

EVENT REGISTRATION LINK: Rotarian vs. Public (Guest)

First, use the Public and External functions in Section 3 of Event Registration to “generate” the correct URL LINK for your Event:

Section 3 - Registration Options

Use Committee: (Limit to committee)

Use Payment Gateway:

Use CATEGORY Code: (Puts CAT code on BADGE for Breakouts, Meals, etc.)

Use Rooms: (Enables the break-out 'Rooms' module for this event)

Public Registration: (Enables registration for this event by people NOT logged into DaCdb)

External Member Link: (For use on public website to allow DaCdb Members to login and register for this event)


Direct Public URL for Event Registration: <http://www.ismyrotaryclub.org/Register/GuestMemberExternal.cfm?EventID=77157039>

Registration Roster: (All ON | OFF)

Include the following fields on Event Roster:

Member Name Member Picture District Address Information

By far, the easiest way for a person to register for an Event is send them a **PMAIL** with an *embedded link* that lets the Member register with a single click.

 **[Register NOW](#) for 2011 - Our District Conference - April 27-30, 2011**


The above REGISTER NOW link is easily inserted into any PMAIL message using the red “E” ticket in the PMAIL tool bar (just select your Event from the calendar of events presented).

*Your Subject: (must be valid file name - no special characters)

*The Message: Select Editor mode: Rich Text Editor Text (for mobile devices, e.g. iPhone/iPad, Blackberry, Droid)

Dear Rotarian {FName%},

You are invited to register for the upcoming TRF Leadership Training Seminar...

 **[Register NOW](#) for Zone 33 - TRF Leadership Training Seminar - June 03, 2011**

Yours in Rotary Service,

{SenderName%}

Email: {SenderEmail%}
HPhone: {SenderHomePhone%}

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And, on a public web site, you can embed the *EVENTid* into the LogIn.
So, they are taken to the Event immediately *after* they log into **DaCdb**.

If you are a Rotarian and you know your Username and Password to LOG IN to the District and Club (**DaCdb**) database, then using the External LINK to register: [REGISTER NOW](#) for the xxxxyyyy event, takes you directly to the Event (after you LOG IN).

Lastly, on a public web site, ROTARIANS will register as **GUESTS** (when they do not KNOW their Username and Password).

Then, Rotarians (and true Guests) could use the GUEST link registration; however, they must "key in" all their CONTACT INFORMATION (Name, Address, Email, Phone, Spousal data, Club Name, etc.).

Then IF they are a Rotarian, the Event Moderator would *review* and MOVE them into their HOME club designation...we have a "*transfer*" utility function to facilitate this manual task in the Event backroom.