Using Cvent for Event Registration

MU Conference Office

Jewel Coffman, Director
Barbara Wills, Cvent Administrator
MU Extension Event Lifecycle

1. Event details entered into MyExtension
2. Event created in Cvent
3. Promotion only event
   - Published to MU Extension website and county page; removed at conclusion of event.
4. Event with registration
5. Event published and registration opened
   - Online registrations with credit card payments
   - Registrations taken at office/event and recorded in Offline Registration Roster
6. Access given to online registration reports
7. Monthly fiscal reporting
8. Event ends
   - 3% credit card fee and, if applicable, system fee and campus program area share deducted.
   - Refunds based on event cancellation policy and processed by same method of original payment.
9. Registration fees received at office/event, deposited to local/unit accounts.
   - Refunds based on event cancellation policy and processed by same method of original payment.
10. Final reporting and fiscal processing
    1. Organizer returns Offline Registration Roster.
    2. Event updated with full participant list for MU Extension records.
    3. System fee and campus program area share charged to event MoCode.
    4. Organizer receives final attendance roster.
Event Creation — myExtension

Program name
MU Conference Office

Event name
TEST MU Conference Office

Submit to Event
Information from previously inputted data about the event is automatically populated by clicking on the Submit to Event tab. Note that not all fields are editable here and must be corrected on the previous myExtension event tabs. Once the information is correct, click the SUBMIT button. Event information will be reviewed and the team leader will receive an email from MU Conference Office personnel. Any changes to the event information, after initial submission will need to be communicated directly with the MU Conference Office. (Future changes in myExtension will not update the registration information in EVENT).

Please review the MU Extension Registration Services and Fees before proceeding.

Event name: TEST MU Conference Office
Is registration required? ☐ Yes ☐ No
Display on Nexus website? ☐ Yes ☐ No

Begin: 08/1/2019 1:00 PM
Ends: 08/1/2019 3:00 PM
Registration deadline: 4/25/2019
Maximum capacity: 12

Event location description
Event address 1: 344 Hearnes
Event address 2
Event city: Columbia
Event state: MO
Event Zip/Postal code: 65211-3090

Event contact name (Team leader): Barbara Wills
Event contact email: willsbg@umsystem.edu
Event contact phone: 573-882-4379

Nexus interest areas: Agriculture and environment(10), Arts and culture(11), Business and community(12), Health and safety(517), Youth and
### Events With Fees — Submit to Cvent Tab

<table>
<thead>
<tr>
<th>Event Fee Income only covers cost for food and/or room rental?</th>
<th>Yes</th>
<th>No</th>
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</thead>
<tbody>
<tr>
<td>Is the event grant funded?</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

**Please pay close attention to MoCodes associated with grant funds.** Unless the revenue is allowable program income, grant accounts may not be used as revenue MoCodes.

**Are the funds for this event being managed by**
- Campus unit
- County

**What county is managing the funds?**
- Boone

**MoCode for registration income:** E4567

**Email address of Fiscal office contact:** Booneco@missouri.edu

**Please use the section below to upload your speakers using this template.**

**Please attach any further information, marketing materials (including photos that could be used for marketing) about the event.**

**Do you have any files you would like to include?**

**Select a file from your computer to upload.**

**https://extensiondata.missouri.edu/event/3418855Barbara Wills website bio.docx**

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If registration fee covers cost for **only** food or facility rental, system fee does not apply.

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With the selection of a county, the mocode and fiscal address will auto populate. Campus units will need to provide a **revenue MoCode and fiscal contact before submission.** Registration fees processed in Cvent will be deposited into this MoCode. Fiscal contact will receive notification of new project and mocode inputted.
Submission Confirmation

- **Summary of submission to MU Conference Office**

- **MUCO will contact you to finalize the event details.**

  Event to be posted and open for registration in five business days (dependent on the complexity and thoroughness of information submitted).

- **Event organizer will preview and test event registration.**

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Barbara,

Your event, Master Gardener Intensive Lake Ozark, has been successfully submitted for posting to the MU Extension website. A staff member from the MU Conference Office will be in contact with you shortly about this event's status.

Any changes to this event, or additional needs, should be sent to mucnf8@missouri.edu rather than edited in MyExtension. This guarantees that the Conference Office can be informed of any updates. You may also direct any questions to this address.

<table>
<thead>
<tr>
<th>Request Details</th>
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<tbody>
<tr>
<td><strong>Event Information</strong></td>
<td></td>
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<tr>
<td>Event Name: Name to appear on NEXUS website to public. This will also be used on reports. If necessary, use a name that localizes it to the community and makes it stand out from others events linked to this program.</td>
<td>Master Gardener Intensive Lake Ozark</td>
</tr>
<tr>
<td>Event Begin Date/Time</td>
<td>24 June 2019 8:00 AM</td>
</tr>
<tr>
<td>Event End Date/Time (could be the same as start date)</td>
<td>24 July 2019 12:00 PM</td>
</tr>
</tbody>
</table>

Enter the event description that will be posted online to interested participants.

- **Description:** Provides in depth horticulture training for Missourians who wish to spread their knowledge of gardening. Prepares volunteers for horticulture questions frequently asked by citizens around the state, based on unbiased research based gardening information.
- **Registration:**
  - Online: Phone 573-369-2394
  - Application with fee
    - Return application to: University of Missouri Extension Center; PO Box 20, Tuscola, MO 65082 or in person: 134 Second Street, Tuscola, MO 65087
Notification: Event Posted / Registration Launched

Fri 5/17/2019 11:12 AM

Wills, Barbara J.

Master Gardener Intensive Lake Ozarks - Now open

To: Wills, Barbara J.

Master Gardener Intensive Lake Ozarks is now viewable and open for registration at https://extension2.missouri.edu/events/master-gardener-intensive-core-classes-lake-ozark. Changes or updates in MyExtension will not be automatically reflected on the event registration site. Contact mufcon8@missouri.edu if you have updates.

Accepting Registrations at Office or Event

Online registration is encouraged, however if you need to accept registrations at your office or on-site at the event, please record these in the attached Offline Registration Roster. Deposit these payments into your office’s account.

After the event, you will receive an email request to submit your onsite registrant spreadsheet within 5 business days. New registration data will be imported into Event so a final roster is accurate.

Event Data Reports

Registration and financial (if applicable) reports are available to you at any time. Reports are live and reflect new online registrations or changes.

Log into your reports at https://www.cvent.com/c/portals/login/portal/yAv4

User Name - input your email address
Password – Set a password by using the “reset password” option

Report Viewing

- Click on desired report to view
- Filter reports to get the exact data you need
- Export reports to excel or .csv and save as needed
Master Gardener Core Class Series-Jefferson City, MO

Sept. 19, 2019 - Oct. 28, 2019

Office Building
2436 Tanner Bridge Road
Jefferson City, MO 65101

Description

Twelve classes will be held at this office on Monday & Thursday evenings from September 19th until October 28th. Class time is 6 to 9:00 pm.

Trained Master Gardeners, Extension Specialists and instructors from the University of Missouri will teach the classes.
Master Gardener Core Class Series-Jefferson City, MO (Session 1 of 12)

When: Thursday, Sept. 19, 2019, 6 p.m. to 9 p.m.

Where: Office Building
2436 Tanner Bridge Road, Jefferson City MO map...

Description: Twelve classes will be held at this office on Monday & Thursday evenings from September 19th until October 28th. Class time is 6 to 9:00 pm. Trained Master Gardeners, Extension Specialists and instructors from the University of Missouri will teach the classes. Topics may include, but are not limited to: plant growth; soils; vegetables; fruit; insects; woody ornamentals, turf and landscaping.

Session topic: Orientation

Registration: Online registration with credit card payment available (click MORE link below).
Registration and payment with a check - by mail: Cole County Extension Center, Attn: MG course, 2436 Tanner Bridge Road, Jefferson City, MO 65101 OR In person: office hours: 8 AM to 4:30 PM
Include registrant details and make check payable to Cole County Extension Center. Further information?: 573/634-2824 or Coleco@missouri.edu more...

Registration deadline: 9/12/2019
Class size: 30
Event full: No
Cost: $150.00
Facilitator: James Quinn, quinnja@missouri.edu
MU Extension in Cole County
phone: 573-634-2824

Add event to your compatible iCalendar such as Microsoft Outlook or Apple iCal.
Reporting Access

- Online registrant and fee data can easily be retrieved, whenever you need to view the information.
- All reports open in Excel for easy saving and sharing with event team.

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Email Address</th>
<th>Title</th>
<th>Company Name</th>
<th>Primary Phone</th>
<th>Primary Address</th>
<th>City</th>
<th>State</th>
<th>ZIP</th>
<th>Amount Ordered</th>
<th>Amount Paid</th>
<th>Invitee Status</th>
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<td>John</td>
<td>Arington</td>
<td>john.aringt</td>
<td>Farm Man</td>
<td>Arington F</td>
<td>573-683-0148</td>
<td>Dalton</td>
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<td>Nathan</td>
<td>Holmes</td>
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<td>Holmes F</td>
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<td>Jerry</td>
<td>Martin</td>
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<td>Jeremie N</td>
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Individual participant information per event is only accessible to organizer. Participant data will not be sold or shared with third-party service providers. [https://extension2.missouri.edu/privacy-policy-cookie-restriction-mode/](https://extension2.missouri.edu/privacy-policy-cookie-restriction-mode/)
Accepting Registrations Online With Credit Card

Customer registers online with credit card payment

Customer receives confirmation and receipt via email

3% credit card processing fee deducted

System fee and campus program area share deducted

Balance deposited to MoCode
Registrations at Office or Event

Customer registers at office or on-site at event

Office records participant information, amount paid, demographics in offline registration roster

Funds deposited following standard operations and procedures

Post Event

Office finalizes offline registration roster; emails to MU Conference Office

System fee and campus program area share charged to MoCode and reflected in monthly report

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<td>Consider yourself a person with a disability?</td>
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Notes: Relevant registration or personal information to note
Refunds*  
*Refunds are based on event cancellation policy.

Processed by the same method as original payment

- Online registrations paid with credit card
- Customer receives full refund to credit card thru Cvent and notified via email
- 3% credit card fee, system fee and campus program area share is reversed
- Registration fees taken at the county office
- Refunded locally out of local accounts
- No service fee or campus program area share processed
County Settle-up

Monthly revenue and expense processing between county and Extension Fiscal Operations (EFO)

Revenue and expenditures are processed by EFO one time per month, and settle-up is received in the following month.

Net Revenue =
(income greater than expense)

Payment issued by the university

Net Expense =
(expense greater than income)

Invoice issued by the university

Currently, the county must generate the Nexus reports to obtain backup documentation of the event revenue

* Direct deposit is highly recommended.

EFO is working with ETCS to improve and streamline reporting related to settle-up. This will include all activity processed through MU, 4HOnline, county supported payroll, events, etc.
Questions

We are here to assist you. Contact us at muconf8@missouri.edu.

344 Hearnes Center | Columbia, MO 65211 | 573-882-4349
https://extension2.missouri.edu/programs/mu-conference-office