

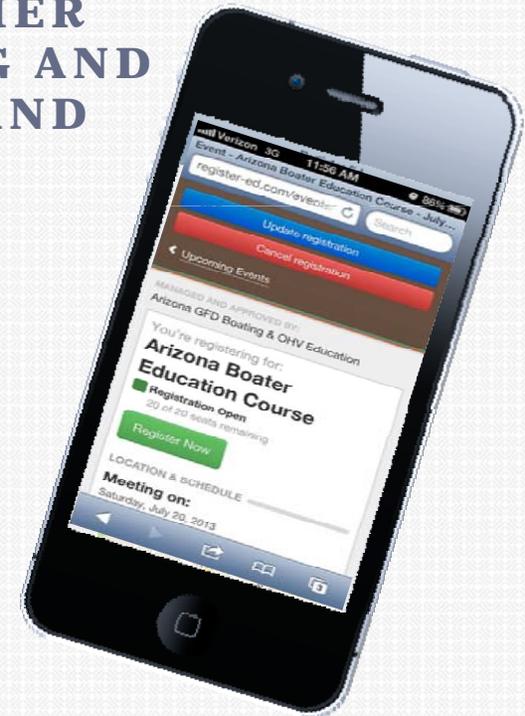
# Event Registration Tool



**OFFERING PARTNERS ANOTHER  
RESOURCE FOR STREAMLINING AND  
IMPROVING RECRUITMENT AND  
RETENTION EVENTS**



**VS**



# BENEFITS OF A UNIVERSAL TOOL



- **Reduce workload on event hosts**
- **Increased registration management & coordination**
- **Multiple-user interface and permissions**
- **Reporting functions**
- **Consistent customer-interface**

# BENEFITS OF A UNIVERSAL TOOL



- **Centralization of participant contact information**
- **Promotes “Outdoor Skills” with hunter ed students**
- **Automated waiting lists**
- **Allows posting of event checklist, camp lists, best practices, standards and more**
- **Mobile-friendly**

# WHERE IN GOOD HANDS



- The leader in recreational safety education products: hunter-ed, boat-ed, ohv, etc.
- Consistent platform nationally, sustainable service
- Plug and play, easy setup
- Existing contract with Game and Fish

# HOST INTERFACE

- Create events, date, location, capacity, files

## Create an Event

To create an event, fill in any missing data for date, time, program and location. Web Registration Capacity defaults to the capacity that has been assigned to the selected location. However, if you wish to allow more or fewer online registrations for this event, you may edit the Web Registration Capacity.



<< November 2012 >>

S	M	T	W	T	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

START: [ ]-[ ]-[ ] [ ]:[ ]:[ ]

END: [ ]-[ ]-[ ] [ ]:[ ]:[ ]

Add Event Date

Program  
Demo Safety Education Classroom Course

Event Name  
Traditional Classroom Course

Location  
Dall  
Campbell Green Recreation Center - Dallas, TX (Cap: 35)  
DFW Gun Range - Dallas, TX (Cap: 30)  
KE Offices - Dallas, TX (Cap: 20)  
YMCA at White Rock Lake - Dallas, TX (Cap: 50)

SPECIAL INSTRUCTIONS

### Options

- This is a [public](#) event.
- This event will be visible to students: 9/20/2012 - 9/20/2012.
- Students can register for this event: 9/20/2012 - 9/20/2012.
- Students can cancel registrations: 9/20/2012 - 9/18/2012.
- Notifications are [disabled](#).
- Wait list is [enabled](#).

### Current Schedule

None - Use the "Add Event Date" button

- Participant list, wait list, group emailing tool

Select an Event Management action or select individual students and the type of action from the bottom of the page.

Action	Last	First Name	MI	Suffix	Email	City	State	Zip	Phone	DOB	Gender
<input type="checkbox"/> View   Edit	Allen	Tim			timallen@yafco.com	Dallas	TX	75248	(214)437-9900	09-12-1998	Male
<input type="checkbox"/> View   Edit	Blakeley	Cade	L	Jr.	boatedcolorado+blakeley@gmail.com	Addison	TX	75243	(555)555-5555	06-09-1990	Male
<input type="checkbox"/> View   Edit	Jefferson	Robert			teststudent76+2@gmail.com	Dallas	TX	75244	(972)555-4433	07-04-1976	Male
<input type="checkbox"/> View   Edit	Johnson	Sven	L		tsjevns@kalkomey.com	Carrollton	TX	75007	(555)555-5555	11-22-1988	Male
<input checked="" type="checkbox"/> View   Edit	Lombardi	Thomas	L	Jr.	boatedcolorado+lombardi@gmail.com	Addison	TX	75243	(555)555-5555	06-09-1990	Male
<input type="checkbox"/> View   Edit	Simmons	Mark	L	Jr.	boatedcolorado+simmons@gmail.com	Addison	TX	75243	(555)555-5555	06-04-1990	Male
<input type="checkbox"/> View   Edit	Smith	Angela			teststudent76+22834b@gmail.com	Addison	TX	75244	(214)558-9874	04-04-1991	Female
<input type="checkbox"/> View   Edit	Smith	Tom			teststudent76+22834a@gmail.com	Addison	TX	75244	(214)698-4545	02-26-1988	Male
<input type="checkbox"/> View   Edit	Snyder	David			boatedcolorado+snyder@gmail.com	Loydville	PA	17047	(816)233-0094	01-04-1984	Male
<input type="checkbox"/> View   Edit	Strobl	Mitch	A		mstrob1@kalkomey.com	Dallas	TX	75248	(214)437-9900	04-12-1990	Male

With Selected Students: Send E-mail [Go]

### Wait List (On)

Select and invite wait list members to contact them.

Status	First	Last	Phone	Created	Last Updated	
<input type="checkbox"/> Invited	Lise	Test	boatedeide@gmail.com	2143510461	07/31/2012 01:08 PM	01/14/2013 12:16 PM
<input type="checkbox"/> Invited	Cecilia	Diaz	cdiaz@kalkomey.com	800-830-2268	01/14/2013 12:17 PM	01/14/2013 12:17 PM
<input checked="" type="checkbox"/> Registered	Steven	Karlson	boatedcolorado+karlson@gmail.com	555-555-5555	03/05/2013 03:10 PM	03/13/2013 04:09 PM
<input type="checkbox"/> Invited	Robert	Wallace	boatedcolorado+wallace@gmail.com	555-555-5555	03/05/2013 03:19 PM	03/05/2013 03:20 PM

With Selected Entries: Invite to Event [Go]

Choose a Different Event

# CUSTOMER INTERFACE

- **Event listings**  
register-ed.com/programs/arizona



MANAGED AND APPROVED BY:

Arizona GFD Boating & OHV Education

## Upcoming Events

### Arizona Boater Education Course

#### Find events near you

Use my current location

Use a ZIP Code

JULY 2013

JUL  
20  
SAT

#### Arizona Boater Education Course

Registration Open 20 of 20 seats remaining

View Event

##### LOCATION & SCHEDULE

Mohave County Library Lake Havasu City, AZ  
Saturday, July 20, 2013 8:30am - 5:00pm

JUL  
20  
SAT

#### Arizona Boater Education Course

Registration Open 26 of 30 seats remaining

View Event

##### LOCATION & SCHEDULE

Arizona Game & Fish Department Phoenix, AZ  
Saturday, July 20, 2013 9:00am - 5:00pm

JUL  
20  
SAT

#### Arizona Boater Education Course

Registration Open 18 of 20 seats remaining

View Event

##### LOCATION & SCHEDULE

Marine Max - Tempe Tempe, AZ  
Saturday, July 20, 2013 9:00am - 5:00pm

JUL  
23  
TUE

#### Arizona Boater Education Course

Registration Open 0 of 10 seats remaining

View Event

##### LOCATION & SCHEDULE

Arizona Game & Fish Region 6 Meza, AZ  
Tuesday, July 23, 2013 9:00pm - 10:00pm  
Plus, 1 additional day.

- **Event details**



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Arizona GFD Boating & OHV Education

You're registering for:

### Arizona Boater Education Course

Registration Open 20 of 20 seats remaining

Register Now

#### LOCATION & SCHEDULE

##### Meeting on:

Saturday, July 20, 2013

8:30am - 5:00pm

##### Located at:

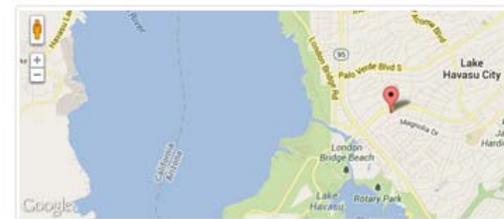
Mohave County Library  
1770 McCulloch Blvd  
Lake Havasu City, AZ 86403

Get directions

#### Special Instructions for All Students

\$5.00 per family

Bring a pen or pencil AND a highlighter



#### DETAILS

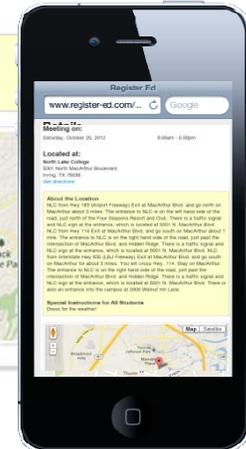
##### Cancellation Policies

You must cancel your registration before Saturday, July 20, 2013, at 5:00pm.

##### Related Files

Required information or forms needed for this event.

Parental Release.doc



# CUSTOMER INTERFACE - CONTINUED

- Registering for event: customizable fields & info

MANAGED AND APPROVED BY  
Arizona GFD Boating & OHV Education

[1 Add Students](#) | [2 Review & Confirm](#) | [3 Complete the Registration](#)

### Arizona Boater Education Course

Starting on July 20, 2013, at 8:30am at Mohave County Library in Lake Havasu City, AZ.

STUDENT REGISTRATION

**Note** All fields are required unless noted.

Student Information

First Name  Middle  Last Name  Suffix

(optional) (optional) (optional)

Date of Birth

Gender  
 Male  
 Female

Emergency Contact Name

Emergency Contact Phone

County of Residence

Recently Cited

Ethnicity

Do you require special assistance? (optional)

Mailing Address

- Confirmation, add participant, agreement

MANAGED AND APPROVED BY  
Arizona GFD Boating & OHV Education

[Add Students](#) | [Review & Confirm](#) | [Complete the Registration](#)

**You're not done yet**  
Registration is not complete until you agree to the requirements & policies below and click "Complete registration."

### Arizona Boater Education Course

Starting on July 20, 2013, at 8:30am at Mohave County Library in Lake Havasu City, AZ.

REVIEW

Doug Burt Born in 1968 [edit](#) [Primary](#)

[+ Add another student](#)

Please Review the Following Agreements

- Once registration is confirmed, an email will be sent to dburt@azgfd.gov. You will need access to this email address in order to make changes to registrant details or cancel.
- Cancellations must be made prior to July 20, 2013.
- Please download the following files:
  - [Parental Release.doc](#)

I understand the requirements and policies of this event registration listed above.

[Complete registration](#) or [cancel this registration](#)



# Obstacles



- **Liability**
- **Agency assumed endorsement**
- **Controls**
- **Level 1 state volunteer clearance**
- **SAMI**
- **What else**
- **Barriers, burdens on orgs, is it worth**

# Event Registration Tool



*“When hosting our junior duck hunt event, registration was the toughest challenge of the event. Registration is the single biggest task, and I suspect that many organizations don’t have strengths in this area,”*

*Fred Doidge, Arizona Outdoor Sports*

**DISCUSSION, QUESTIONS, COMMENTS**  
**~ 15 MINUTES ~**