The Aspire
Registry for New York's Early Childhood Workforce

Online Registration Instructions

This guide provides instructions for how to set up online registration for training events. Online registration allows individuals to register for approved training events through The Aspire Registry and for attendance information to be added directly to individual Aspire Profiles.

How to set up Online Registration

- Contact The Aspire Registry at info@nyworksforchildren.org to request that online registration be added to your Organization Profile.
- Once approved, log into your Aspire Organization Profile.
- Click the "**Settings**" tab and review the Terms & Conditions in the "**Online Registration**" box. Check the box to agree.

Online Registration

Pending as of 04/28/2020

⚠ **Additional Action Needed**
Please agree to the terms and conditions below to complete activation.

Need to collect fees online?
Link a valid STRIPE account to begin accepting payments online for your events.
STRIPE is NOT required for activation.

Online Registration Terms & Conditions

Acceptance of Terms

Registration fees are non-refundable. Registrants who are unable to attend are welcome to send another attendee in their place or should contact the event organizer to reschedule their attendance for a session at a later date.
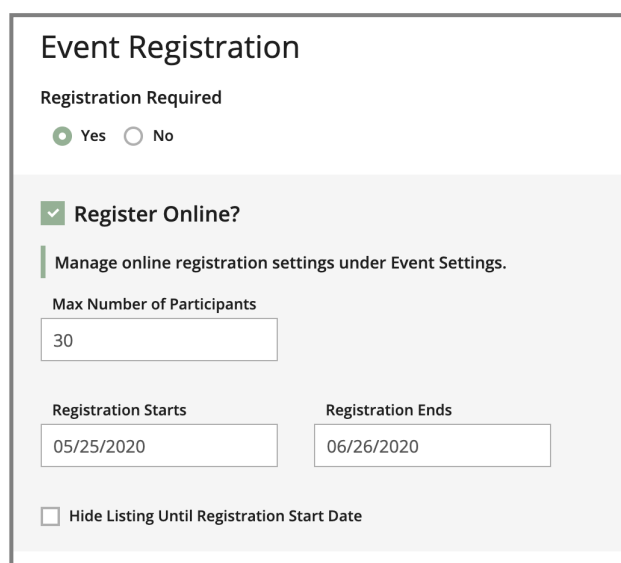
☐ I agree to the registration terms and conditions

Setting Default Text

- In these sections, you are able to enter language that you would like automatically added to emails for your events. You can use these sections to highlight organizational policies around registration, attendance, etc. Please note that these sections can also be edited during event creation.

  - **Default Review Page**: You can add information that you would like to share with attendees prior to finalizing their registration.

  - **Default Confirmation Page**: You can choose to add a customized thank you to this page if you like.

  - **Default Confirmation Email**: This email is sent out when an attendee finishes the registration process. You can choose to include more detailed information about your training policies and next steps in this email.
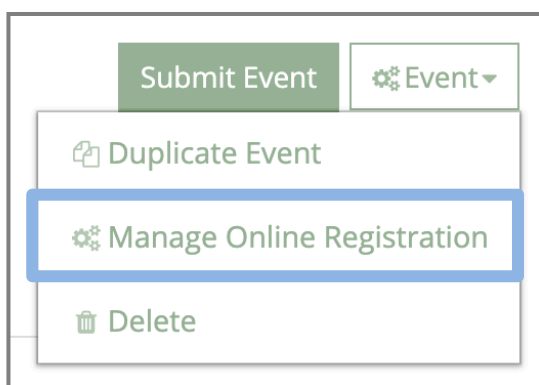
Scheduling an Event with Online Registration

1. Schedule an Event as usual with the following additional steps:

   - In the "**Event Registration**" section choose **YES** for "**Registration Required**" and check the box next to "**Register Online**"
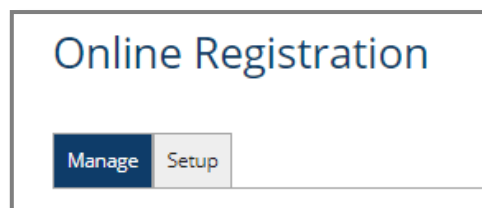
Event Registration

Registration Required

(•) Yes ( ) No

☑ **Register Online?**

Manage online registration settings under Event Settings.

Max Number of Participants

30

Registration Starts   **Registration Ends**

05/25/2020   06/26/2020

☐ Hide Listing Until Registration Start Date

   - Click on the "Event" dropdown and select "Manage Online Registration"

Submit Event	⚙ Event ▾

🗐 Duplicate Event

⚙ **Manage Online Registration**

🗑 Delete

- Click '**Setup**'

- Information Collection
  - Attendee Details section: complete if you want to collect more or less info from your attendees. Attendee Details section: select which information you would like to collect from your attendees. Click "Save Changes" when complete.
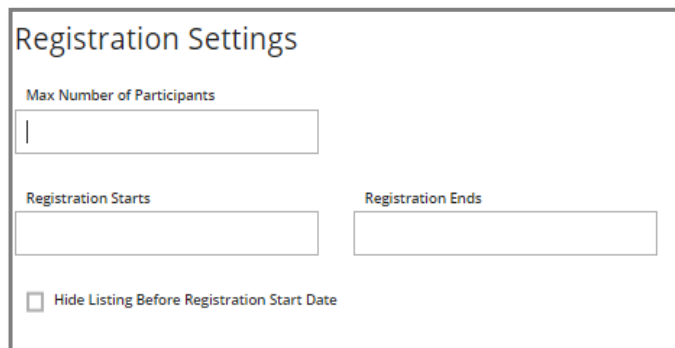
Attendee Details

Select the information you would like to collect from your attendees.

Standard Questions	Collect	Require
Aspire ID	☑	☑
First Name	☑	☑
Last Name	☑	☑
Email Address	☑	☑
Attendee Type	☑	☑
Company/Organization	☐	☐
Mailing Address	☐	☐
Primary Phone	☑	☐
Mobile Phone	☑	☐

Save Changes

- o Complete Review, Confirmation, Reminder Pages & Emails sections (only if default option was not chosen). Click '**Next**' to continue.

- Preview "**Registration**" page. Review content and make changes as necessary. Once complete click **Close** to return to the previous page.

- Set-Up

   a. Registration Setting section: review this information and make any necessary changes.

   b. Terms and Conditions section: check the 'I agree to the terms and conditions as defined above' box.

   c. Click 'Activate' to finish online registration setup.

** If this is a private event, you can copy, paste, and email the Registration Page Link to the participants. **

Questions?
training@nyworksforchildren.org