

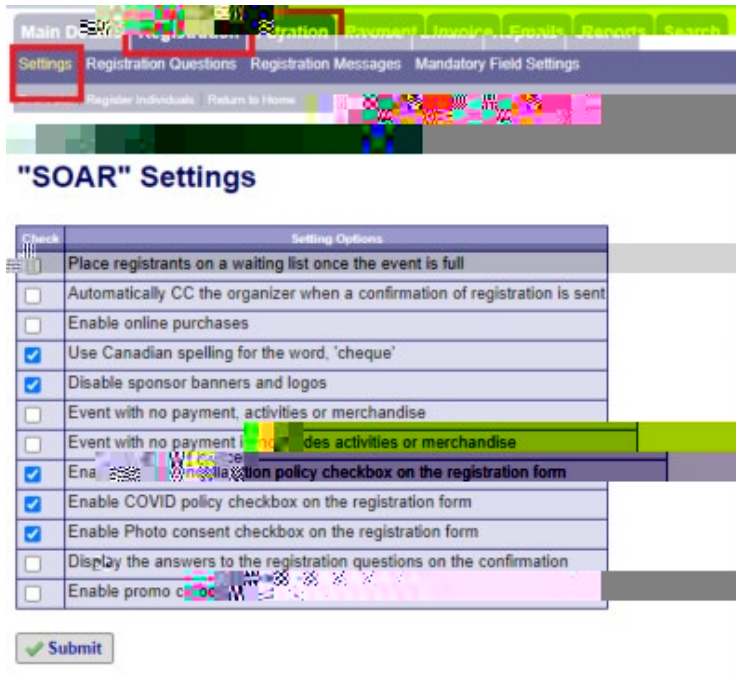
Space available needs to be filled in for people to be able to register – this can be an estimate but will cap registrations when the count is reached. If an event has no cap then inflate the number so registration is not limited.



On the **Registration** tab you can setup defaults, questions, messages, and mandatory fields:

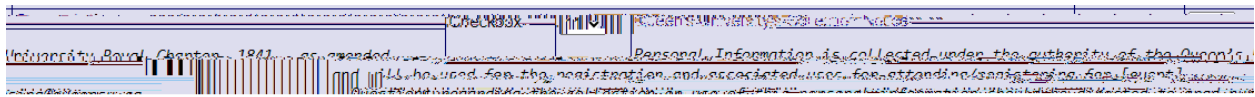
If you enable the cancellation policy, COVID policy, or photo consent in “Settings” you will need to also populate a corresponding Registration Message.

The setting option "Display the answers to the registration questions on the confirmation" is not applicable as it is only for non-e-commerce transactions. If the answers are required in the confirmation emails refer to the merge code document.



Here you can add questions specific to your event.

The collection notice will be mandatory for all events and will be added when your event is set up – **do not delete this question.**



Main Details **Registration** Payment Invoice Emails Reports Search SOAR

Settings Registration Questions Registration Messages Mandatory Field Settings

Registration Questions

6 record(s) found.

OPTIONS:

[Add new question](#) | [View answers to all questions](#)

Options	No.	Question	Question Type	Order of appearance
<input type="checkbox"/>	1	Please confirm which Faculty/School/Program your student is attending.	Drop-down list	1
<input type="checkbox"/>	2	Do you require any dietary accommodations?	Checkbox	2
<input type="checkbox"/>	3	If other, please specify. Please specify your other dietary accommodations.	Text input	3
<input type="checkbox"/>	4	Do you require any other accommodations? Queen's is committed to an inclusive campus community with accessible goods, services, and facilities that respect the dignity and independence of persons with disabilities. Are there any steps we can take to make this a more inclusive and barrier-free event?	Text input	4
<input type="checkbox"/>	5	How did you hear about SOAR?	Drop-down list	5
<input type="checkbox"/>	6	If other, please specify. Please specify the other way you heard about SOAR.	Text input	6

Main Details **Registration** Payment Invoice Emails Reports Search SOAR

Settings Registration Questions Registration Messages Mandatory Field Settings

Custom Registration Messages

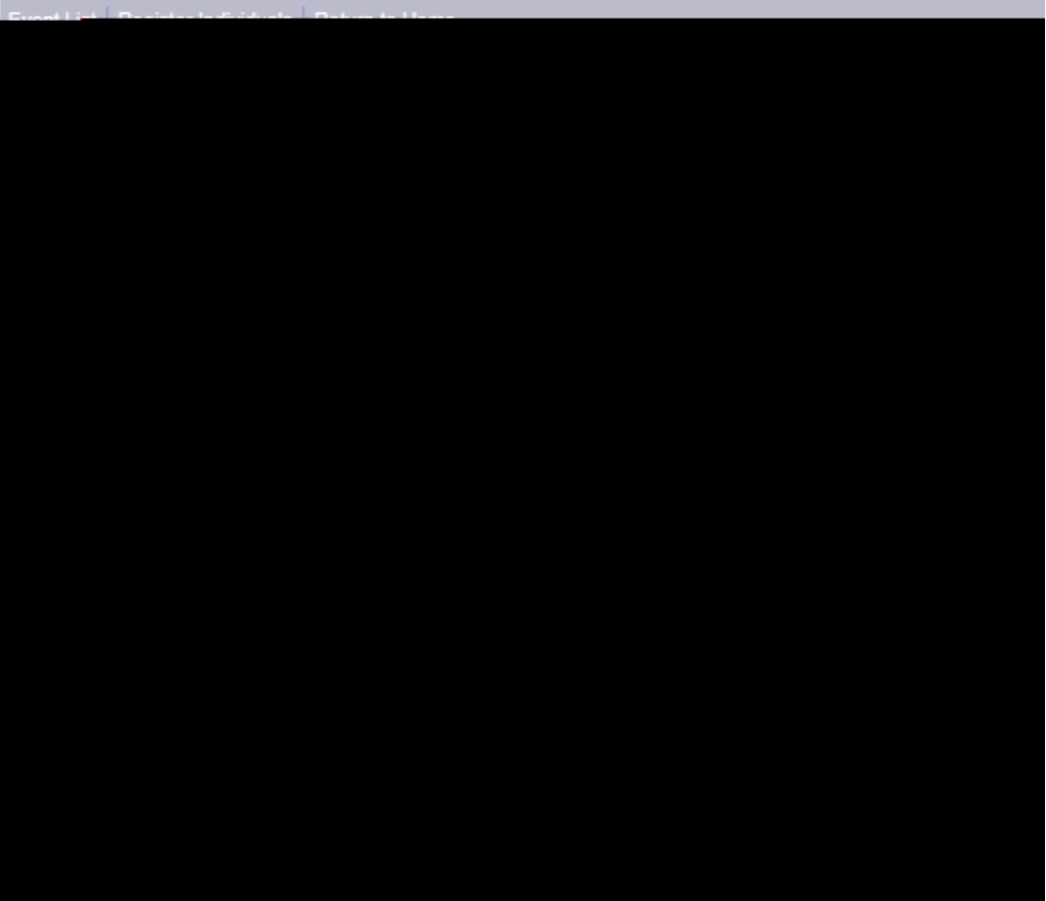
11 record(s) found.

You may add custom messages to various points in the registration process, to further inform your registrants

Options	No.	Message Location	Actual Message (display the first 100 characters only)
<input type="checkbox"/>	1	Top of First Registration Screen	
<input type="checkbox"/>	2	Top of Second Registration Screen	
<input type="checkbox"/>	3	Top of Payment Options	
<input type="checkbox"/>	4	Below Invoice	
<input type="checkbox"/>	5	Below Fax Form	
<input type="checkbox"/>	6	Below Mailing Address	
<input type="checkbox"/>	7	Final Screen	Thank you for registering for SOAR! You will receive an email shortly confirming your registration.
<input type="checkbox"/>	8	Cancellation Policy	SOAR tickets are non-refundable and all sales are final.
<input type="checkbox"/>	9	COVID Policy	In line with current provincial and public health guidance, the university's suspension of
<input type="checkbox"/>	10	Photo Consent	
<input type="checkbox"/>	11	Promo Code Message	

Main Details Registration Payment Invoice **Emails** Reports Search

Confirmation Emails Send Invite Email Lists Target Groups



Back to the **Main Details** tab and under this the various sub-tabs is where to further set up your event. Go through each tab and add in applicable information for your specific event.



"SOAR"

A screenshot of the 'SOAR' Times & Dates configuration form. The form is titled '"SOAR" Times & Dates' and contains several date and time selection fields. The 'Start date' field is set to Jul 06, 2023. The 'End date' field is set to Jul 15, 2023. The 'Start time' field is set to 9:00 AM. The 'End time' field is set to 4:00 PM. The 'Registration Start Date' field is set to Apr 30, 2023. The 'Registration End Date' field is set to Jul 14, 2023. At the bottom of the form are three buttons: 'Submit', 'Cancel', and 'Reset'. The 'Times & Dates' sub-tab in the navigation bar is highlighted with a red box.

In the **Main Contact** tab, the **email address must be filled in**. This is the "From" email address that the platform will use to email your confirmations, registrations, and updates. If left blank email notifications will not be sent for your event.

The screenshot shows the 'Main Contact' tab selected. The form fields are as follows:

- First Name: Student Experience Office
- Last Name: Queen's University
- Title: (empty)
- Telephone: 613-533-6882
- Fax: (empty)
- Email: student.experience@queensu.ca

In the **Mailing Address** tab, fill in the address you would like to appear on your registration invoices/receipts.

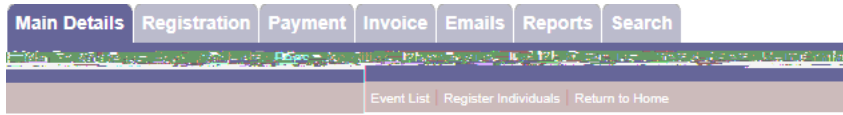
The screenshot shows the 'Mailing Address' tab selected. The form fields are as follows:

- Attention: (empty)
- Address: 146 Stuart St
- City: Kingston
- State/Province: Ontario
- Zip Code/Postal Code: K7L 2V8
- Country: Canada

In the **Fees tab**, add in all applicable tickets. If your event is free a fee is still needed to be added just enter the cost at \$0.00.

When the event is initially set up – there is a default \$1 fee – this can be modified for your first fee by clicking the “Registration” link.

Fee Groups can also be added if you want to group fees by day for example.



Event Fees

1 record(s) found.

[Add new fee](#)

Options	No.	Name	Status	Rank	Space available	Cost	Start date	End date
<input type="checkbox"/>	1	Registration	active	N	0	\$1.00	0	None

[Add new fee group](#)

[Add new fee groups](#)

Options No. Name Rank Space available

There are no records to report



19 record(s) found.

[Add new fee](#)

Registration Fees

Options	No.	Name	Status	Member	Rank	Cost	Start date	End date
<input type="checkbox"/>	1	Faculty of Arts and Science - Thursday, July 7, 2023	active	N	0	\$45.00	0	July 7, 2023
<input type="checkbox"/>	2	Faculty of Arts and Science - Friday, July 7, 2023	active	N	0	\$45.00	0	July 7, 2023
<input type="checkbox"/>	3	Bader College - Saturday, July 8, 2023	active	N	0	\$45.00	0	July 8, 2023
<input type="checkbox"/>	4	Faculty of Arts and Science - Saturday, July 8, 2023	active	N	0	\$45.00	0	July 8, 2023
<input type="checkbox"/>	5	Faculty of Arts and Science - Sunday, July 9, 2023	active	N	0	\$45.00	0	July 9, 2023
<input type="checkbox"/>	6	Faculty of Arts and Science - Friday, July 14, 2023	active	N	0	\$45.00	0	July 14, 2023
<input type="checkbox"/>	7	Faculty of Health Sciences - Friday, July 14, 2023	active	N	0	\$45.00	0	July 14, 2023
<input type="checkbox"/>	8	School of Nursing - Friday, July 14, 2023	active	N	0	\$45.00	0	July 14, 2023
<input type="checkbox"/>	9	Smith School of Business (Commerce) - Friday, July 14, 2023	active	N	0	\$45.00	0	July 14, 2023
<input type="checkbox"/>	10	Faculty of Engineering and Architecture - Saturday, July 15, 2023	active	N	0	\$45.00	0	July 15, 2023
<input type="checkbox"/>	11	Faculty of Engineering and Architecture - Sunday, July 16, 2023	active	N	0	\$45.00	0	July 16, 2023

Required fields when adding a fee is:

Status

Name of fee

Space available – if you leave it at 0 registrants will not be able to register.

Fee – if the event is free s. It need to enter as \$0.

Taxable

Main Details Registration Payment Invoice Emails Reports Search

Main Details Times & Dates Main Contact Mailing Address Event Contacts Fees Activities Merchandise Event Picture Event Logo Facilities

Event Details Register Individually Return to Home

For member only Y N

Status active

Name of fee Faculty of Engineering and Applied Sciences - Friday, July 14, 2023

Description

Add Another Registrant

- Faculty of Arts and Science - Thursday, July 6, 2023
- Faculty of Arts and Science - Friday, July 7, 2023
- Faculty of Arts and Science - Saturday, July 8, 2023
- Faculty of Arts and Science - Sunday, July 9, 2023
- Bader College - Saturday, July 8, 2023
- Smith School of Business (Commerce) - Friday, July 14, 2023
- Smith School of Business (Commerce) - Saturday, July 15, 2023
- Faculty of Engineering and Applied Sciences - Friday, July 14, 2023
- Faculty of Engineering and Applied Sciences - Saturday, July 15, 2023
- Faculty of Health Sciences - Friday, July 14, 2023
- School of Nursing - Friday, July 14, 2023
- Guest - Thursday, July 13, 2023
- Guest - Friday, July 14, 2023
- Guest - Saturday, July 15, 2023
- Guest - Sunday, July 16, 2023
- Guest - Friday, July 14, 2023
- Guest - Saturday, July 15, 2023
- Guest - Commerce - Friday, July 14, 2023
- Guest - Commerce - Saturday, July 15, 2023

Additional Registrant Limit 2

Rank 0

Space available 0

Registration count towards

- July 6, 2023
- July 7, 2023
- July 8, 2023
- July 9, 2023
- July 14, 2023
- July 15, 2023

Fee

\$ 45

Y N

Taxable

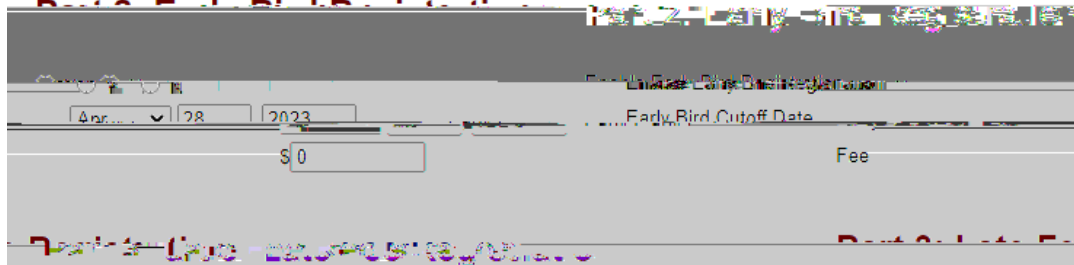
July 6, 2023

Fee Group:

only. It

Invoice Text (Text in this field will display for this fee

under the Registration tab.)



Enable Late Fee Registration

Y N

Late Fee Start Date

Apr 28 2023

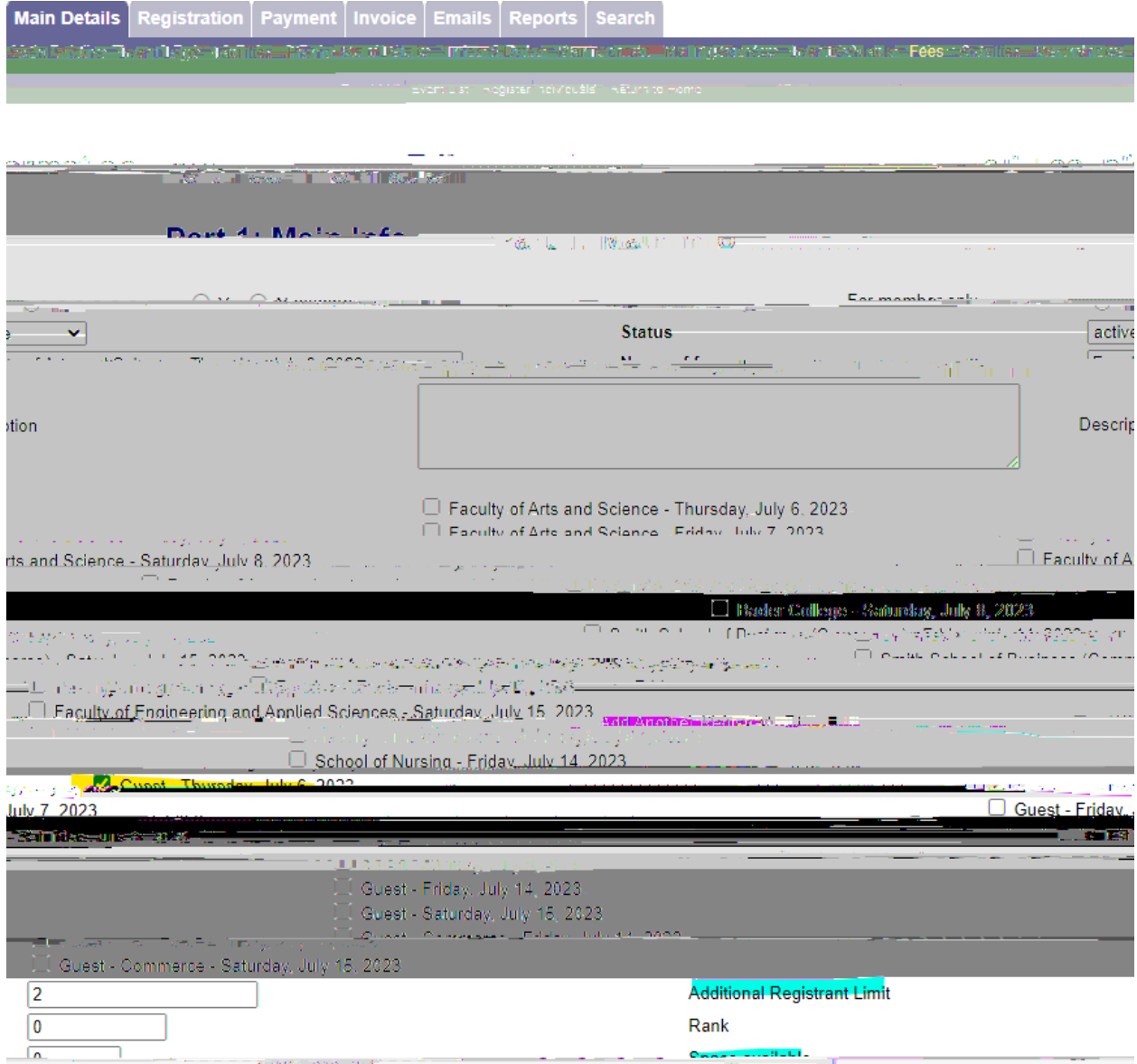
Fee

\$ 0

Submit Cancel Reset

Optional fields can be used for early bird and late registration. Using the Fee Group to group fees if needed. As well as linking dependent fees on each other.

Note: the member only option is not applicable to our setup as this is only applicable if there is a member management system being integrated.



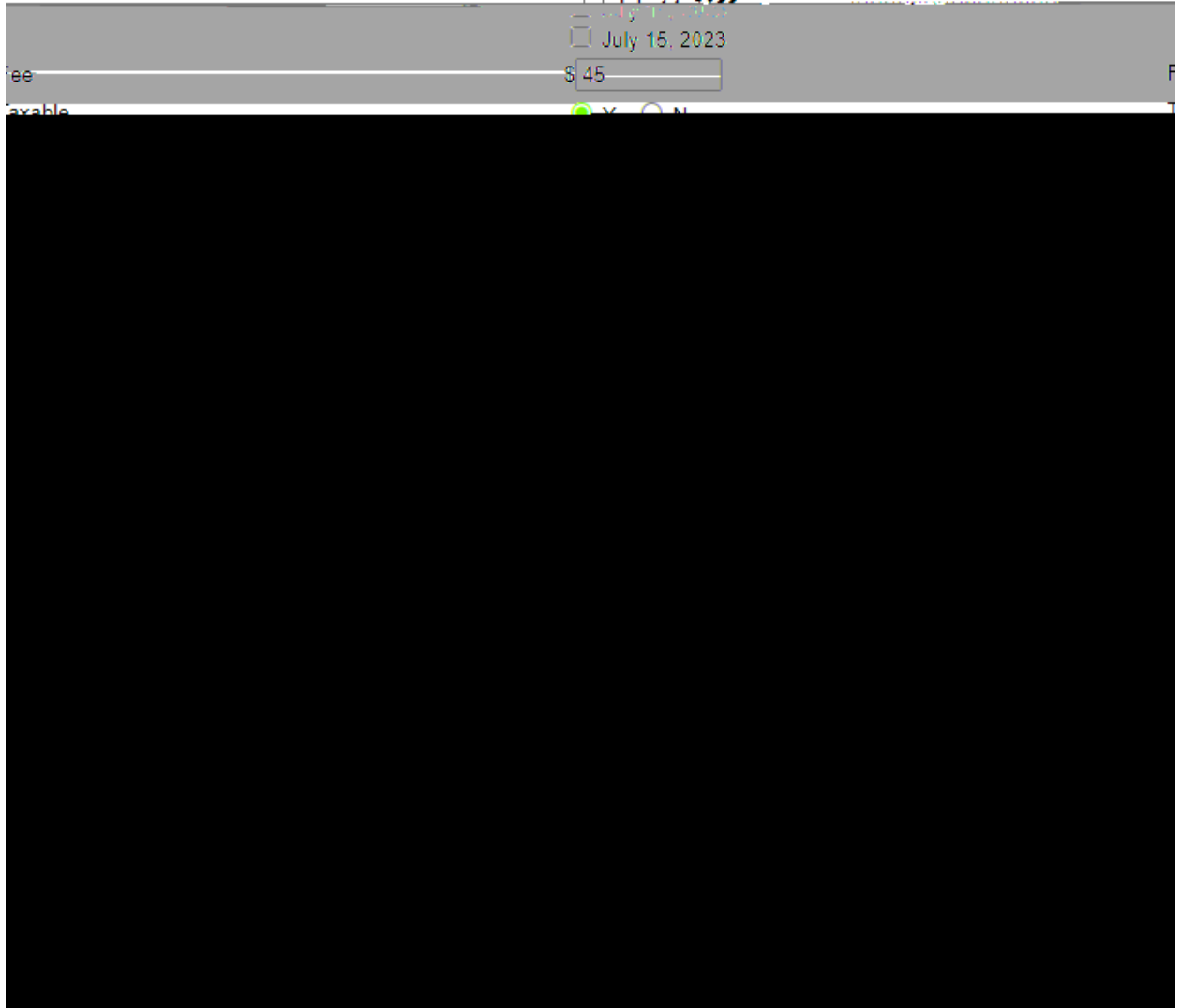
Registration count towards

- July 6, 2023
- July 7, 2023
- July 8, 2023
- July 9, 2023
- July 10, 2023
- July 15, 2023

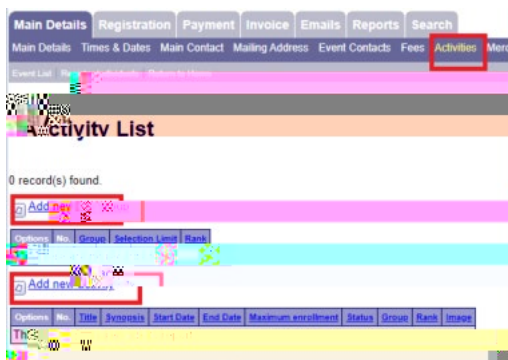
Fee

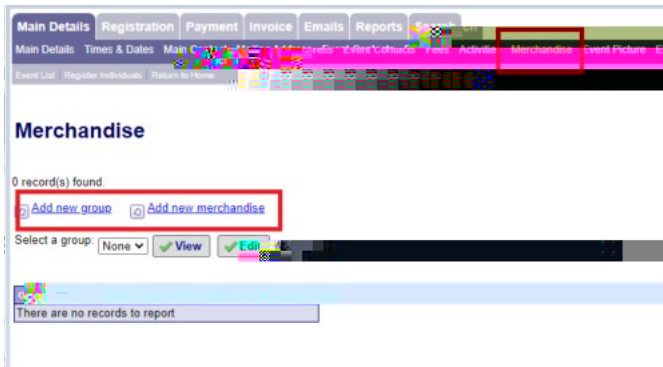
\$ 45

available



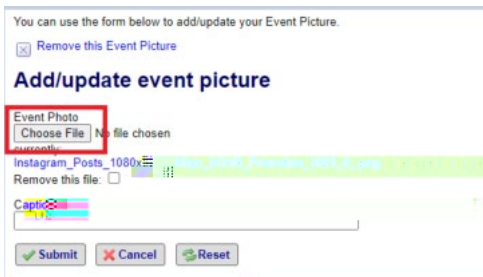
Activities are for items like a meal add-on for registrants – they can be free or have their own price.





A picture for your event can be added to display when people register for the event. This is different than the logo which appears on the confirmations/receipts.

The logo is the Queen's University logo and should not be changed.



Facilities– can be added by event. This can then be added in the Main Detail tab once your fac

umber 68705RT0001 Tax n 1078

ce Identifier Invoice

s Statu

