RMIHC Registration system – notes from 29 May 2019

The fact that we take registration fees was news to the CSI folks. Lockley can help us set up an EventBrite form that will collect any registration information we want and payment of registration fees. These fees will be dispersed to us (via a check to CSI) after the event, and can either go into our CSI/university account, or the department account. EventBrite does cost us a bit - $0.79 per ticket, and a roughly 2% fee on credit card transactions (which is how credit cards work). If we have 30 people attending (say 2 from CU) and they all register on time, that works out to roughly $46 to use this platform. I'm not clear on the timeline for this, but have followed up with her to clarify.

I'm still waiting to hear back from the Office of Strategic Relations about what platform they're using, what it might cost us, and to what account the registration fees will go into. They stated pretty explicitly that it may take **up to two weeks**. According to Tiffany, last year they used the events.cu.edu platform, the money went into the dept account, and she doesn't seem to think it cost us anything although the financial detail from Kellie appears to show that it cost us about $13.00 last year.