



Managing registrations

This Help page is a Wiki and can be edited! Please be **bold** and improve the page.

Just enabled On-line Registration?

Go to **Settings** first!

Registrations

Here you can see which people have registered for your event. Here you can also see their email addresses and phone numbers.

In this view you can

- change the Registration State of each registrant
requested, confirmed, on waiting list, cancelled.
The registrant can see this change on the event page and will automatically receive an email notification. (Not implemented yet)
- view, edit or delete their registration

Settings

Pay special attention to the **red** sections!

Enable

When you were setting up your 'Event Announcement' you chose one of the on-line registration options. At present, your chosen option is disabled. Before enabling it, you need to review and set its parameters appropriately.

Capacity

Indicate here the number of people who can register on-line for your event. Once this capacity is reached new registrations will be:

- either refused
- or put on a waiting list only if you have ticked the 'Enable Wait List' option below

Leave at 0 for no limit. You can always change that later depending on how many registrations you receive by post.

Scheduling

These **Open** and **Close** dates determine when on-line registration is available.

Ensure that the closing date has been set at some time before the actual event. Otherwise people could register after the event!

NOTE: Do not forget to enter an Open Date otherwise the Close Date will not work.

Reminder email

Advanced users only. Use this option if you want to send an email list to all people registered, including those people who have cancelled their registration.

- You can find **people's individual email address** in the 'Registrations' section.
- In the 'Output' section there is an '**Email List**' of all people registered.

Spaces allowed

Leave this at 1! Generally speaking a person needs only one place at a co-counselling event. If you set it higher than 1, the person registering can book for someone else as well. However, you get only the registration data of the person registering, and not the data of the other people. That might be fine for a dinner or dance event, though.

Allow multiple registrations

Not recommended. This option enables someone to register another person with a CoCoInfo account without their consent. It is much better if that other person completes their own registration.

'From' email address

IMPORTANT: the email address of the person who is the author of this event announcement should be entered here.

Enable Wait list

Activate the Wait list when you have restricted **Capacity** above. When the set Capacity is exceeded, new registrants will be automatically placed on the waiting list.

If the Wait List has not been activated, registration is not possible anymore when the set Capacity is exceeded.

Output

Each of the output menu tabs provides a printable and exportable overview of the available information.

The '**CoCo-ers only – simple version**' registration option provides the following output:

- **Address List**
contains the contact data of all people with confirmed registration state.
- **Email List**
contains the email addresses of all people registered. You can select them according to their registration states.

The '**CoCo-ers only – day event**' registration option provides the following extra output:

- **Travel Information**
contains all travel and accommodation needs of the people registered
- **Money matters**
consists of an overview of the payments and transfer arrangements

The '**CoCo-ers only – residential event**' registration option provides the above information plus the following output:

- **Accommodation request**
contains an overview of all the accommodation information
 - **Diet requests**
gives an overview of the diet preferences and requests
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