Collecting event fees or ticket payments

When using event reg to create event tickets or collect fees for registration, you should follow this process to ensure your fee collection goes smoothly!

Step-by-step guide

1. Have your Event Reg site administrator setup the event in the Event Registration system. The event must be active.
2. You must know your organizations COA in order to collect funds for an event. There is a field to enter your COA. The COA should be entered in segments (shown below).
3. Once you have created the base event in Event Registration, copy the Event ID and Title exactly.

Display Settings
When should this form be active?
Start Date/Time: 06/25/2019 02:15 PM
End Date/Time: 06/27/2019 09:00 AM

Active? ✔

Use CAS authentication to access registration form? ✔

Event Details
Title
Point Presentation

Token
a5c2d4c0d042b387a1f529aa4b84b

Event Start Date/Time
06/27/2019 09:00 AM

Event End Date/Time
06/27/2019 03:00 PM

Sign up URL
https://event-reg.som.yale.edu/login?event=point-presentation

This address is available

Location
Evans Hall
Room 454

Google Map Address
365 Whitney Ave, New Haven, CT 06511

Size Limit
No limit

Hosted By
(Yale SOM Helpdesk)
4. The Event ID can be found at the main dashboard after you create the event, as shown here:

<table>
<thead>
<tr>
<th>Title</th>
<th>Event Start Date</th>
<th>ID</th>
<th>Status</th>
<th>Signup URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food entrepreneurship in New Haven and beyond: A conversation with Yong Zhao, founder of junzi</td>
<td>11/12/2019, 11:45 AM</td>
<td>2438</td>
<td>active</td>
<td><a href="https://event-reg.som.yale.edu/junzi">https://event-reg.som.yale.edu/junzi</a></td>
</tr>
</tbody>
</table>

5. Send email to the SOM business operations team (sombusoffice@yale.edu) and include:
   a. Title of the Event
   b. ID of the Event
   c. COA you will be receiving the funds to for the event

6. The business office will approve and setup the necessary steps so the funds will route to your Yale COA number

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