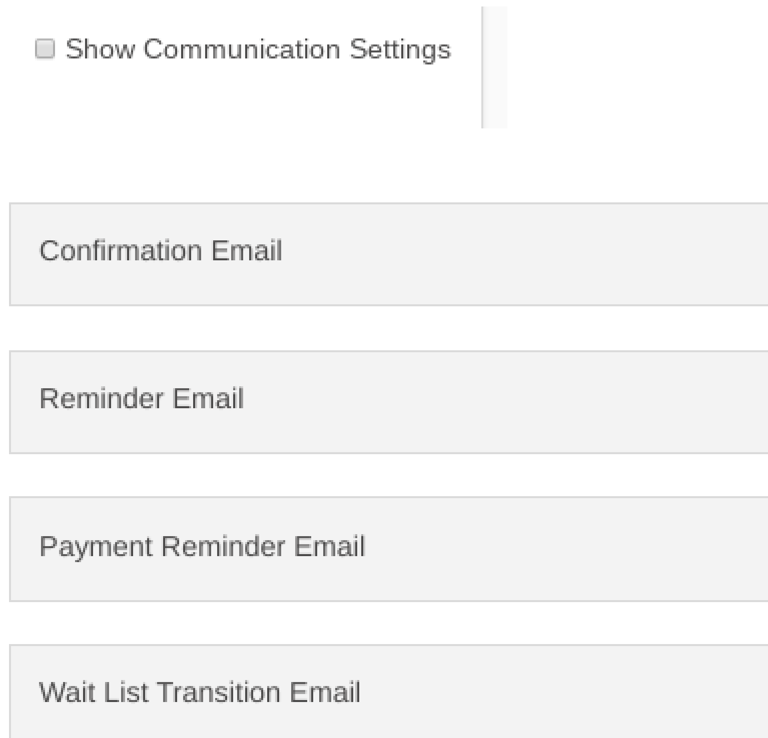
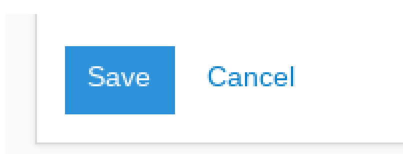


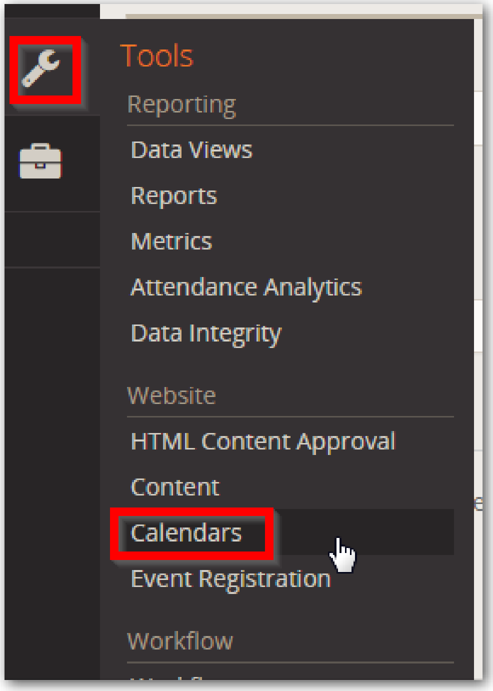
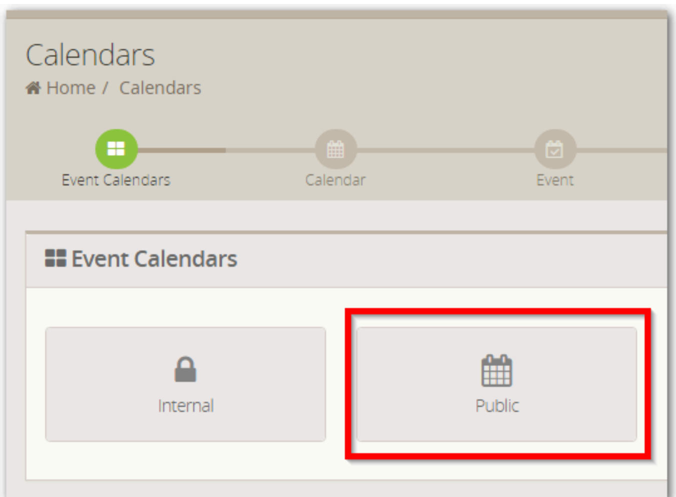
</td>
</tr>
<tr>
<td>Reminder Email</td>
<td>Rock comes packaged with a default reminder email template. Here's what it will look like. One thing of note here is that the template relies on the registration instance's Additional Reminder Details to set when the reminder will occur. We've highlighted this part in the email below.



</td>
</tr>
<tr>
<td>Terms/Text</td>
<td>You can customize many of the terms used during the registration process. In this section, you can also configure the success text that displays on the final page of the registration screen.

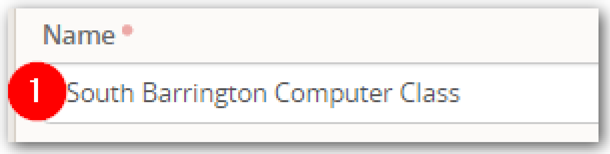
</td>
</tr>
</table>

<table>
<tr><td>Summary Text</td><td>
</td></tr>
<tr><td>Registration Instructions - You might find it helpful to include text on the prior page before they start the registration.</td><td>
</td></tr>
<tr><td>Communication Settings

</td><td>
</td></tr>
<tr><td>Don’t forget to click the Save button after you’ve completed setting up your registration template.</td><td>
</td></tr>
</table>

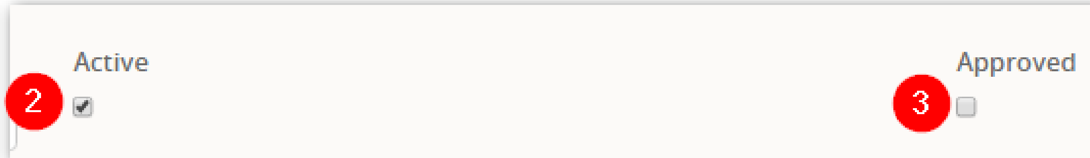
<table>
<tr><th colspan="2">Step 2: Create the event on the public calendar</th></tr>
<tr><td>Click the “Calendars” link from the Tools menu.</td><td>
</td></tr>
<tr><td>Select “Public” from the Event Calendars.</td><td>
</td></tr>
<tr><td>Look towards the bottom right corner of the Events list, and click on the plus sign to add a new Event.</td><td></td></tr>
<tr><td></td><td></td></tr>
</table>

Step 2.1: Specify the Event Details

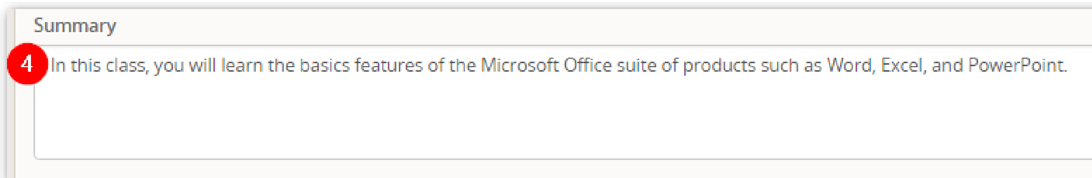
(1). Specify the **"Name"** of your Event. This is what will appear on the public website.



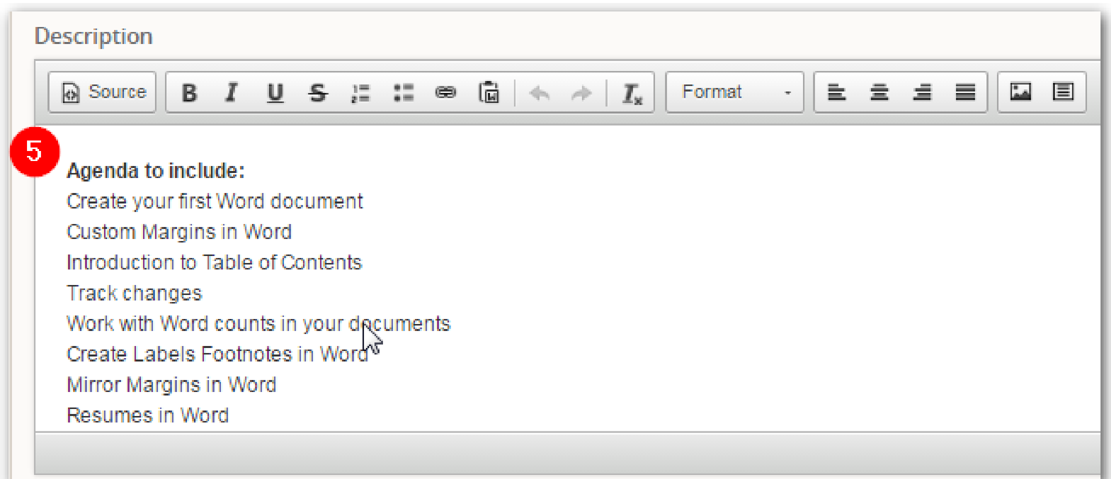
(2),(3). By default the Event should be marked as **"Active"** and **"Approved"** should **NOT** be checked.



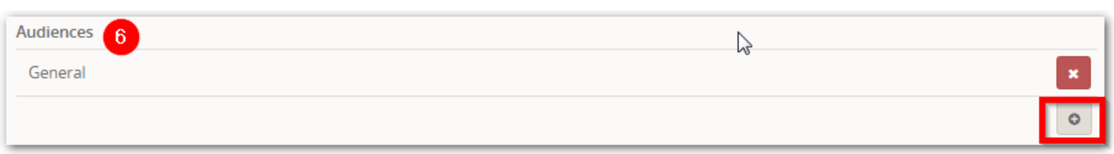
(4). Specify a short **Summary** description of the event. This is what will appear on the public website.



(5). Specify a more complete **Description** of the event that will be displayed on the event detail page. If this is a non-registration event, it may be useful to include somewhere in the description that *"No registration is required"*.



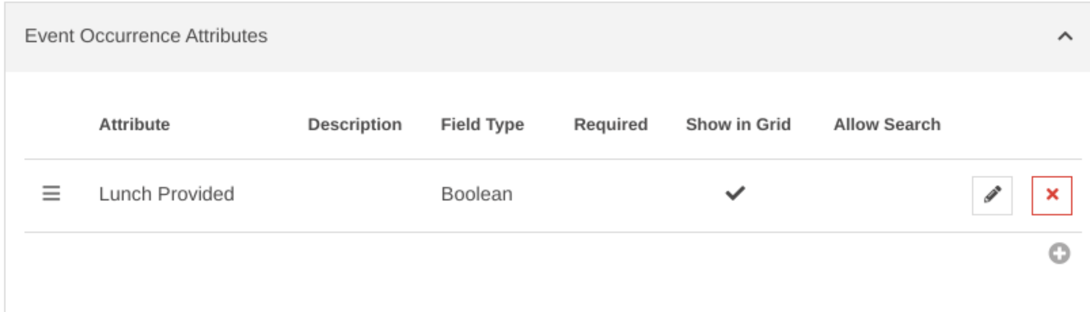
(6). The **Audiences** specification will be used to determine where on the site your event will be posted. **You are allowed to specify more that one **Audience**.



(7). Upload an optional **Photo** that will be displayed with your event. This image will be displayed on the event details page.

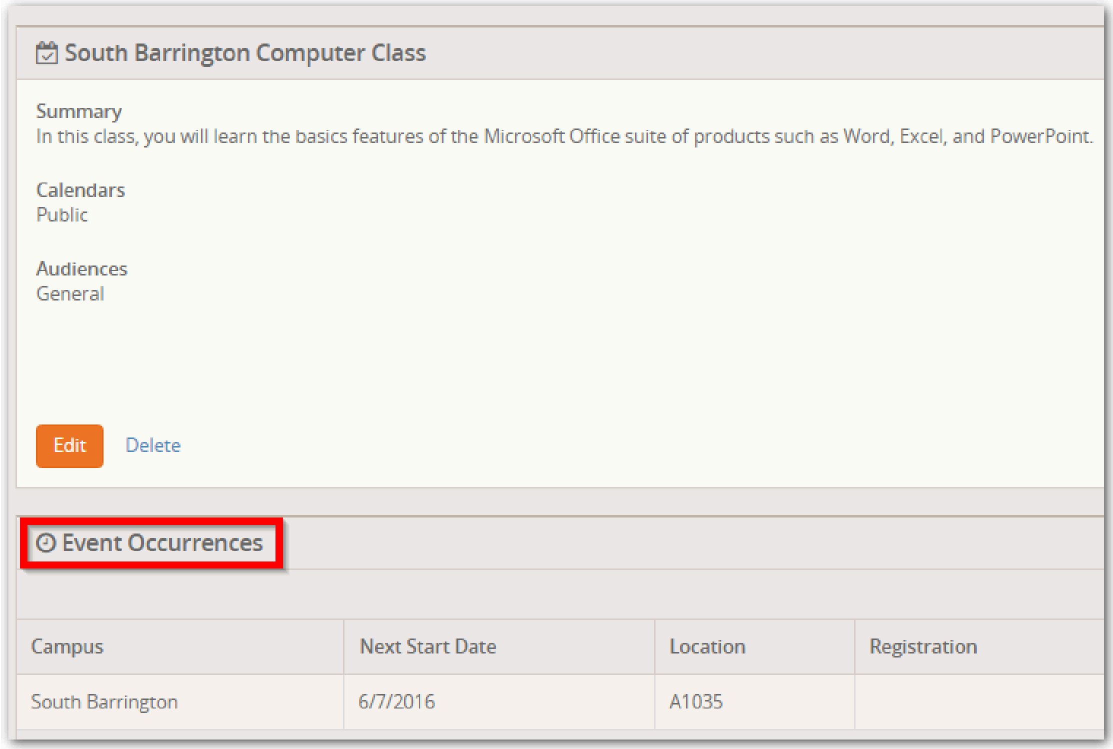
Ideal image size should be: 16x9 or 1920 x 1080px

(8). The **Calendars** option should always be marked as **"Public"**, unless it is an event in which you do not want it to appear on the Willow calendar.

Event Occurrence Attributes	You can create specific attributes to assign to event occurrences. For example, you could create a "Lunch Provided?" attribute to use with recurring staff meetings. Then for each meeting assign that attribute a value of "Yes" or "No". As with all attributes, the possibilities are endless and completely customizable for your needs 
(9). Click **“Save”** once you’ve populated all of the required fields.	

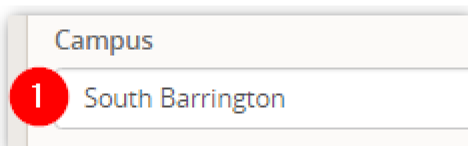
Step 2.2: Specify the Event Occurrence (when/where the actual event will occur)

You may add a new event occurrence from within the **Event Detail** screen.

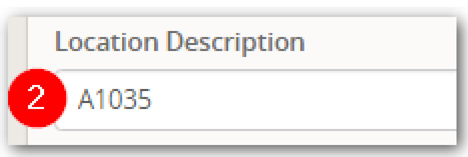


Look towards the bottom right corner of the **Event Occurrences** list, and click on the **plus sign** to add a new occurrence.

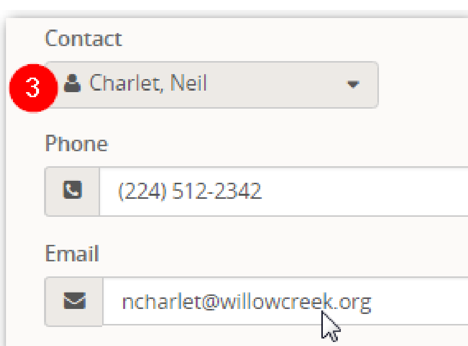
(1). Specify your **Campus**. This will also determine what regional website your event will be posted.



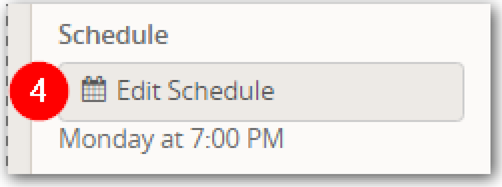
(2). Specify the room **Location Description** of your event.



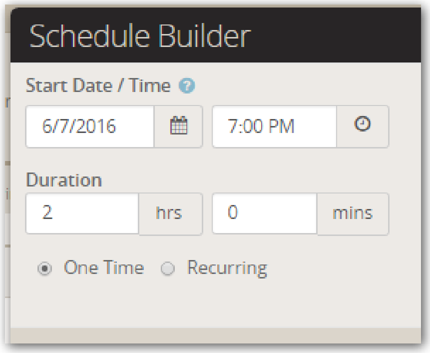
(3). Specify the **Contact** person for this event. This will appear on the public website event details.The phone number and contact email may be edited manually if needed.



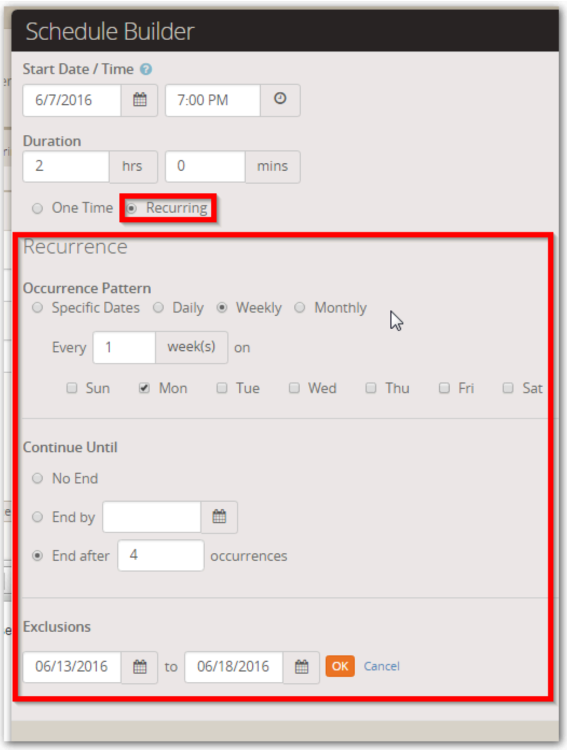
(4). Specify the event **Schedule**. In other words, when and on what days will this event occur.



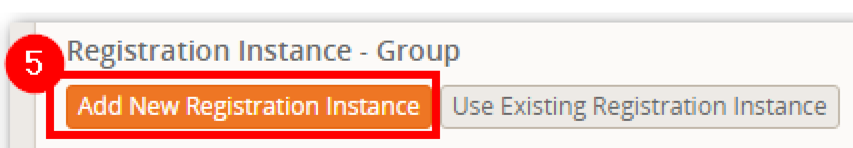
For a **One Time** event, specify the date, time, and duration.



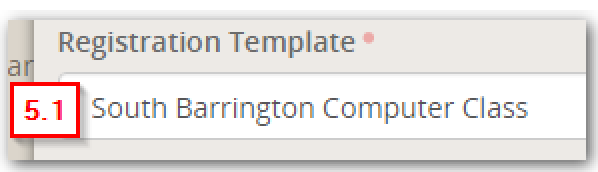
For a **Recurring** Event**,** you have additional options to specify the frequency of the Event.



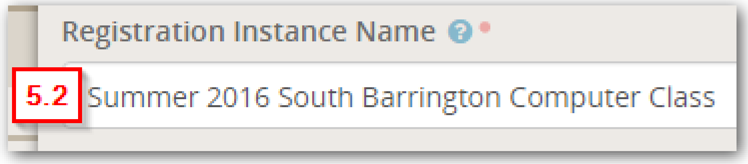
(5). Add a **“New Registration Instance”.** [**(Video Tutorial)**]



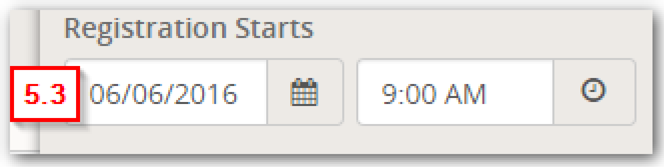
(5.1) Select your **“Registration Template”** from the drop-down list. Choose the template that you made from the previous **Step 1**.



(5.2). The **Registration Instance Name** is an important field that will be shown during the registration process. It will be used to describe the event that you are registering for (e.g. *Thank You for Registering for "________"*). **Also, please include the month and year in the Instance title.**

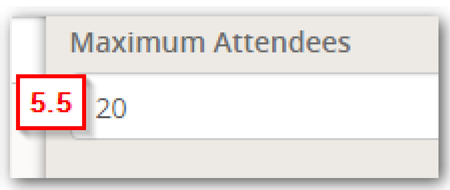


(5.3). Specify the date and time that the registration starts.

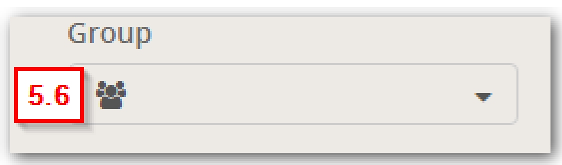


(5.4). Specify the date and time that the registration ends.

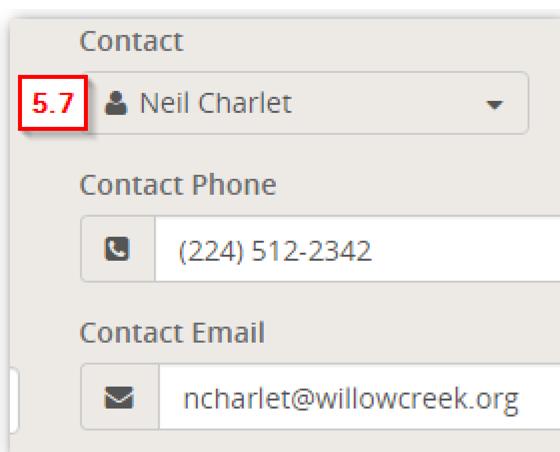
(5.5). Specify the max number of people that you will allow to register for the event.



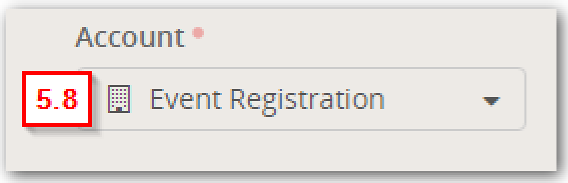
(5.6). (Optional) If you specify a Group, all registrants will automatically be placed into the group ***(you must create the group prior to creating the instance/event).***



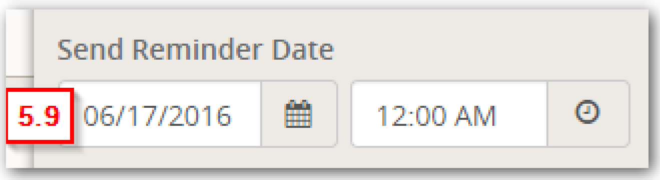
(5.7). The information that should be displayed as the contact for the registration process. You may manually edit the contact phone/email to reflect your contact preference.



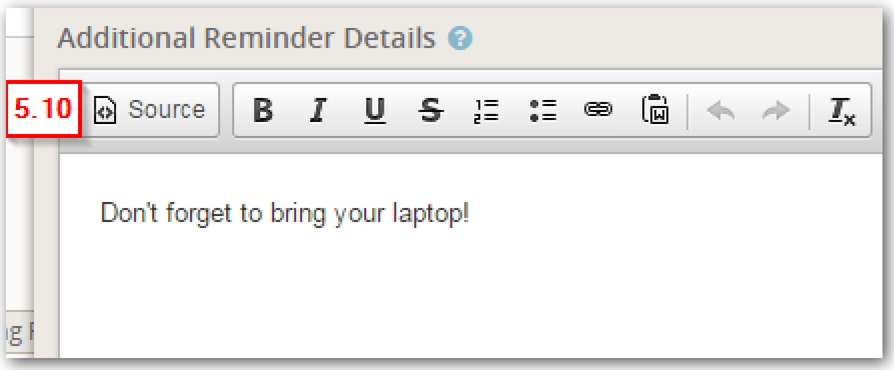
(5.8). Please leave the default for this setting as **“Event Registration”.**



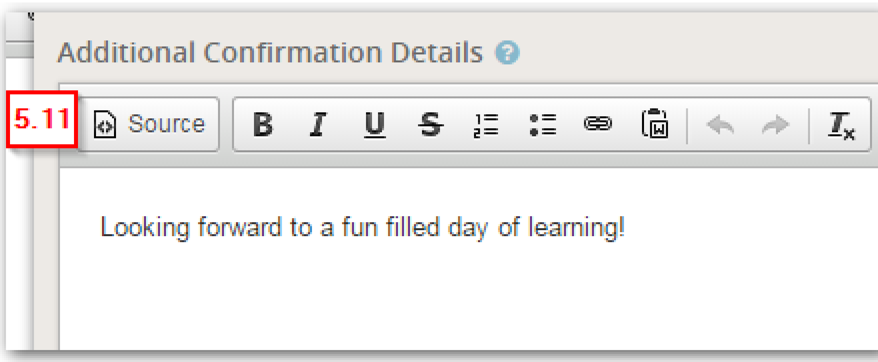
(5.9).(Optional) Specify the date and time that a reminder should be sent.



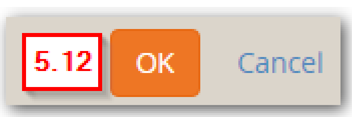
(5.10). This text is used in the reminder email template defined on the registration template. It's important that you include information on when and where the event will occur.



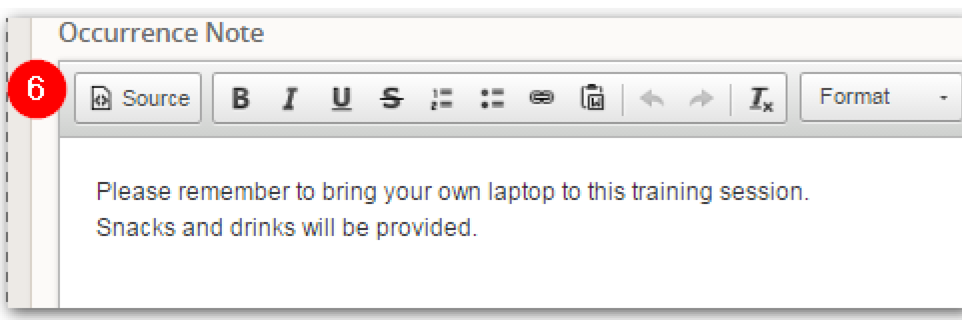
(5.11). Like the reminder details, this field is used to provide additional, instance-specific, information to the template stored on the template.



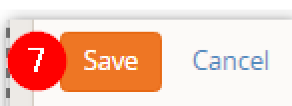
(5.12). Click **OK** after you’ve completed all of the required fields.



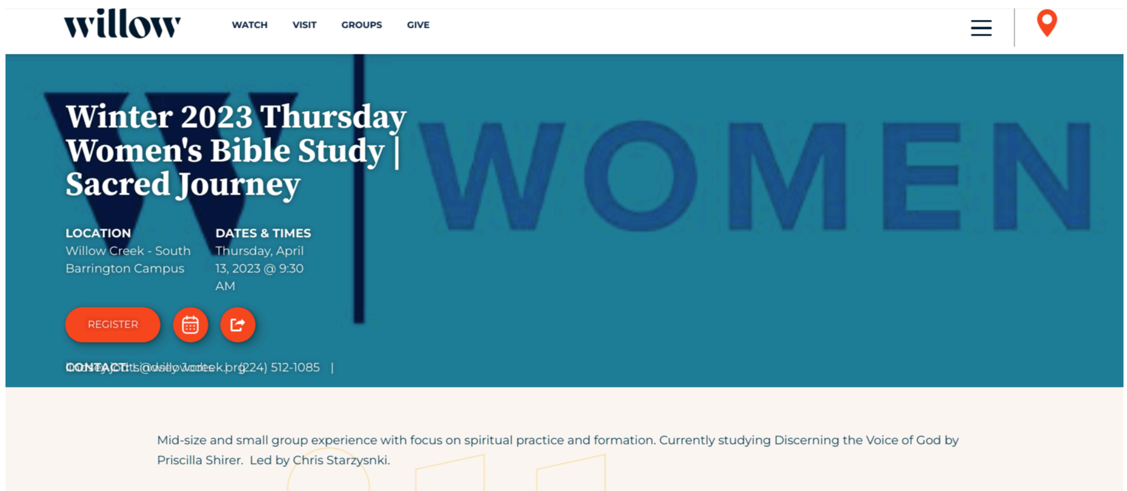
(6). The **Occurrence Note** will be shown on the calendar detail screen on the public website. It is used to provide custom notes about the specific occurrence.



(7). Click **“Save”** once you’ve populated all of the required fields.



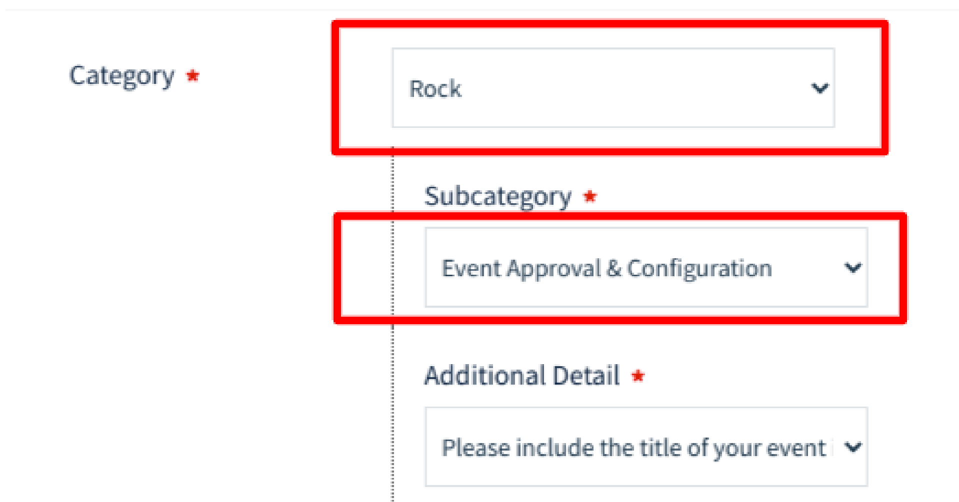
Event details page. People will click on the "**Register"** button to begin the registration process.



After you have completed all of the above steps, you must submit your event for approval.

Go to: **service.willowcreek.org** to create a ticket for approval.

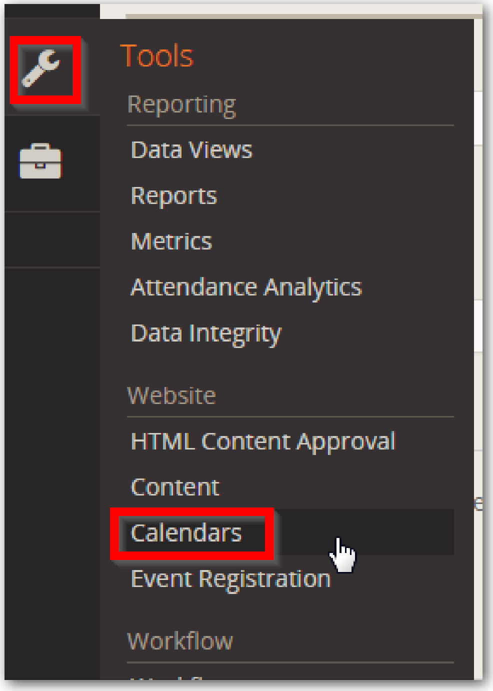
Choose "Rock" as the category, and "Event Approval & Configuration" as the subcategory:



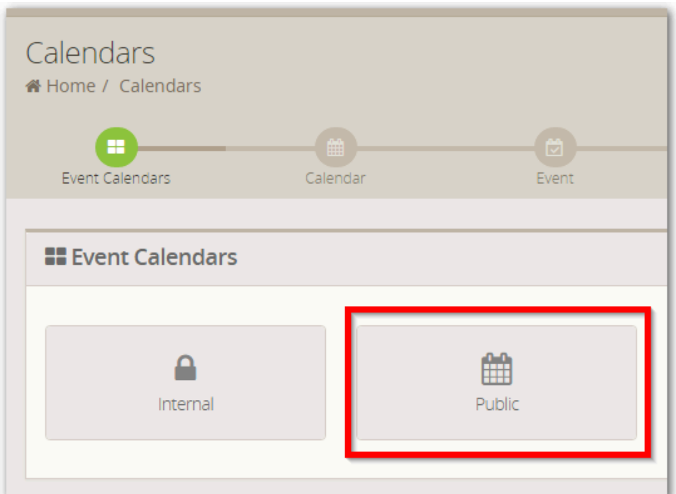
It's very helpful to then include the Title of the Rock event within the box where you would typically write a Description.

After approval, it may take up to 24hrs for the event to appear on the Willow events page.

To edit or manage your event occurrence, click the **“Calendars”** link from the Tools menu.



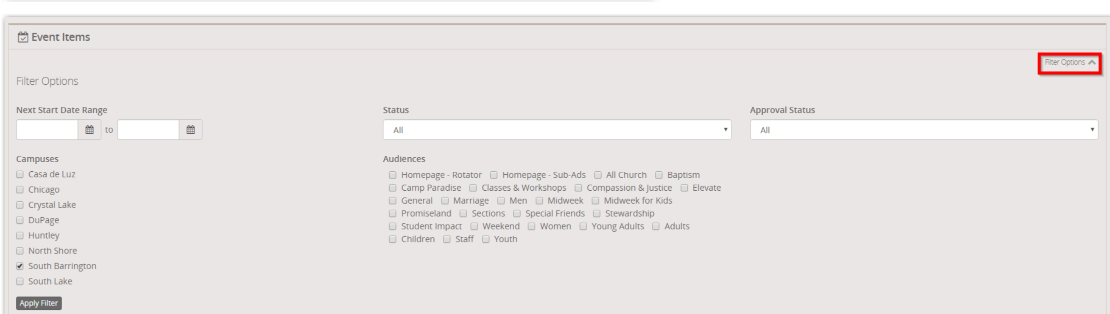
Select **“Public”** from the Event Calendars.



You’ll then see a list of all events.

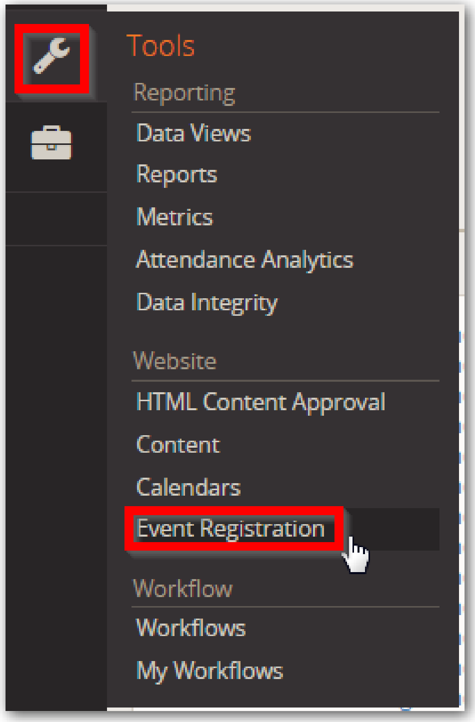
Sidenote:
From the Events list page, you can filter by **Date, Campus, Status, and Audience.**

Click on **“Filter Options”** to specify your filter.

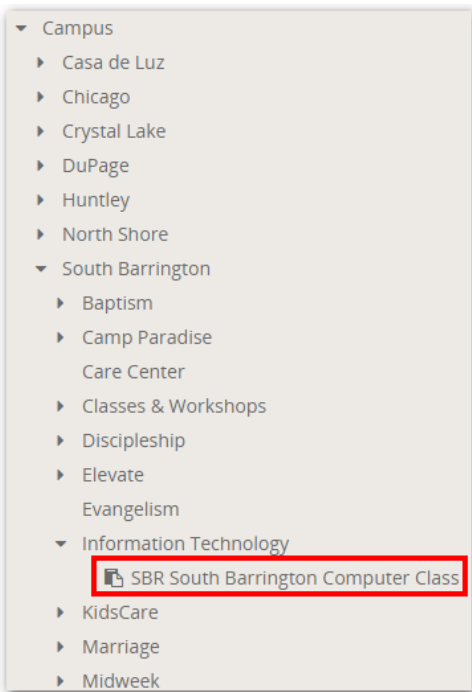


Accessing your event registration roster

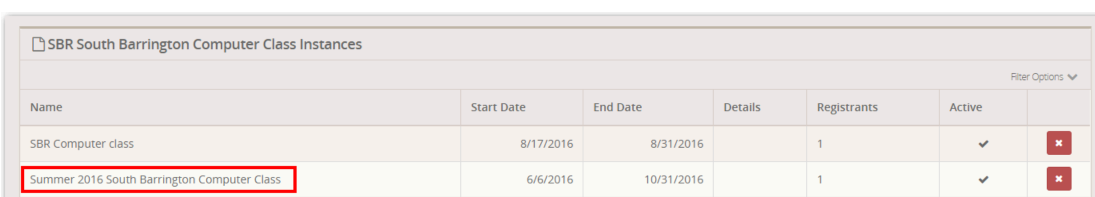
Click the **“Event Registration”** link from the Tools menu.

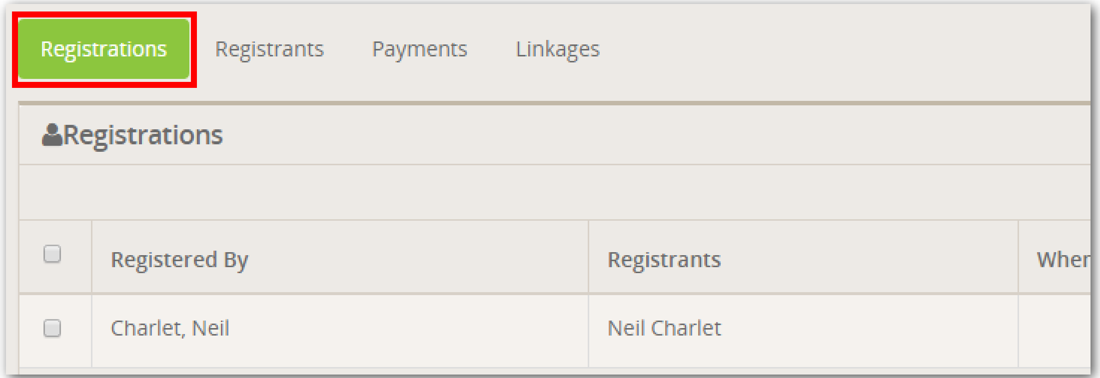
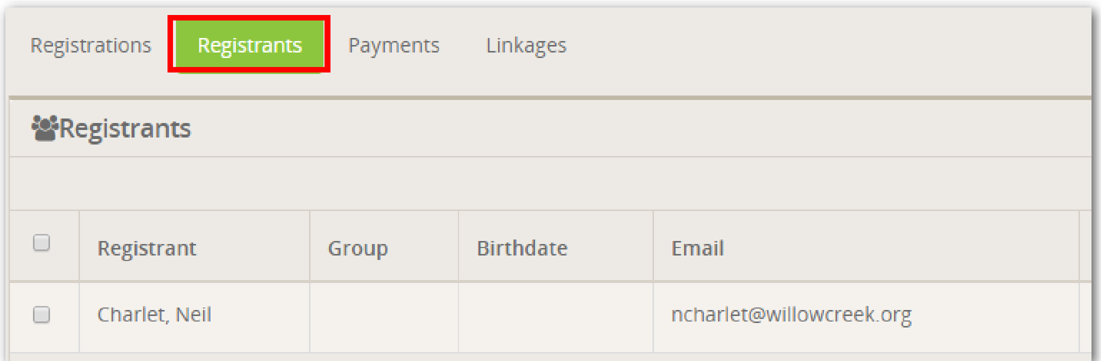


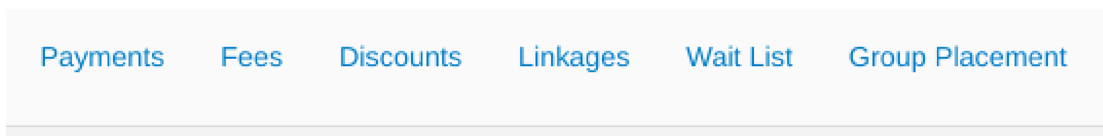
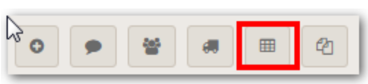
Navigate down and click on the Template of the specified event.



In the **Instances** box, click on the event to see the registration activity.



<table>
<tr>
<td>Click the “Registrations” tab to view all of the current registrations. Here you’ll see the time/date of when they registered along with the total payment that has been collected and any remaining balance.</td>
<td>
</td>
</tr>
<tr>
<td>Click the “Registrants” tab to view all of the form data(the questions that you’ve asked registrants to populate will appear as column headers). Any question that you’ve specified to “show on the grid” will appear on this table.</td>
<td>
</td>
</tr>
<tr>
<td>Additional Tabs:

Payments
Fees
Discounts
Wait List</td>
<td>
</td>
</tr>
<tr>
<td></td>
<td>On both the Registration and Registrants tab, you can click this icon to export your lists to Excel.</td>
</tr>
</table>

Summary of the event creation process

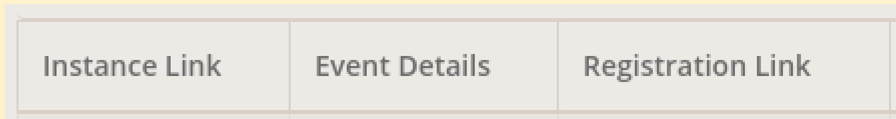
For an Event that requires NO registration

-> Public Calendar
-> Event Detail(what gets displayed on the public Willow website)
->Occurrence(when/where the event happens)

For an Event that requires registration

-> Template(the form that people fill out)
-> Public Calendar
-> Event Detail(what gets displayed on the public website)
->Occurrence(when/where the event happens)
->Instance(when the registration begins and is linked to the Template)

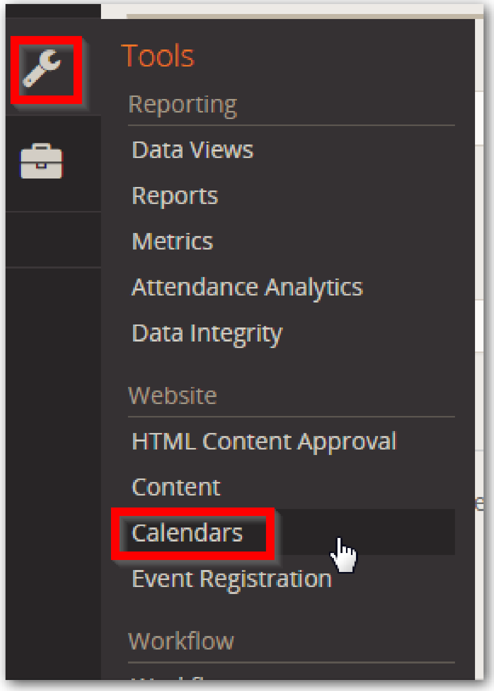
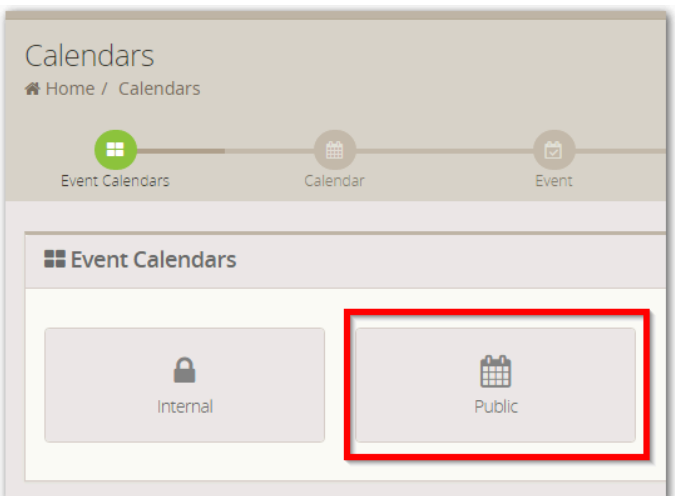
<table>
<tr><th colspan="2">Accessing the Public and Internal URLs for your Event</th></tr>
<tr><td>An EASY way to access your Rock Event URLs</td><td>Go to this link - https://rock.willowcreek.org/page/880
On this page, you can filter by Campus AND by keyword within the “Event Registration” field.



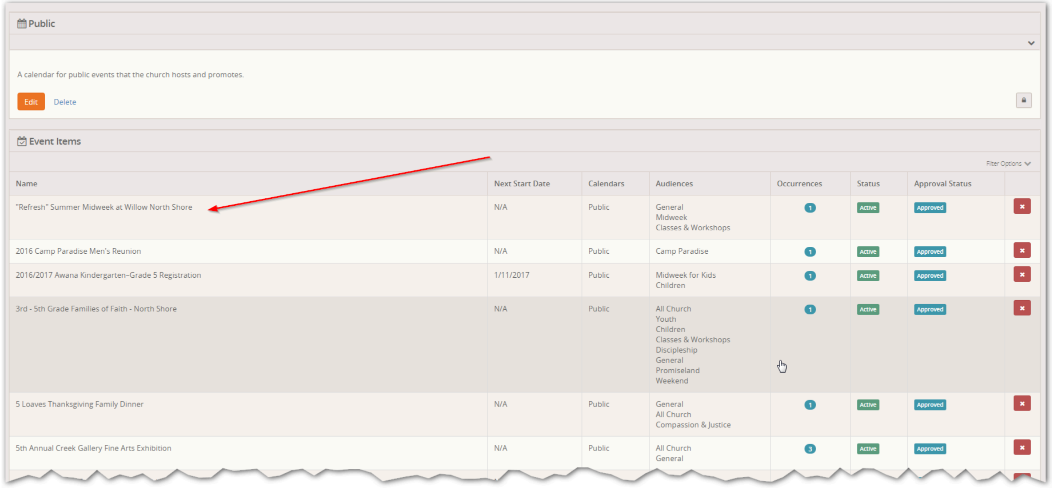
The first three columns will provide you with direct links to the following:
Instance Link = Regitrants Grid
Event Details = What the public sees
Registration Link = Direct link to the first page of the registration for the event

After you click on the link within the appropriate column, you’ll be able to capture/copy the link.</td></tr>
</table>

BONUS Material that will come in handy at some point...

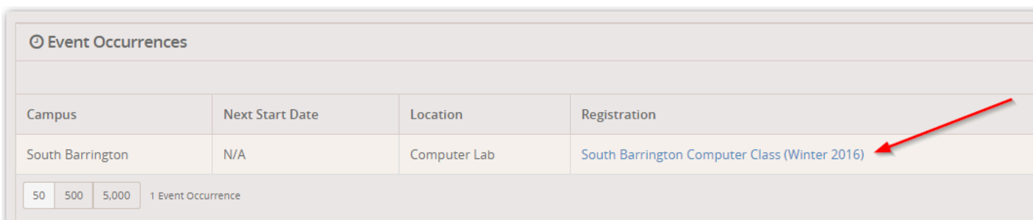
<table>
<tr><th colspan="2">Creating a new Occurrence/Instance for your event</th></tr>
<tr><td>Click the “Calendars” link from the Tools menu.</td><td>
</td></tr>
<tr><td>Select “Public” from the Event Calendars.</td><td>
</td></tr>
</table>

Locate and click on your event within the events list.

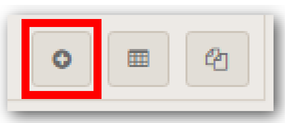


Click the "Edit" button to make any edits to the event description if needed.

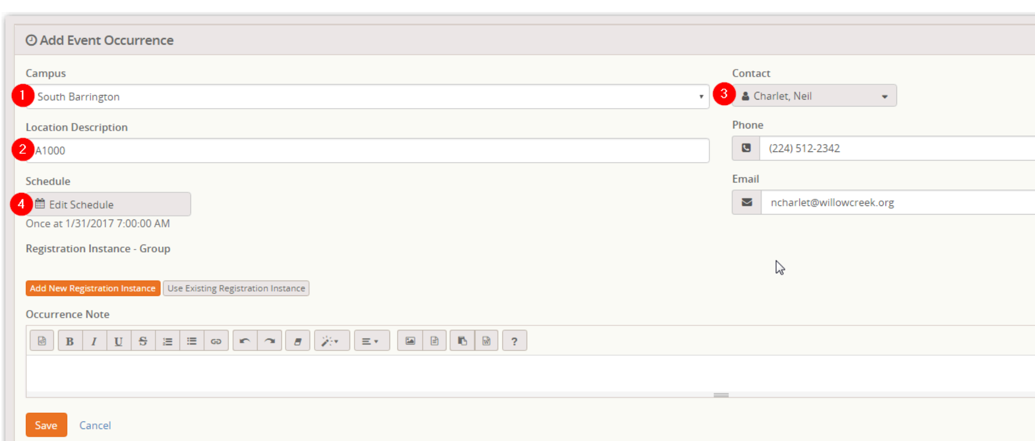
In the Occurrence box, you'll see the existing (or past) occurrence.



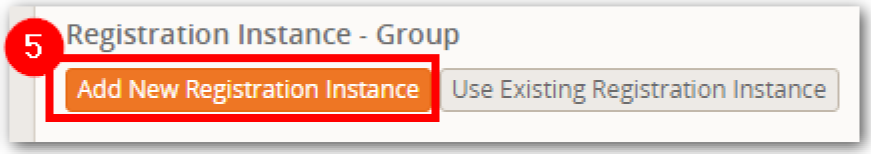
If you simply want to create a new occurrence and registration click the **"Add"** button located towards the bottom right corner of the screen.



Specify the Campus, Location Description, Contact and Schedule.



(You can skip this step if your event does not require registration) Click the **"Add New Registration Instance"** to specify the new instance details.

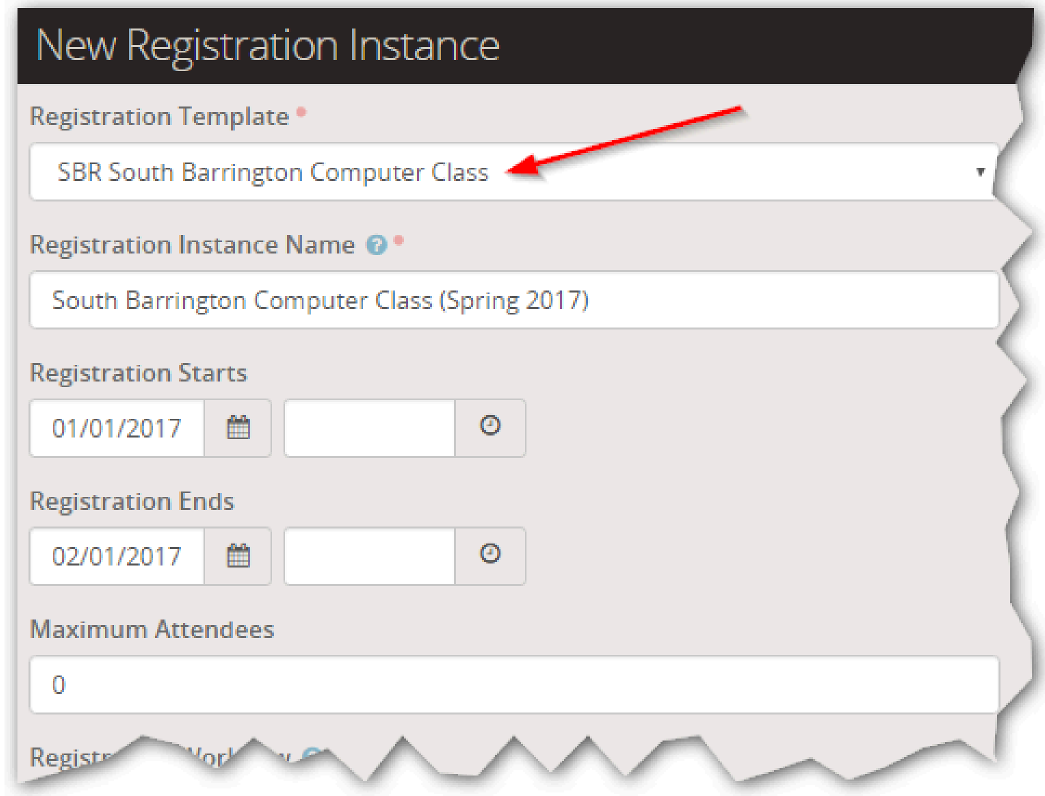


Make sure that the appropriate template is selected.

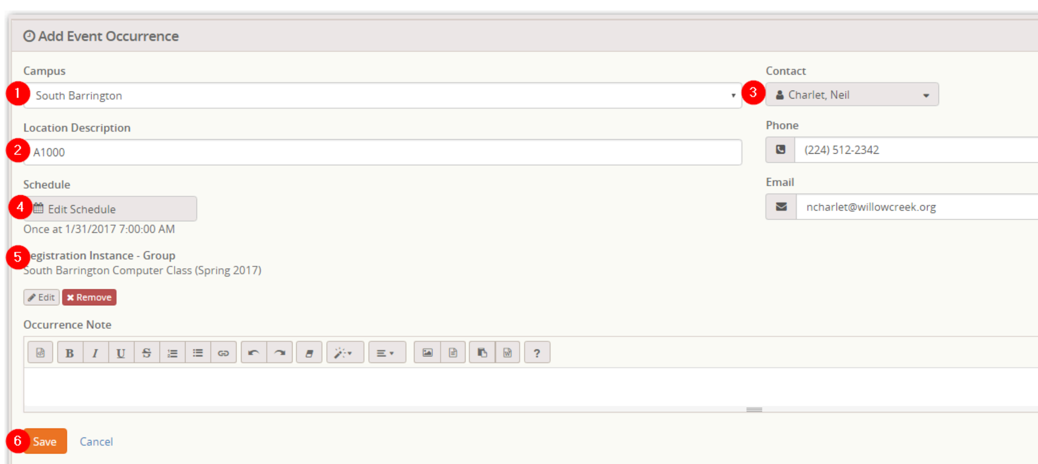
It's helpful to include some date context to the registration instance name.(e.g.Winter 2017, Spring 2017, Jan-Feb 2017, etc etc)

Specify the new start/stop dates for the registration.

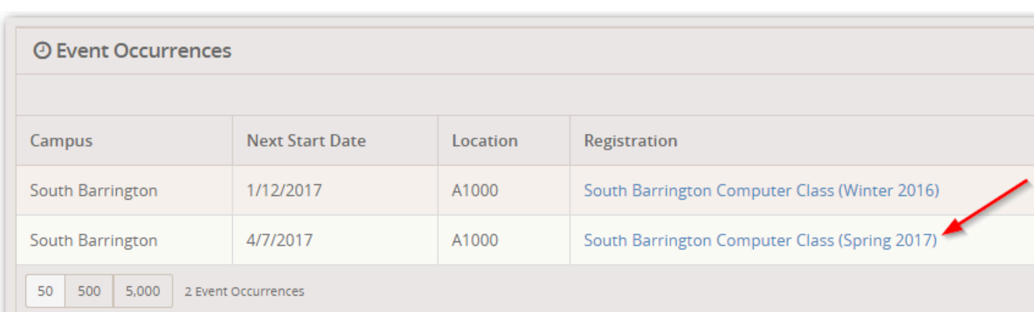
Add additional details to the registration instance if needed(e.g. Contact details, reminder details, confirmation details).



Click **"Save"** once you're done editing the new occurrence/instance.

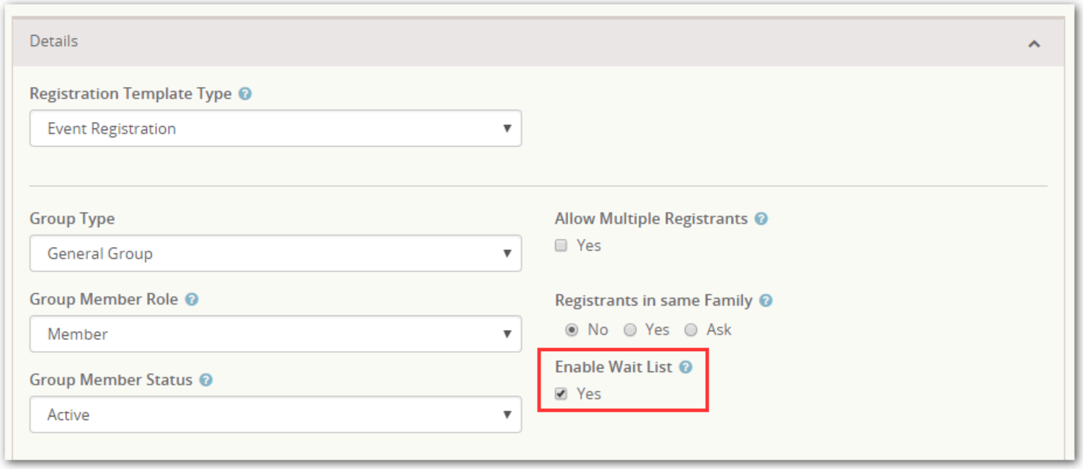


The end result is a new occurrence (and in cases where registration is required, you'll have a new instance tied to the occurrence).



Utilizing the Wait List Feature [(Video Tutorial)]

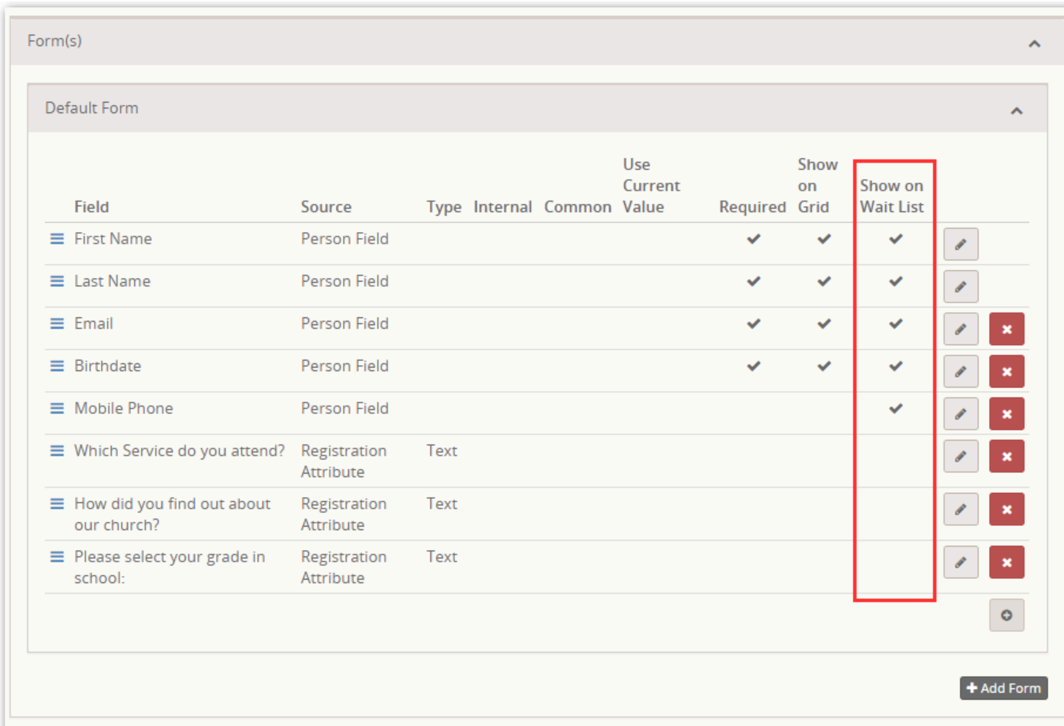
When in Edit mode on a Template look for the **Wait List** setting within the **Details** section and make sure that the box is checked.



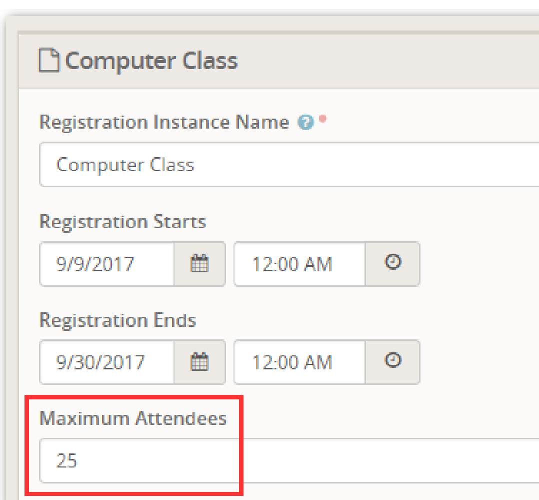
As you craft your Form questions, you can specify which questions you would like to have available when someone tries to register for the waitlist.

Checking the box to have the form question "**show on wait list**" means that only those questions will appear for the registrant to populate.

When you move the registrant off the waitlist, the registrant will get an email confirmation with a link to the registration form in which they will be prompted to complete the remaining required form fields.

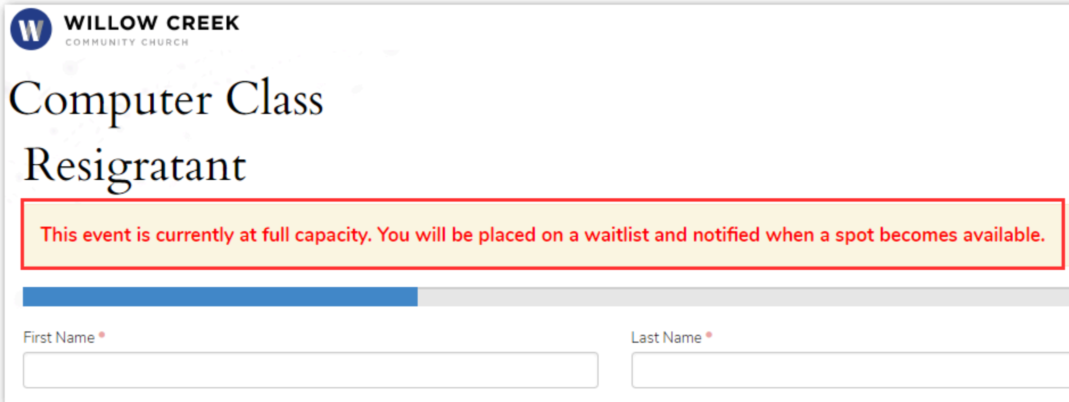


Specify the **Maximum Attendees** on your event Instance.

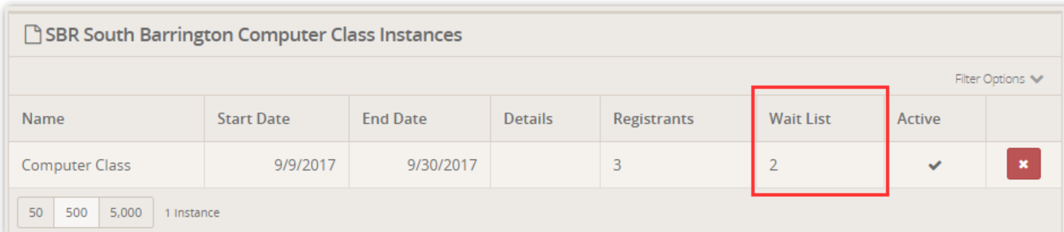


When your event has reached the maximum capacity, registrants will receive the message that the **“event is currently at full capacity**”.

They will still be able to register and will be placed on the Wait List. They will not be required to make payment until you move them off the waitlist.

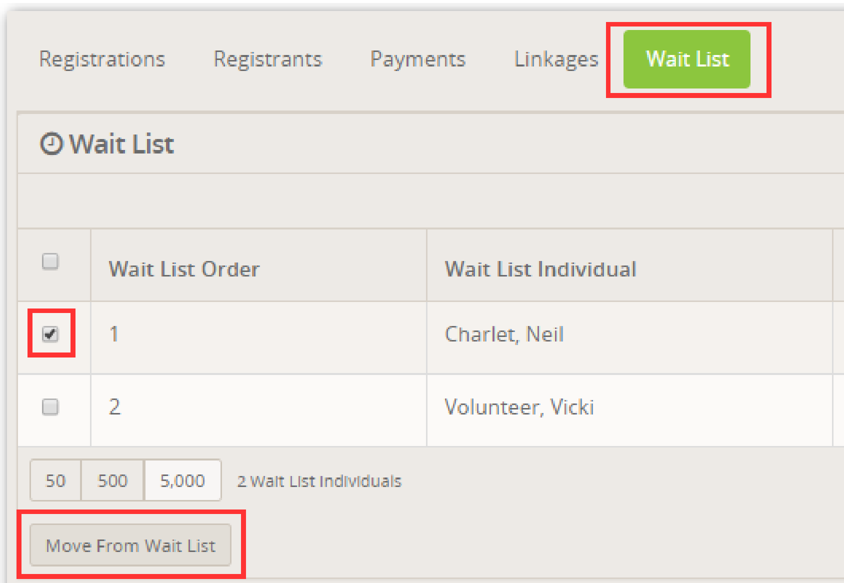


On the Instance, you’ll now notice a numeric indicator for the people on your waitlist.

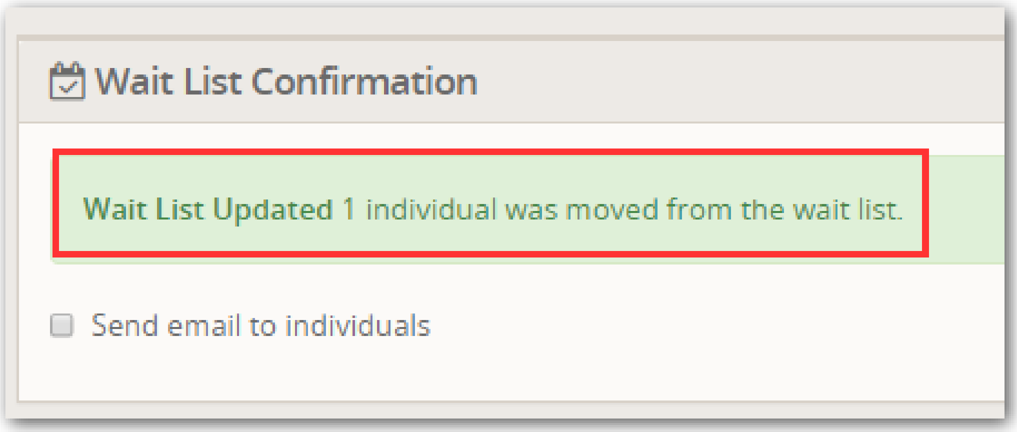


Click on your Instance to access your registrants' grid. People that are on the waitlist, will have this indicator.

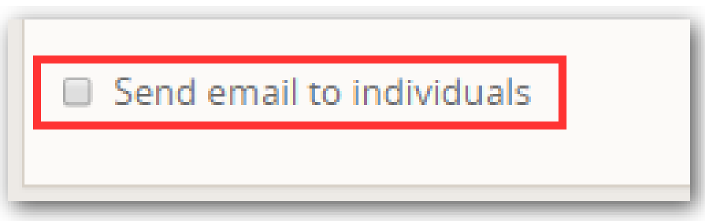
To move someone off the waitlist, click on the **Wait List** tab and select the person then click the **Move From Wait List** button.



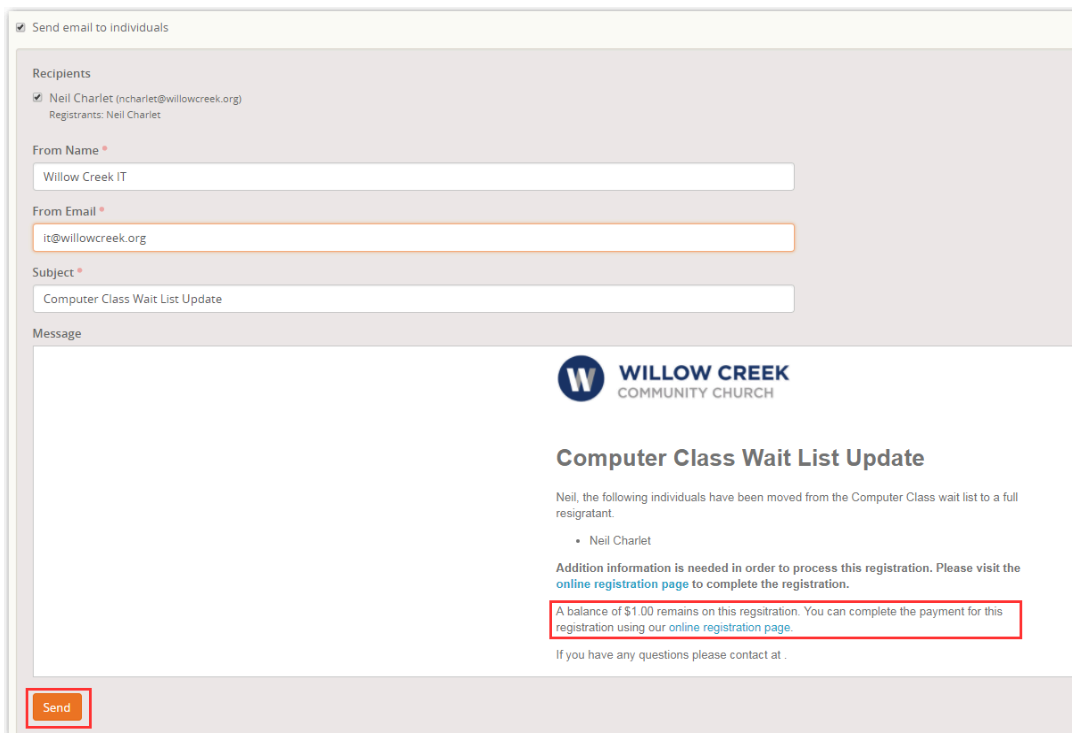
You'll see a confirmation screen indicating that the person has been moved off the wait list.



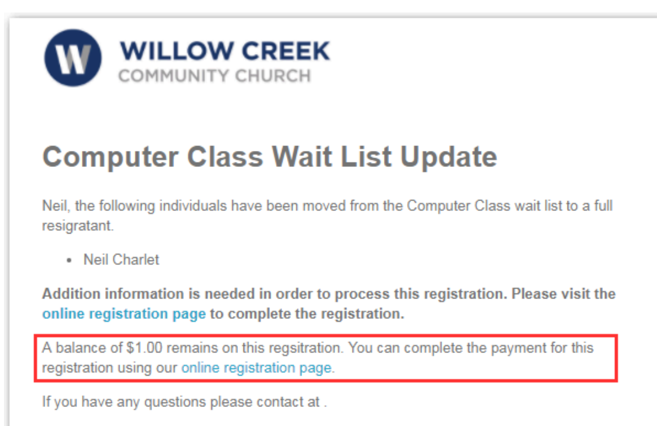
Check the box to **Send email to individuals**.

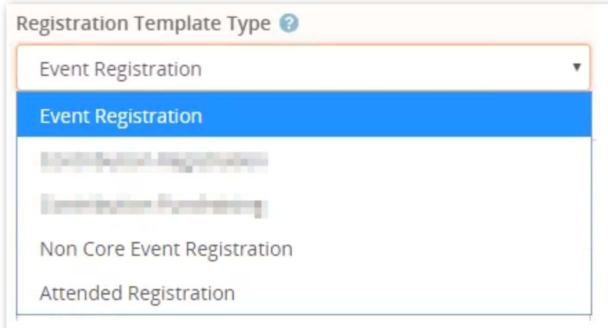
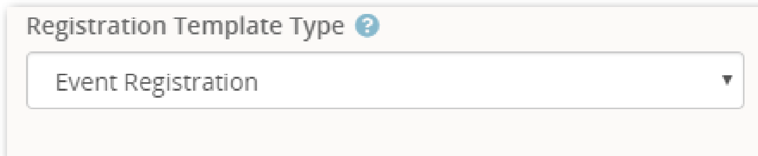
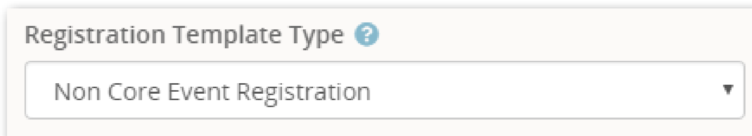
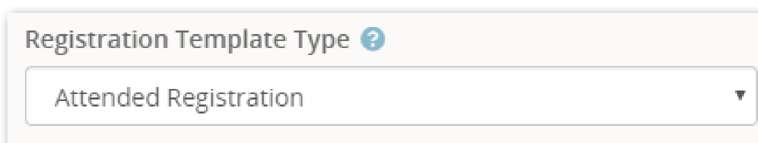


Populate all of the required fields. The registrant will receive an email prompting them to complete their registration and/or make payment.



(example email that will be sent to the participant)



What's up with the different Template types??	
You'll now see a few more Registration Template Types to choose from. ***DO NOT select the "Contribution and Contribution Fundraising" template types. Those were created for special scenarios.***	
<u>Event Registration</u> This is the default Template type that you'll choose for your event.	
<u>Non Core</u> ****You must check with IT before using this Template type** **A best practice for utilizing this template type would be for "social" events in which there is no need to retain the registration person's records.**	 The registration process remains the same for the registrant and nothing visually will appear different for the registrant. On the back end within Rock....the person record that is created via the non core event will be "invisible" to anyone that is performing a rock name search. In layman's terms....we're hiding the non-core event person records. However, you WILL continue to see the registrants registration data from within the Instance on the registrants grid. ** Click here for additional details on how to setup a non-core template - http://wcreek.cc/eventnoncore
<u>Attended Registration</u> ****You must check with IT before using this Template type** **A best practice for utilizing this template type would be for events held on campus in which you want to guide/assist the registrant through the registration process.** **This template type is GREAT because since you are searching for the person's record first, it helps us eliminate duplicate person records that are typically created during the self-registration process.**	 This template will place your registration into "Attended Mode". In other words, this is NOT meant for people to self-register but rather a volunteer/staff person will assist the user through the registration process. When this Template type is selected, it places a Person Search box on the registration page. This allows the volunteer to FIRST search for the person's Rock record. If the person record is found and selected, it will then auto fill the users information from their Rock record. If the person's record is not found, then it will allow the volunteer to gather and populate the registration information.