



Online Registration For Chapter Events | Using the CNPS Platform

If you need to collect advance registration for an upcoming chapter event, CNPS state office staff can build and manage an online registration system using our platform to help you accept credit card payments and collect sign-ups ahead of time.

If you are having a free event, however, we recommend using a third-party system that does not charge processing fees for free events, such as Eventbrite (www.eventbrite.com).

Why is using the CNPS platform beneficial?

Save your chapter time and money. CNPS can process and manage registrations for your upcoming event online, including credit card payments. We process these credit card transactions through Blackbaud Merchant Services, which charges much lower processing fees (about 3.5% on average) than many other comparable services. Plus, CNPS will build and test the system for you, so you can focus your valuable time on planning a great program for your event.

Gain new members. Through the online system, attendees can “add a membership” while they are registering, and pay for their event registration and membership all in one transaction. This is especially useful if your event includes special member pricing – non-members will be enticed to join your chapter in order to gain discounted pricing for your event.

Record rich participant data. The information you choose to collect is customizable, and all attendee information is automatically added to our Raiser’s Edge database when participants register online – meaning your attendees can be contacted regarding other events and announcements in the future, and we have a record of who attended which events. You can also run participant lists to include any data (e.g., meal choices, contact information, and more) that you collect for easy referencing and reporting.

How does it work?

Once you have scheduled your event and know you want to use the CNPS registration system:

1. Reach out to Becky Reilly (breilly@cnps.org) as far in advance as possible to let us know about your event, discuss a timeline, and begin the process.
2. Provide us with information about your event by completing and sending the **Registration System Information form** on the next two pages to Becky.
3. Becky will work with you to **build** the registration system, and **test** it to ensure everything is functioning properly (please allow up to **10 business days** depending on your event needs and our staff schedules).
4. The online registration system will **go live**. You will receive a **URL** to add to your website, or send out by e-mail.
5. As registrations begin coming in, Becky can **run participant lists** for you on an agreed-upon regular basis (e.g., every Friday, every two weeks, etc.).
6. If you will have participants **registering/paying offline by check or cash**, your chapter can create an offline registration form, receive these registrations directly, and track them separately from the online registrations.
7. We will work together to **adjust the online event capacities** (which will automatically close registration when the cap has been reached), based on how many registrations have come to your chapter offline.
8. Registration will **close** at capacity or on the agreed-upon cut-off date, and you will receive a **final participant list** (note that registration deadlines may be limited by staff schedules, so please discuss your timeline with us before advertising any registration deadlines).

CNPS will send your chapter a check for all the payments we have collected for you, less the 3.5% (on average) credit card processing fees charged by Merchant Services, at the close of the month.

Questions? / Ready to get started?

Please contact Becky Reilly, CNPS Events Coordinator at breilly@cnps.org or 916-447-2677 x207.



Registration System Information | For Chapter Events

Contact Information for Internal CNPS Staff Use

Host Chapter	Registration Contact
Phone	E-mail

Contact Information for External Use (will be listed as the event contact in the registration system)

Contact Name	E-mail
Phone	Event Website

Event Information (will be visible to people signing up)

Event Name	Max. Capacity
Event Start Date	Event Start Time
Event End Date	Event End Time
Location Name & Address	
Registration Fees	

Short 3-5 sentence event summary to accompany the above information:

Registration Logistics

Date you would like registration to open	Date you would like registration to close
Run my attendee list... <input type="checkbox"/> Weekly on (day):	<input type="checkbox"/> Other:
<input type="checkbox"/> Every other week on:	

Attendee information you will need collected such as dietary restrictions/meal choices, job title, affiliation, etc. (e-mail, phone, and address are collected by default):



Confirmation E-mail

A confirmation e-mail is automatically generated and sent to each person who registers for your event. Below is the default version of this message:

Section 1: Customizable { Dear [attendee first name],

{ Thank you for registering for [event title], [event dates]. This event will be held at [event location name and address]. If you have any questions about your registration, please contact me at breilly@cnpns.org or call 916-447-2677 x207. If you have questions about the event, please contact [external event contact name, phone, e-mail]. You may also visit [event website URL] for details about this event.

Section 2: Not Customizable { The following information was recorded for your registration:

{ [Event name]
 { [Registration price unit – e.g., member or nonmember, etc.]
 { [Attendee first & last name]

{ Total Amount: [amount paid]
 { Payment Method: [card type] Credit Card ([last 4])
 { Date: [registration date]

{ This event registration of [amount paid] is part of your [amount paid] transaction on [date]. You may receive multiple notifications, but your credit card was only charged once for [amount paid].

Section 3: Customizable { *Thank you!*

{ **Becky Reilly**, Events Coordinator
 { The California Native Plant Society
 { 2707 K Street, Suite 1, Sacramento, CA 95816
 { 916-447-2677 x207 | breilly@cnpns.org

- Use the default e-mail
- Use my text in the two customizable sections as follows: