

Event Registration: Active/Upcoming Events show – search options to find specific events.

[Admin Home](#) | [Event Registration Home](#)

**Event Registrations**

**New Event Registrations**

[Add A New Registration Event](#)

**Active/Upcoming Event Registrations**

Registration Title	Event Date	Reg. Start Date	# of Registrants	
Early Childhood Supervisory Networking Meeting	3/20/2013	Starting 3/1/2013	0 registered	<a href="#">View</a> <a href="#">Copy</a>
IEP, Transition, and the Middle School	1/15/2013	Starting 1/14/2013	0 registered	<a href="#">View</a> <a href="#">Copy</a>
Arts Learning Standards and the Ohio Teacher Evaluation System (OTES)	2/15/2013	Starting 12/17/2012	0 registered	<a href="#">View</a> <a href="#">Copy</a>

**Search All Registrations**

Name:

Start Date:  (mm/dd/yyyy format)

End Date:  (mm/dd/yyyy format)

Search By:  ▼

Registration Title	Event Date	Reg. Start Date	# of Registrants	
Early Childhood Supervisory Networking Meeting	3/20/2013	Starting 3/1/2013	0 registered	<a href="#">View</a> <a href="#">Copy</a>
IEP, Transition, and the Middle School	1/15/2013	Starting 1/14/2013	0 registered	<a href="#">View</a> <a href="#">Copy</a>
Arts Learning Standards and the Ohio Teacher Evaluation System (OTES)	2/15/2013	Starting 12/17/2012	0 registered	<a href="#">View</a> <a href="#">Copy</a>
Social Studeies and the Common Core: Teaching the Founding Documents	4/25/2013	Starting 12/10/2012	0 registered	<a href="#">View</a> <a href="#">Copy</a>
A Transition Double Hitter: Basic Self Advocacy for Students & Futures Planning	3/6/2013	Starting 12/7/2012	0 registered	<a href="#">View</a> <a href="#">Copy</a>
Literacy and What to Do Beyond the Classroom	4/10/2013	Starting 12/7/2012	0 registered	<a href="#">View</a> <a href="#">Copy</a>
Ohios NEW Alternate Assessment Parent Information Forum	2/6/2013	Starting 12/7/2012	0 registered	<a href="#">View</a> <a href="#">Copy</a>
Evidence Based Strategies for Families: Helping Your Child Participate in Community Actiities	1/16/2013	Starting 12/7/2012	0 registered	<a href="#">View</a> <a href="#">Copy</a>
TEACCH Fundamentals	1/28/2013	Starting 12/7/2012	0 registered	<a href="#">View</a> <a href="#">Copy</a>

Creation of Event: Can either link to current event in ESV system or create a brand new one.

Admin Home | Registration Home | Manage Event Registration

Manage This Event Registration

Registration Data Attendance

**Instructions**  
Please provide as much information as possible.

Link To Event: None [Select An Event](#)

Reg. Entry Point: [TBD - After You Save This Event](#)

Name/Title: TEST

Event Date: 12/28/2012

Event # Of Days: 1 Day

Starting At: 1:00 PM (Leave blank for none)

Ending At: 3:00 PM (Leave blank for none)

Location:

Reg. Start Date: 12/06/2012

Reg. End Date: 12/25/2012

Contact First Name: Andrew

Contact Last Name: Erdman

Contact Email: man@eschoolview.com

Contact Phone:

Send Confirm Email:

Access PIN: 12345

Base Reg. Fee: 10.00

Length In Hour(s): (Leave blank for none - must be a number)

Max. Attendees: 20 (Leave blank for none) Waitlist Additional?  Show Attendees?

Requires Approval? Yes

Description & Introduction Message (Shows Prior To Registration and In Confirmation/Approval Email)

**B I U A** [Rich Text Editor Icons]

TEST

Once created – user can use any of the question templates we offer OR create their own custom template. They can also get a list of the registrants (who is approved, who is not) – and send email communications to them via the communication tab. Attendance and other reports as well.

Manage This Event Registration

Registration Data Questions Registrants Communications Attendance Reports

**Instructions:**  
Please add **question groups** and questions inside those groups to assemble your registration questions. You may also rely on a **standard registration template** if it will work for your needs.

Registration Template: Minimal Type Template [Help With Template Types](#)

Template Type: Minimal  
Name and Email Address fields only.

- Minimal Type Template
- Custom Type Template
- Home Type Template
- Work Type Template
- Organizational Type Template

Registration Data Questions Registrants Communications Attendance Reports

**Available Reports Below**

- [Registration & Attendance Report](#)
- [Payment Report](#)
- Check here to email attendees their certificates of attendance as you generate the report below.  
[View and/or Send Certificates](#)
- [Mailing List](#)

FRONT – END VIEW

TEST

TEST

Event Date: 12/28/2012

Registration Starts: Thursday, December 06, 2012

Registration Ends: Tuesday, December 25, 2012

**Registration Details:**

TEST

- A PIN/Access Code Will Be Required For Registration
- Payment Is Expected For Registrants
- Your Registration Will Be Subject To Approval

**Access To This Registration Requires a PIN/Access Code**

This code should have been previously supplied to you. In the event you do not have one, please contact the administrator of this registration form: [aerdman@eschoolview.com](mailto:aerdman@eschoolview.com)

PIN/Access Code:

USER CONFIRMS

TEST

---

**Your Registration Confirmation**

**Name:** TEST TEST  
**Email:** [aerdman@icohesion.com](mailto:aerdman@icohesion.com)

[See An Error? Click Here To Make Changes To The Above Details.](#)

**Payment for your registration is expected. Please provide your payment details below to complete the registration process.**

TEST Base Fee \$10.00

Amount Due: \$10.00

Payment Method:

Check/PO Number:

APPROVED:

TEST  
TEST

**Approval Of Your Registration Is Required**

Someone will review your event registration details and you will be contacted at the email address specified once your registration has been approved for this event.

USER GETS EMAIL CONFIRMING:

**YOUR REGISTRATION HAS BEEN SUBMITTED! YOUR REGISTRATION DETAILS ARE BELOW:**

**Name:** TEST TEST

**Email:** [aerdman@icohesion.com](mailto:aerdman@icohesion.com)

**FEE SCHEDULE**

TEST Base Fee \$10.00

Paid Via: Purchase Order</font<>

**GENERAL EVENT INFORMATION:**

TEST

**Event Date:** 12/28/2012

**Registration Starts:** Thursday, December 06, 2012

**Registration Ends:** Tuesday, December 25, 2012

**Registration Details:**

TEST

- **A PIN/Access Code Will Be Required For Registration**
- **Payment Is Expected For Registrants**
- **Your Registration Will Be Subject To Approval**