



My Connection Request

There are no connections

RO
August

When to use the 'inactive' button
You can find the inactive button in the
groups:

CLICK TOOLS

- The individual person

Please make a group inactive
Please make a person inactive
(do not delete the group or
Serving Teams.

RO
July



Tools

REPORTING

Data Views

Reports

Metrics

Birthdays by Group

Attendance Analytics

Group Attnd Analytics

Org Chart Attendance

Data Integrity

Interactions

WEBSITE

HTML Content Approval

Content

Calendars

Event Registration

WORKFLOW

Workflows

My Workflows

uests assigned to you.

UPDATE 23rd 2018!

n on groups or group mem
in two places when manag

e group

en the group semester is
hen they are no longer in t

**CLICK EVENT
REGISTRATIONS**

UPDATE 5th 2018!

displayed in the center co

oard". You can locate your
eps:

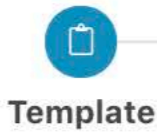
right corner

n that page



Event Registration

Home > Event Registration



Template



Instance



Registration

+ Add Category ▾ + Registration Template

- ▶ 📄 Admin
- ▶ ⚽ Athletics Events
- ▶ 📍 Campuses
- ▶ 🔌 Connection
 - ▶ 📁 General
- ▶ 🙋 Kids Ministry
- ▶ 📷 Ministry Services
- ▶ 📌 Next Steps
- ▶ 🙋 Student Ministries

Active Registration Instance List

Name	Start Date	End Date
Fusion Camp 2019	7/13/2018	6/28/2019
Fusion Camp Dream Team 2019	8/7/2018	7/7/2019
2018-2019 Student Consent Form	8/27/2018	7/31/2019
2018 - 2019 Membership Commitment	9/1/2018	8/31/2019
2018 - 2019 Dream Team Celebration	9/12/2018	3/3/2019
Winter Retreat 2019	10/1/2018	2/16/2019
Winter Retreat Dream Team 2019	10/1/2018	2/17/2019
Marriage Event 2019	10/1/2018	2/3/2019



CLICK MARRIAGE EVENT 2019

Registration Instance

Home > Event Registration > Marriage Event 2019

 Marriage Hub Event

 Marriage Event 2019

 Marriage Event 2019

Name
Marriage Event 2019

Cost
\$7.50

Maximum Attendees
1,200

Account
NT Adult Ministries

Registration Starts
10/30/2018

Registration Ends
2/3/2019

Edit

Delete

CLICK REGISTRANTS

Registrations


Registrants

Payments

Fees

Discounts

Linkages

 Registrations

Filter Options 

Registered By

Registrants



Registration Instance

Home > Event Registration > Marriage Event 2019



Marriage Hub Event



Marriage Event 2019



Registration

Marriage Event 2019

Name

Marriage Event 2019

Cost

\$7.50

Maximum Attendees

1,200

Account

NT Adult Ministries

Registration Starts

10/30/2018

Registration Ends

2/3/2019

Edit

Delete

Registrations

Registrants

Payments

Fees

Discounts

Linkages

Registrants

Filter Options

CLICK FILTER OPTIONS

Enabled Filters



Registrants

Filter Options ^

Registration Date Range

In Group

Birthdate Range

 to

Apply Filter Clear Filter

DONT FORGET TO HIT APPLY

First Name

Mobile

Home Campus

Last Name

Email

THIS IS A GREAT PAGE TO SEARCH IF SOMEONE IS ALREADY REGISTERED FOR THE EVENT

<input type="checkbox"/>	Registrant	Group	Mobile	Email	Birthdate	Campus	Fees
<input type="checkbox"/>	Snyder, Ben		(419) 466-6342	bens@cedarcreek.tv	3/3/1980 (39 yrs)	South Toledo Campus	<input type="checkbox"/>



Registrants

Filter Options

Registration Date Range

In Group

Birthdate Range

 to

First Name

Last Name

Mobile

Email

Home Campus

**IF YOU DO NOT FIND THEM,
YOU CAN ADD THEIR
REGISTRATION HERE**



<input type="checkbox"/>	Registrant	Group	Mobile	Email	Birthdate	Campus	Fees
<input type="checkbox"/>	Snyder, Ben		(419) 466-6342	bens@cedarcreek.tv	3/3/1980 (39 yrs)	South Toledo Campus	<input type="button" value="X"/>



Marriage Hub Event

Marriage Event 2019

New Registration

Registrant

Registration Details

Registered By

FIND & SELECT 1 PERSON FROM THE COUPLE ATTENDING

Confirmation Email

Target Group

Registered by First Name *

THIS AREA WILL AUTO FILL

Registered by Last Name *

Discount Code

Discount Percentage

 %

Discount Amount (per Registrant)

 \$

THIS AREA STAYS EMPTY

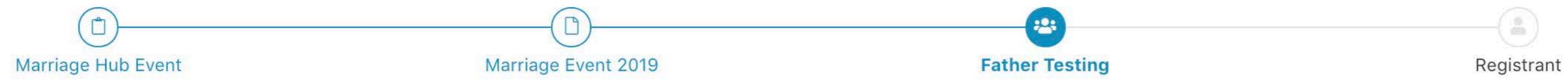
Save Cancel

CLICK SAVE



Registration

Home > Event Registration > Marriage Event 2019 > Registration



Registration Details

Registered By
Father Testing

Confirmation Email
rockadmin@cedarcreek.tv

Resend Confirmation

[Edit](#) [Delete](#)

[Audit Log](#) [Share](#)

NOW LETS ADD THE COUPLE

YOU WILL CLICK THIS BUTTON TWICE... ONCE FOR EACH PERSON



+ Add New Registrant



Name ▾



Registrant

Home > Event Registration > Marriage Event 2019 > Registration > Registrant



Marriage Hub Event



Marriage Event 2019



Father Testing



New Registrant

Person *

FIND & SELECT ONE PERSON AT A TIME

Cost

Discount Applies ⓘ

 Yes

I understand that my Registration(s) are non-refundable. *

Signed Document

CLICK SAVE

Save

Cancel



Registration

Home > Event Registration > Marriage Event 2019 > Registration

Marriage Hub Event

Marriage Event 2019

Father Testing

Registrant

Registration Details

\$15.00 \$15.00

Registered By
[Father Testing](#)

Confirmation Email
rockadmin@cedarcreek.tv

[Resend Confirmation](#)

Cost Summary

Description	Amount
Father Testing	\$ 7.50
Mother Testing	\$ 7.50
Total	\$ 15.00
Total Cost	\$15.00
Paid	\$0.00
Amount Remaining	\$15.00

AFTER YOU HAVE ADDED TWO PEOPLE TO THE REGISTRATION, YOUR TOTAL WILL BE \$15

NOW ITS TIME TO COLLECT PAYMENT. CLICK PAYMENT DETAILS

[Payment Details](#)

[Edit](#) [Delete](#)

[Audit Log](#)



Registration

Home > Event Registration > Marriage Event 2019 > Registration

Marriage Hub Event

Marriage Event 2019

Father Testing

Registrant

Registration Details \$15.00 \$15.00

Registered By
[Father Testing](#)

Confirmation Email
rockadmin@cedarcreek.tv

Payments

Date / Time	Details	Amount
No Payments Found		

CLICK HERE FOR CREDIT CARD



CLICK HERE FOR CASH OR CHECK



Father Testing \$7.50 \$7.50

Mobile Phone (419) 555-5555

Cost \$7.50



Registration

Home > Event Registration > Marriage Event 2019 > Registration

Marriage Hub Event

Marriage Event 2019

Father Testing

Registrant

Registration Details

\$15.00 \$15.00

Registered By
Father Testing

Confirmation Email
rockadmin@cedarcreek.tv

Resend Confirmation

Payment Information

Payee *i*
Father Testing

Payment Amount

\$ 15.00

Summary

[Empty text area for summary]

Next Cancel

**FOR CREDIT CARDS -
PUT THE NAME ON THE
CREDIT CARD HERE**

**IN THE SUMMARY SECTION,
TYPE YOUR 'NAME' & 'AT
CHECKIN CENTRAL'**

Edit Delete

Audit Log

Father Testing

\$7.50



Registration Details

\$15.00 \$15.00

Registered By
Father Testing

Confirmation Email
rockadmin@cedarcreek.tv

Resend Confirmation

**FILL IN ALL
NEEDED
INFORMATION**



Payment Information

First Name on Card *

Father

Last Name on Card *

Testing

Card Number *

[Empty field with card icon]



Expiration Date *

[Month] / [Year]

Card Security Code *

[Empty field]

Billing Address *

12345 Lime City Rd

Perrysburg

OH

43551

CLICK SUBMIT



Submit Cancel

Registration Details

Registered By
Father Testing

Confirmation Email
rockadmin@cedarcreek.tv

Resend Confirmation

FOR CASH - FIND & SELECT PERSONS NAME \$15.00

FOR CHECK - FIND & SELECT PERSONS NAME ON THE TOP OF THE CHECK

FOR SUMMARY - TYPE YOUR 'NAME' AND 'AT CHECKIN CENTRAL'

SELECT CASH OR CHECK AS NEEDED

**CASH - LEAVE BLANK
CHECK - TYPE CHECK #**

CLICK NEXT

Payment Information

Payee ⓘ
Father Testing

Payment Amount •
\$ 15.00

Summary
Jyl at Checkin Central

Currency Type

Transaction Code

Next Cancel

Edit Delete

Audit Log