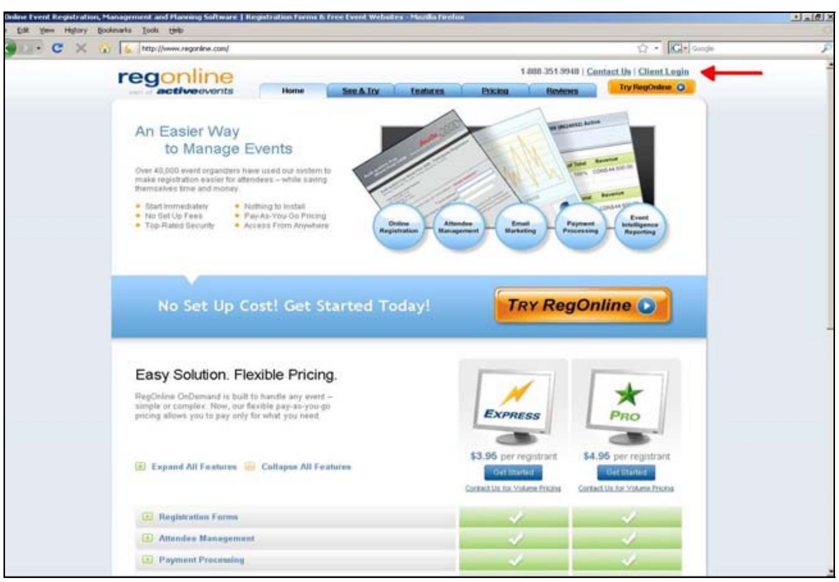
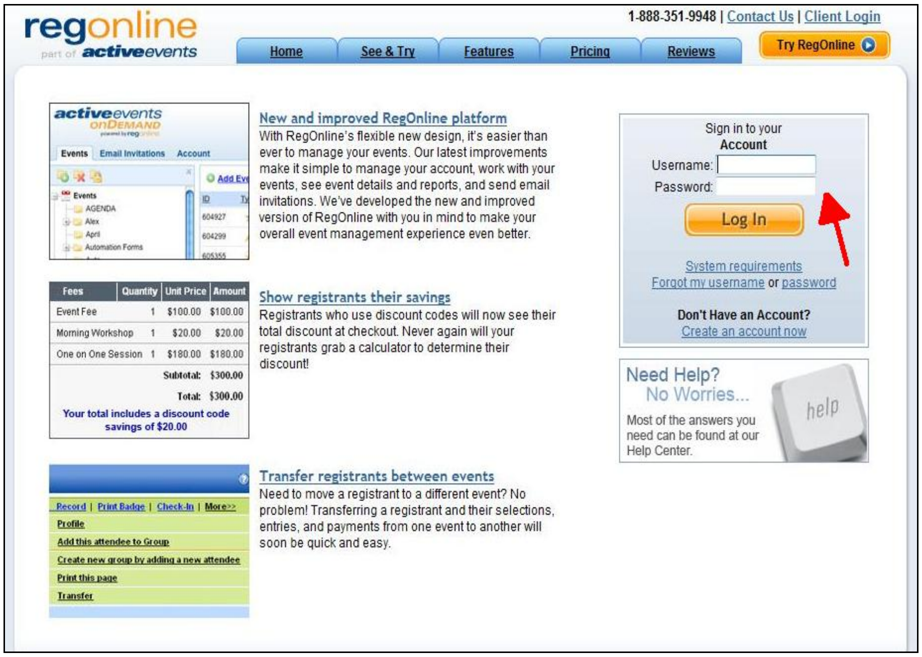
Creating an Event Registration Web Page with Special Features using *regonline*

1. To begin, enter www.regonline.com in your browser's address bar. A red arrow on each screen shot shows you where to place your cursor.

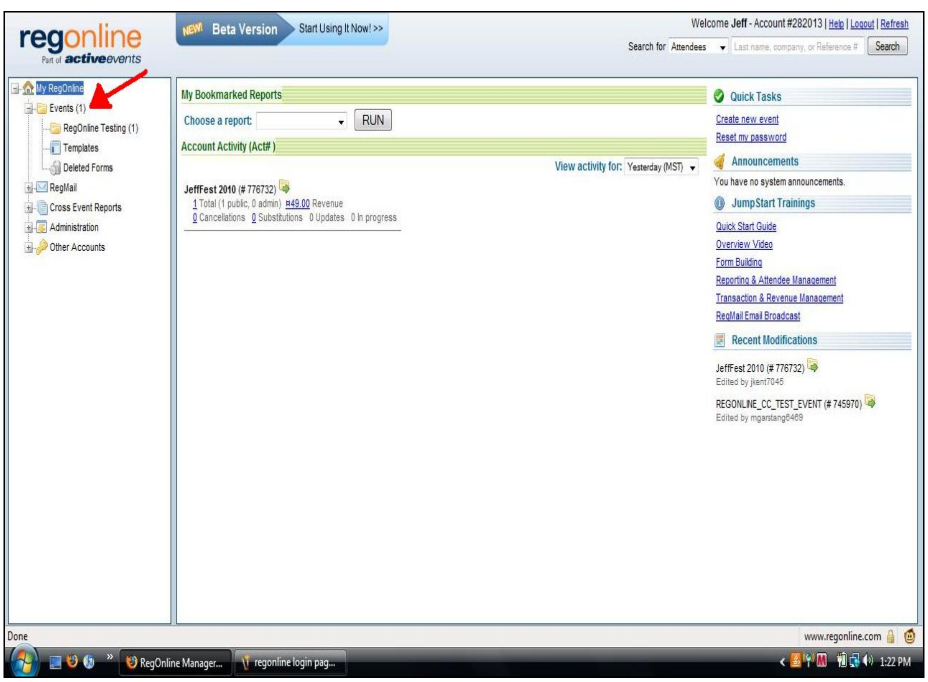
2. In the upper right corner, click on CLIENT LOGIN.



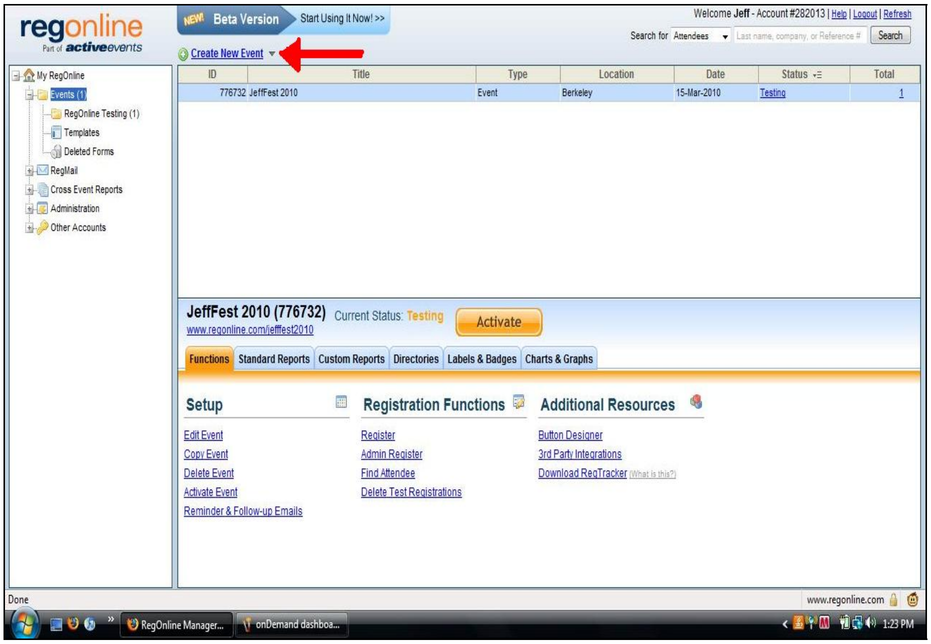
3. Enter your designated user name and password and click the LOG IN button.



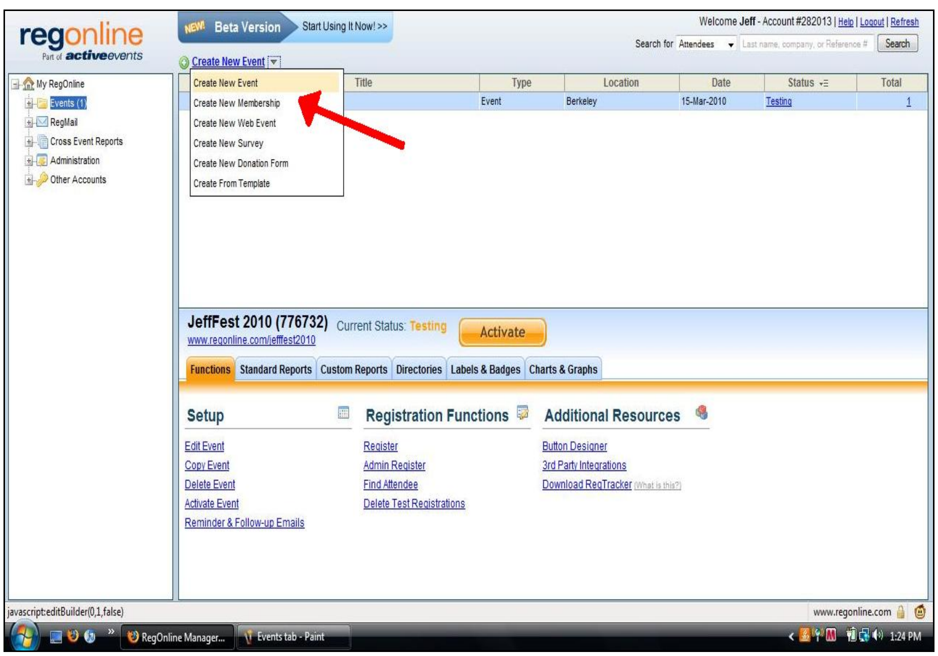
4. On the left sidebar, click on EVENTS.



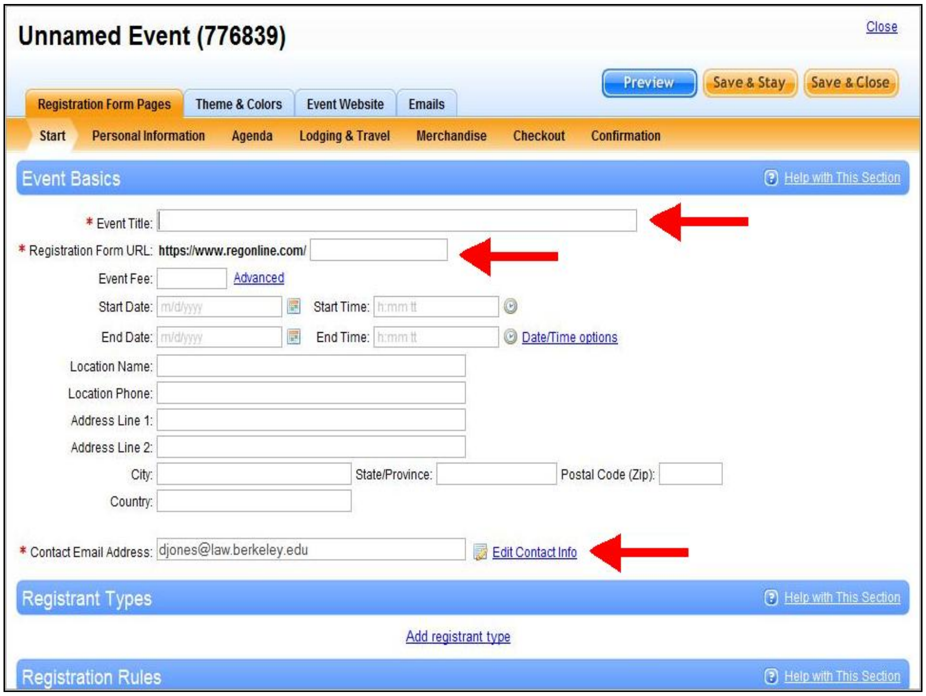
5. Click on CREATE NEW EVENT.



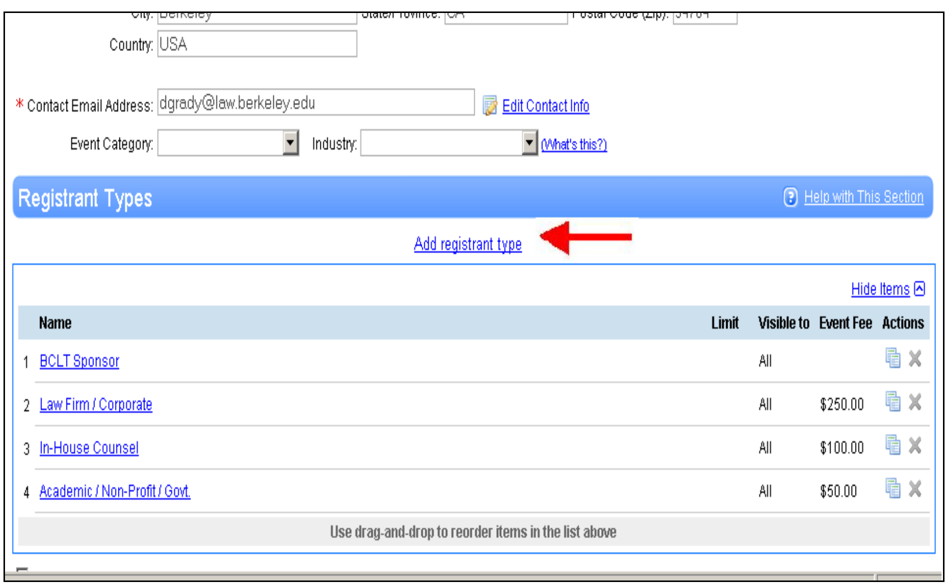
6. You will see several options in a drop-down menu. For this exercise, choose CREATE NEW EVENT.



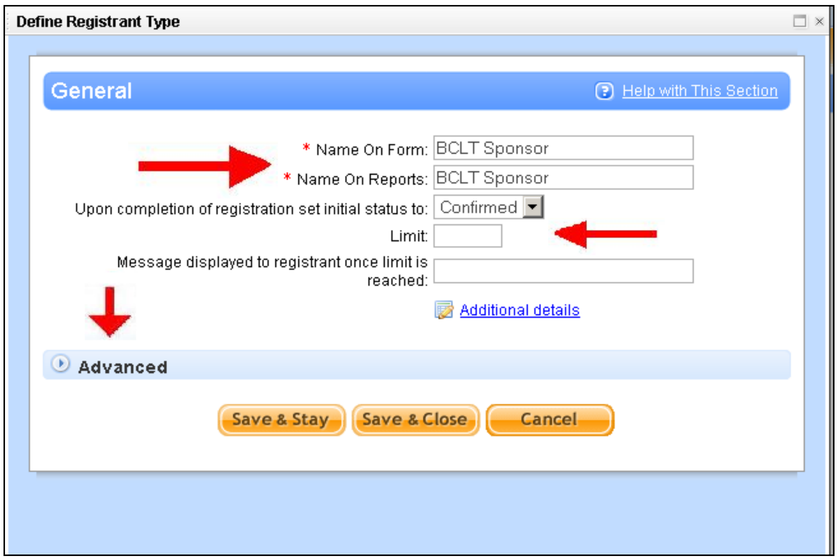
7. On this screen, you are required to enter an event title, a web address (URL) for your registration page, and a contact email before you can proceed. You may also complete all of the optional event basics fields on this screen at this time.



8. For this exercise, your event has several different levels of registration with different prices. Scroll down and click on ADD REGISTRANT TYPE.

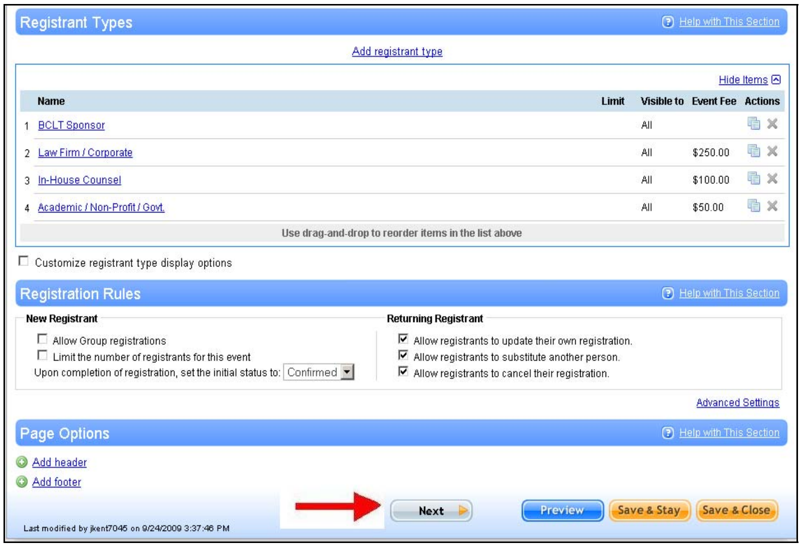


9. Enter the name of the registrant type (and a separate name for your event management reports, if you wish). You may enter an optional total number of registrations of this type allowed, along with a message that will be displayed on the web page to registrants when this limit has been reached. When you have finished, click on ADVANCED.

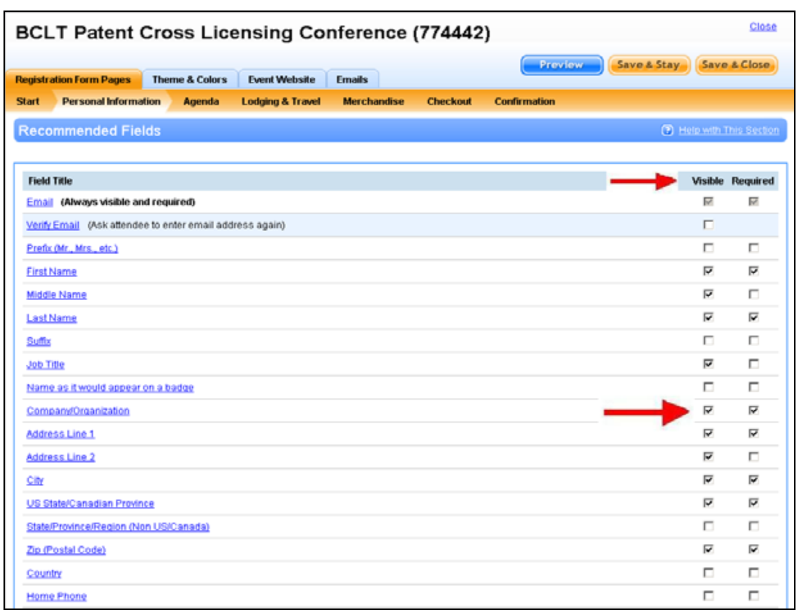


10. Enter the event fee for this registration type, the dates during which this registration will be available - early bird discounts, for example - and a percentage, if any, of your registration processing fee. You may skip the other options on this screen. When you are finished, click the SAVE & CLOSE button.

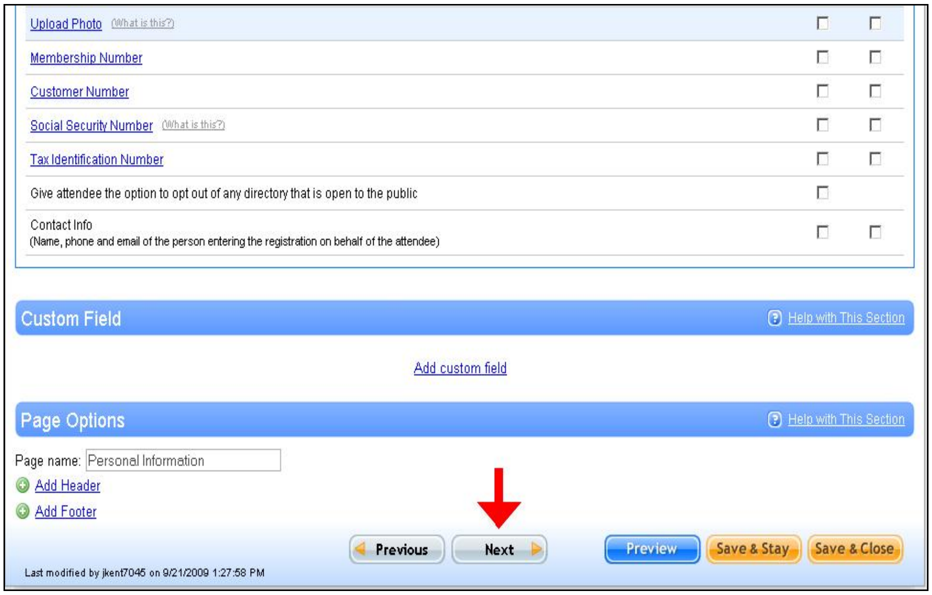
11. You may enter another registrant type by repeating Steps 8, 9, and 10. When you have entered all of your registrant types, scroll to the bottom of this screen and click the NEXT button.



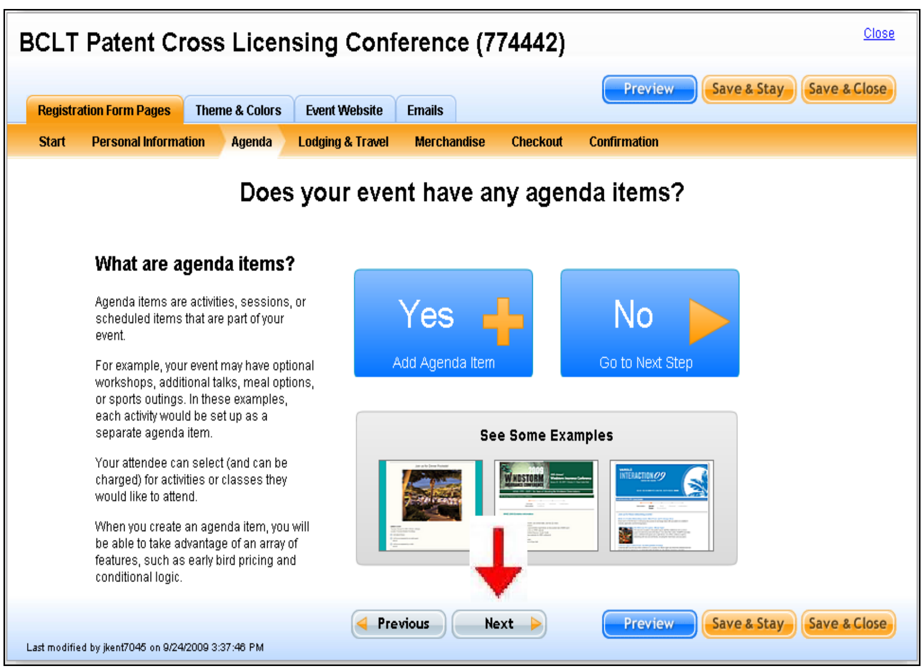
12. The Personal Information screen will allow you to gather information from your registrants and to designate it as optional or required on your registration web page. Indicate the items you would like to include by putting a check mark in the appropriate boxes.



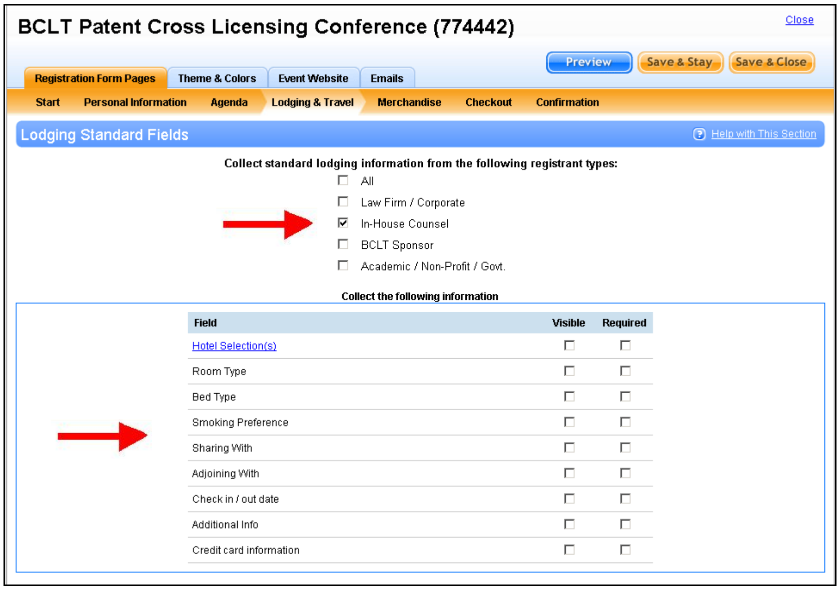
13. When you have finished with Personal Information, scroll down to the bottom of the page and click the NEXT button.



14. The next screen allows you to add agenda items to your event, such as special activities or workshops. This exercise does not include any agenda items, so click the NEXT button.

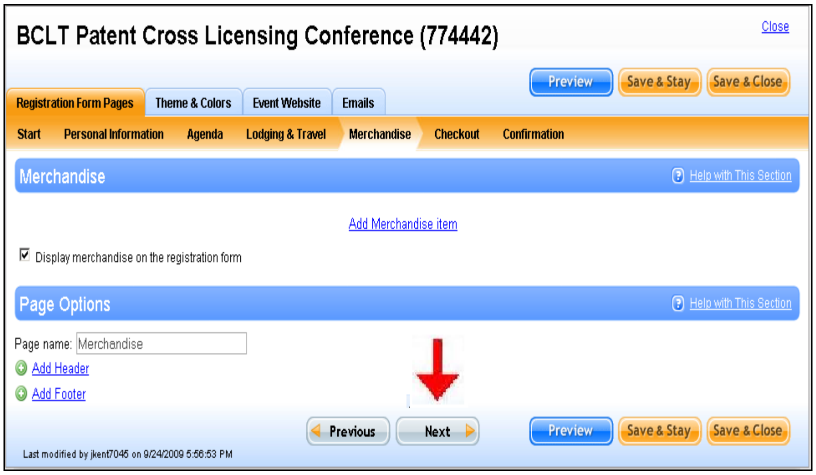


15. The Lodging and Travel screen allows you to collect hotel and airline information from your attendees. Select an attendee type and then choose which fields to display on your registration web page by clicking the appropriate boxes.

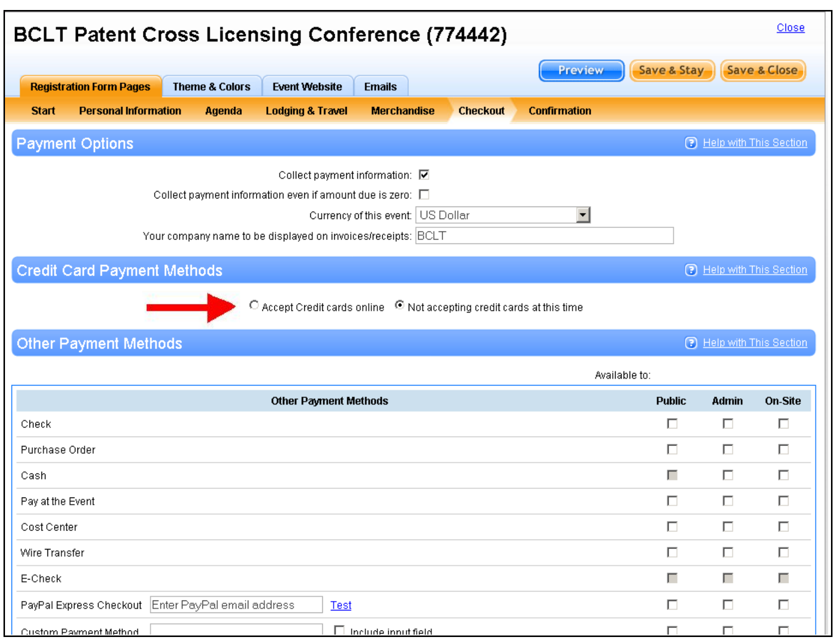


16. You may customize the lodging and travel fields by clicking the appropriate ADD CUSTOM FIELD. When you are finished, click the NEXT button.

17. You may add merchandise for sale, such as Berkeley Law branded mugs and t-shirts, on this panel. For this exercise, there is no merchandise for sale. Click the NEXT button to continue.

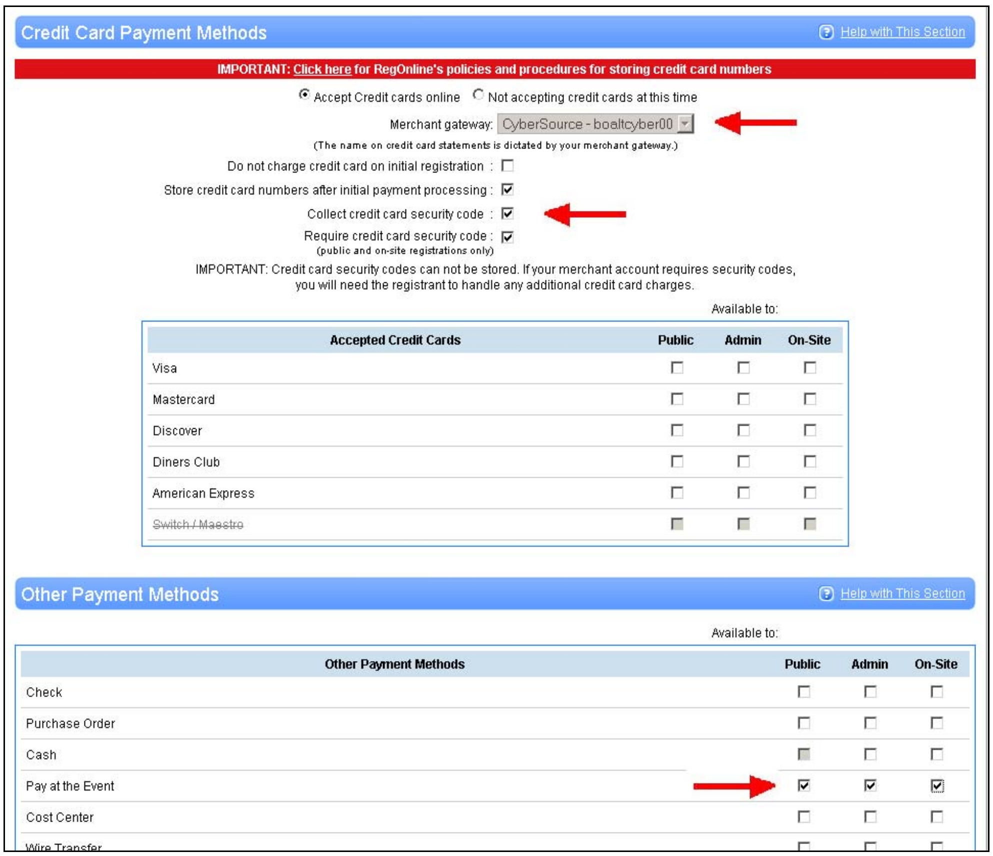


18. Default payment option information has already been established for your sub-account. Click the ACCEPT CREDIT CARDS ONLINE button to allow registrants to pay by credit card on your web page.

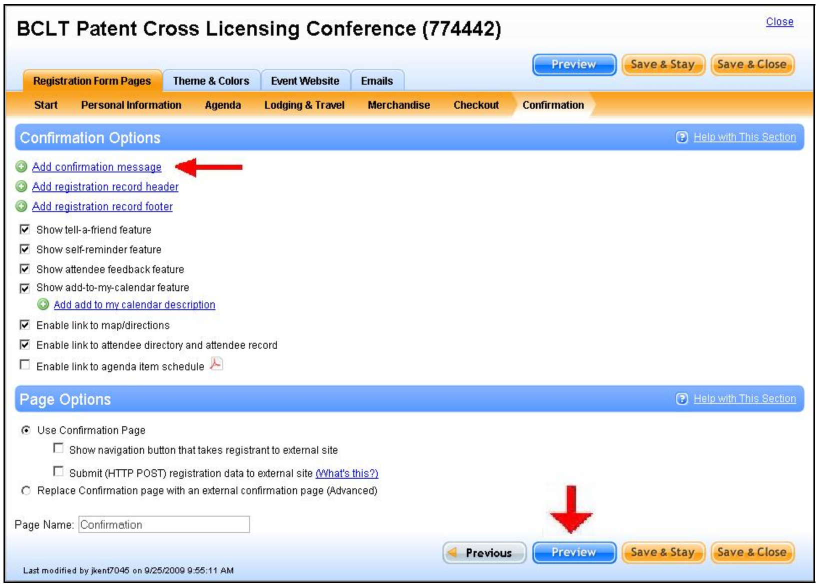


19. The default merchant gateway, CyberSource, was established when your sub-account was created. You may choose whether or not to require the three-digit security code from the back of the registrant's credit card. All credit cards displayed on this screen can be accepted - this will provide your registrants with maximum flexibility.

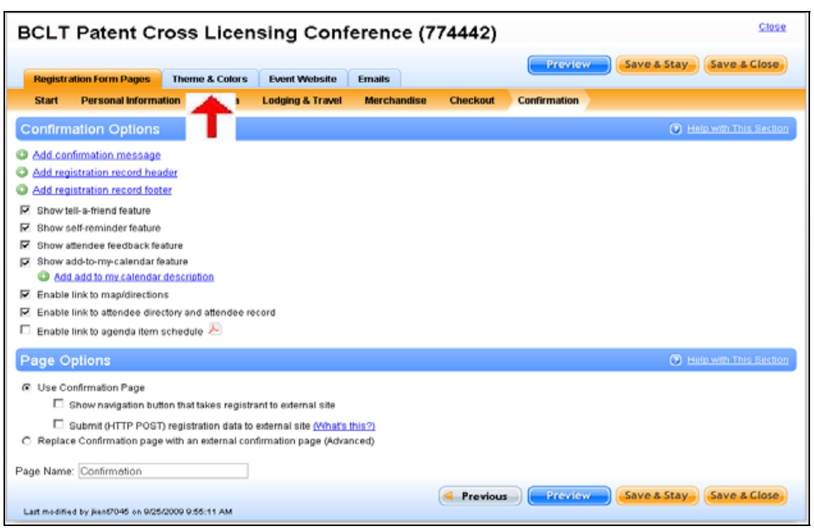
You may include other payment methods and invoice options, if any, on this panel. Checks, purchase orders, and wire transfers can be processed by Business Services. When you are finished, scroll to the bottom of the screen and click the NEXT button.



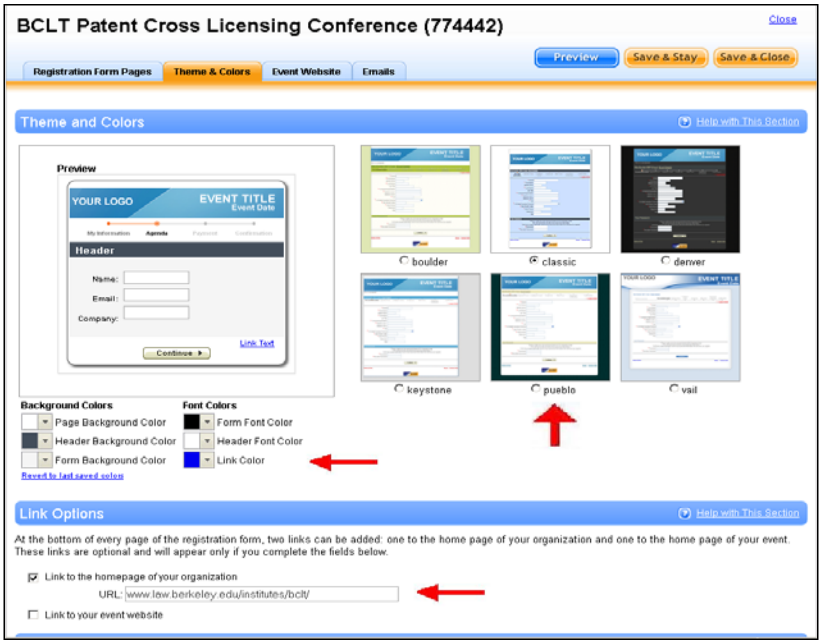
20. Click on ADD CONFIRMATION MESSAGE to generate a registration message to each registrant. When you have finished your data entry, take a moment to proofread the information and make any necessary corrections. Click the PREVIEW button to view your work.



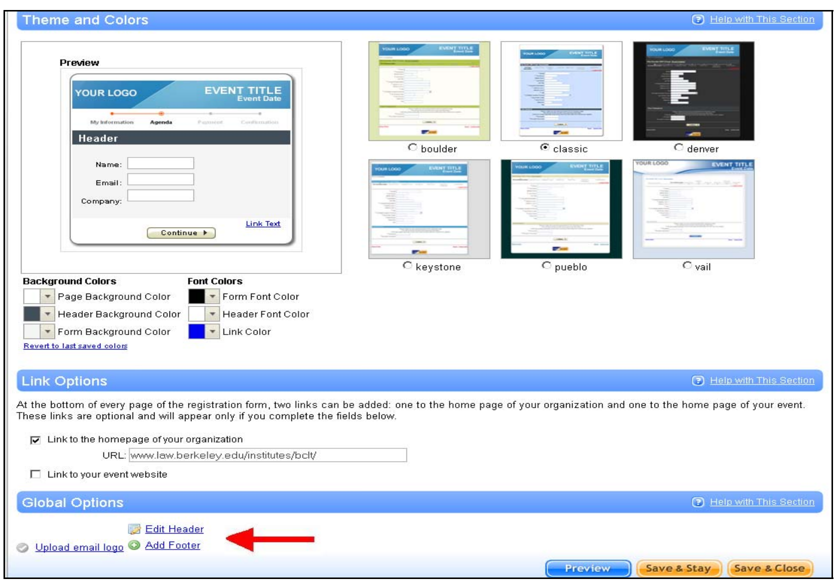
21. You may add a custom logo and color to your registration web page. Click on the THEMES & COLORS tab. This tab is available on every panel as you build your web page.



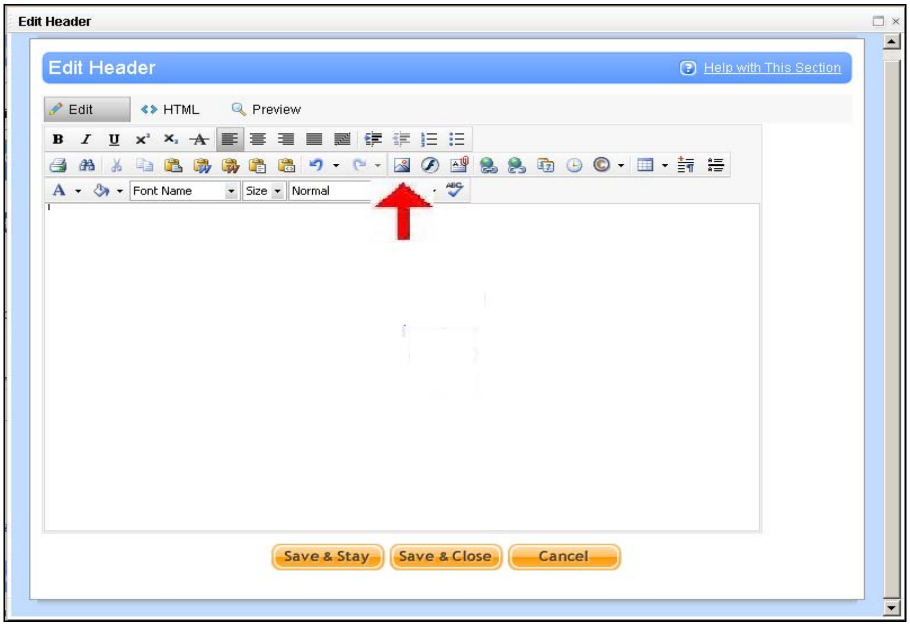
22. Select a custom theme for your web page and text colors, and insert links to your clinic, center or department home page.



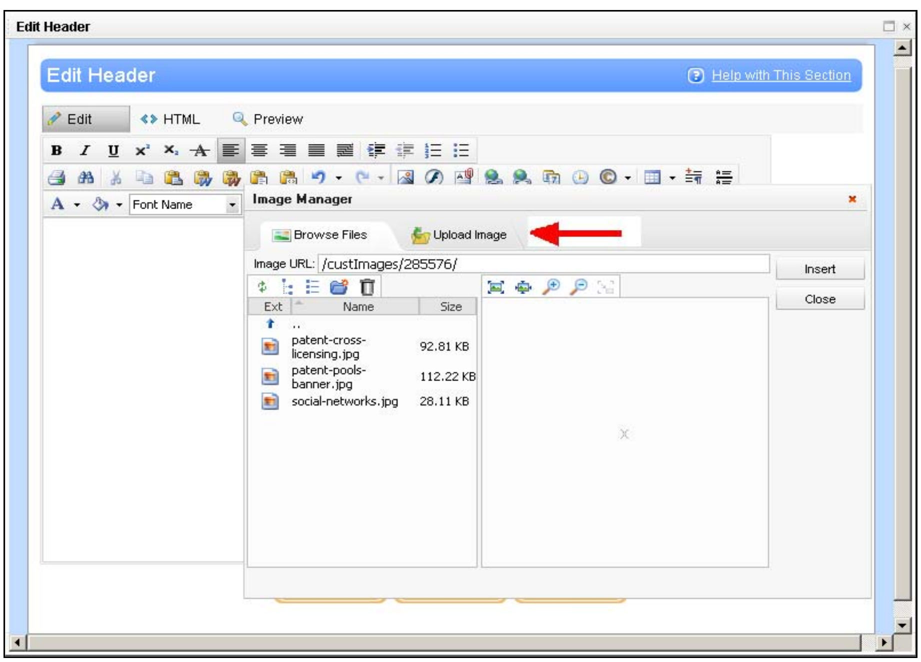
23. To add a custom header and footer to your web page, click on ADD HEADER or ADD FOOTER.



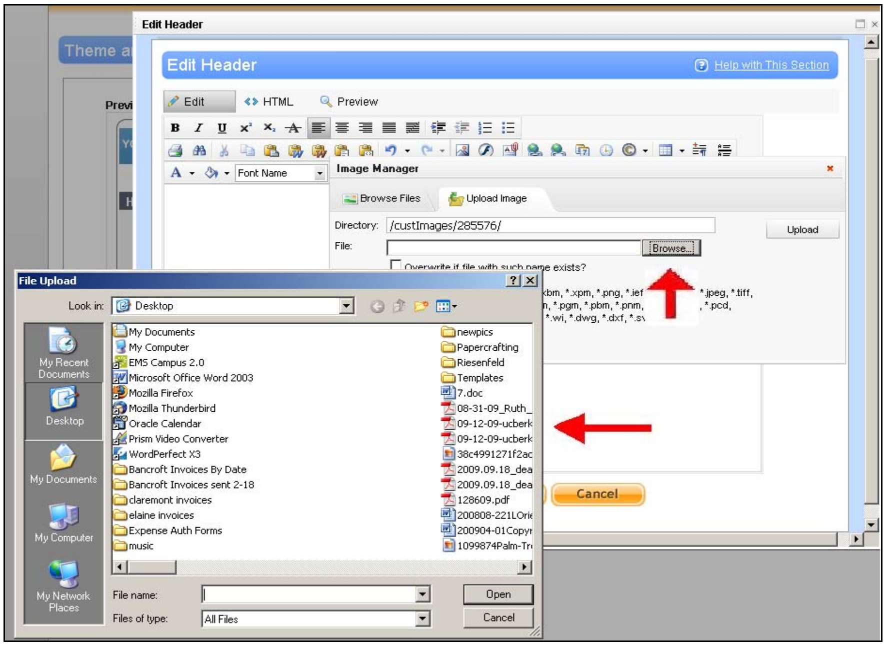
24. Click on the icon that resembles a miniature picture to upload a graphic.



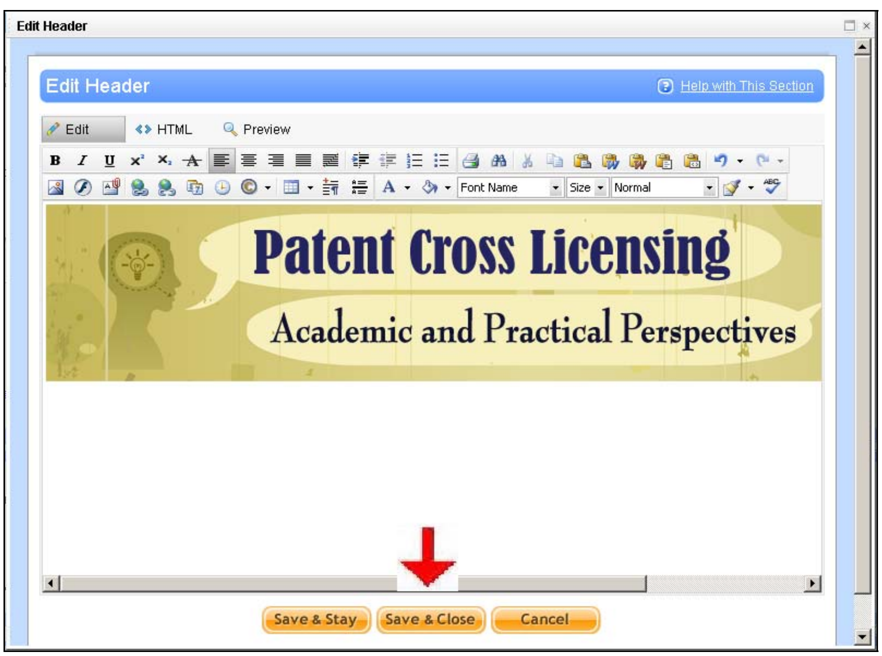
25. Click on UPLOAD IMAGE.



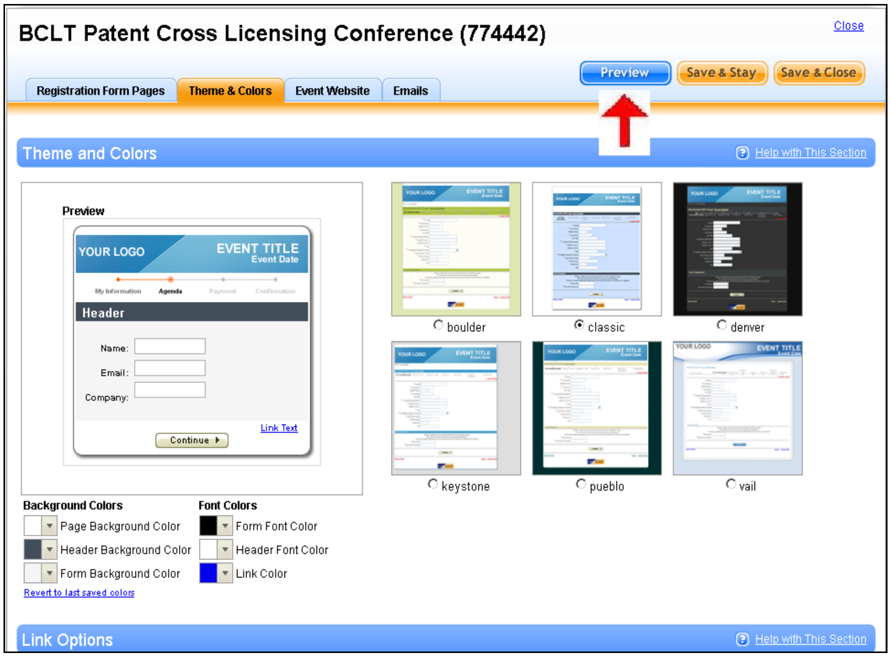
26. Click on BROWSE and choose a file from your computer.



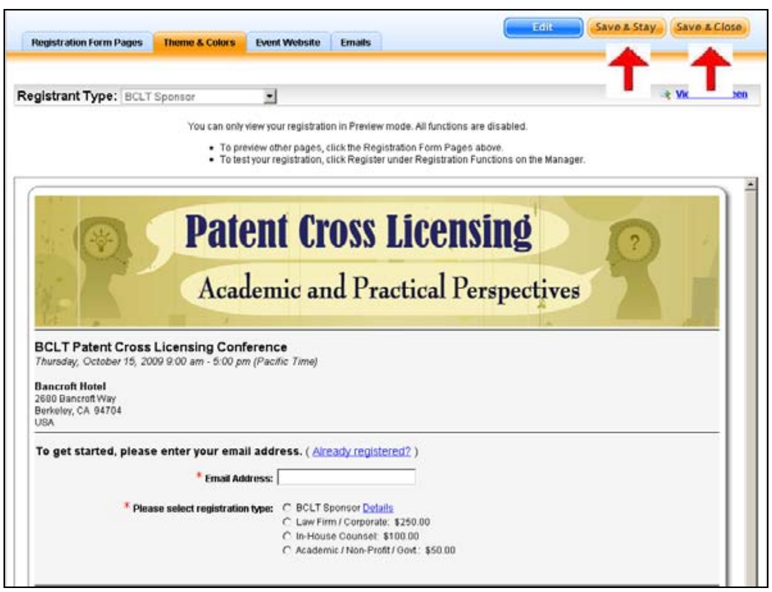
27. When you are satisfied with your graphic, click on the SAVE & CLOSE button.



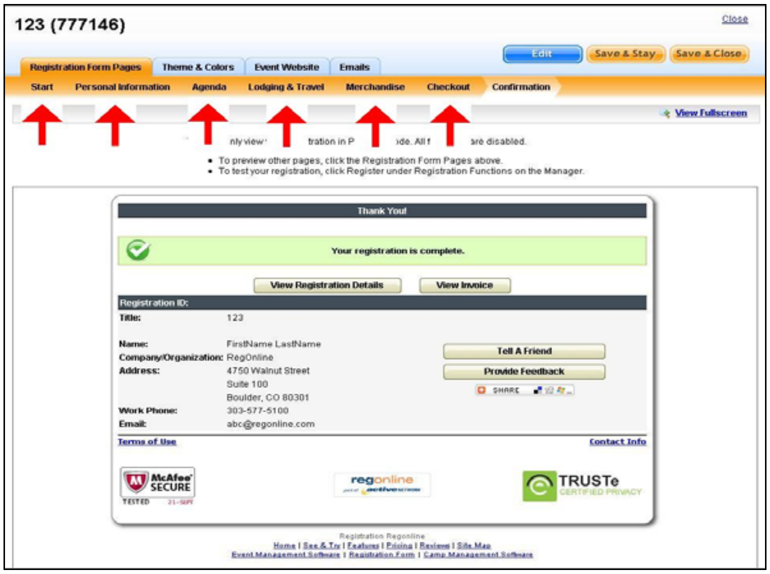
28. Click on the PREVIEW button to see how your web page looks.



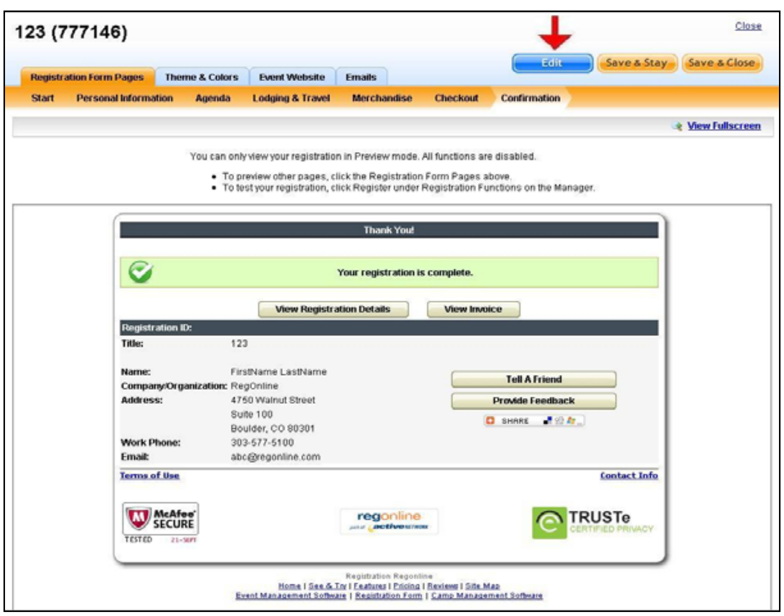
29. When you are finished, click on the SAVE & STAY or SAVE & CLOSE button. If you navigate away from regonline without clicking this button, all of the data you entered on the previous panels will be lost.



30. Click on the REGISTRATION FORM PAGES tab. Click on each orange tab on the next row to view the various panels of your registration web page exactly as your registrants will see them.



31. If you would like to make changes to the panel you are currently viewing, click the EDIT button. Remember to click the SAVE & STAY button after each edit.



32. When you are satisfied with your basic registration web page, you are ready to distribute or post the URL you designated in Step 7.