



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 Credit: 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.

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

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

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

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

Lecture: A demonstration, presentation, 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.

Other: An event that does not fall under any of the above categories.

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.

Mailing Address: Enter the physical address of the event.



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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.

Registration Fee(s): Enter the dollar amount.

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.

Event Contact: Enter the name of the individual who will be assisting with registration.

Email: Enter the support contacts email address .

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.

Would you like to receive registration/payment notification emails?: 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.

Do you want your website listed on the registration page? Click Yes or No.

If Yes, what is the URL? Enter the website/webpage URL.

If you have any questions, please contact

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