

Alumni Clubs Event Registration (and how to charge attendance fees)

It's critical that you add any event your club is hosting to your Ross Alumni Club website's "Event" section. This will ensure the event is advertised throughout the Michigan Ross website, will appear on your own club website's "Events" thread, and will be included on the public Michigan Ross events calendar. If you are in need of a copy of photo instructions detailing the process of creating an event on your alumni club website, please let us know at MiRossAlumniClubs@umich.edu.

If you would like to build a registration website for a club event (and, if you so choose, to charge an attendance fee – pg. 11), be sure to do it at the same time you're adding your event to the "Manage Events" page on your club portal:

Once you have entered other event details, choose "Add Website."

Then choose, “create a website for my event,” which will allow you to build your own internal registration page, rather than use an external registration collection platform like EventBrite.

The screenshot shows a 'Website' dialog box with a red close button in the top right corner. The text inside asks: 'Do you already have a website for online registration? If so, enter the URL below:' followed by a text input field containing 'e.g. http://www.bus.umich.edu/Register'. Below this, it asks: 'Would you like to create a website for your event for online registration and/or paper submission?'. There are two radio buttons; the first is selected and labeled 'Create a website for my event', and the second is labeled 'Do not create a website for my event'. An 'OK' button is at the bottom left. In the background, a 'Date & Time' section is visible with fields for date (1/23/2016), time (4:00pm to 5:00pm), and time zone (Local).

Click OK, ensure all other items are finalized, and click SAVE.

On the confirmation screen, select the button, “Create Your Event Now!” The images that follow show the fill-in fields / information you will need to provide:

The screenshot shows a web browser window titled 'Add/Edit Event' at the URL 'www.bus.umich.edu/Calendar/Edit/Default.aspx?club_id=10&referrer_desc=Michigan'. A yellow banner at the top says '< Return to Michigan Ross Alumni Club of Detroit'. Below this is a green message box: 'Your changes have been saved. An email confirmation has been sent to the contact.' with a button 'Create Your Event Website Now!'. The main content area is titled 'How your event will be displayed on iImpact and Kiosks:'. It shows the event title 'Beilein Meet and Greet' with a red box around the ID '#13300866'. The date and time are 'Saturday, January 23, 2016 4:00 PM - 5:00 PM' and the location is 'Detroit Center'. The description reads: 'Come meet John Beilein, Michigan's Basketball Coach, at the Detroit Center Saturday, January 23rd! Kids are welcome, autographs will be signed, and Hors d'oeuvres will be served!'.

Website Settings Screen 1

Add/Edit Event
Beilein Meet and Greet 2 -
www.bus.umich.edu/Conferences/admin/ConferenceSiteDet:
Search
Most Visited
Drupal Login | iImpact ...
Mediasite Mgmt
Ross Recruiter
Kiosk Admin
PerfEvals
Alumni Admin

M MICHIGAN ROSS
Ross Events

Beilein Meet and Greet

Website Title: *

The initial value you supply here when first creating your conference website is used for two purposes:

- To create the folder on the webserver for the files (images, pdfs, etc) used by your conference.
- To create the initial site name used for the url of your conference.

When first entering a value here, please be aware of these two considerations (for instance, if you plan to create the same-purposed conference every year, use the year in this name, so that the file folder name will not conflict with the file folder used last year). Once you have created your conference, you may edit this title as you please.

Beilein Meet and Greet

Website Email: *

This is the email address that will be used as the FROM address on all system-generated emails (registration confirmations, etc). If you do not have an email yet, then use your own email address.

Doofus@umich.edu

URL:

Your event website will have a unique URL that can **cannot be changed once the site is web active**. Note that for purposes of Search Engine Optimization, words in the site name should be separated by the "dash" character, and should not use any characters other than alpha-nums.

http://www.bus.umich.edu/Conferences/Beilein-Meet-and-Greet

Web Active Dates:

The web active dates affect two things:

- If currently web active, your event appears in the list of active Ross Events.
- If your site is not currently web active, then the "No Index" metadata is generated to keep search engines from indexing the site.

Website Settings Screen 2

Add/Edit Event x **Beilein Meet and Greet 2 -** x

www.bus.umich.edu/Conferences/admin/ConferenceSiteDet: Search

Most Visited Drupal Login | iImpact ... Mediasite Mgmt Ross Recruiter Kiosk Admin PerfEvals Alumni Admin

URL:

Your event website will have a unique URL that can **cannot be changed once the site is web active**. Note that for purposes of Search Engine Optimization, words in the site name should be separated by the "dash" character, and should not use any characters other than alpha-numerics.

http://www.bus.umich.edu/Conferences/Beilein-Meet-and-Greet

Web Active Dates:

The web active dates affect two things:

- If currently web active, your event appears in the list of active Ross Events.
- If your site is not currently web active, then the "No Index" metadata is generated to keep search engines from indexing the site.

Start: 10/12/2015 End: 1/22/2016 (11:59 PM)

If private is checked, then this site is treated like it is not web active - it is not added to the list of active events, and spiders are instructed not to index this site. This only serves as a means to limit visibility - it does not prevent unwanted registrations.

☒ This is a private conference

Header Image:

For the optimal layout, the header image should have a width of 791px and the footer image should have a width of 572px. Please contact Computing Services if you would like help from a graphic designer in creating these images.

Browse... No file selected.

Footer Image:

Browse... No file selected.

Keyword Metadata:

These are the keywords that you want to be indexed by the search engines for your site. Simply supply a list of words separated by spaces. Keywords that are also found in the content will increase the score for that particular keyword. This metadata is included on the home page only.

This is the description that is displayed when your site is returned in the result of a search. This should be a one or

Website Settings Screen 3

Header Image: For the optimal layout, the header image should have a width of 791px and the footer image should have a width of 572px. Please contact Computing Services if you would like help from a graphic designer in creating these images.
Browse... No file selected.

Footer Image: Browse... No file selected.

Keyword Metadata: These are the keywords that you want to be indexed by the search engines for your site. Simply supply a list of words separated by spaces. Keywords that are also found in the content will increase the score for that particular keyword. This metadata is included on the home page only.

Description Metadata: This is the description that is displayed when your site is returned in the result of a search. This should be a one or two sentence overview of your event. This metadata is included on all pages of your event website.

Master Page: This is file name of the Master Page which defines the site template. It is only editable by Administrators.
Version 3 CSS: Default

Links:
☐ Show the "Ross Events" link in the site header
☐ Show the "Administration" log in/out link in the site menu

Tracking Code: This tracking code will be inserted into the confirmation page for new registrations

Ignore

Click SAVE →

Save

My iM pact :: search/sitemap :: accessibility features :: privacy statement :: u-m home

2015 Stephen M. Ross School of Business at the University of Michigan.

Main Site Management Screen

Three main areas to modify:

The screenshot shows the 'Beilein Meet and Greet - Site Setup' page in the Drupal administration interface. The left sidebar contains a menu with 'Site Setup' expanded, showing options like 'Event Details', 'Website Settings', 'Additional Settings', 'Ecommerce', 'Content Managers', 'User Management', 'Home', 'Call for Papers', 'View Papers', 'Registration', 'Schedule', 'Sponsors', 'Presenters', 'Participants', 'Travel & Accommodations', 'Contact Us', and 'Review Papers'. The 'Home' and 'Registration' items are highlighted with red boxes. The main content area is titled 'Site Setup' and contains a message: 'Your event website has been created. Use the links below to begin adding content.' Below this is a table listing pages to be added to the website.

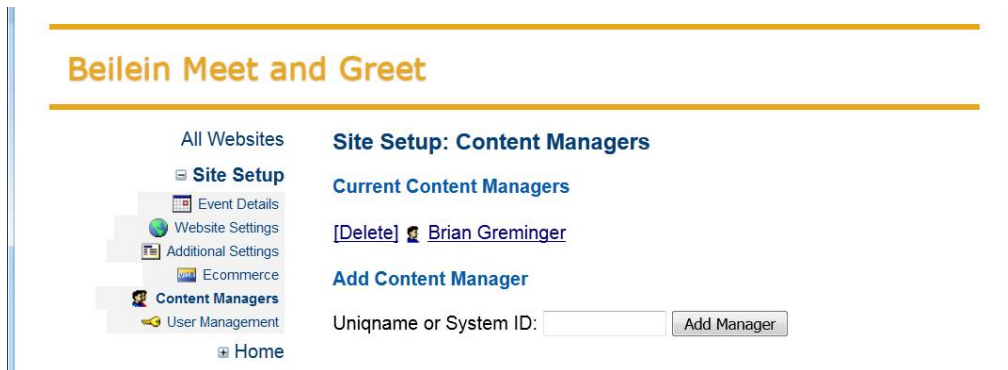
	Page	Published Content
[View] [Edit]	Home	Standard Content
[Create]	Call for Papers	Not Published
[Create]	View Papers	Not Published
[Create]	Registration	Not Published
[Create]	Schedule	Not Published
[Create]	Sponsors	Not Published
[Create]	Participants	Not Published
[Create]	Presenters	Not Published
[Create]	Travel & Accommodations	Not Published
[Create]	Contact Us	Not Published
[Create]	Review Papers	Not Published
	Add Custom Page	

Below the table, there is a link '[Delete this event website]' and a note: 'To clone this event website, click on "Event Details" in the side menu and then click the "Clone Event" button.'

The footer of the page includes links for 'My iM pact', 'search/sitemap', 'accessibility features', 'privacy statement', and 'u-m home', along with the text '2015 Stephen M. Ross School of Business at the University of Michigan.'

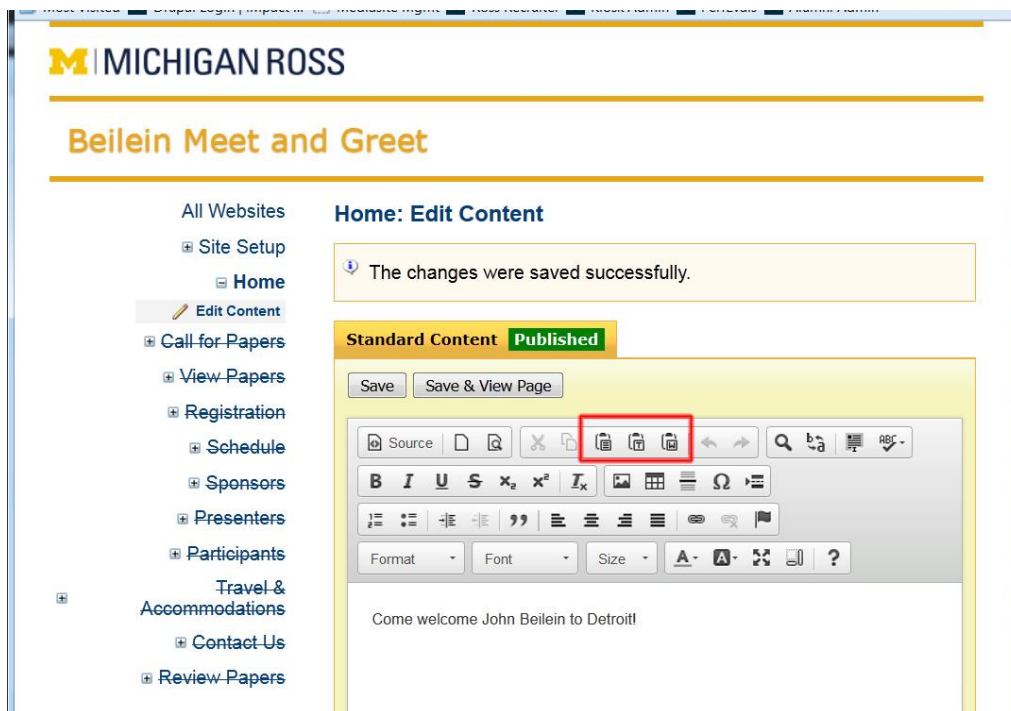
Content Managers

Hint: Don't be editing at the same time



A Home Page Is Required

(You can use the *Paste from Word* or *Paste as Plain Text* features to use the same text from your earlier event description.)



Creating a Registration Page 1

Start Date, Actual Deadline Required

The screenshot shows the 'Beilein Meet and Greet' registration page setup in the MICHIGAN ROSS system. The left sidebar contains navigation links: All Websites, Site Setup, Home, Call for Papers, View Papers, Registration (selected), Edit Content, Attendees, Activity, Schedule, Sponsors, Presenters, Participants, Travel & Accommodations, Contact Us, and Review Papers. The main content area is titled 'Registration: Edit Content' and includes a 'Page Title' field set to 'Registration' and an 'Order Below' dropdown set to 'Home'. Below these are tabs for 'Standard Content' and 'Placeholder Content'. The 'Standard Content' tab is active, showing a 'Save', 'Save & Preview Page', and 'Save & Publish Page' buttons. The 'Registration Settings' sub-tab is selected, displaying a text box with instructions: 'The **Registration Start Date** is the overall start date for registration. The **Early Registration Deadline** is an optional field that should be set to the end date of early registration, if there is an early registration period. The **Late Registration Start Date** is an optional field that should be set to the start date of late registration, if there is a late registration period. The **Displayed Registration Deadline** is the overall end date displayed to site visitors. The **Actual Registration Deadline** is the actual registration end date enforced by the system. This allows you to create a "grace period" between the published registration end date, and the actual registration end date.' Below this text are several date and time fields: 'Registration Start Date' (10/12/2015, 12:00 AM), 'Early Registration Deadline' (Optional, 11:59 PM), 'Late Registration Start Date' (Optional, 12:00 AM), 'Displayed Registration Deadline' (1/20/2016, 11:59 PM), and 'Actual Registration Deadline' (1/21/2016, 11:59 PM). A red box highlights these date and time fields. Below these fields is a 'Maximum # of Registrations Allowed' field set to 50 (Optional) and a checkbox for 'Cc confirmation & cancellation emails to Doofus@umich.edu'. At the bottom, there is a 'Login' dropdown set to 'Give users the option to log in' and a note about using an external website for registration.

Registration: Edit Content

Page Title: Registration Order Below: Home

Standard Content Placeholder Content

Save Save & Preview Page Save & Publish Page

Intro Text Registration Settings Registration Types Form Fields

The **Registration Start Date** is the overall start date for registration. The **Early Registration Deadline** is an optional field that should be set to the end date of early registration, if there is an early registration period. The **Late Registration Start Date** is an optional field that should be set to the start date of late registration, if there is a late registration period. The **Displayed Registration Deadline** is the overall end date displayed to site visitors. The **Actual Registration Deadline** is the actual registration end date enforced by the system. This allows you to create a "grace period" between the published registration end date, and the actual registration end date.

Registration Start Date: 10/12/2015 (12:00 AM)

Early Registration Deadline: (Optional) 11:59 PM

Late Registration Start Date: (Optional) 12:00 AM

Displayed Registration Deadline: 1/20/2016 (11:59 PM)

Actual Registration Deadline: 1/21/2016 (11:59 PM)

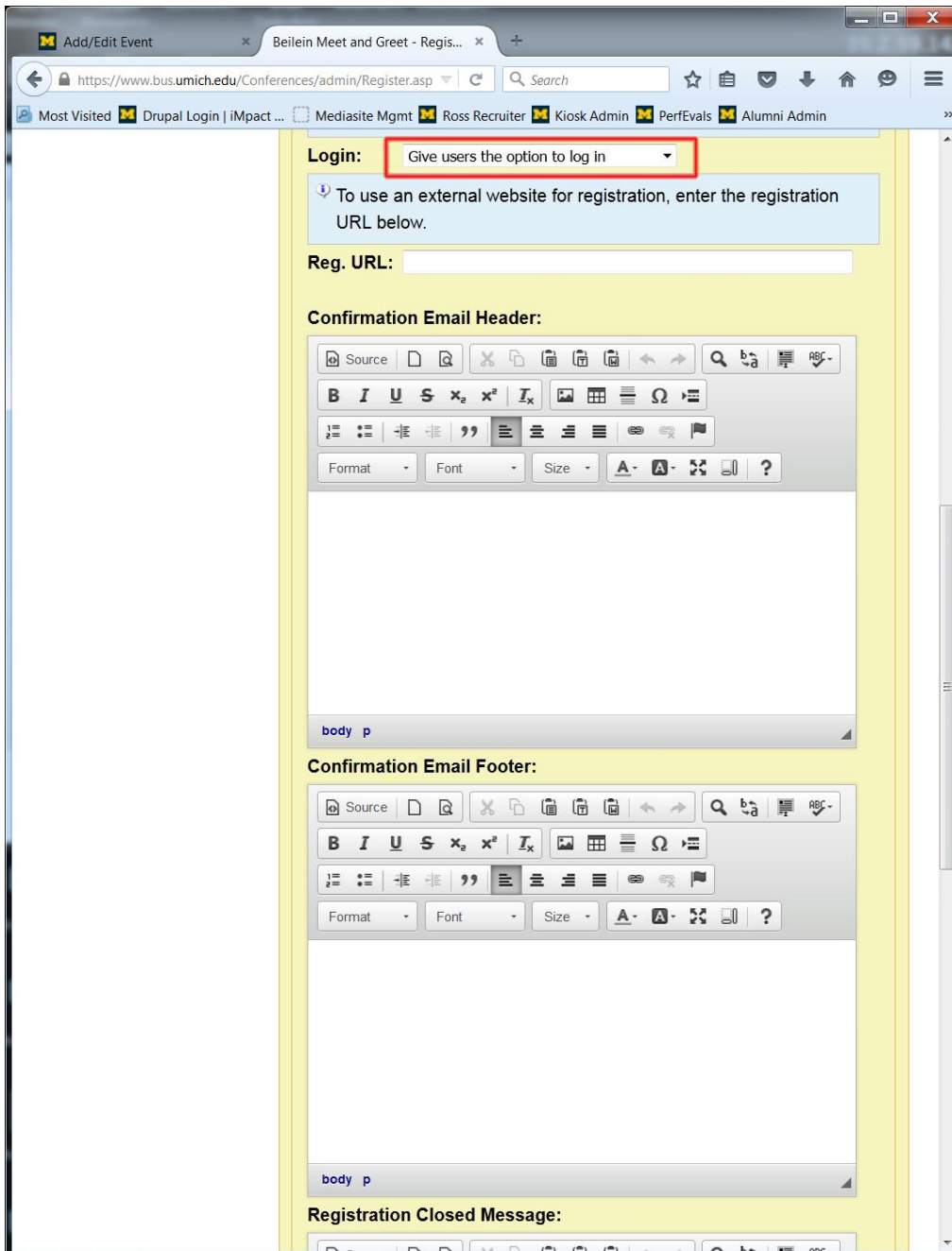
Maximum # of Registrations Allowed: 50 (Optional)

☒ Cc confirmation & cancellation emails to Doofus@umich.edu

If all your registrants have University of Michigan logins (Username or Friend Accounts), it is *highly recommended* that you require them to log in to the registration form.

Login: Give users the option to log in

To use an external website for registration, enter the registration



Creating a Registration Page 3

The screenshot shows a web browser window with the URL <https://www.bus.umich.edu/Conferences/admin/Register.asp>. The browser's address bar and tabs are visible. The main content area is a registration page editor for the "Beilein Meet and Greet" event. It contains three identical message fields, each with a rich text editor. The first field is titled "Registration Closed Message:" and the second is titled "Registration at Maximum Capacity Message:". Each field has a toolbar with options for bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, and other formatting options. The third field is empty. The editor is set to "body p" for all three fields.

body p

Registration Closed Message:

body p

Registration at Maximum Capacity Message:

body p

****Registration Types** (This is where you can indicate attendance fees!)

Choose Registration → Edit Content → “Registration Types”

The screenshot shows the 'Beilein Meet and Greet' registration page in the MICHIGAN ROSS system. The left sidebar contains a menu with 'Registration' highlighted, which includes sub-links for 'Edit Content', 'Attendees', and 'Activity'. The main content area is titled 'Registration: Edit Content' and includes a sub-link 'Edit page title & order in menu'. Below this, there are tabs for 'Standard Content' and 'Placeholder Content'. The 'Registration Types' tab is selected, showing a table of registration types. A red box highlights the 'Registration Types' section, which includes the table and the 'Registration Fees' section below it.

Registration Types

Registration types can be used to categorize registrations by various constituents (Faculty, Student, Presenter, etc.). If your registration form is e-commerce enabled, you can setup different fees for each registration type. Contact Computing Services to enable e-commerce.

	Description	Publish?	Registrations
☐	Couple	Y	0
☐	Single	Y	0

Registration Fees

☐ Allow registrants to complete registration without paying

☐ No fee
☐ Fixed fee
☒ Set fee based on user type and/or registration period

User Type	Default Period
Couple	\$ 35
Single	\$ 20

Standard Form Fields

The screenshot shows a web browser window with the URL <https://www.bus.umich.edu/Conferences/admin/Register.asp>. The page title is "Beilein Meet and Greet - Regis...". The browser's address bar shows the URL and a search bar. The page header includes the Michigan Ross logo and the text "Beilein Meet and Greet".

On the left side, there is a navigation menu with the following items:

- All Websites
- Site Setup
- Home
- Registration
 - Edit Content
 - Attendees
 - Activity
- Call for Papers
- View Papers
- Schedule
- Sponsors
- Presenters
- Participants
- Travel & Accommodations
- Contact Us
- Review Papers

The main content area is titled "Registration: Edit Content" and includes a link "Edit page title & order in menu". Below this, there are two tabs: "Standard Content" (selected) and "Placeholder Content". Under "Standard Content", there are three sub-tabs: "Intro Text", "Registration Settings", and "Form Fields" (selected).

The "Form Fields" tab displays a table of standard fields and their settings:

Field Name	Field Setting
First/Last Name	This field is always required
Name Badge	Include as an optional field ▾
Email	This field is always required
Company/Affiliation, Position Title	Include as a required field ▾
Publish Permission	Exclude this field ▾ Always
Registration Type	This field is always required if Registration Types are entered
Address	Include as a required field ▾
Session Registration	Exclude this field Always ▾
Plan Year	Exclude this field ▾ Always

Below the table, there is a section for "Custom Fields" with a button "Add Custom Field". Under this button, there is a form with a "Type:" label and a dropdown menu, and an "Add" button.

Custom Form Fields 1

Travel & Accommodations
Contact Us
Review Papers

Email: This field is always required

Company/Affiliation, Position Title: Include as a required field

Publish: Section Heading
Note: Information Box
Registration: Note: Bold Text
Note: Plain Text
Address: Divider Line
Session: Text Input Field: Single Line
Date Input Field
Plan Year: Number Input Field
Checkbox Input Field
File Upload (pdf)

Custom
Multiple Choice Input Field: Checkboxes
Multiple Choice Input Field: Drop Down List
Multiple Choice Input Field: List Box
Multiple Choice Input Field: Radio Buttons

Type:*

Add

Custom Fields

+ Add Custom Field

Type: Multiple Choice Input Field: Drop Down List

Title: Meal Choices for Saturday

☐ This is a required field

Choices:

Text	Usage	Fee
☐ Fish	0	\$0.00
☐ Chicken	0	\$0.00
☐ Steak	0	\$10.00

[Add New Choice]

Add

Custom Fields

Edit Delete Meal Choices for Saturday

+ Add Custom Field

Type:

Add

Fish
Chicken
Steak

Attendees Administration

The screenshot shows a web browser window displaying the Michigan Ross Attendees Administration page. The URL is https://www.bus.umich.edu/Conferences/admin/Attendees.aspx?conf_ord=14433. The page features a navigation menu on the left with options like 'All Websites', 'Site Setup', 'Home', 'Registration', 'Call for Papers', 'View Papers', 'Schedule', 'Sponsors', 'Presenters', 'Participants', 'Travel & Accommodations', 'Contact Us', and 'Review Papers'. The main content area is titled 'Beilein Meet and Greet' and 'Registration: Attendees'. It displays a message: 'There are 0 registered attendees and 50 openings remaining.' Below this, there is a search bar for 'Attendee last name' with a dropdown for 'starts with' and a list of letters. There are also dropdowns for 'Status' and 'Balance Due'. A toolbar contains links for 'New Registration', 'Email Selected...', 'Delete Selected', 'View Uploads', 'Export', 'RNT Attended', 'RNT Noshows', and 'Custom Export'. A table lists attendees with columns for Name, Email, Company/Title, Status, Type, Registered, Balance Due, and Attended. One attendee, Caleb Greminger, is listed with a balance due of \$10. The footer includes 'My iM pact' and links for search/sitemap, accessibility features, privacy statement, and u-m home.

M | MICHIGAN ROSS

Beilein Meet and Greet

Registration: Attendees

There are 0 registered attendees and 50 openings remaining.

Attendee last name starts with: **All** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Status: Balance Due:

[New Registration](#) [Email Selected...](#) [Delete Selected](#) [View Uploads](#)
[Export](#) [RNT Attended](#) [RNT Noshows](#) [Custom Export](#) [Save](#)

	Name	Email	Company/Title	Status	Type	Registered	Balance Due	Attended
☐	Greminger, Caleb	caleb.greminger@gmail.com	The Boston Consulting Group Consultant	Incomplete	Single	Today	\$10	☐

My **iM** pact :: [search/sitemap](#) :: [accessibility features](#) :: [privacy statement](#) :: [u-m home](#)

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