

Advanced Online Registration Features

Payment Long After Registration


If a registrant submits an entry that requires payment, but does not pay online at that time, there are multiple ways for the registrant to pay later.

When the registrant submits their form, they receive a confirmation email as shown below. Below the amount due, there is a hyperlink for "Click Here to Pay Online". When the registrant clicks on that link, they go to a page that will accept their credit card info.

Trivial Form - Entry ID: 98040	
Date Submitted: 4/16/2013 2:37 PM CDT	
Fee: \$10.00	
Name	Guido
Email	timquilici@gmail.com
Form Total:	\$10.00
Click Here to Pay Online	
Registrant will be paying thru PayPal	
Confirmation email sent to: timquilici@gmail.com	

If the registrant cannot find the confirmation email or fails to see the link at the bottom, the registrant can call the event administrator, who then goes to the bottom of the Edit Entry page for that submission as shown below. If the administrator enters an email address in the green area and then clicks "Send Email", an email will be sent to the registrant containing a payment hyperlink. The registrant can click on the link and be taken to a page that will accept their credit card info.

If the administrator clicks the "Pay by Credit Card" button, the administrator will go to the credit card payment page where the registrant's info can be entered. Finally, if the registrant pays with cash or a check, the administrator can click the "Paid by Cash/Check" to mark the entry as paid.

Return to Listings	Save Changes
Move Entry	Archive Entry
Send Payment Link to Registrant 	
Email:	<input type="text"/>
Send Email	
Pay by Credit Card	Paid by Cash/Check

Move Entries between Forms

An organization will often create one registration form to collect all of the information they need, and then make several copies of that form – one per division or age group. Occasionally a registrant will sign up on the wrong form and the corrective action would be to move the entry to the correct form.

At the bottom of the Edit Entry page, as shown in the screen shot on the previous page, there is a button labeled “Move Entry”. When that button is clicked, you will be taken to a new page that asks you to select the destination form from a drop-down list as shown below.

Move Entry to a New Form

[Back to previous entry page](#)

Selected Entry

#98040 from Trivial Form	
Name	Guido
Email	timquilici@gmail.com

Move to Form PayPal Trivial Form ▼

When the “Move Entry” button is clicked, the fields of the source and destination forms are compared. If the two forms are identical, the entry is immediately moved. If the forms are different (e.g., the first field in the source form is for text while the destination has a checkbox), the entry cannot be moved. If the two forms have identical structures, but the field labels differ, the user will be asked whether they still want to proceed with the move.

Actions on Multiple Forms

From the main Create/Edit Forms page, you can perform actions on multiple forms at once including:

- Activate/Deactivate
- Archive
- Export to Excel

The new action buttons are above the main Forms table and can be clicked once you have selected one or more forms with the new checkboxes on the right side of the table. Clicking the checkbox in the yellow header row selects all forms.

The screenshot shows the 'Registration Forms' management interface. At the top, there are navigation links: [Guide](#), [FAQ](#), [Financial Agreement](#), and [PayPal Setup](#). Below these are two buttons: 'Email Registrants' and 'View Archived Forms'. To the right, there are four action buttons: 'Activate', 'Deactivate', 'Archive', and 'Export', each with a corresponding icon. Below the actions is a search bar and an 'Add' button. The main part of the interface is a table with the following columns: 'Edit Form', 'Active', 'Currently Visible', 'Publish Start', 'Publish End', 'View Entries', 'Entries', 'Copy Form', 'Archive Form', and a checkbox. The table contains five rows of form data, each with a yellow header row and a blue data row. The data rows show form names (partially visible as 'at'), active status (green checkmarks), currently visible status (red X marks), publish dates (2/22/13), end dates (4/1/13), and entry counts (6/24 Paid, 6/8 Paid, 9/16 Paid, 7/8 Paid). The checkbox column has a checked box in the yellow header row and unchecked boxes in the data rows.

Edit Form	Active	Currently Visible	Publish Start	Publish End	View Entries	Entries	Copy Form	Archive Form	<input checked="" type="checkbox"/>
at	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2/22/13 9:00 AM	4/1/13 12:00 PM		6/24 Paid			<input type="checkbox"/>
at	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2/22/13 9:00 AM	4/1/13 12:00 PM		6/8 Paid			<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2/22/13 9:00 AM	4/1/13 12:00 PM		9/16 Paid			<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2/22/13 9:00 AM	4/1/13 12:00 PM		7/8 Paid			<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2/22/13	4/1/13		8/16 Paid			<input type="checkbox"/>

Create Groups of Forms

If you have a long list of forms, you can now organize your list by creating "groups" of related forms. From the main Create/Edit Forms page, use the new Add Group Name fields to create group headers. Place these group headers throughout your list using the Order fields, and the forms under each group will be clearly separated when displayed to the public.

When inserting group names, the number in front of the name can be entered as a decimal number. For example, suppose you wish to enter a group name between the forms numbered 5 and 6. Enter the group name with a number like 5.5. The software will sort the forms and names, and then reassign integer numbers to all forms and group names.

Registration Forms						
Quick Start Guide FAQ Financial Agreement P						
<input type="checkbox"/> Email Registrants				<input type="checkbox"/> View Archived Form		
Add Group: # <input type="text" value="New Group Name"/> <input type="button" value="Add"/>						
Order	Form Title (click to preview)	Edit Form	Active	Currently Visible	Publish Start	Publish End
1	Monday Mens Softball					
2	Monday Mens Competitive at Berliner				2/22/13 9:00 AM	4/1/13 12:00 PM
3	Monday Mens Competitive at Busch Park				2/22/13 9:00 AM	4/1/13 12:00 PM
4	Monday Mens Standard at Berliner				2/22/13 9:00 AM	4/1/13 12:00 PM
5	Monday Mens Recreational at Busch Park				2/22/13 9:00 AM	4/1/13 12:00 PM
6	Monday's Mixed Softball					
7	Monday MIXED Competitive at Berliner				2/22/13 9:00 AM	4/1/13 12:00 PM
8	Monday MIXED Standard at Berliner				2/22/13 9:00 AM	4/1/13 12:00 PM
9	Monday MIXED Recreational at Berliner				2/22/13 9:00 AM	4/1/13 12:00 PM

Count only Paid entries

If you put a maximum limit on entries for a form, you can now choose to only have Paid entries count towards the limit (and ignore unpaid entries until/unless they pay at a later date). This option is turned on by clicking the “Only count Paid entries” checkbox on the Edit Form page, as shown below.

When a form achieves its maximum number of entries, a notification email will be sent to the form’s administrator.

Registration Forms - Edit Form

Main Form SetupAutomatic Response Email

Edit Form Details

***Title:**

Status:

Deactivate this form

Maximum Entries: Only count Paid entries

Publish Start:

Publish End:

~~~ Page 5 ~~~

## Optional Validation of Text Fields

While a form may contain several different types of fields, like checkboxes and drop-down lists, the most common field type is a text field. A text field can accept any string of characters and thus is perfect for things like names, street addresses and team names. Often a text field is used to collect a string that has a well-defined format, like a date, that could be verified before being accepted.

The following screenshot shows a text field being defined. When the Form Field Type is set to Text Field, the Sub-Type drop-down list appears. The default sub-type is Free Form (for fields like names and addresses), but you can also select sub-types of Date, Email, and Phone Number. If Phone Number is selected, the form field must have either 7 digits or 10 or more digits.

**Registration Forms - Edit Form Field** [Help](#)

**Edit Form Field** \* Required Fields

\*Form Field Type: Text Field Sub-Type: Email

Free Form Text  
Date  
Email  
Phone Number

Caption: Email Address

Required? Yes Error Message: Please provide a valid email address.

Visible on form? Visible

Width: 30

Initial Value:

Save Changes

Cancel

## Form Start/End Times and Entry Submission Times are Time Zone Specific

Forms may be specified to have start and end date/times, and registrant submissions are recorded with a date/time. These times are now displayed in your local time zone instead of our default Central Time. Your local time zone is defined on your organization's Setup page.