

BCMhARN Online Event Registration System

Instructions for Event Planners

About the Registration System

The BC Mental Health and Addictions Research Network (BCMhARN) worked with web developers to create an online event registration system in 2008. This system is intended for use by members of BCMhARN (www.mhanet.ca) to promote and organize events related to research and development in Mental Health and Addictions.

How can this system help you to organize an event?

- Use a customizable registration system at no cost, with support from BCMhARN
- Promote your event with a registration [page](#) posted on the BCMhARN site
- Add or change your event details at any time
- Download the list of registrant names and emails in Excel file format
- Close registration at any time, or start a registrant waiting list
- Set up personalized messages that are sent automatically to all registrants
- Activate automatic emails to alert you when someone registers
- Add downloadable documents (i.e. maps, flyers) to the event page

Using this instruction booklet, event organizers can set up their own events on the system with the support of BCMhARN's administrator.

Instructions for Setup and Use

Step 1. Complete the [Event Details Form](#) and email it to the BCMhARN Administrator at chuth@phsa.ca

Please note that this system should be used for organizing free events only, as it does not support a payment function. Also, this system allows an unlimited number of registrants to sign up for an event. We recommend that the event planner keep a close eye on the registration numbers, and once the capacity of the event has been reached, (s)he can alter the standardized email sent to registrants to indicate that their name is on a waiting list, and/or de-activate the event registration page.

Step 2. BCMHARN Administrator supplies the Event Planner with site login/password

The administrator will notify the event planner when the event has been added to the website, and provide the event planner with a user name and login password to view and edit the event details and attendee list. Adding further event details, event management, and moderating the list of registrants is the responsibility of the event planner. BCMHARN reserves the right to remove or refuse to post any submission for any reason. You are responsible for the accuracy of the contents submitted to BCMHARN.

Step 3. Log in and add event details

Using the user name / password supplied by the administrator, log in here: http://mhanet.ca/event_registration/admin, and under the *Action* heading, click on *Edit* to add the following event details (all optional, but recommended for clarity and successful event promotion):

Event Description: Cut and paste directly into the text box a short paragraph describing the purpose, themes, and intended audience for the event

Location Map: Paste the URL of a website with directions to your event here. Alternatively, you could create a document (PDF, Word, etc.) that contains a location map for the event; and upload it to the website directly from your computer clicking on the *browse* button. This is useful for attendees as they are able to download and print the map directly from the Event Registration page.

Other Event Note: Event planners can list any special event details, instructions, or restrictions here (i.e. "Please join us at 8:30 a.m. for a continental breakfast")

Link: Paste the URL of a web page advertising the event

Get Notification: The event planner can choose to receive an automated notification email each time a registrant signs up for an event

**Tip: Once the event details are in place, the Event Planner can navigate back to the "Upcoming Events" page and review details before publishing by clicking on the Event Name.*

Step 4. Edit automated email sent to event registrants

When a person registers for an event, they will receive an automated email from the system informing them of the details (date, time, location, etc), with an optional personalized message from the Event Planner. Follow the steps below to enable the automated email and edit the message:

- Click on *Admin Info* and use the dropdown menu *Select Event* to select your event, and add your name and Email address
- Check the box next to *Send Confirmation* to ensure that registrants receive an **automated message** from the system when they register, informing them of the event name, date, time, location, and location map. In the text box *Email Content*, feel free to add a **personalized message** to registrants at the end of this automated message, with your own signature block and contact information. For example:

If you require any other information or have questions about registration, please contact (your name) at (email) or (telephone). Thank you for your interest in this event.

Sincerely, (Your Name and Signature Block)

- Click on *Save* to save your changes

Step 5. Publish the event on the BCMHARN website, and submit a test registration

- Under the *Status* heading, check *Enable*. Your event is now available for registration to the **public!**
- Register yourself as a test, to preview the email sent to all registrants and ensure that all details have been added correctly, and that links are active, etc.
- To register, go to: http://mhanet.ca/event_registration/. This is the URL to use in event advertising.

Step 6. Moderate list of registrants, add waitlist confirmations, and close registration

- To **access the list of registrants** for your event, click on *Upcoming Attendees*.
- Click on the button **Export to Excel** to open the list of attendees in Excel format, which can easily be saved to your computer hard drive.
- To **delete attendees** (duplicates, mistakes, test registrations, etc.) check the box next to the name of the attendee you want to delete, then scroll to the bottom of the page and click on *delete record*. This will permanently delete the record from the database.
- The registration system will allow an unlimited amount of registrants to sign up for an event, so it must be carefully moderated by the event planner to ensure that the **quota for attendees** is not surpassed. The event planner can keep an eye on the number of registrants by frequently logging in to the system and viewing the registrant list, and signing up to receive automatic notification emails each time a registrant signs up for the event, as detailed in Step 3 ("*Get Notification*").
- When the quota of attendees for an event has been reached, the event planner can **take down registration** by clicking on *Disable* (Step 5) under the tab *Status*. Alternatively, if the event planner wants to start a **waiting list**, the Event Registration could remain *Enabled* (i.e. it could remain online), and the event planner could change the automatic email sent to registrants (Step 4) to note that their registration is not confirmed, but their name has been added to a waiting list.
- We recommend that the event planner uses the list of participant emails found in the Excel file to send a reminder email, or a confirmation email (*BCC'd*), closer to the date of the event.
- Registration for the event is automatically removed from the website when the event date has passed. The event planner login / password will be deleted from the system one week following the event.

Please direct any inquiries to Cathy Huth
Email: chuth@phsa.ca Phone: 604-707-6390

Thank you for using the BCMHARN Event Registration System, and may your event be a success!