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., Beginners 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 contact's 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.