# User Guide

LAST UPDATED 5 DECEMBER 2024

CIVIL AIR PATROL – REGISTRATION ZONE

$W$elcome to Registration Zone, your go-to solution for seamless event management within the CAP (Civil Air Patrol) community. This user guide will walk you through the key features and functionalities of this innovative application, designed to make your event participation and organization smoother than ever.

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# Introduction

The Registration Zone has been developed to serve as a centralized hub, offering members a single, comprehensive platform for all CAP events, thereby simplifying event management, and reducing the burden on our members. With Registration Zone, you can easily register for events, manage your attendance, and stay updated on the latest happenings in the CAP community

## Getting Started

To begin using Registration Zone, follow these simple steps:

- Login to eServices.
- Open the Registration Zone application to access your personalized event dashboard located under many of the menu headers.

## Access

Access to Registration Zone to be an Event Administrator is limited to certain duty positions. If you need the ability to create and manage Events for your organization, please connect with your commander to discuss adding a duty position from the below list or contact your Web Security Administrator and request administrative permissions

**Registration Zone**

*Event Administrator / Data-Entry / Logistics*

Activities Officer, Administrative Officer, Cadet Programs Officer, Chief of Staff, Commander, DCS Cadet Programs, Deputy Commander, Deputy Commander for Cadets, Deputy Commander for Seniors, Director of Cadet Programs, Director of Education and Training, Director of Operations, Emergency Services Officer, Operations Officer, Vice Commander

*Event Approval / Approve / Logistics*

Chief of Staff, Commander, Deputy Commander, Deputy Commander for Cadets, Deputy Commander for Seniors, Vice Commander

## Home Page Layout

### Legend of Symbols

| | | | |
|---|---|---|---|
| 📄 | A Document is required | ⓘ | Information. Hover over/click for more information |

| | | | | |
|---|---|---|---|---|
|  | Active Event |  | Input is Required | |
|  | Add New City |  | Manual Slotting | |
|  | Copy Event |  | Mark Attendance | |
|  | Copy URL |  | Member Type requires supervision around Cadets | |
|  | Delete |  | Prerequisite met | |
|  | Download |  | Prerequisite NOT met | |
|  | Feature is under construction |  | Save | |
|  | Inactive Event |  | Staff Badge | |

# User Registration Guide
## Standard User View



1. Home and My Account will both bring you back to the Home Page.
2. User Guide – Great resource to learn about all the features.
3. Calendar – A visual way to see, filter, and register for upcoming active events. You can also get to the calendar from the Event Registration page.
4. Event Registration – A list of active events that are accepting registrations.
5. Manage Payments – The payment module to see all events that the user is registered for and links to make those payments online.
6. Slottable Event Preferences – The module for members who have registered for National Cadet Special Activities (NCSAs) or National Emergency Services Academy (NESA) to rank activities in order of interest. This will only be present when registered for an event that requires ranking preferences.
7. Event Listing – Report showing some basic information for active events in the system.
8. Personal Information for yourself or the selected registrant.
9. Add to Google Calendar – This can be used to add this event to your Google calendar.
10. Add to Calendar – This can be used to add this event to your calendar (Outlook, etc.). This will only show fully approved, ready to attend events. Registration Zone is flexible in how you can set up your events, some have approvals, others are slottable; depending on how the event is set up, there may be different statuses that will show this icon.

11. Reports – This will pull reports needed for the Event. Currently this area allows members to download a CAPF 60-80.
12. Address – Can be used to copy the event or meet address to the clipboard of your device.
13. Event Name Link – Will take you to the registration details for the event. We have also included a progress bar that will show the status of your registration.
14. $ - Icon that will take you to the payment page for this event.
15. Cancel – Used to cancel the registration for the event. Only available if the Event Admin has enabled cancelations.
16. Icon used to pin the left menu opened or closed. In further screenshots, this menu will collapse on the left-hand side.

## Search for an Event

Click on the Event Registration link from the home page.



1. View Event Calendar – A calendar view of events in the system.
2. Search – Search here to narrow down events in the list. You can search by date, organization, Event Name, Event Number etc. You may search for text and partial words in the event name. The default entry here will be your home unit. Delete your home unit to see all items.
3. Event Registration Filter – Click here to filter to your unit, wing, region or event type.
4. Event Name – click the Event Name link to be brought to the Registration Details page for that event.

# *Registration Details*

## Airshow Support

This event involves slotting. Prior to slotting all registered members show a status of Alternate. Once slotting is complete, the status for the member will be Slotted or Alternate. Alternate means that you are on the waitlist and not slotted. **1**

### Event Details **2** −

You are already registered for an event during this time **3**

Event Type: Wing
Time: 01 Sep 2024 10:00 - 01 Sep 2024 17:00 EDT
Location: 123 Airport Rd , Monroe, NC
Description:
Airshow Support for the upcoming airshow. Get ready for a fun day! We'll support some static displays and host a recruiting booth.

Registered: 7 **4**
Waitlist Available: No
Senior Uniforms: Airman Battle Uniform (ABU)
Cadet Uniforms: Airman Battle Uniform (ABU)
Meals: Pack a lunch
What To Bring: Gloves, water bottle
Registrants Can Cancel Their Registration: Yes

Early Bird Price: 50.00
Early Bird Price Ends: 01 Jul 2024
Regular Price: 50.00
Late Price: 50.00
Late Price Deadline: 01 Jul 2024

☐ Staff Member **5**

Transportation Sign-up Form : Please fill out this online form **6**

Required file(s) must be uploaded in order to register!

### Event Files ( 📄 - Required ) - 3MB max file size each

| File | User Uploaded |
|------|---------------|
| 📄 Photo Release from the Airshow Folks **7** | Upload Completed Required File **8** <br> Choose File   No file chosen |

Number of Guests **9**
`0`

Comments **10**

### Registration Prerequisites ● **13** −

| Name | Value | Met |
|------|-------|-----|
| Cadet Achievements | Achievement 1 | ✅ |
| MemberType | CADET | ✅ |
| Require Medical Profile Complete | 12 | ✅ |

**11**

### Slotting Setup
| Participant (0/6) |
|---|
| Cadet (0 / 6) |
| Staff(0/2) |
| Adult (0 / 2) |

**Register** **12**

1. Slotting Notification – If the event includes slotting, then the member will be notified here and informed what the Event Current Status of Slotted or Alternates means.
2. Event Details – This contains the details input for an event such as dates, times, location, description, uniforms, meals.
3. Conflict Notification – Notification that shows up if you are registered for more than 1 activity during a time block.
4. Registered Link – If enabled, the number here will be available to click and show the other people registered and how to connect with them to help enable carpools, etc.
5. Staff Member toggle – Toggle to select if you are registering for this event as a Staff member. The toggle can be updated in a user's registration until a payment is made for the event.
6. Online Forms – Online forms created by an Event Admin that need to be completed are listed here with links to the forms.
7. Event Documents Download – Documents added to the event for reviewing or submitting.
8. Event Documents Upload - If a document is required for your membership type, you cannot register without uploading it. The document must be < 3MB.
9. Guests – Input the number of guests you will be bringing to the event. This option will only be available if the event is configured to allow guest attendance.
10. Comments – Enter any comments that you want the Event Administrators to know.
11. Slotting Setup – If the event will be slotting members instead of first come first serve then members can see the slotting setup here to understand event capacity.
12. Register button – if all Registration Prerequisites and documents are uploaded properly you will be able to click Register to register for the event.
    a. Notifications of registration are sent to the registrant email (and parent emails for cadets), Activity Director, Event Coordinator (POC) and Deputy Event Coordinator. If the above Event Roles are not assigned, then the notification will go to the event creator.
    b. If an update is made to the Staff toggle or the comments area and the Register/Update button is clicked, then a notification will be provided to the registrant email (and parent emails for cadets), Activity Director, Event Coordinator (POC) and Deputy Event Coordinator. If the above Event Roles are not assigned, then the notification will go to the event creator.
13. Registration Prerequisites – All of the Registration Prerequisites for your membership type will be displayed here. If you meet them, you will get a green check mark, if you do not it will be a red X. If you need to update your Medical Health Profile, then a redirect link will be provided to that module.

*General Notes: If an event is full, you will see a red banner at the top of the Registration Details page.*

THIS EVENT IS FULL . NO MORE REGISTRANTS ARE BEING ACCEPTED.

## Event Listing



1. Parameters – Filter the events shown in this report by Organization, Event Type, Start/End Date. Once you have your selections made, click View Report to see the events on the screen. To see more detailed information about the events in the list, click Export Data. This will export the information to an Excel spreadsheet. To reset the report, click the Start Over button.
2. Event Grid - The grid will show some consolidated information about the events. Active events will have a green plug, Inactive will have a red plug.
3. Location – Can be used to copy the event or meet address to the clipboard of your device.
4. Registrations – The number of registrations in the system and how many are on the waitlist for the event. If the event is set up for Registrants to view other registrants and you are registered for the event, this will be a clickable link that will allow you to see other registrants.

## Paying for your Event

Select Manage Payments from the Registration Zone Main Menu. From this page, you can view invoices for your events, pay for events, and create links to send others to help pay on your behalf.

## Manage Payments

| Event (Click Link to make a Payment) | Registrant Name | Event Type | Amount Due (Click link for invoice) | Start Date | Link Events |
|---|---|---|---|---|---|
| $≡ FY24 National Conference - TEST SITE **1** | Timothy Davis Cooper X | Conference | $25.00 | 17 Jul 2024 07:00 CDT | **4** ☐ |
| Group 6 Training Leaders of Cadets - Basic Course | Timothy Davis Cooper X | Group | $0.00 **3** | 15 Jun 2024 09:00 EDT | ☐ |
| OK Wing Fun Time Adventure Event **2** | Timothy Davis Cooper X | Basic, Course | $100.00 | 21 Jul 2024 10:00 CDT | ☐ |
| TN Wing Fun Time Adventure Event Adjusted | Timothy Davis Cooper X | Basic, Course | $50.00 | 11 Aug 2024 10:00 CDT | ☐ |

### Links Created

| Event(s) | Note | Pay | Copy Link | Delete |
|---|---|---|---|---|
| TN Wing Fun Time Adventure Event Adjusted (Timothy Davis Cooper X) **5** | Thanks for helping me pay for this event. | 🔲 **6** | 📋 **7** | 🗑 **8** |

1. Red Payment Icon – This icon is present when an event that you are registered for is not set up properly to accept payments. Clicking on the link will also state that you need to contact the Event Administrator / Point of Contact to have the event adjusted.
2. Event Name Link – Click on this link to make a payment for the event.
3. Amount Due Link – Click on this link to see the Payments that have been made for the event. This will also allow you to print a receipt for the payments made.
   a. If the event is an encampment and the cadet has applied for CEAP for that event, then the amount due will show one of the following: CEAP - Pending Unit CC Approval, CEAP - Pending NHQ Review or CEAP - NHQ Funded.
   b. All CEAP status listings will block payment. Cadets not funded for CEAP will have their accounts updated to allow for payment after CEAP disbursements for that encampment are finalized at NHQ. Contact ceap@capnhq.gov for more information.
4. Link Events – Select the checkbox for each event to create a link to send to others to pay on your behalf (or pay for multiple events at one time, where applicable).  You can then add a note that will be displayed and create the link.
5. Links Created – Click on this link to adjust the note for the link created.
6. Payment Icon – Click on this icon to pay for the linked events
7. Copy Link Icon – Click this icon to copy the payment link to your clipboard for use in emails or other uses.
8. Delete Icon – Click on this icon to delete the linked events.

## Registration Invoice

### Group 6 Training Leaders of Cadets - Basic Course - Timothy Davis Cooper X

**Event Items**

| | | | |
|---|---|---|---|
| Event Registration: Group 6 Training Leaders of Cadets - Basic Course - Timothy Davis Cooper X | Quantity: 1 | Item Price: $10.00 | Line Price: $10.00 |
| | | | Subtotal: $10.00 |

**Payments Submitted**

| | | | |
|---|---|---|---|
| Payment Date: 2/22/2024 | Payment Type: Check | Payer: Coming Soon | Amount: 10.00 |
| | | | Total Paid: $10.00 |

Remaining Balance: $0.00

[ Save PDF ] [ Close ]

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## Manage Link for: TN Wing Fun Time Adventure Event Adjusted (Timothy Davis Cooper X)

**Link Note:**

Thanks for helping me pay for this event.

[ Update Note ]  [ Cancel ]

## Checkout Page

This page will show all events that you have linked together or the single event you are wanting to make a payment on. Once you have entered an amount in the box, the finance fees will be calculated, and your total payment will be displayed. You then have the option of paying by PayPal, Debit or Credit Card. A processing charge for PayPal or credit card payments will be assessed for each payment that is made.

### Checkout

Before entering your payment information, be sure your browser's popup blocker is turned off/disabled. Otherwise, your payment will not process.

| | | | |
|---|---|---|---|
| TN Wing Fun Time Adventure Event Adjusted - Timothy Davis Cooper X<br>Amount Paid: $0.00 | Amount Due: $50.00<br>Processing Fee: $1.61 | 25.00 | **PayPal** |
| | | | Debit or Credit Card |
| | | | Powered by PayPal |

Event Costs: $25.00
Finance Fees: $1.61
Invoice Total: $26.61

# Event Administrator User Guide
## *Event Administrator View*



1. **Attendance By Unit** – Report that helps units see where members have registered between two dates.
2. **Attendance Prerequisites Report** – This page will show a list of events in your permission scope that have Attendance Prerequisites set up. Used to view registrant compliance with the Attendance Prerequisites.
3. **Daily Payment** – Report to see payments made with a date filter.
4. **Event Administration Report** – This page will show a list of events in your permission scope. Used to view registrant information for your event.
5. **Fitness Category Report** – Report to see fitness categories for cadets that have been entered for a unit or an event.
6. **Payment Status By Event** – Report to show payment status by event.
7. **Admin Payments** – Module to enter payments, waive payments, handle refunds and other payment tools.

8. Attendance – Used to mark attendance for an event.
9. Create Events – Used to create a new event.
10. Email Registrants – Used to mass-email registrants for a selected event with filters for Registrant Status, attendee type (Staff, Not Staff or Both) and Attendance Prerequisite progress (Met, Not Met, Both). Notification email will append basic event information after the custom content. Options exist to CC: select emails. All assigned events roles receive all messaging.
11. Manage Events – Will take you to a list of events in your permission scope to edit/update an event.
12. Register User for Event – Module to search for a user in your scope and register them for an event.
13. Registration Approval – Link to the Approval Module for Registration Zone approvals for those with privileges.
14. Search for User – Used to search for registrants within your permissions scope to see their Event Cards and update their registration if needed with the Staff toggle or updated comments.
15. Actions Needed – Area where your actions are needed. Currently, this displays event approvals.

## Create Events

Used to create events (Items marked with a red * are required fields)
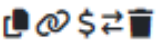


1. Event Name – This will be the name of your event. Note that in the Calendar view only a few of the first characters are displayed, so you may want to tailor your event name to be more descriptive in the first characters so that it will display better.
2. Type – Select any types that match your event, this will be used in filtering reports. Selecting the Type to be Virtual as the first item in the list will overwrite the Event Location to have Virtual listed in the location fields. Multiple selections are encouraged.

3. Organization – Select any organizations that will be hosting this event.
4. Description – Enter text here to market your event. Formatting tools are available.
5. Primary Organization – Select the Primary organization, this will be used in the financial portion of event administration and the Attendance Log.
6. Event Location – The location of your event.
    a. Once you have selected a State and begin typing the city (3 characters minimum) a list of cities will be displayed from which you can select the desired city. Make sure to click on the city to save it to your event. See item 7 below if your desired city is not displayed.
    b. Notification to all event roles and registrants will be sent if this field is updated.
7. If you are not able to find your city, toggle the Manual Entry switch. You can then select the country for your event and manually enter the city.
8. Meet Location – If you are meeting at a separate location before coming to the event and picking up from a separate location, add the meeting location here.
    a. If you do not have a separate Meet Address, toggle same as above. Any changes made to the Event Location will be made to the Meet Location.
    b. Notification to all event roles and registrants will be sent if this field is updated.
9. Dates
    a. Meet Date/Time – if you are meeting in a separate location before coming to the event, please input that date and time here. (Optional)
    b. Start Date/Time – the start date and time of your event.
    c. End Date/Time – the ending date and time of your event.
    d. Pickup Date/Time- if you are having pickup for your event at a separate location after the event, input that date and time here. (Optional)
    e. Notification to all event roles and registrants will be sent if these fields are updated.
10. Time Zone
    a. We do display your current local time zone for informational purposes.
    b. Based on the Start date of your activity, we also adjust the selectable time zones.
    c. We have added a few overseas time zones as well if you do not see yours here; please let us know.
11. Active – Toggle this switch if you are ready for your event to begin accepting registrations.
    a. Note: If you are planning to use Advanced Event Settings, we recommend leaving this toggled to inactive until you are done setting up your event as some changes will be locked once registrations have come in for your event.
    b. This toggle must be off and all registrations must be removed to delete an event from Registration Zone.
12. Hidden Event – Toggle this on to hide the event from the Event Registration page. The direct link for the hidden event will be available in the Manage Events module in the Action icon list.

     .
13. Waitlist Available – If you would like to have a waitlist for your event, toggle this on.
    a. Once the maximum number of attendees has been reached, new registrations will go onto a wait list. As registrations are cancelled or disapproved, registrants will come off the waitlist. We use a first come first serve waitlist.
    b. Notifications are sent when a registrant is activated from the waitlist to the registrant email (and parent emails for cadets) and Activity Director, Event Coordinator (POC) and Deputy Event Coordinator. If the above Event Roles are not assigned, then a notification will go to the event creator.
14. Maximum Attendees – This is the maximum number of attendees that can register for your event. If there is no maximum for your event, you can leave this blank and Registration Zone will fill in the default value.

      a. This number will be replaced by 9999 if you set up slotting, since slotting allows unlimited registrations.

      b. Further Attendee Breakdown – if you need to control the ratio of attendees, you can separate the maximum attendees into Adults, Cadets, and Non-Member.

15. Create Event Button – Click this button when you are ready to create your event.

      a. You will be taken to the Event Administration for this event, where you can add additional options and Advanced Settings to your event.

      b. A notification email will be sent to the commander upon creation to include Event Name, Description, Event Host, Start/End Time, Event Location, Meet/Pickup Location, Created By, and Uniform and Meals information.

## Email Registrants
Used to mass-email registrants for a selected event



1. Events - This will be the name of your event.
2. Registrant Status – This is where you filter the registrant list to identify which registrants you want to email. Note that slotted events will have attendees listed as status type Slotted. Waitlist events will have attendees listed as status type Approved.
3. Staff Member – This is a filter for Staff type.

4. Attendance Prerequisites – This is a filter for identifying which registrants have met or not met attendance prerequisites.
5. Submit – Click this button to view the registrants that meet the filter criteria.
6. Start Over – Click this button to reset the filters.
7. Registrants – All registrants that meet the filter criteria will be displayed here. Cadets listed in this area will only display their primary email, however all communication will go to their primary and secondary parent emails as well.
8. Search – Used to search in the Registrant list.
9. Event Admins – All Event Roles assigned to this event will be included here. They automatically receive a copy of any communication regardless of their registration status.
10. Search – Used to search in the Event Admin list.
11. Email CC (Optional) – Enter any emails that you wish to also CC:. and separate multiple emails with a semicolon. Members in this line will receive a notification with a header containing the following text: "You received this email because a Registration Zone Event Administrator added you as a CC when emailing participants for this event."
12. Message Body – Enter your email content in this area. Formatting tools are provided. This content will be followed by events details in the notification email to include Event Name, Description, Event Host, Start and End Time, and a link to the Registration Details page.
13. Send Emails – Click to send emails to all the people shown in the Registrant, Event Admin and CC area.

## Manage Events
Used to find and manage your event
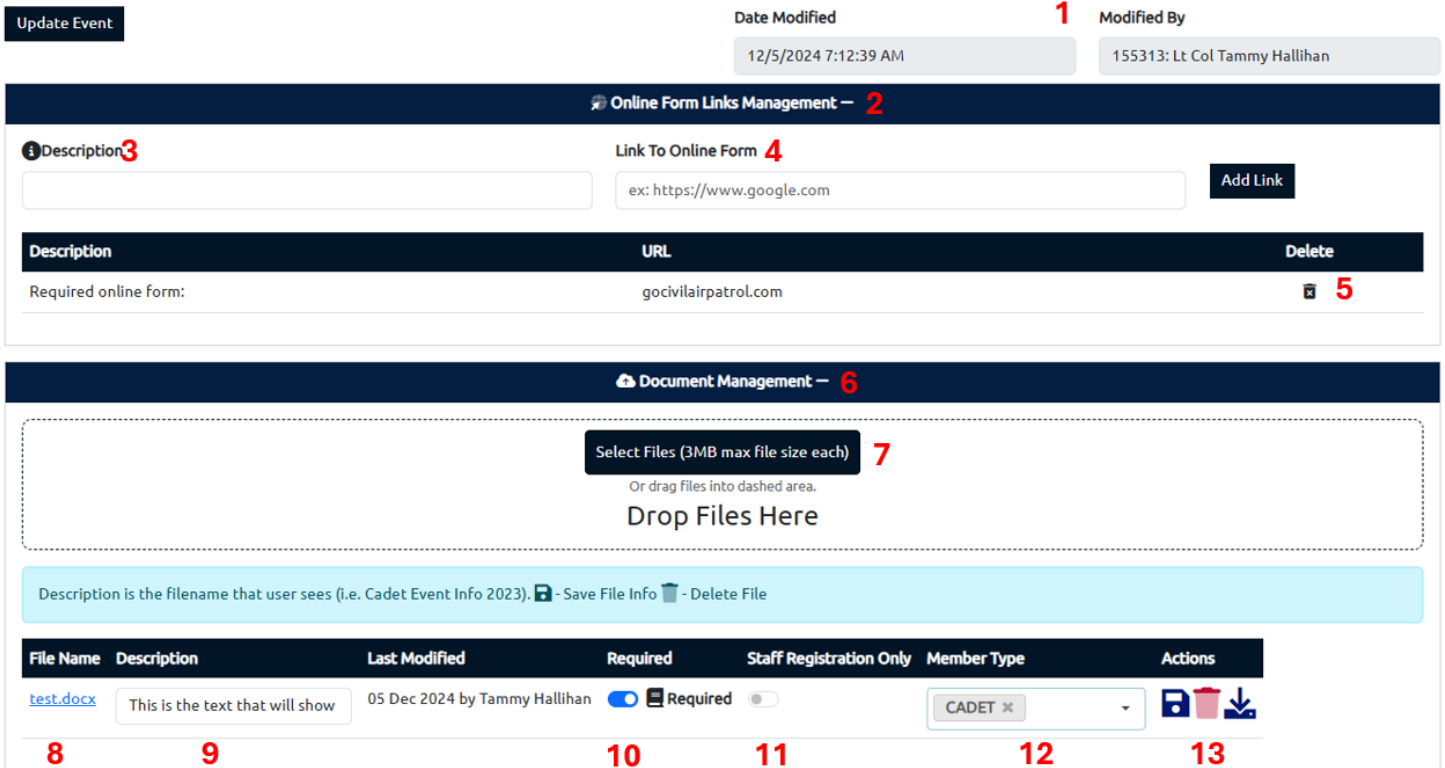


1. Create Event button – Takes you to the Create Event screen.
2. Search – Filter down the events in the grid. You can search by event name, type, organization, location or start and end times.
3. Event Name - Click the Event you would like to manage/edit.
4. Action Icons – Action icons are available for Copy Event, Copy URL for this Event, Payment Setup, Manual Slotting module and Delete Event.

    a. Copy Event Icon – This will copy all details of an event except for Event Roles. It also produces a notification email announcing the creation of a new event to the commander to include Event Name, Description, Event Host, Start/End Time, Event Location, Meet/Pickup Location, Created By, and Uniform and Meals information.

b.  ⌗ Copy URL for this Event Icon – This will copy the event's registration page URL. If the event is a hidden event its URL will be structured differently to not allow easy access by those without the link.

c.  $ Payment Setup Icon – This icon redirects to the Payment Setup page.

d.  ⇄ Manual Slotting Module Icon – This icon redirects to the Manual Slotting Module page.

e.  🗑 Event Delete Icon – This icon will delete an event. It is only accessible when the event is not active, and no registrants are present.

## Event Details Tab
Under all the items that are on the create screen



1.  Date Modified / By – Displays the last time the event was modified and by whom.
2.  Online Form Links Management – Add any online forms (example: google, survey monkey) that you would like the registrant to fill out.
    a.  Note: Monitoring completion of the online form(s) is the responsibility of the activity.
3.  Description – This will be what the registrant sees on the registration page.
4.  Link to Online Form – The URL (universal resource locators) for the online form; again, displayed on the registration page.
5.  Add Link button – Click this to add a link described to the left to your event.
6.  Delete icon – Used to remove an online form from your event.
7.  Document Management Select Files button – Add any documents (both informational and/or required) to your event. You can either select the document from your device or drag and drop the file in the dashed area to add it to your event.
8.  File Name – Clickable link to download the form.
9.  Description – This will be what the registrant sees on the registration page.

10. Required – If you require this document, toggle this on.
11. Staff Registration Only – For documents viewable only when registering as staff, toggle this on.
12. Member Type – When you make a document required, please select any member types required for registering.
13. Save, Delete and Bulk Download Icons
    a. **Save** - If you need to update the description, required, staff or member types; click this icon.
    b. Delete – Used to remove any documents from your event.
    c. Bulk Download – Use this feature to download forms in bulk to a folder on your computer. Files names will include form description, CAPID and firstnamelastname

## *Advanced Settings*

Use this tab for advanced event administration features. This is broken down into two parts to facilitate easier reading.



1. Registration Email Text – Enter text you would like added to the registration email that goes out when a registrant registers for your event.
2. Senior Uniforms, Cadet Uniforms, Guest Attire- Select any uniforms or attire that should be used for your event.
3. Meals – Enter text regarding meals.
4. What to Bring – Enter text for what registrants should bring. This filters to the CAPF 60-81 if you select to auto populate.

5. Can registrants view all registrants? - If you would like to allow registrants to view other registrants, toggle this on. They can view the name, primary phone, and primary email for those registered on the Event Listing and Registration Details page. Intended to be used to facilitate carpooling, etc. This is defaulted to No.
6. Registrant can bring guests? - If registrants can bring guests, toggle this on. Registrants will have an area on the Registration Details page to input how many guests they are bringing.
7. Auto-populate and attach CAPF 60-80 – Toggle this on when you want the CAPF 60-80 that is available on the registrant's event card to have basic information auto-populated to the CAPF 60-80 that families can print and sign before attending.
    a. If this is toggled off, then the CAPF 60-80 on the registrant's event card will be available and blank.
    b. If this is toggled on, then the registration email notification will include a line that informs families how to access the form with a direct link to the Event Card.
8. Can pay for event when? - Set this up depending on when a registrant can pay.
    a. Registered – If they just need to be registered for the event.
    b. Approved – If they need to be approved for the event.
    c. Slotted – If they need to be slotted for the event.
    d. No Payment – this event has no payment.
9. Attendance will push to the Attendance Log? - If you want this event to create an Attendance Log entry (populates to Local Activities in the Member's record); toggle this on.
10. If you are planning to mark attendance, choose your option for which members should be included in the Attendance Log list. Choices include Registered, Slotted, Paid or No Attendance. This selection will filter available names in the Registration Zone Attendance module.

11. Event Slottable Toggle – Toggle on to activate slotting for an event. Slotting preferences cannot be changed once registrations have been added to your event.
12. Slotting Start and End Dates – If desired, enter dates for when you would like the attendee's Current Status on their Event Card to indicate slotting is happening and not show slotting decisions until the Slotting End Date/Time. This is an opportunity to "go dark" for activity status while events slot and double check their slotting before releasing to Event Card Current Status.
13. Slotting Setup button – This opens a data entry area for slotting breakdown. Numbers cannot be adjusted after Registrations have been added to your event.



14. Registrants Can Cancel Their Registration – Select this to allow registrants the ability to cancel events on their own. If toggled on, email confirmations of any cancelations are sent to Registrant, Activity Director, Event Coordinator (POC) and Deputy Event Coordinator.
15. No Refunds After Date – If desired, enter a date for when refunds will be halted
16. Non-Refundable Amount – If desired, enter non-refundable amounts and start and end dates to customize refund amounts and windows.
17. Add New Refund Window – If desired, add additional rows of non-refundable amounts and date windows with this button.
18. New Notification Email – Select this button to create a new notification email meant for reminders.



19. Notification Email Edit/Delete buttons – Select these buttons to edit or delete a reminder.
20. Save/Update Event – Used to save your Advanced Settings.

## *Registration Prerequisites*

Use this tab to add prerequisites to your event that will stop someone from being able to register unless they meet the prerequisites.

**Edit Event**

| Event Details | Advanced Setting | Registration Prerequisites | Attendance Prerequisites | Credit Administration | Approvals |

Leave blank to include all organizations and member types **1**

Organizations: **2**

SER-AL-005 ✕   SER-AL-024 ✕

ⓘ Member Types: **3**

CADET ✕   SENIOR ✕

**CADET Prerequisites** **4**

Add Prerequisite **5**

| Type Name | Value | Delete |
| --- | --- | --- |
| MemberType | CADET | 🗑 **6** |

**SENIOR Prerequisites**

Add Prerequisite **7**

| Type Name | Value | Delete |
| --- | --- | --- |
| MemberType | SENIOR | 🗑 |
| Member Training | TLC Basic | 🗑 |

1. If your event is open to anyone, in any organization, and any member type; leave this tab blank. Prerequisites will only apply to the specific member types you select.
2. Organizations - To require someone to be in specific organizations, select all that apply here. (In this example: only members of AL-005 and AL-024 will meet this prerequisite).
3. Member Types - To restrict your event by member type, add them here. You can add further prerequisites per type below. If you have member types that will be allowed to attend your event and you are not specifying any prerequisites for those member types, you must still select them in this field.  If you do not have any restrictions nor prerequisites for any member type, then leave this field blank.
4. Cadet Prerequisites section – Will hold any prerequisites set up for Cadet member types. (In this example: Cadets will meet this prerequisite).
5. Add Prerequisite – Use this button to add prerequisites for the member type section you are in
6. Delete Icon – Used to delete the prerequisite from the grid.
7. Senior Prerequisites section – Will hold any prerequisites set up for Senior member types. (In this example: Seniors who have completed TLC Basic will meet this prerequisite). Note: Senior prerequisites are used for members of types: Senior, Life, Indefinite, Fifty Year.

## *Attendance Prerequisites*

Use this tab to add prerequisites to your event that should be completed before attendance. Attendance prerequisites will not stop someone from registering, but you can monitor their completion through the Attendance Prerequisites Report.

# Edit Event

Event Details   Advanced Setting   Registration Prerequisites   **Attendance Prerequisites**   Credit Administration   Approvals

**Leave blank to include all member types**

ⓘ Member Types: **1**

| SENIOR ✕ | CADET ✕ | ▾ |
|---|---|---|

## SENIOR Prerequisites **2**

**3** Add Prerequisite

| Type Name | Value | Delete |
|---|---|---|
| MemberType | SENIOR | 🗑 **4** |
| Member Level | LV2 | 🗑 |
| Cadet Protection Current | Yes | 🗑 |

## CADET Prerequisites **5**

Add Prerequisite

| Type Name | Value | Delete |
|---|---|---|
| MemberType | CADET | 🗑 |
| Minimum Rank Cadet | C/SSgt | 🗑 |

1. To add prerequisites, select the member type. Prerequisites will only apply to the specific member types you select.
2. Senior Prerequisites section – Will hold any prerequisites set up for Senior member types. (In this example: Seniors who have completed Level 2 and are Current in their Cadet Protection will be ready to attend). Note: Senior prerequisites are used for members of types: Senior, Life, Indefinite, Fifty Year.
3. Add Prerequisite – Use this button to add prerequisites for the member type section you are in. If you do not have any restrictions nor prerequisites for any member type, then leave this field blank.
4. Delete Icon – Used to delete the prerequisite from the grid.
5. Cadet Prerequisites section – Will hold any prerequisites set up for Cadet member types. (In this example: Cadets that hold a minimum rank of C/SSgt are ready to attend.)

## *Medical Record Integration with Prerequisites*

CAP Health is our organization's digital medical health system. Medical data is stored securely, and access is limited. Events can add a Registration Prerequisite or Attendance Prerequisite to require the medical profile be completed for selected member types. Event Admins can select how current the last update to the profile must be to register or attend the event. Events requiring a medical profile to be completed and updated within a certain time window will have a redirect option on the registration page to help members get to CAP Health to complete the medical profile and to return to Registration Zone when done.

### Add Prerequisite

Require Medical Profile Complete ▾

Months Since Last Health Profile Update:

12 ▾

Add   Close

## Credit Administration

Credit Administration is available to certain duty positions for a limited number of choices. Credit Administration is read only if you do not hold the correct permissions to add credits. Later updates to Registration Zone will include more options to add Credits based on duty position of the member with edit access. These credits will be granted when the Event Administrator marks attendance at the event. If credit needs to be added and it's not integrated in Registration Zone yet, please reach out to the eServices Help Desk.



1. Cadet Training – Add any cadet activities records that you would like added to registrants' records after completion of this event.
2. Member Training – Add any member training records that you would like added to registrants' records after completion of this event.
3. Professional Levels Task – Add any professional levels tasks that you would like added to registrants' records after completion of this event.
4. Save Credit – click this button once you have added either Cadet Training, Member Training, or Professional Level Tasks to save the credits for your event.
5. Current Credits – this grid shows how the event is currently set up. (In this example: any attending registrants will get TLC Basic In-Residence credit for completing this event.)
6. Delete – used to delete credits from the event.

## Approvals

Use this tab to set up approvals for your event. If no approvals are needed, please leave this blank. Only National and Employee level Event Administrators can set up higher level approvals. All other Administrators will be able to add Unit level approval.

1. Scope – Select the scope of the approval to add to your event.
2. Add Permission button – Click this to add the Approval scope to your event.
3. If you want your event to send emails to the registrant on Approvals, toggle this on.
4. If you want your event to send emails to the registrant on Disapprovals, toggle this on.
5. Delete icon – Used to remove approvals from your event.
6. Approval Email Text – Customize text here for when a registrant receives a commander approval.
   a. Custom text will be at the top of the email notification that also includes the member's CAPID and name, approved level, and event details to include Event Name, Description, Event Host, Start/End Time and a link to the Registration Details page.
   b. The Send Notification on Approval (#3) must be selected for this content to send.
7. Update Approval Email Text – Click this to lock in your Approval Email Text content.
8. Disapproval Email Text – Customize text here for when a registration is disapproved by a commander.
   a. Custom text will at the top of the email notification that also includes the member's CAPID and name, disapproval level and reason, and event details to include Event Name, Description, Event Host, Start/End Time and a link to the Registration Details page.
   b. The Send Notification on Disapproval (#4) must be selected for this content to send.
9. Update Disapproval Email Text – Click this to lock in your Disapproval Email Text content.

## Event Roles

Use this tab to set up event roles for your event. If only the Event Admin needs access, then please leave this blank. CAP Health access is restricted to 4 weeks prior and 4 weeks after the event.

# Edit Event

Event Details | Advanced Setting | Registration Prerequisites | Attendance Prerequisites | Credit Administration | Approvals | **Event Roles**

**🔍 Search for User**

Search for User **1**
(CAPID or Name)

👤 - Krueger, Michael

Enter CAPID or Name 🔍

**Assign Event Role 3**

**⚙ Event Roles**

Event Roles **2**

*Cannot assign person to HSO because selected person does not have HSO Duty or they are not enrolled in the Health Services specialty track.

--Select One-- ⌄

| Name | CAPID | Event Role | Delete |
|------|-------|-----------|--------|
| Senior Member Name | ###### | Activity Director | 🗑 **4** |
| Senior Member Name | ###### | Finance Officer | 🗑 |
| Senior Member Name | ###### | Health Services Officer | 🗑 |
| Senior Member Name | ###### | Safety Officer | 🗑 |

Role Permissions Breakdown **5**

1. Search for User – Enter CAPID of the person being assigned to a role and click the magnifying glass. Cadets are restricted to the Cadet Leader role (coming soon). Health Services Officer role is restricted to members assigned to the HSO duty assignment. HSOs can designate an HSO Designee in the HSO Designee Module in Registration Zone.
2. Event Roles – Choose the event role being assigned.
3. Assign Event Role – Click to assign the selected role.
   a. Notifications are sent when a member is assigned or removed from a role and include Role, Event Name, Description, Event Host, and Start/End Time.
   b. Notifications go to the person assigned (and parent emails if the member is a cadet).
4. Delete – Click to delete the role. Only HSOs can delete an HSO Designee and that task is completed in the HSO Designee Module in Registration Zone module by the HSO that assigned the designee.
5. Role Permissions Breakdown – Click this to view a current chart of the permissions for each role.

| Registration Zone Modules/Information | eServices Permissions | | | Registration Zone Roles | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| | Event Administrator | Event Approvals | NHQ FM | Activity Director | Event Coordinator (POC) | Deputy Event Coordinator | Safety Officer | Finance Officer | Health Services Officer | Health Services Designee |
| Search for User | X | | | X | X | X | X | X | X | X |
| Reports | | | | | | | | | | |
| Event Listing | X | X | X | X | X | X | X | X | X | X |
| Event Administration | X | | | X | X | X | X | X | X | X |
| Attendance Prerequisites | X | | | X | X | X | X | X | X | |
| Attendance By Unit | X | | | X | X | X | | | | |
| Payment Status By Event | X | | X | X | X | X | | X | | |
| Daily Payment | X | | X | X | | | | X | | |
| Administration | | | | | | | | | | |
| Create Events | X | | | | | | | | | |
| Manage Events | X | | | X | X | X | | | | |
| Attendance Marking | X | | | X | X | X | X | | | |
| Registration Approvals | | X | | | | | | | | |
| Slotting | X | | | X | X | X | | | | |
| Admin Payments / Refunds | X | | X | X | X | X | | X | | |
| Account Management | | | X | | | | | | | |
| PayPal Fee, Email, Account Management | | | X | | | | | | | |
| View Medical Information in CAP Health | | | | X | X | X | X | | X | X |
| Update Medical Information in CAP Health | | | | | | | | | X | X |

*Price Setups*

1.  From either the Manage Events grid view or the Editing of an Event, click the $ icon to navigate to the pricing set up screen.



- The pricing set up page will have a pricing section for all Member Types that you have set up in Registration Prerequisites OR all member types if you haven't specified.
- At the top of the page, we show the fees that are associated with the Wing for your event as well as some date information.



- If you only have regular pricing for participants and staff, you can fill those in on the default box and they will filter to all the member types.
- If you have early pricing, uncheck the checkbox and fill in the Date that Early Bird Price Stops and the Early price.
- If you have late pricing, uncheck the checkbox and fill in the Date Late Price Starts and the Late Price.
- Once you have set up all your prices, be sure to click "Save Event Prices" at the bottom of the page.

## Manual Slotting

Events that select and setup slotting in the Manage Events Advanced Setting tab can access the manual slotting module in two different ways. The first option is through the header of the activity in Manage Events.
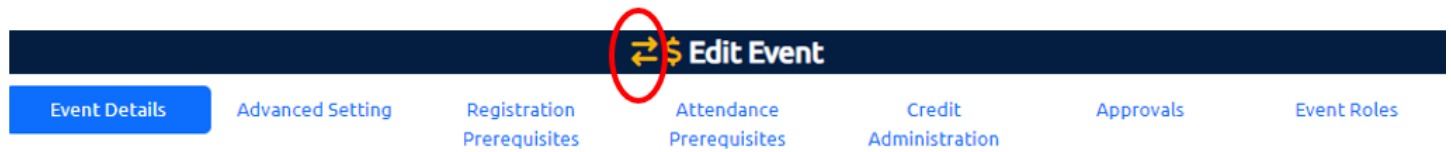


The second option is through the main Manage Events screen. Search for the event and select the slotting icon.



The Manual Slotting module is the recommended method of slotting for all events wishing to include slotting. It provides the most flexibility in the selection of members.

## Manual Slotting - Airport Tower and Airline Simulator Tour

**Begin Slotted Email** `1`   **Begin Alternates Email** `2`

**Legend** `3`

`x` - **Slot Score:** The current Slot Score is geared towards the Cadet Member Type. It takes into account Age, highest achievement in the Cadet program, longevity with CAP, Events that you have attended in the past, and being Highly Recommended by the Wing.

`x` - Number of Events Slotted in Group

`X/X` - Preference Ranking of Event / Number of Events Registered for in Slotting Group `4`

**▦ Alternates** `5`    ↓₂ `6` ↓₁ `7`    👤+ `8`

`9` [Filter by Name or CAPID]    ○ CADET `10` ●━ Hide Adult `11`
Only    Scores

○ STAFF `12`
Only

SENIOR - 000001 - Registrant 1 Name - `0` - 1st Lt - XX-### - 48 - ACTIVE

CADET - 000002 - Registrant 2 Name - `46` - `0` - C/1stLt - IXX-### - 18 - ACTIVE

`13` 📋 CADET - 000003 - Reg 3 Name - `36` - `0` - C/CMSgt - XX-### - 17 - ACTIVE

**Slotted Primary** `14`

Participant (3/3)

Cadet (3/3)

👤× CADET - 000004 - Reg 4 Name - `54` - `1` - `/0` - C/Maj - XX-### - 19 - ACTIVE

👤× CADET - 000005 - Reg 5 Name - `27` - `1` - `/0` - C/CMSgt - XX--### - 14 - ACTIVE

👤× CADET - 000006 - Reg 6 Name - `47` - `1` - `/0` - C/2dLt - XX-### - 17 - ACTIVE

Staff (2/2)

Adult (2/2)

`15` 👤× SENIOR - 000007 - Reg 7 Name - `1` - Lt Col - XX-### - 55 - ACTIVE

👤× SENIOR - 000008 - Reg 8 Name - `1` - 2d Lt - XX-### - 52 - ACTIVE

1. Begin Slotted Email – Recommended tool to allow event admins the ability to email in mass all slotted members. The email draft will remain saved on the page and can be utilized later for late additions. Members will only receive an email once from this feature. Emails will go to Member and any cadet parent emails not including the priority emergency email.
2. Begin Alternates Email – Recommended tool to allow event admins the ability to email in mass all members *not* slotted, and therefore classified as Alternates. The email draft will remain saved in the page and can be utilized later for late registrants. Members will only receive an email once from this feature. Emails will go to Member and any cadet parent emails not including the priority emergency email.
3. Legend – This section provides a description of the highlighted numbers used on this page.
4. Preference Ranking of Event. This count only applies to events included in the Winter or Summer National Cadet Special Activity (NCSA) groupings. It is present to assist Activity Directors with filling cancelation spots for NCSAs. It currently counts participant and staff slots per member.
5. Alternates – This list contains all the members who registered for this activity.
6. AZ – This button will sort the names in the Alternate list by last name.
7. 01 – This button will sort the names in the Alternate list by slotting score. Slotting score is part of the NCSA slotting process.
8. Slot Member – Select a member in the Alternates list and then select this button to move the member to the Slotted Primary list.
9. Alternates Filter – Use this filter to search for a registered member in a long list.
10. CADET Only toggle – Use this toggle to see only cadet members in the Alternates list.

11. Hide Adult Scores – Use this toggle to remove adult slotting scores from the Alternates list. Slotting scores are cadet-based calculations.
12. STAFF Only toggle – Use this toggle to see only staff members in the Alternates list.
13. Staff Badge – This icon shows that this member registered as staff. They will only be allowed to be slotted to the staff position in the Slotted Primary table.
14. Slotted Primary – This list contains the slotting breakdown for this event and all the members who have been slotted.
15. Red Person – This icon is how you remove a slotted individual and place them back in the Alternates list. No notifications are sent with selection of this icon.

## Auto Slotting

Auto slotting is a tool only used for National Cadet Special Activity (NCSA) slotting.



1. Auto Slotting – This module is easily accessed on the main Registration Zone menu for those with permission to use this feature.
2. Select Event(s) – Event Admins can insert the event(s) they would like auto slotted as a group here
3. Select a Grouping to pull those events into the grid – This feature is for National/Employee level permissions only.
4. Submit – This button lists all the selected events below to prepare for auto slotting.
5. Auto Slot Selected Events – This button executes auto slotting. No staff applications are slotted or counted.
6. Include in Auto Slotting Toggle – Toggle on for all events to be auto slotted.
7. Participant List – Slotted participants names will be listed here. To learn more about the information on the people please go to the Manual Slotting module for this event.  If there are cancellations at the event, please use the Manual Slotting module to fill the vacancy.

8. Staff List - Slotted staff names will be listed here. To learn more about the information on the people please go to the Manual Slotting module for this event.  If there are cancellations at the event, please use the Manual Slotting module to fill the vacancy.
9. Send Auto Slotted Emails – If there are emails for slotted participants that have NOT been sent, click this button and those will be sent.  Once all emails for slotted participants have been sent it will say "All slotted emails have been sent"
10. Send Alternate Emails – If there are emails for NOT slotted participants that have NOT been sent, click this button and those will be sent. Once all emails for NOT slotted participants have been sent it will say "All alternate emails have been sent"

## Slottable Event Preferences

The Slottable Event Preferences module only applies to members who have submitted one or more National Cadet Special Activities (NCSA) or National Emergency Services Academy (NESA) application(s). Applicants need to rank their preference of activities prior to slotting.
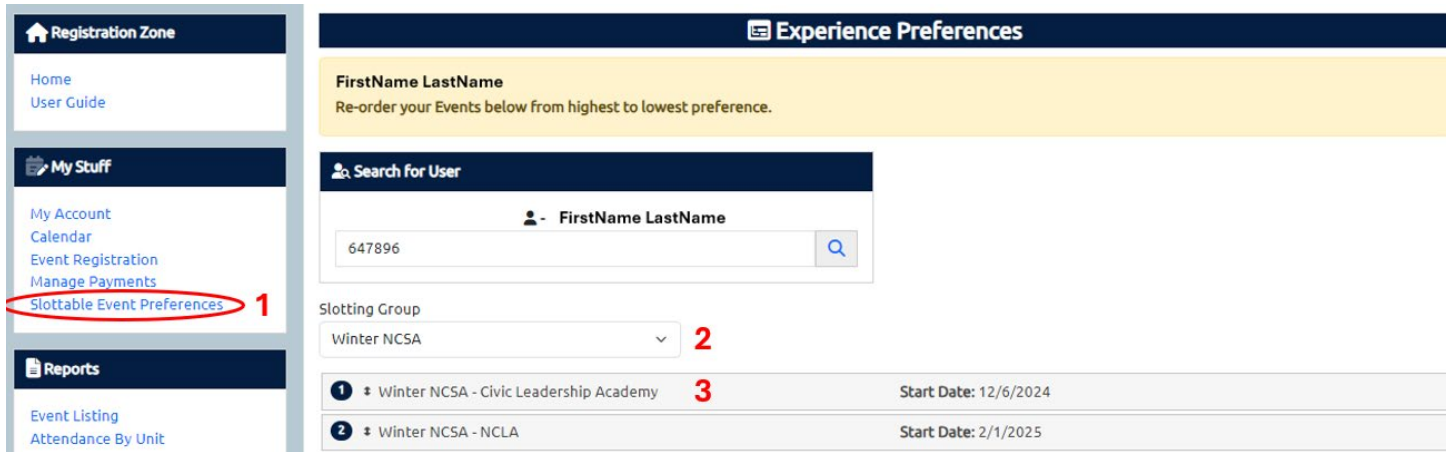


1. Slottable Event Preferences – This module is easily accessed on the main Registration Zone menu
2. Slotting Group – Select your slotting group, either Winter or Summer NCSAs or NESA
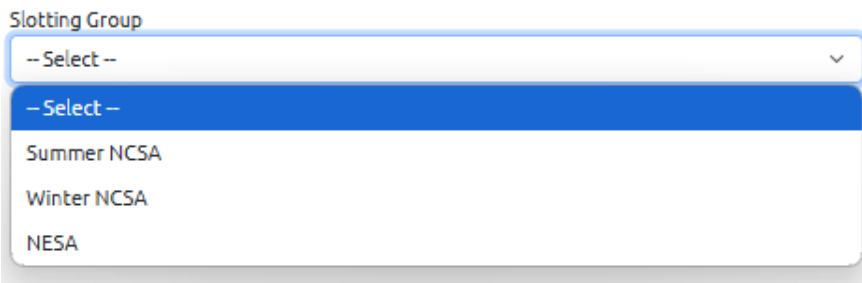


3. Drag and Drop Events – Order the NCSAs by which you want to attend most. Once you have reordered the events, please make sure to click Save.

## Wing Highly Recommend (Slotting)

Wing Highly Recommend selections are available to Wing Cadet Programs and Command to add 100 points to a limited number of member's slotting scores to benefit them in the NCSA Auto Slotting process. Wings can select members as Highly Recommend for both Winter and Summer NCSA seasons and must complete this step before the Slotting Start/End Dates for the event are engaged. This process was formerly called "Green Lighting".

1. **Wing Highly Recommend (Slotting)** – This module is easily accessed on the main Registration Zone menu for those with permission to use this feature.
2. **Legend** – Provides insight into the icons used on this page.
3. **Grouping** – Users should select a NCSA grouping – Winter NCSAs or Summer NCSAs.
4. **Wing** – Select your Wing.
5. **Fetch Registrants** – Press this to load the members registered for the NCSA grouping and Wing selected above.
6. **Member Groupings** – Cadets and adults are separated into different lists and the available and used High Recommended slots are calculated in the yellow bar.
7. **Green Checkbox** – Select the green checkbox to Highly Recommend the member.
8. **Red Checkbox** – Select the red checkbox to remove the High Recommend points from the member.

## *Attendance Prerequisites Report*

From this report you will be able to select from events that have attendance prerequisites set up and view the registrants and whether they have/have not completed them.

## AL Wing Fun Time Adventure Event Attendance Prerequisite Report

Export PDF    Export Excel

Show 25 ∨ entries                                                                                    Search: [          ]

| CAPID ⬍ | Name ⬍ | Member Type ⬍ | Meets Prerequisites **4** ⬍ |
|---|---|---|---|
| 🟢 000002 | Registrant 2 **2**<br>testing2@gmail.com | ⚠️STAFF **3** | Training: Aircraft Ground Handling - Yes |
| 🔴 000001<br>**1** | Registrant 1<br>testing@gmail.com | SENIOR | Duties: Alerting Officer - No<br>Duties: Cadet Administrative Officer - No<br>MemberType: SENIOR - Yes |
| 🔴 000003 | Registrant 3<br>testing3@gmail.com | ⚠️NON MEMBER | MemberType: NON MEMBER - No |
| 🔴 000004 | Registrant 4<br>testing4@gmail.com | ⚠️NON MEMBER | MemberType: NON MEMBER - No |

Showing 1 to 4 of 4 entries                                                      Previous  [1]  Next

1. CAPID – This will show the registrants CAPID and a green icon if they meet all the attendance prerequisites and a red icon if they do not meet all the attendance prerequisites.
2. Name – Will list the Registrants name and email address.
3. Member Type – Displays the registrants member type and an icon if a member type requires supervision around cadets.
4. Meets Prerequisites – Prerequisites will list all attendance prerequisites for an event and whether the registrant has met them.

## *Attendance Administration*

### Attendance Administration

**Events**

| Name | Start Date | End Date | Mark Attendance |
|---|---|---|---|
| Host Org Check | 19 Sep 2023 15:14 CDT | 20 Sep 2023 21:19 CDT | 📋 |
| AL-099 Event | 20 Sep 2023 11:23 CDT | 21 Sep 2023 11:23 CDT | 📋 |
| Approval Test | 27 Sep 2023 09:09 CDT | 28 Sep 2023 09:09 CDT | 📋 |
| Host Org Check | 28 Sep 2023 15:14 CDT | 29 Sep 2023 21:20 CDT | 📋 |
| Group Approval Level Event | 29 Sep 2023 14:29 CDT | 30 Sep 2023 14:29 CDT | 📋 |
| Wing Approval Level Event | 29 Sep 2023 14:29 CDT | 30 Sep 2023 14:29 CDT | 📋 |
| Approval Testing Event V2 | 30 Sep 2023 14:40 CDT | 01 Oct 2023 14:40 CDT | 📋 **1** |

1. From the grid of events, click the clipboard icon to mark attendance for that event

**Mark Attendance - Approval Testing Event V2**

Mark All Attended

Mark All Did Not Attend **4**

| Name | Attended | Attendance Type | Reason |
|------|----------|-----------------|--------|
| 1st Lt Registrant 1 | ○ Attended  **1**<br>○ Did Not Attend | **2** | **3** |
| 1st Lt Registrant 2 | ○ Attended<br>○ Did Not Attend | | |
| C/Capt Registrant 3 | ○ Attended<br>○ Did Not Attend | | |
| Maj Registrant 4 | ○ Attended<br>○ Did Not Attend | | |

Save Attendance **5**

1. For each registrant, select whether they Attended or Did Not Attend.
2. If they Attended, select an Attendance Type.
3. If they Did Not Attend, you can enter a Reason (this is optional).
4. To mark all as attended or not attended, use these controls at the top of the screen.
5. Click Save Attendance to save entered information.

## Event Listing



**Event Listing**

**PARAMETERS**

Organization

SER-AL-001 - ALABAMA WING HQ

Unit Only ☐

Event Type
Advanced
Balloon
Basic
Course

Start Date
mm/dd/yyyy

End Date
mm/dd/yyyy **1**

View Report   Export Data   Start Over

Show 10 entries                                                           Search:

| Event Name | Event Type | Organization | Location | Start Date | End Date | Registrations | On Waitlist | Actions |
|------------|-----------|--------------|----------|-----------|----------|---------------|-------------|---------|
| AL Wing Fun Time Adventure Event **2** | Basic, Course, Wing | SER-AL-001 | 📇 Static Display ▾ **3** | 02 Apr 2024 CDT | 04 Apr 2024 CDT | 0 / 20 **4** | 0 | 🗐 **5** |

Showing 1 to 1 of 1 entries                                    Previous   1   Next

1. Parameters – Filter the events shown in this report by Organization, Event Type, Start/End Date. Once you have your selections made, click View Report to see the events on the screen. To see more detailed information about the events in the list, click Export Data. This will export the information to an Excel spreadsheet. To reset the report, click the Start Over button.
2. Event Grid - The grid will show some consolidated information about the events. Active events will have a green plug, Inactive will have a red plug.
3. Location – Can be used to copy the event or meet address to the clipboard of your device.
4. Registrations – The number of registrations in the system and how many are on the waitlist for the event. If the event is set up for Registrants to view other registrants and you are registered for the event, this will be a clickable link that will allow you to see other registrants.
5. Actions column – clicking the icon for an event will allow you to copy an event.

## Event Administration Report

To be used while running your event.

| Event Administration | | | | | |
|---|---|---|---|---|---|
| **Event Name** ⬍ | **Event Type** ⬍ | **Organization** ⬍ | **Start Time** ⬍ | **End Time** ⬍ | **Registrations** ⬍ |
| Painting the Roses Red | Advanced, Basic, Familiarization, Orientation, Powered, Region | SER-AL-024, SER-AL-041, SWR-AZ-000, SWR-AR-094, GLR-IN-123, GLR-KY-058 | 05 Sep 2023 00:00 CDT | 05 Sep 2023 14:15 CDT | 7 / 117 |
| Host Org Check | Advanced | SER-AL-055, SER-AL-119, SER-AL-099 | 17 Sep 2023 15:14 CDT | 18 Sep 2023 21:14 CDT | 1 / 12 |
| AL-099 Event **1** | Balloon | SER-AL-099 | 20 Sep 2023 11:23 CDT | 21 Sep 2023 11:23 CDT | 0 / 11 |
| Approval Test | Balloon | SER-AL-041 | 27 Sep 2023 09:09 CDT | 28 Sep 2023 09:09 CDT | 1 / 15 |
| Group Approval Level Event | Basic | SER-AL-001 | 29 Sep 2023 14:29 CDT | 30 Sep 2023 14:29 CDT | 1 / 2 |
| Wing Approval Level Event | Basic | SER-AL-001 | 29 Sep 2023 14:29 CDT | 30 Sep 2023 14:29 CDT | 3 / 3 |
| Approval Testing Event V2 | Basic | SER-AL-001 | 30 Sep 2023 14:40 CDT | 01 Oct 2023 14:40 CDT | 8 / 10 |

Show [25] entries     Search: [          ]

1. Event Administration – The grid will show an abridged version of information for events you are authorized to administer. Clicking the name will take you to the report for that event.

## Wing Approval Level Event

**Export Excel** **1**

Show [25] entries     Search: [          ]

| CAPID ⬍ | Name ⬍ | Member Type ⬍ | Rank ⬍ | Registration Status ⬍ | Meets Prerequisites ⬍ |
|---|---|---|---|---|---|
| 000001 | Registrant 1 testing1@gmail.com | SENIOR | Col | Approved | N/A |
| 000002 | Registrant 2 testing2@gmail.com | SENIOR | Lt Col | Pending Wing | N/A |
| 000003 | Registrant 3 testing3@gmail.com | SENIOR | 2d Lt | Approved | N/A |

Showing 1 to 3 of 3 entries     Previous [1] Next

   a. Expired or inactive members will be listed in a notification email at the end of the month and sent to the Activity Director, Event Coordinator (POC) and Deputy Event Coordinator. If the above Event Roles are not assigned, then a notification will go to the event creator.
   b. Expired or inactive members will regain their previous status when they renew if no action has been taken by an administrator against their registration for the event.
2. Export to Excel – Click this to download the excel export of this report. This excel report will contain more detailed information about each registrant in the selected event.

## *Administrative Payments*

This module can be used by Event Administrators to complete refunds and add any payments into Registration Zone.



1. Search for a User – Use this to find a user and modify their payment information. You can search for members that are either in your scope of Event Administrator permissions or are registered for events that you are authorized to Administer. Once a User is found, you will see an Event Card for each event they are registered to attend.
2. Events User is Registered For - Any payments made through PayPal can be refunded from this screen. Once you check the checkbox here, the refund icon (see item 4 below) will be visible.
3. Refund Payment – clicking this icon will indicate that you want to issue a refund through PayPal. The user's account will be credited with the money for this refund, no further action is required from the Administrator on these refunds.
4. Refund Payment Icon - Once you have checked the refund checkbox, click this icon to complete the refund.
5. Payment Icon - Click the Yellow Dollar Sign icon to make any further Administrative Payments/Refunds.



In this Administrative Payments screen you can enter Cash, Check, Credit Card, Refunds, Transfers, and Waived Adjustment. Refunds and Transfers that are entered through this system will still need to have the funds transferred through PayPal. When a refund is completed in this manner, the Activity Director, Finance Officer and Wing Administrator will be emailed, to help remind them to transfer the funds.

# Event Approver User Guide

From either the Actions Needed section or the Administration left menu, click the Registration Approvals link



1. Pending Approvals – List of any pending approvals for registrants at your Approval level.
2. Approve/Disapprove – Click the control to Approve or Do Not Approve.
3. Disapproval Reason - For any that you Do Not Approve, please input the Disapproval Reason.
4. Disapproved - Any disapproved applications will be listed below.
5. Approve button – Click to approve a previously disapproved application.
6. Save Approvals – Click to save any approvals done above.

## Support

For enhancements, suggestions, and existing defects please submit a helpdesk ticket using our CAP eServices Helpdesk by logging into eServices and selecting the Help Desk link or Click Here.

Thank you for your interest in the Registration Zone! We hope this user guide helps you make the most of the application. Enjoy a streamlined event management experience within the CAP community.