TA&D NETWORK

Using the TACC Conference Registration System: A Quick Reference Guide

Creating a Registration Form for Your Event

1. Please click here http://confreg.tadnet.org to go to the Online Request Form for creating a new conference.

In the upper right corner, click on "Request a New Conference." You will need a login to MyTA&D to request a new conference and to obtain access to the back end of the registration system; please email Michele Rovins at mrovins@aed.org if you need a login.

2. Fill in a name for your conference, then view sample forms and request changes as needed. After completing all sections including the confirmation email, submit your request.

In approximately two days, you will receive two links to your registration, one will be the public side and one will be the administrative side. Please check the links carefully and let us know if any adjustments are needed. TACC is available to provide training on how to use the system at your convenience. Please contact Tamara Infante (tinfante@aed.org) to schedule a session.

Creating a New Page for Your Site

3. Once your form is finalized, you can add additional pages to your site by clicking on "pages" and then "Add new page".

- The Title of each page is the name as it will appear on the home page menu bar, i.e.; Hotel Information, Registration Fee, Home, etc.
- The Uri of each page is how the web address for that page will be identified. For example, if you put "hotel" as the Uri, the web address would appear as: leadership.conferences.tadnet.org/hotel.
- The Body of each page can include whatever information you like. You can use the tools as the top of this box to add a logo by clicking on the "Image" button (the yellow square with a mountain) and then using the "Upload" tab. You can also insert a hyperlink into the body, by highlighting the text, clicking on the "Insert/Edit Link" button (globe with a paperclip), and then pasting the URL where you want that link to take them in the appropriate box.
- Be sure to hit "Save" after making changes to each page.

Managing Your Registrations

4. Once people have started registering for your event, you can manage these entries by clicking on "registrations".

From here you will be able to:
- View a list of who has registered so far
- View a registrant's complete form
- Edit or Delete a registration
- Create a new registration (to register a VIP or speaker yourself)
- Download an Excel file of all registrations (which can then be sorted and used to merge for participant lists, name tags, etc)