**RegOnline (Lanyon Solutions)**

Cost per person that registers = $3.95

You will need to provide your budget line.

The money comes in through Pay Pal to the University. The Finance department allots the appropriate payment for the event to your budget line. (FASS provides the Finance Department with the Event name, ID and the cost of the event.)

If more than 50% of the participants are over 14 years of age, you must charge HST (13%) which will be added to the cost at the checkout.

A report specific to the organizers needs showing the registrant list can be made available for the organizer.

Methods of acceptable payment: VISA, MasterCard, American Express. (*At this time the NU system does not accept VISA Debit or MasterCard Debit although it gives the option when registrants check out.*)

\* If you are going to use RegOnline we will require the following (give as much detail as possible):

\* Event Title:

\* Event Description:

\* Date(s):

\* Time(s):

\* Cost: *(All events where 50% of the participants are over age 14 must charge HST at 13%) Do you have different pricing for different types of registrants, i.e. students, faculty, external etc.*

\* Budget Code:

**Event Contact Information for event notifications –** the person whose information will appear on the form and to whom registration notifications will be sent. In some cases the event may have its own email address so we will need that. (This does not have to be the same person who is organizing the event.)

\* Contact Person(s):

\* Contact Information:

\* When do you want the registration to be online?

\* Deadline to register?

\* Do you want to allow group registrations?

\* Do you want to limit the number of registrants?

\* Do you want participants to go on a waitlist once the registration has reached its capacity?

\* Refunds. Do you want to allow refunds? Deadline for refunds? Full refund? Keep an administration fee back? How much?

Other info you want included or you think would be helpful in setting up the form.

What information do you need collected from the registrants?

\* Email must be collected. It is a default of the system.

Name, Address, Phone (Work/Home), extension, Business/Organization etc.:

Emergency contacts:

If this is a summer camp for children:

Name, Age level(s) etc.:

Dietary needs:

Other:

Session choices