HCC Event Registration Guide

**Registrations Team Email**

Email the registrations team at [registrations@hickmanchurch.org](mailto:registrations@hickmanchurch.org) with the answers to the questions that follow. The registrations team will create your registration page and be in contact with you.

**Required Information**

Your initial email must include the following to have a registration page created for your event.

1. Name of the event
2. What categories of attendees you are looking for (IE, Adult or Child, Man or Woman, etc.)
3. Date(s) of event with a start and end time

**Additional Information where applicable**

1. A brief description of the event.
   1. What is happening?
   2. Do you want to include a detailed schedule of your event?
   3. Where is it happening?
   4. Who is going to be there and who is it going to be for?
   5. How much will it cost?
2. Do you have a specific image you would like the registrations team to use? If image is not specified or quality is too low, one will be picked for your review and approval.
3. Who are the event managers? (Who needs access to the event page for information purposes?)
4. Who is the support contact?
5. Are there any questions you want to ask during registration?
6. Are there any forms that need to be filled out and collected?

**Extra Information That Can Cause People To Register At A Higher Rate**

*These are extra little touches that polish your registrations page and can really spark interest in your event.*

1. Do you want to extend the standard one-month registration period?
2. What specific date do you want registrations to close?
3. Does your event have a registration capacity?
4. Do you want to allow partial payments for high cost events? (IE, family camp, youth camp, etc.)
5. Do you have a personal message you want to send to those that register?
6. Do you want to receive instant notifications as people register?
7. Do you have any add-ons that people can purchase in regard to your event? (IE, pre-purchasing a study book, a t-shirt, or making a donation to an event, ministry, or fund, etc.)
8. Do you want to utilize discounts? (IE, flat rate, percentage, and/or early-bird discounts)
9. Will you be utilizing a Scholarship fund for your event to help pay for registrations?