



Recommended Settings: Event Registration Types

Rev. April 18, 2021

The purpose of this document is to present the recommended event registration types and settings that can be used for most Newcomer's events.

The Registration types and settings described in the following pages are appropriate for events where the **Newbies** and **Newcomers** registration types have equal access to all the available slots in the event. **Alumni** become eligible to register for most events 2 weeks after the event opens for registration by Newbies and Newcomers and can do so *if* there are spaces remaining in the event. (Note: If the event capacity is sufficient to preclude Alumni from displacing club members, the Alumni registration type can be set to allow Alumni registration at the *same* time as Newbies and Newcomers. See the Registration Type Settings for "Alumni" section.)

This document supplements the [How to Create an Event Posting](#) guide that is available on the website.

RECOMMENDED REGISTRATION TYPES

These are the Registration types that will most commonly be used. The registration type names (in bold) are only suggestions and can be changed, but it is strongly recommended that the names make it obvious to the registrant which type to choose during registration.

Note: If your event does not need all these Registration types, simply disable the types you do not need instead of deleting them, because the next event that is duplicated from your event *may* need them.

- **Newbies** – This registration type is comprised of Newbies and is required in order to identify Newbies on event waitlists.
- **Newcomers** – This registration type includes regular Newcomers (NewcomerMembers) and extended Newcomers (ExtendedMembers).
- **Alumni** – This registration type is currently comprised of Alumni who have graduated within the last two years or who have registered for an event within the last two years.
- **Working Members** – This registration type identifies those club members (typically members of the committee putting on the event) who will be working the event. This registration type is available only to those who have been given a special code by the committee chair.

Note: There may be events where other Registration types have been previously used. Going forward, the registration type settings for most events should follow the guidelines set for the registration types above. If you have any questions, please see the "If You Need Help" section at the end of this document.



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OVERALL EVENT REGISTRATION SETTINGS

The following settings affect the **entire** event and can supersede the individual registration type settings that follow.

- The **Registration Limit** for most events is equal to the number of spaces allowed by the venue (for in-person events) or the event coordinators (for virtual events).
- The **Waitlist** is enabled and will be invoked when the overall event limit has been reached, thus preventing the event from being over-subscribed.

Note: The **Join waitlist** button will only appear when the overall event's Registration limit has been reached (i.e. when the Spaces left = 0). Until then, the **Register** button will continue to be displayed even if one or more of the Registration types have reached their own limits and enabled the waitlist for that registration type.

- **Multiple registrations** are still disabled for the same contact. This setting applies to ALL individual registration types.
- **Payment method** is set to Online only with the Automatically cancel registration if payment not received within 15 minutes box checked. This setting applies to ALL registration types

REGISTRATION TYPE SETTINGS FOR "Newbies"

- **Status** – Set the status to "Enabled".
- **Name** – Set the name to "Newbies"
- **Description** – Leave this blank.
- **Registration Limit** – Set the registration limit equal to the overall event limit minus the number of **Working Members** needed for the event.
- **Waitlist** – Select "Enable waitlist when limit is reached".
- **Availability** – Select "Members only" and then select "NewbieNewcomers".
- **Available period From** – Set this to the date registration opens for the event.
- **Available period Through** – Set this to the date the event occurs or set it to an earlier date if you don't want members to register at the last minute.



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- **If unavailable** – Set this to “Show with special formatting”.

REGISTRATION TYPE SETTINGS FOR “Newcomers”

- **Status** – Set the status to “Enabled”.
- **Name** – Set the name to “Newcomers”
- **Description** – Leave this blank.
- **Registration Limit** – Set the registration limit equal to the overall event limit minus the number of **Working Members** needed for the event.
- **Waitlist** – Enable the Waitlist when the limit is reached. This waitlist limit applies only to this registration type, not the entire event.
- **Availability** – Select “Members only” and then select both “NewcomerMember” and “ExtendedNewcomer”.
- **Available period From** – Set this to the date registration opens for the event.
- **Available period Through** – Set this to the date the event occurs or set it to an earlier date if you don’t want members to register at the last minute.
- **If unavailable** – Set this to “Show with special formatting”.

REGISTRATION TYPE SETTINGS FOR “Alumni”

- **Status** – Set the status to “Enabled”. Note: If you don’t need or want the Alumni registration type for a particular event (e.g., the Holiday Party), simply “Disable” it rather than deleting it.
- **Name** – Set the name to “Alumni”:
- **Description** – This will appear on the event itself and lets Alumni know when they will be able to register for the event. This description will vary depending on what the “Availability period From” dates are as follows:
 - If the “Availability period From” is set to 2 weeks after the event opens for registration to members, enter “Alumni can register for this event 2 weeks after the event opens for members.”



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- For events where the "Availability period From" date is the same as the Newbie and Newcomer registration types, leave this box empty as there is no need to differentiate alumni registration from club member registration.
- **Registration Limit** – In most cases, the overall event limit will take precedence so you can simply set the Alumni registration limit equal to the overall event limit minus the number of **Working Members** needed for the event. If you however, want/need to limit the total number of Alumni that can register for the event, set this limit to that number.
- **Waitlist** – Enable the Waitlist when the limit is reached. This waitlist limit applies only to this registration type, not the entire event.
- **Availability** – Select "Members only" and then select "Alumni".
- **Available period From** –
 - For most events, the "Availability period From" date is set to 2 weeks after the event opens for registration to Newbies and Newcomers, thus giving priority to club members. If space in the event remains when this date occurs, alumni will be able to register. If no space remains, they can join the waitlist.
 - For events that have no capacity limits or where you have determined that the event capacity is sufficient to preclude Alumni from displacing club members, set the date to when the event opens for registration to club members. In this case, Alumni will have the same opportunity to register as club members.
- **Available period Through** – Set this to the date the event occurs or set it to an earlier date if you don't want members to register at the last minute.
- **If unavailable** – Set this to "Show with special formatting". This is what enables the "Description" described above to be seen in the event.

REGISTRATION TYPE SETTINGS FOR "Working Members"

The following settings apply only to this registration type and differ only slightly from the other three recommended registration types.

- **Status** – If "Working Members" are required for this event, set the status to "Enabled", otherwise set it to "Disabled" and ignore the rest of the settings (for this particular event).
- **Name – Working Members**



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- **Description** – Leave this blank.
- **Registration Limit** - Set the registration limit equal to the number of members working the event.
- **Waitlist** – Do **NOT** enable the Waitlist when the limit is reached since there is no reason to have a waitlist.
- **Availability** – For this registration type, set it to “Registration code required” and enter a code into the box. It is recommended to use a different code for each event because any member who discovers the code can register for this and any other event that uses the same code, even though they may not be real “workers”.
- **Available period From** – Leave this blank. This will allow Working Members to register as soon as the event is posted on the Calendar.

It is strongly recommended that working committee members register for the event *before* it opens for club member registration to eliminate the possibility of Working Members not being able to register if the event sells out before they attempt to register.

- **Available period Through** – Leave this blank too; it is not needed for this type.
- **If unavailable** - Set this to “Show with special formatting”.

There is at least one potential issue with the previous settings.

If the “Working Members” don’t register before the event sells out, it is possible that they will get locked out (I.e., be added to the Waiting list) and will then need to be added manually to the registration list which will cause the event to be oversubscribed. This can be a messy problem to fix.

As an example of how this can occur, picture an event that has a total capacity limit of 20 and needs 2 working members. The availability allotments for Newbies and Newcomers are each set to 18 (the overall limit minus the working members). Now assume that no working members sign up before registration opens and on registration day 6 Newbies and 14 Newcomers successfully register. The next person (Newbie, Newcomer, or Working Member) that attempts to register will find that their only choice is to be added to the waitlist because the overall event limit of 20 was reached even though space is still available for each of the three registration types. This is not a problem for Newbies and Newcomers, but it is a problem for the working members who must attend the event.



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Therefore, it is strongly recommended that the Working Members register *before* the event opens for registration to club members.

IF YOU NEED HELP

If you need help with event registration types, please contact the Posting Committee Chair at posting@sbnewcomers.org or the VPs of Activities at activities@sbnewcomers.org.

Note: Please obtain your VP of Activities approval before adding any new registration types.