

SWS 99s Online Meeting Registration Documentation

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Introduction

Southwest Section Meeting is web-based software that empowers you to manage event registrations and analyze results. The web application (a series of programs that function in a web browser) is designed to provide an up-to-date management system, and to distribute the meeting management workload. Multiple users (committee chairs) can access the reports for the event. The event chair manages access by distribution of the [single] user id and password to the committee chairs. All data is kept in this password-protected environment, to ensure against easy hacking. This ability to access real-time data for the event, by individual committee chairs, frees the registration committee from providing custom reports and responding to a host of questions. The application does not store any user financial information. That is handled at the credit card institution. This guards against identity theft, and will encourage your membership to use credit cards for registration. This in turn will simplify your bookkeeping.

The application is broken into two interfaces:

First is the public facing interface. This includes the attendee registration, general information pages, schedule and links. It also includes the vendor registration option.

Second are the Administrative pages. These include various reports and edit functions. These pages are only available with a user id and password. The navigation panel provides access to these additional functions, upon login. There is no public facing link to these pages.

- Log in, create a custom event site and send e-invites.
- Send follow-up emails to update information for registrants.
- See real-time registrations whenever you want.
- See sub-reports by chapter, user, transportation type, tour selection and more.
- Get rich, visual reports about your event.

- Get Insights Fast.
- Customize your event website and e-invites with your logo and persuasive messages.
- A special URL will be created for your event.
- Send registrants through your payment gateway (PayPal).

Features

- Several pre-programmed reports are already available.
- Print the badges with details such as dinner choice, tour choice
- Download and Print spreadsheets of various reports
 - Tour lists
 - Dinner lists

BUT – to make this work, all registrations must be entered into the database via the online system

– Encourage attendees to enter their data instead of using a printed Registration form

- One way to encourage pre-registration – accept checks at the previous section meeting, but give each registrant the online link, telling them to complete their registration online by a certain date. They get the pre-registration price, but have to go online to complete the registration process.
- Send a broadcast email to the prospective attendees. Announce registration one to two weeks ahead of the preceding section meeting and offer the pre-registration price for your section meeting from that date through a week after that preceding section meeting.
 - Paper registrations are entered by the registration committee, into the same form that all other registrants' use.

Broadcast emails are available in two formats. Send emails directly to all registered attendees, to update them about the meeting plans. You can also send a pre-written email to the Southwest Section webmaster, for distribution to the entire SWS 99s list. This requires special list software, because of the size of the list. These broadcast emails have proved useful in both informing the attendees, and in generating additional registration for the meeting.

NEW – Silent Auction management. Enter the details for each auction item. Print out the auction sheets for each item. Update the database with the name of the winner and the final bid price. For auctions that use numbers instead of names, print unique user numbers right on the badge.

Registration Process

Figure 2. Registration Page 1 of 3 – Personal Information. Note that address is no longer requested, in order to streamline the process.

HOME	<i>Items marked by * are required fields.</i>		
Highlights	REMEMBER TO ENTER YOUR ZIP CODE A SECOND TIME, IN THE RED STRIP AT THE END OF THE PAGE!		
On-Line Registration	*First Name: <input type="text"/>	*Last Name: <input type="text"/>	
Schedule	Name on Badge: <input type="text"/>	If you will pay by credit card, enter the name of the card holder. <input type="text"/>	
General Information	*Zip Code: <input type="text"/>		
Sponsors and Friends	*Telephone: <input type="text"/>		
Seminar Details	*Email: <input type="text"/>		
Tour Details	*Chapter: Member at Large.		
Local Maps	49 1/2 or guest name: <input type="text"/>		
Fun Stuff			
Useful Links	Check all that apply:		
Vendor Registration	First Section Meeting <input type="checkbox"/>	Chapter Chair <input type="checkbox"/>	
Print Version of Registration Form	Section Officer <input type="checkbox"/>	Associate (student Pilot) <input type="checkbox"/>	
Administration Password required	Int'l Board <input type="checkbox"/>	Position	<input type="text"/>
	Past Int'l Pres <input type="checkbox"/>	Past Section Gov <input type="checkbox"/>	
Verify your registration	*Re-enter YOUR zip code.		<input type="text"/>

Registration Page 1 Error Message – enforces data entry in required fields.

You did not fill in a required field.

Use the back button to return to the registration form and complete the missing information.

Registration Page 2 of 3 Travel Plans – Provides data for resource planning such as need for transport from a commercial airport and need for tie-down space at the local GA airport.

HOME
Highlights
On-Line Registration
Schedule
General Information
Sponsors and Friends
Seminar Details
Tour Details
Local Maps
Fun Stuff
Useful Links
Vendor Registration
Print Version of Registration Form
Administration Password required

Personal Information - Transportation
DO NO use the "Back Button".
Wait till the end of the forms and use the edit link.

Day of Arrival:	Undecided	ETA:	Undecided
Day of Departure:	Undecided	ETD:	Undecided
Flying to SWS Meeting:	No	I am the PIC:	No
Type of Aircraft:	na	N Number:	na
# of Passangers:	0	Passenger Names:	
Flying Commercial:	Yes	Airport:	---
I am driving:	No	I am Planning to rent a car:	No

Highlights On-Line Registration Schedule General Information Sponsors and Friends Seminar Details Tour Details Local Maps Fun Stuff Useful Links Vendor Registration Print Version of Registration Form Administration Password required	<p align="center">DO NO use the "Back Button". Wait till the end of the forms and use the edit link.</p> <table border="1"> <tr> <td> Registration: na </td> <td> <input type="radio"/> \$0 Early - Postmarked by 11/1/2014 <input type="radio"/> \$0 Regular - postmarked by 4/4/15 <input checked="" type="radio"/> \$0 Late - by 4/18/15 <input type="radio"/> \$0 Saturday only The late registration must be postmarked by 4/18/15 or done online by 4/25/15.Â </td> </tr> <tr> <td> Check Number: You may pay by credit card. See confirmation page for details. </td> <td> <input type="text"/> </td> </tr> </table> <p align="center">TOURS</p> <table border="1"> <thead> <tr> <th>Day</th> <th>Name</th> <th>Quantity</th> </tr> </thead> <tbody> <tr> <td>Thursday</td> <td>test</td> <td>\$0 0</td> </tr> <tr> <td>Friday</td> <td>Test 2</td> <td>\$1 0</td> </tr> </tbody> </table> <table border="1"> <tr> <td>Friday Night Dinner for Guest [\$0 ea]:</td> <td>0</td> </tr> <tr> <td>Saturday Breakfast for Guest [\$0 ea]:</td> <td>0</td> </tr> <tr> <td>Saturday Night Dinner for Guest [\$0 ea]:</td> <td>0</td> </tr> </table> <table border="1"> <tr> <td>YOUR</td> <td> <input checked="" type="radio"/> None <input type="radio"/> Fish <input type="radio"/> Chicken <input type="radio"/> Beef </td> </tr> <tr> <td>Saturday Dinner choice.</td> <td></td> </tr> <tr> <td>GUEST</td> <td> <input checked="" type="radio"/> None <input type="radio"/> Fish </td> </tr> </table>	Registration: na	<input type="radio"/> \$0 Early - Postmarked by 11/1/2014 <input type="radio"/> \$0 Regular - postmarked by 4/4/15 <input checked="" type="radio"/> \$0 Late - by 4/18/15 <input type="radio"/> \$0 Saturday only The late registration must be postmarked by 4/18/15 or done online by 4/25/15.Â	Check Number: You may pay by credit card. See confirmation page for details.	<input type="text"/>	Day	Name	Quantity	Thursday	test	\$0 0	Friday	Test 2	\$1 0	Friday Night Dinner for Guest [\$0 ea]:	0	Saturday Breakfast for Guest [\$0 ea]:	0	Saturday Night Dinner for Guest [\$0 ea]:	0	YOUR	<input checked="" type="radio"/> None <input type="radio"/> Fish <input type="radio"/> Chicken <input type="radio"/> Beef	Saturday Dinner choice.		GUEST	<input checked="" type="radio"/> None <input type="radio"/> Fish
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Thursday	test	\$0 0																								
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Registration Page 3 of 3 Registration Details that are specific to the current section meeting.

- This includes
 - the price of registration,
 - what is included in the registration price
 - Tour options and cost
 - Optional – seminars if the host chapter is tracking planned attendance
 - Check number when paying by check
 - How many guests will attend each planned meal event
 - What dinner choices are made for Saturday Banquet

Print this page as your receipt. Or [EDIT your Choices.](#)

Send your check to the address at the bottom of this page.

Or use the [Credit Card link at the bottom of this page to pay now.](#)

Personal PIN: 256 (To be used to edit your registration at another time)
Name: another1 testing2
Name on Badge:
Chapter: Member at Large
Telephone: 818-207-6089
Email: mmm@mm.com
Chapter: Member at Large
Renewal Date: 00-10
49 1/2 or guest:

Billing Name:
Registration Amount: \$0
Check Number if applicable:
Total Amount Due: \$0

Number of Dinners on Friday (Guests - \$0): 0 -- \$0
Number of Breakfasts on Saturday (Guests - \$0): 1 -- \$0
Number of Dinners on Saturday (Guests - \$0): 1 -- \$0
Saturday Dinner choices: Member - none
Guest - none

Tour - test: Num =
0 -- \$0

Tour - test:	Num = 0 -- \$0		
Tour - Test 2:	Num = 0 -- \$0		
Day of Arrival:	Undecided	ETA:	Undecided
Day of Departure:	Undecided	ETD:	Undecided
Flying to SWS Meeting:	No	I am the PIC:	No
Type of Aircraft:	na	N Number:	na
# of Passengers:	0		
I am Flying Commercial:	Yes	Airport:	na
I am driving:	No	I am planning to rent a car:	No

Information: someone



NOTE: Your registration is not complete until payment has been made. Amount of registration is determined by date that SWS99s receives your payment. You will be billed for the higher amount if payment is not received before the payment deadline.

**Walk-in Registration
Subject to available
materials and meals.**

**Cancellation Policy:
Refunds will be issued for cancelations up to 14 days before the meeting. Partial refunds of extra meals or tours will be issued up to 7 days before the meeting.**

Questions? or if your plans change, please call 1234567 or email mm@mm.com

Registration Confirmation and Receipt – one page that summarizes the registration for this attendee. It is here that the attendee may access the credit card program, to pay by credit card.

The Fly Market will be open 10am-5pm on Friday and 12pm-5pm on Saturday. All goods and materials must be removed from the area by 5:30 pm on Saturday.

Location:

Ogden Marriott Hotel

Table Cost:

Use	Description	Cost	Selection
Chapter	Chapter Benefits from proceeds.	\$20	<input type="radio"/>
Personal	For personal use by a chapter member.	\$30	<input type="radio"/>
Business	Commercial, non-99s-owned business.	\$35	<input type="radio"/>
Specify Number of Tables		1	

Name:

Chapter:

Description of Product(s):

Address:

City:

State:

Zip:

Phone:

Email:

Fax:

Flymart Registration – Upon submit, the next page includes a confirmation receipt and a button for payment by credit card.

The options (prices for tables) for the Flymart are set up in the beginning questionnaire.

General Information Pages

As can be seen on the user navigation panel, there are provisions for several information pages.

Among these are tour descriptions, seminar descriptions, things to see and do in the area, maps of the airports and the area, and highlights. These pages can be defined in the content management setup pages.

The schedule for the meeting will be a table, usually generated in Word and published as a pdf

Administrative Functions

Admin functions include entry and editing of attendee registrations, recording of attendee payments in a format that is useful for the treasurer, tracking membership status to provide a list to the registration table.

Administration Navigation panel.

This includes all links available on the user panel, but adds setup, reports and a way to track sale of ads for the banquet program.

Flymart Information	
Friday Hours	From 9:00 am To 5:00 pm
Saturday Hours	From 11:30 am To 5:00 pm
Flymart Table Cost	Chapter 20 Personal - 99s member 25 Non-99s business 30
Meeting Registration Contact Information (See example at bottom of link page) For change of plans, further information, etc. Include name, address	someone
Registration Phone	1234567
Registration Email	mm@mm.com
FlyMarket Contact Information (See example at bottom of link page) Include name, address	someone else
Flymarket phone	2345678
Flymarket email	mm@mm.com
Private Airport IDs	PID1 kwhp PID2
Commercial Airport IDs	CID1 kbur CID2 0

Contact information for the meeting. Flymart prices are input here, too, along with Flymart hours.

Further down the page you may enter prices for meals, what those meals will be, what the meeting prices will be for set intervals. There is more!

Refund Policy	Refunds will be issued for cancelations up to 14 days before the meeting. Partial refunds of extra meals or tours will be issued up to 7 days before the meeting.
Credit Card Acceptance	PayPal
PayPal account email address (default is SWS)	sws99s@sws99s.org

Define your refund policy here. Enter the PayPal account email address here. No other information is needed to set up your chapter PayPal payment option. If you will be using

the SWS PayPal account, you will need to provide information about your bank account. This process can take up to 2 weeks.

Setup Organizations and Links of Interest
include International Ninety Nines, Hosting Section or Chapter(s) and any other useful links.

Organizations of Interest	Web Links
Organization Name <input style="width: 90%;" type="text"/>	Web Link <input style="width: 90%;" type="text"/>
<input type="button" value="Submit"/>	

Organization	Delete
Ninety-Nines, Int'l Organization of Women Pilots	<input type="button" value="Delete"/>
Southwest Section of The Ninety-Nines	<input type="button" value="Delete"/>

Links of interest to attendees. This page is similar to the pages for maps links and points of interest.

Schedule for the meeting

Prepare a schedule using a spreadsheet program. Save the spreadsheet. Save it as pdf and upload it to the program.

Tour list setup

As with the schedule, the list increments as you add each item. The Seminar list is the same kind of page as the tour setup page.

Setup Tours

Tour Title	<input style="width: 80%;" type="text"/>
Tour Description	<div style="border: 1px solid gray; height: 30px;"></div>
Tour Cost	<input style="width: 80%;" type="text" value="000.00"/>
Tour Day	Thursday <input type="button" value="v"/>
Tour Depart Time	8:30 am <input type="button" value="v"/>
Tour Return Time	8:30 am <input type="button" value="v"/>
Tour Include (eg Lunch)	<input style="width: 80%;" type="text"/>
<input type="button" value="Add Another Tour"/>	

Reports

The reports provide instant access to data about your meeting. One of the most useful reports will be the attendees list. Here, you can view the registration information for an attendee in a concise format. You can also edit the attendee information. Among the most useful edit functions is the status change. When an attendee needs to cancel, this function removes the person from lists and reports, but keeps them in the database, and on the master spreadsheet, for accounting

Tour Name	Tour Description	Cost	Departure	Return	Day	Included	Edit
Hill Air Force Base Museum	See military aircraft, missiles, and aerospace vehicles, aerospace ground equipment, military vehicles, uniforms, and thousands of other historical artifacts.	15	1:30	3:30	Saturday	Museum and Transportation	Edit
Brunch at Snowbasin Resort	Enjoy fall foliage, brunch and a gondola ride at Snowbasin Resort. Transportation will be in Snowbasin owned coaches.	50	9:45	2:30	Friday	Transportation, brunch and gondola ride..	Edit

purposes. You will want to track such things as refunds, and may include notes about the transaction.

SWS Reports	
Registration	1. Who is planning to attend the Section meeting?
	2. Who is attending from each chapter?
and Friends	3. How many members are attending from each chapter?
tails	4. Who has paid the registration fee?
	5. Who is current for International dues?
	6. Who ordered what T Shirt Size?
n of a Form	7. Who gets what ribbon on her badge?
	8. I need a spreadsheet of all registration information.
ion Reports	Transportation
	Airports - Commercial airports Rental Cars

2. Select edit at the end of the row for the specific user.
3. Select the status drop-down arrow, and reset to cancel.

Name Badges Template

Name badge and all information is printed from database direct to badge.



The diagram shows a name badge template on the left and a grid of 6 cards per sheet on the right. The badge template includes a Meeting Logo, My Name, Position or Guest or FWP, Chapter, and a banquet meal choice section. The grid is 4" X 3" and contains 6 cards per sheet. The price is 600 cards = \$14.89. The URL for the badge template is http://www.compuforms.com/ij_badge.htm and the URL for lanyards is <http://lanyardsupply.com>.

Meeting Logo

My Name
Position or Guest or FWP
Chapter

Chicken - Tours: BusTrip WineTaste Shopping

banquet meal choice

name badges (3392)

4" X 3"
6 Cards Per Sheet
600 cards = \$14.89
http://www.compuforms.com/ij_badge.htm
Lanyards: <http://lanyardsupply.com>

Online under Administration Reports Badges Section right/bottom of the screen. Click on the file name "Member Badge Spreadsheet". A new pop up screen will appear. Select: Save Target AS and put it on your desktop.

Printing Badges and Envelope Labels

Printing logos on the badges: Re-size the logo. Set the size of the logo, max width 3" and max height 1". Run the cards through the printer to print the logos. Do this before you print the data on the cards.

Prepare the data for printing.

Use the MS Word mail merge option. Use the Member Badge Spreadsheet as the data source.

Supplies:

Avery 2" x 4" labels for envelopes. This will have the individual complete registration information on it.

Name tags: use 8 1/2" x 11" card weight paper. Avery and office supply stores sell these as perforated card stock. Six name tags printed out per sheet.

Timing

Wait until the week before the event to download the files from the database so that you get the most up to date information. It will save time in the end. Any new or replacement items will need to be done separately. Copy the format and save just one page in a file for the name tags and the envelopes. Then input the late information as needed.

Work with the SWS Webmaster to:

Open a PayPal account to processes registration payments on line.

Save all original registration forms received and any notes received or made. This should be your working file. I used two 2” binders. They were chuck full at the end. Date the registration when it was received. No registration is complete until the money is received. Some people sign up on line and send a check later. It could be a month or two later or they wait until the very last minutes to commit. This hangs you up and makes life difficult if the numbers are at maximum or close to it. Bring these to the meeting in case there are any issues that come up so that you have the paper trail with you.

Print a final copy of the paid reservation. Put these in a binder for the registration people to be able to process the registrant quickly and easily when they arrived at the meeting.

Bank Records

Record the individual check number in the database. If the person pays on line print out a record of their transaction and stable it to you working copy on the individual record.

Renew 99s membership Date Information:

Use the 99s Membership Directory to Check the renew date of each member and record it in the appropriate place in the registration database for each individual. It should be recorded as mm/yy.

Database Instructions:

Edit Payment or Delete a Registered Person who is not coming.

Select the Who has paid? Report. Follow these instructions (which now appear at the top of the report!)

SWS Meeting Registration List - Who has paid?

Instructions: To edit the payment status, click on the amount due for that person. A form about payments and a space to add notes will appear.

NOTE - For a comprehensive Guide to 99s Meeting Preparation, contact webmaster@sws99s.org. It is a guide that was developed for web-based and non-web based meetings, and covers the gamut of committees, how-to's, check-lists, etc.