



Event Registration System

Event Registration Training

Purpose: The purpose of this course is to provide learners with the knowledge, comprehension and application training to accurately perform basic navigation and entry within the Event Registration System. This goal will be met by accomplishing the objectives listed below:

Objectives:

At the end of this course, learners should be able to demonstrate:

- Define the Event Registration System
- Describe the log on process and basic navigation icons
- Demonstrate the process to view Event lists, Event description pages and Event registration

Duration: 1/2-hour

Purpose: Welcome the SVA Event Registration Site; the purpose of this site is to register for upcoming events conducted by SVA.

Access to Web site

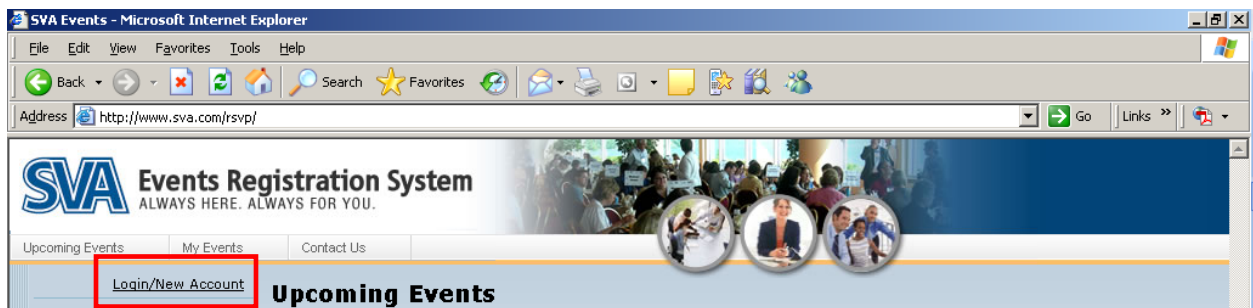
To access the web site:

1. Double click on the **Internet Explorer** icon on your desktop.
2. Type the following web address in the address bar www.sva.com/rsvp

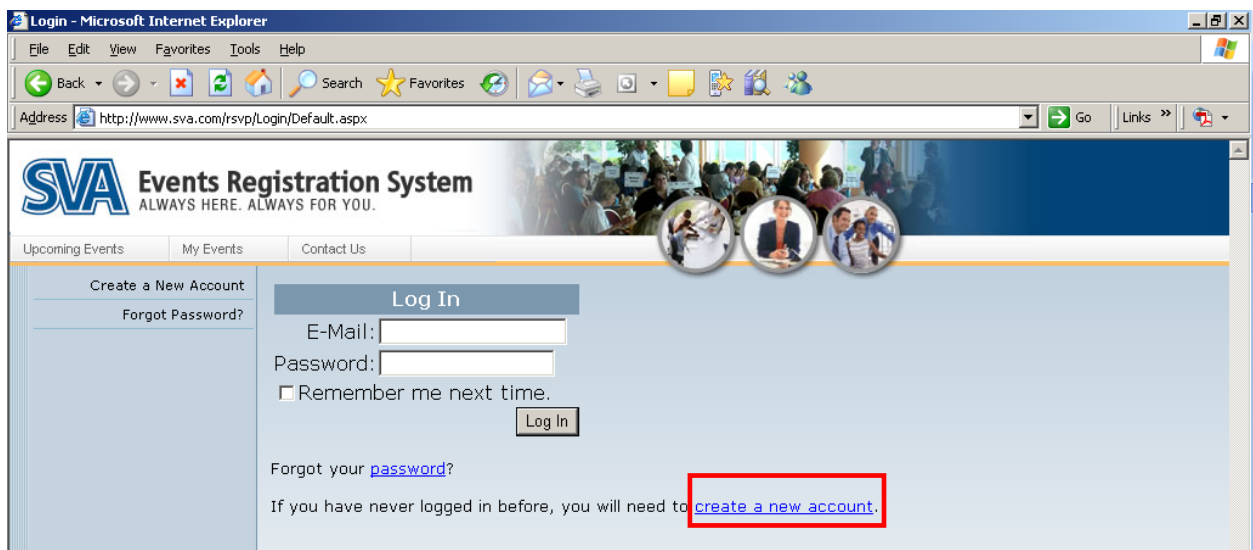
Log-on to web site

To log on to web site:

1. Select the **Login/New Account Link**



2. Select the **Create a new account link**



3. In the screen below, enter your **E-mail Address**, **Password** and confirm your password.

4. Select **Create user**
5. Once your account has been created, select the **Continue** button.

6. At the user profile screen, enter in your information in the appropriate fields. This is a one-time process. After the information is entered, select the **Save** link at the bottom of the screen.

7. Review the information to ensure its accuracy and then select the **Upcoming Events** link.

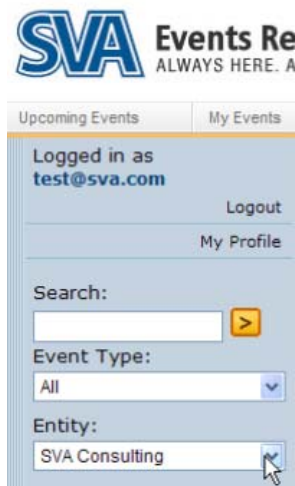


View Events Lists

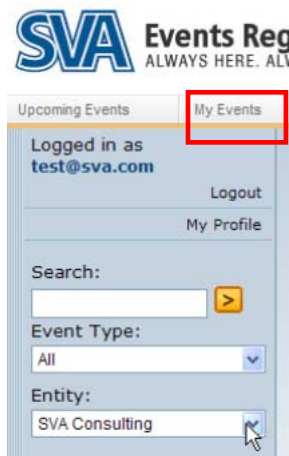
The purpose of this section is to view the events list that is part of the system.

To view events:

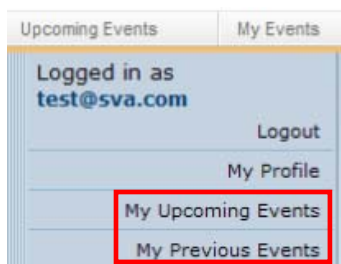
1. Select **Upcoming Events**
2. If necessary, filter by the **Search function**, the **Event type** or the **Entity**.



3. Select the **My Events** link in the header section of the screen to see events that you are already registered for or ones you have previously attended.



4. Select either **My Upcoming events** or **My Previous Events** to see those specific events.



Event Description Pages

There are two ways you will be taken to the event description page; either from an invitation link in an e-mail that has been sent to you or from one of the upcoming events on the home page of the RSVP site. This page has the following items available; a list of event details (date and time), the name of the facility, contact details and short description.

A screenshot of an event description page. On the left, there is a sidebar with links: 'View Agenda', 'Facility Details', 'Contact Us', and 'Upcoming Events'. Below these links, it says '15 remaining' and 'Register'. The main content area has a title 'How to Build Customer Relationships Your Competitors Can't Steal' with a subtitle '(Manufacturing / Distribution)'. There is an image of a stack of money and a Microsoft Gold Certified Partner logo. Below the title, there is a 'Date and Time' section: 'Tue, Jul 1, 2008 (10:00 AM - 11:00 AM)' with a 'View Agenda' link. Below that is a 'Facility' section: 'Web' with a 'Facility Details' link. Below that is a 'Contact' section: 'Robin Reicosky', 'SVA Consulting', '(608) 826-2400', and 'reicoskyr@svaconsulting.com' with a 'Contact Us' link. At the bottom, it says 'Featuring Chris Lytle, nationally known speaker and author of the business best-seller, "The Accidental Salesperson"'. At the very bottom, it says 'Thursday, May 1, 2008 11:00 AM - 12:00 PM'.

Event Registration

The purpose of this section is to provide information on how to register for an event.

To register for an event:

1. Select the **Registration button** (registration is only available for if the event is open for registration).



Logged in as **test@sva.com**

Logout

My Profile

View Agenda

Facility Details

Area Attractions

Contact Us

Upcoming Events

44 remaining

Register

FRx Advanced Training 2-Day Course

Date and Time: **Tue, Jul 22, 2008** (8:00 AM - 2:30 PM) [View Agenda](#)
Wed, Jul 23, 2008 (8:00 AM - 2:30 PM)

Facility: **SVA Madison**
1221 John Q Hammons Dr
Madison, WI 53717
(608)-831-8181 [Facility Details](#)
[Area Attractions](#)

Contact: **Robin Reicosky**
SVA Consulting
(608) 826-2400
reicoskyr@svaconsulting.com [Contact Us](#)

2. The next five steps as shown on the left are designed to collect information for your attendance. Please verify your contact information and select next.



FRx Advanced Training 2-Day Course

Registration - Contact Information

Please verify that the following information is accurate.

Name: John Smith

Email/Login: test@sva.com

Phone: 5555555555

Address: 1221 John Q Hammons Dr
Madison, WI 53717
USA

Company: SVA

Title: Event Registration Coordinator

Special Accom.:

[Edit](#)

Next

3. Complete the Guest Information section if you are bringing anyone to the event and select **Add guest**. After you have added all your guests, select **Next**. If no guests are attending, select **Next**.

The screenshot shows a web interface for event registration. On the left is a sidebar titled 'Registration Steps' with a list: 1. Contact, 2. Guests (highlighted with a blue bar), 3. Invitations, 4. Payment, and 5. Receipt. The main content area has a header 'FRx Advanced Training 2-Day Course' and a sub-header 'Registration - Guest Information (optional)'. Below this is a text prompt: 'Please provide the following information for any guests in addition to your registration.' The form contains five labeled input fields: '* First Name:', '* Last Name:', 'Email:', 'Company:', and 'Title:'. Each field is followed by a white rectangular input box. Below the fields is a blue underlined link 'Add Guest'. At the bottom right are two orange buttons: 'Previous' and 'Next'.

4. Complete the Send Invitations (optional) screen to send an invite to anyone else who might be interested in attending the event. Select **Send Invite** then select **Next**. If no invitations are necessary, then just select **Next**.

The screenshot shows the next step in the registration process. The sidebar 'Registration Steps' now highlights '3. Invitations' with a blue bar. The main content area has the same header 'FRx Advanced Training 2-Day Course' and a sub-header 'Registration - Send Invitations (optional)'. The text prompt reads: 'Please provide the name and email address of anyone you think would be interested in attending this event.' The form contains three labeled input fields: 'First Name:', 'Last Name:', and 'Email:'. Each field is followed by a white rectangular input box. Below the fields is a blue underlined link 'Send Invite'. At the bottom right are two orange buttons: 'Previous' and 'Next'. A mouse cursor is shown clicking on the 'Next' button.

5. Complete the Payment screen if event has a cost associated with it and select **Next**.

The screenshot shows the 'Registration - Payment' screen. On the left is a 'Registration Steps' sidebar with links: 1. Contact, 2. Guests, 3. Invitations, 4. Payment (highlighted), and 5. Receipt. The main content area has a header 'FRx Advanced Training 2-Day Course' and a sub-header 'Registration - Payment'. Below this is a table with three columns: 'Unit Price', 'Quantity', and 'Amount Due'. The table contains one row with values: '\$895.00', '1', and '\$895.00'. Below the table, it says 'Please select your payment method:' followed by two radio buttons: 'Pay by Credit Card' and 'Mail in Payment'.

Unit Price	Quantity	Amount Due
\$895.00	1	\$895.00

Note: If paying by credit card, please note the CVV or CVC field is the last three numbers on the back of the credit card.

The screenshot shows the payment form. At the top left is the 'SVA Events Registration System' logo with the tagline 'ALWAYS HERE. ALWAYS FOR YOU.'. Below the logo, the amount '\$895.00' is displayed. The form contains several input fields: 'Account Holder Name' (John Smith), 'Billing Address' (1221 John Q Hammons D), 'City' (Madison), 'State' (WI), and 'Zip Code' (53717). To the right, there are fields for 'Credit Card Number', 'Expiration' (mm/yy), and 'CVV/CVC'. The 'CVV/CVC' field is highlighted with a red rectangular box. At the bottom, there are two buttons: '<< Back' and 'Process Transaction'.

6. After payment for the event occurs, you will be redirected back to the Registration details where you can **print** your receipt. A copy of the receipt is also e-mailed to you.

The screenshot shows the 'Registration Receipt' screen. On the left is a sidebar with links: 3. Invitations, 4. Payment, and 5. Receipt (highlighted). Below the links is contact information for Robin Reicosky: (608) 826-2400 and reicoskyr@svaconsulting.com. The main content area has a header 'Registration Receipt' and a message 'You are registered for this event.'. Below this, the receipt details are listed: 'Registration #': 10009, 'Attendee Name': John Smith, 'Date Registered': 6/11/2008 1:41:46 PM, 'Event Title': FRx Advanced Training 2-Day Course, 'Facility': SVA Madison, 'Date and Time': Tue, Jul 22, 2008 - 8:00 AM to 2:30 PM and Wed, Jul 23, 2008 - 8:00 AM to 2:30 PM, and 'Payment': Paid \$895.00 on 6/11/2008 1:43 PM. At the bottom, there is a 'Print' button.

7. If you have any questions about your registration, select the **contact information** on the lower left side of the screen.

Registration Steps

1. Contact
2. Guests
3. Invitations
4. Payment
- 5. Receipt**

If you have any questions about your registration, please contact the event coordinator:

Robin Reicosky
(608) 826-2400
reicoskyr@svaconsulting.com

FRx Advanced T
Registration Receipt

You are registered for this event.

Registration #: [redacted]
Attendee Name: [redacted]
Date Registered: [redacted]
Event Title: [redacted]
Facility: [redacted]

OR

Select the **Contact us** button on the top of the screen.

Contact Us

Name: John Smith

Email: test@sva.com

Message: [text area]

Send