Event Registration Services

Event Details—How To Guide

**Type of Event:** Please choose one of the listed event types. If one Event Type cannot be determined, please choose the Primary Activity or call Academic Support and Facilities Resources.

- **Camp:** A gathering of individuals that participate in organized recreation or instruction.

- **Continuing Education Unit:** A measure of continuing education usually required by some professions to maintain their license. Generally a CEU is defined by ten hours of participation in a recognized continuing education program with qualified instructors and sponsorship.

- **Conference:** An event composed of short presentations, keynote speakers, and panel. Academic papers and abstracts can be submitted as well.

- **Meal:** A gathering of individuals to consume food (Breakfast/Lunch/Dinner).

- **Non-TTU Sponsored Event:** An Event that is not sponsored or located on TTU grounds.

- **Orientation:** A group of individuals that come together to participate in social activities and obtain new information (i.e., New Student Orientation).

- **Presentation:** A demonstration, lecture, or speech, with visual details to create an overall impression.

- **Recruitment:** The process of attracting, screening, and selecting individuals for specific jobs opportunities or for organizations.

- **Campus Tour:** A group of individuals that take a tour of a campus. Used to promote the institution and encourage prospective students to apply.

- **Training:** The education of individuals intended for use during an introductory, learning, or transitional period (i.e., Beginners Publisher 2010).

- **Workshop:** A group of people that get together to discuss the exchange of ideas and the demonstration and application of techniques and skills.

**Event Title:** Enter the title of the Event.

**Event Description:** Enter a brief description of the Event. If this is for CEUs, please indicate the Course information (Course and Program #, and a descriptive title of the course).

**Location of Event:** Enter the location of the Event, Ex. TTU, Overton Hotel, etc.

**Address:** Enter the physical address of the event.
Event Registration Services

Event Details—How To Guide

**Beginning/Ending Date:** Enter the date that the event begins and ends.

**Beginning/Ending Time:** Enter the time that the event begins and ends.

**Primary Contact:** Enter the name of the primary contact.

**Email:** Enter the email of the primary contact.

**Phone Number:** Enter the phone number of the primary contact.

**Maximum # of Attendees:** Enter the maximum number of attendees.

**Registration Open Date:** Enter the date that you would like your registration to open.

**Registration End Date:** Enter the date that you would like to end registration.

**Cost of the Event:** Enter the dollar amount.

**Registration Support Contact:** Enter the name of the individual who will be assisting with registration.

**Email:** Enter the support contacts email address.

**Phone:** Enter the support contacts phone number.

**Types of Survey Questions:** Ex. Reason for participation, special dietary need, special restrictions, etc.

**Additional Information:** Add any additional information about the event or attach additional information.

**Refund Policy:** Enter the refund policy of your event including costs.

**Do you want the Registration to be linked to your website?:** Click Yes or No.

**Will the Event be on TTU Campus?** Will the Event take place on the main campus (i.e., Academic Building, SUB)? Click Yes or No.

**Does your Department have a Merchant ID?** A Merchant ID is a means by which a TTU department receives payment using debit or credit cards. Click Yes or No.