Event Registration System

Summary
The Event Registration system allows for Yale SOM departments, Student and Alumni Groups to host event registration information and collect funds for "tickets" through Event Registration or Campus Groups.

Features
- Allows Administrator of a group to setup events with related data, venue, ticket types and discounts
- Allows collection of event fees and payments through Event Registration or Campus Groups
- Allows participants to register and get confirmation of registration
- Allows for wait lists for overbooked events

Who can use it?
Yale SOM departments, faculty, staff, student and alumni groups

How much does it cost?
This service is available at no charge to the Yale School of Management community.

How do I get it?
If you would like to manage events for your group as a site admin, contact somit@yale.edu to request access. Once you have been granted access, you can login to Event Registration through a standard web browser and access your event dashboard. If your group intends to setup event registration or ticket fees you will need approval from business office.

Related Policy and Procedures
- Payment processing for events is restricted to using Event Registration or Campus Groups as the only approved methods by the SOM Business Office
- All users of Yale University computing and networking facilities are expected to read and abide by the Information Technology Appropriate Use Policy. For additional information, please familiarize yourself with the Policies and Procedures related to HIPAA Security.

Related Knowledge Articles
Collecting event fees or ticket payments