Creating a Basic Event Registration Web Page using regonline

1. To begin, enter www.regonline.com in your browser’s address bar. A red arrow on each screen shot shows you where to place your cursor.

2. In the upper right corner, click on CLIENT LOGIN.
3. Enter your designated user name and password and click the LOG IN button.

4. On the left sidebar, click on EVENTS.
5. Click on CREATE NEW EVENT.

6. You will see several options in a drop-down menu. For a basic web page, choose CREATE NEW EVENT.
7. On this screen, you are required to enter an event title, a web address (URL) for your registration page, and a contact email before you can proceed. You may also complete all of the optional event basics fields on this screen at this time.

![Event Basics screenshot](image)

8. When you have finished your data entry, take a moment to proofread the information and make any necessary corrections. For a basic web page, you may skip registrant types and registration rates. Scroll to the bottom of the page and click the NEXT button.

![Registration Rules screenshot](image)
9. The Personal Information screen will allow you to gather information from your registrants and to designate it as optional or required on your registration web page. Indicate the items you would like to include by putting a check mark in the appropriate boxes.

10. For a basic web page, you may skip custom field and page options. Scroll down and click the NEXT button to proceed.
11. For a basic registration page, you may skip agenda items. Click the NEXT button to proceed.

12. For a basic registration page, you may skip lodging and travel information. Click the NEXT button to proceed.
13. For a basic registration page, you may skip merchandise. Click the NEXT button to proceed.

14. Default payment option information has already been established for your sub-account. Click the ACCEPT CREDIT CARDS ONLINE button to allow registrants to pay by credit card on your web page.
15. The default merchant gateway, CyberSource, was defined when your sub-account was created. You may choose whether or not to require the three-digit security code from the back of the registrant’s credit card. All credit cards displayed on this screen can be accepted - this will provide your registrants with maximum flexibility. For a basic registration page, you may skip other payment methods and invoice options. Scroll down and click the NEXT button.

16. Click on ADD CONFIRMATION MESSAGE to generate a registration message to each registrant. When you have finished your data entry, take a moment to proofread the information and make any necessary corrections. Click the SAVE & STAY button to save your work. If you navigate away from regonline without clicking this button, all of the data you entered on the previous panels will be lost.
17. Click on the PREVIEW button to see how your basic registration web page will look.

18. Click on each orange tab on the next row below the REGISTRATION FORM PAGES tab to view the various panels of your registration web page exactly as your registrants will see them.
19. If you would like to make changes to the panel you are currently viewing, click the EDIT button. Remember to click the SAVE & STAY button after each edit.

20. When you are satisfied with your basic registration web page, you are ready to distribute or post the URL you designated in Step 7.