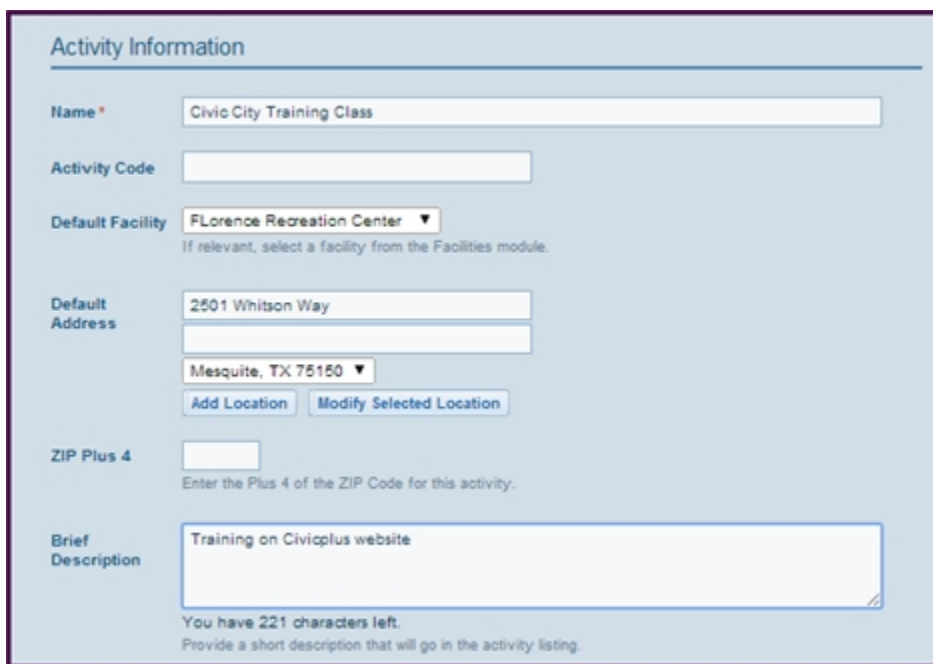


- Activity Module is designed to allow the public to register for any activities created within the module
- Customization of the activity registration form
- Pay for the activity online using the e-payment system
- Track registrants, and cut off registration once the maximum limit has been reached
- Allow for bulk emailing of all registrants.
- Be able to search for an activity by category

Activity categories are created as in any other Civicplus module, click **Add Category**, name the category and assign group rights to the group that will be creating activities in that category. Click **Save and Publish** to activate the category.

To Create an Activity click **Add Activity**.

- Enter Activity Name
- Activity Code (if any)
- Facility (Items in the Facility Dropdown are pulled from the Facility Module)
- Address (will be automatically populated from the Facility Module)
- Brief Description of the activity. (Up to 250 characters can be entered that will appear on the public facing side of the Activity Page)



Activity Information

Name *

Activity Code

Default Facility If relevant, select a facility from the Facilities module.

Default Address

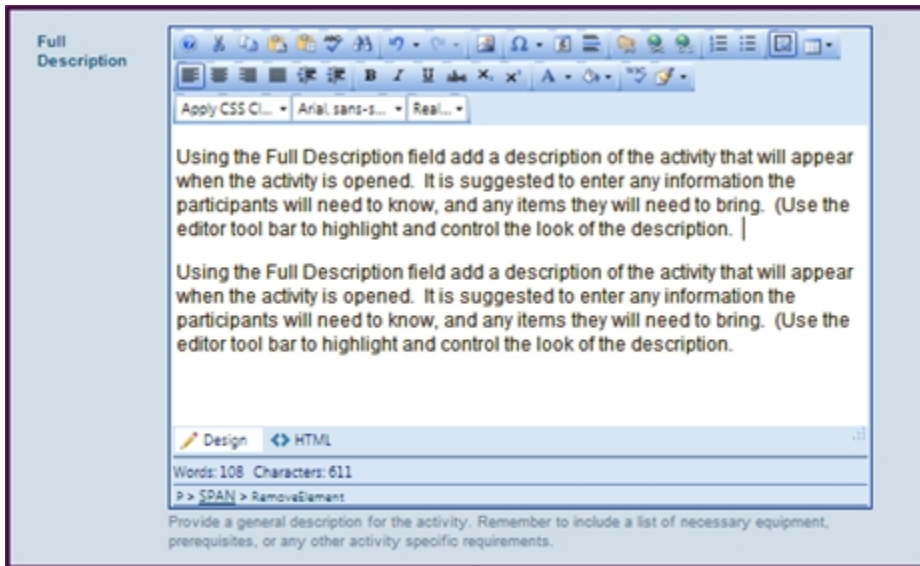
 ▼

ZIP Plus 4
Enter the Plus 4 of the ZIP Code for this activity.

Brief Description
You have 221 characters left.
 Provide a short description that will go in the activity listing.

Full Description

Using the Full Description field add a description of the activity that will appear when the activity is opened. It is suggested to enter any information the participants will need to know, and any items they will need to bring. (Use the editor tool bar to highlight and control the look of the description.

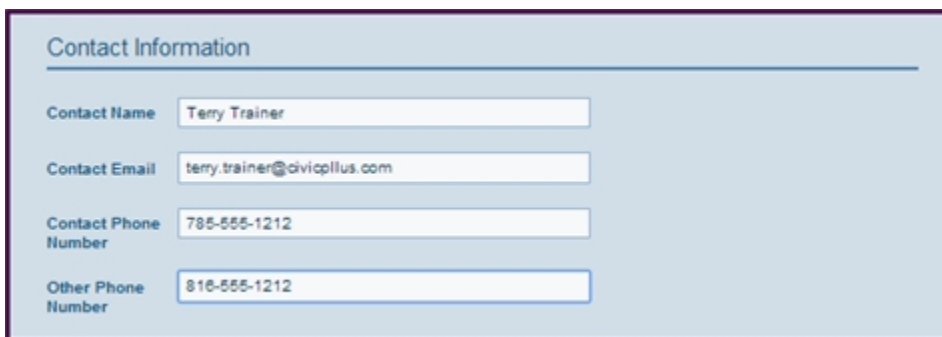


The screenshot shows a web-based text editor titled "Full Description". It features a standard toolbar with icons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and other formatting options. Below the toolbar is a text area containing the following text: "Using the Full Description field add a description of the activity that will appear when the activity is opened. It is suggested to enter any information the participants will need to know, and any items they will need to bring. (Use the editor tool bar to highlight and control the look of the description. |". At the bottom of the editor, there are tabs for "Design" and "HTML", a word/character count showing "Words: 108 Characters: 611", and a small "p > SPAN > RemoveElement" button. Below the editor, a note reads: "Provide a general description for the activity. Remember to include a list of necessary equipment, prerequisites, or any other activity specific requirements."

Contact Information

Contact information will appear once the activity is opened on the public facing side.

- If an email address is entered the Contact Name will be the hyperlink to open the email

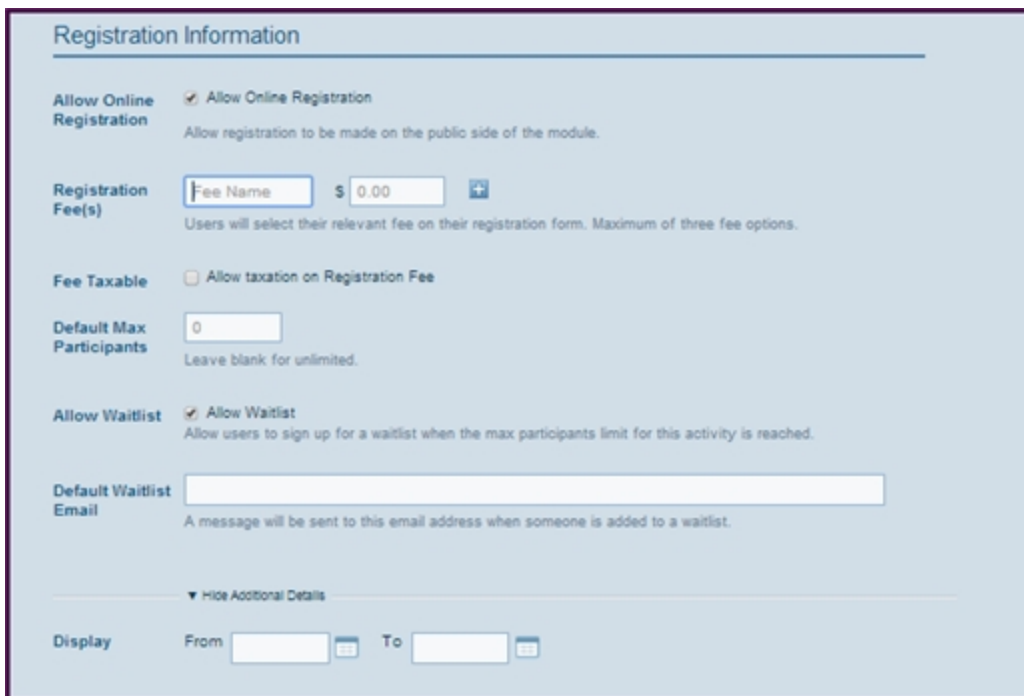


The screenshot shows a "Contact Information" form with the following fields:

- Contact Name:** Terry Trainer
- Contact Email:** terry.trainer@civicplus.com
- Contact Phone Number:** 785-555-1212
- Other Phone Number:** 816-555-1212

Registration Information

- Select **Allow Online Registration** to allow the public to register on the public facing side of the module
- Enter any respiration fees, a maximum of 3 fee options are allowed.
- Select Fee Taxable to have taxes added to the fee
- Enter the max number of participants. The site will show a count of the number of registrants and show registration is full once the max number is reached.
- Allow wait list, will create a wait list incase participants cancels. Enter an email address, that an email will be sent to when a participant signs up for the wait list.
- Schedule allows you to enter the schedule or agenda of the activity on the public facing side.



Registration Information

Allow Online Registration ☒ Allow Online Registration
Allow registration to be made on the public side of the module.

Registration Fee(s) \$
Users will select their relevant fee on their registration form. Maximum of three fee options.

Fee Taxable ☐ Allow taxation on Registration Fee

Default Max Participants
Leave blank for unlimited.

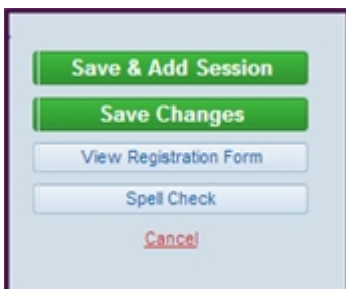
Allow Waitlist ☒ Allow Waitlist
Allow users to sign up for a waitlist when the max participants limit for this activity is reached.

Default Waitlist Email
A message will be sent to this email address when someone is added to a waitlist.

▼ Hide Additional Details

Display From To

Click Save and Add Session to save the above information and create session information



Save & Add Session

Save Changes

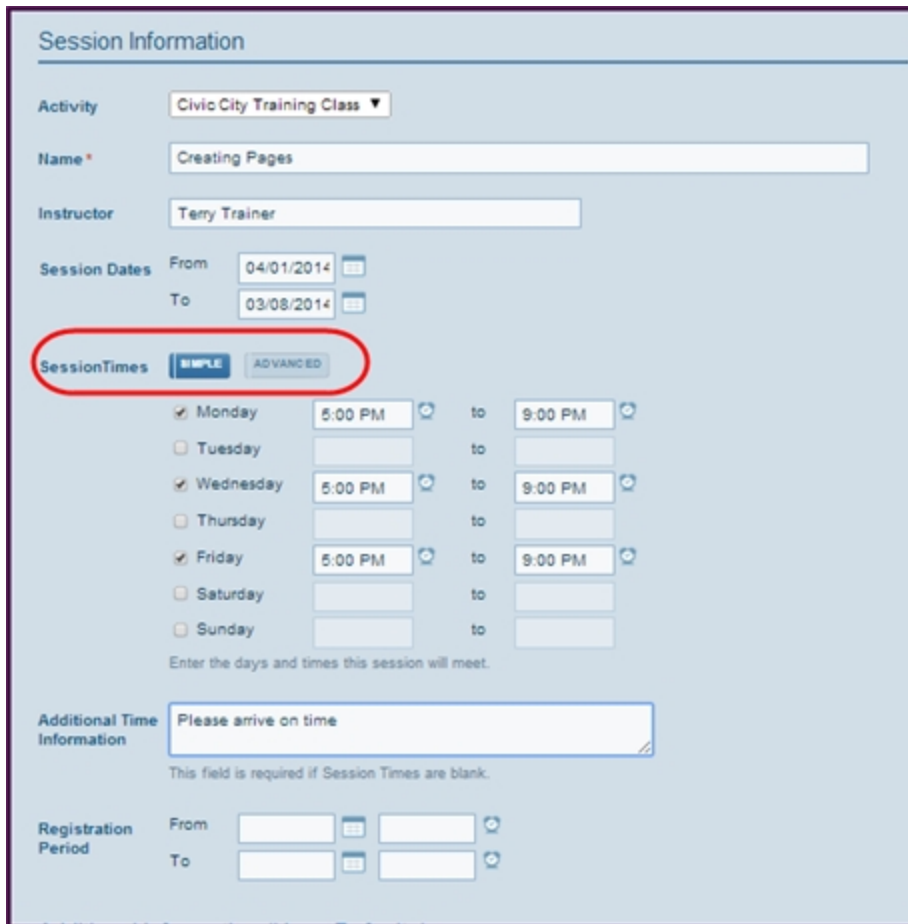
View Registration Form

Spell Check

Cancel

Session Information

Enter dates and times of session or activity information. Simple times allows for showing time the activity starts on what days. Advanced time is for reoccurring events.. Enter any additional information plus the dates that the online registration will appear on the web site.



Session Information

Activity: Civic City Training Class ▼

Name *: Creating Pages

Instructor: Terry Trainer

Session Dates: From 04/01/2014 To 03/08/2014

SessionTimes: **SIMPLE** ADVANCED

Day	Start Time	End Time
☒ Monday	5:00 PM	9:00 PM
☐ Tuesday		
☒ Wednesday	5:00 PM	9:00 PM
☐ Thursday		
☒ Friday	5:00 PM	9:00 PM
☐ Saturday		
☐ Sunday		

Enter the days and times this session will meet.

Additional Time Information: Please arrive on time

This field is required if Session Times are blank.

Registration Period: From To



Save

Save and Publish

View Registration Form

Spell Check

Cancel

Click Save and Publish to make the activity live on the site.

Once the activity has been saved and published the Registration Form customization page will open.

Activities » Test » Civic City Training Class » Registration Form

Registration Form

Type: **Regular Form or Epayment Selection**

Submit Options:

Submit To:

Separate each email address with a comma

Save Changes **Click save changes when done**

[Cancel](#)

Customizing this form work exactly the same as the Form Center. For additional information See the Form Center in Civicplus University.

Non Customizable Fields

The first four form rows cannot be removed or modified. Drag additional fields below this area.

First Name *	Last Name *
First Name	Last Name
Email Address *	Phone Number *
Email Address	Phone Number

Participant is the same as above
☐ Yes

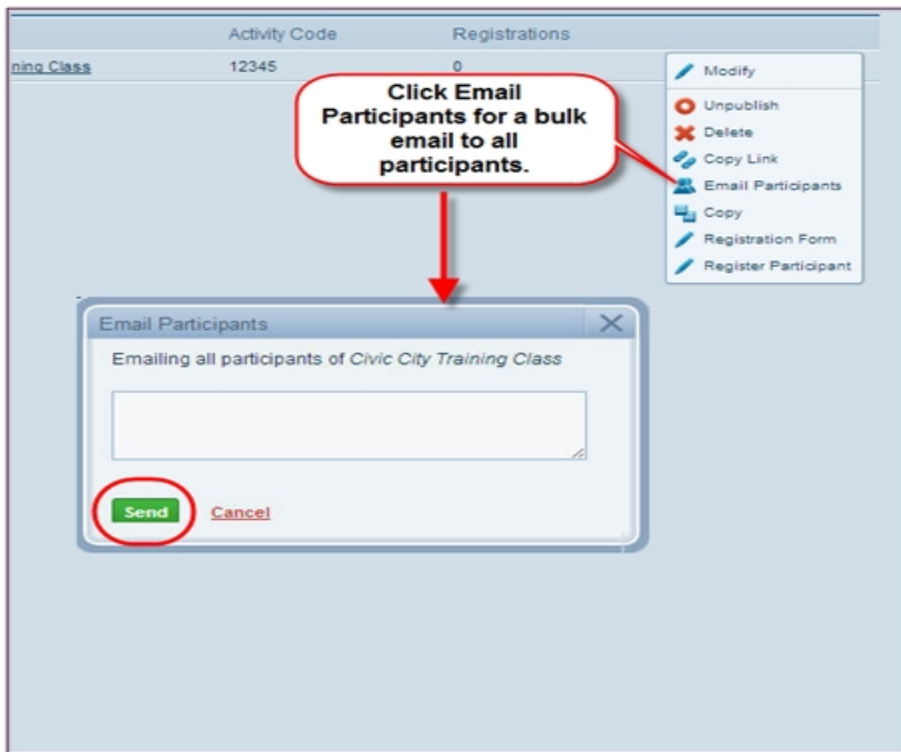
Participant First Name	Participant Last Name

Customizable area

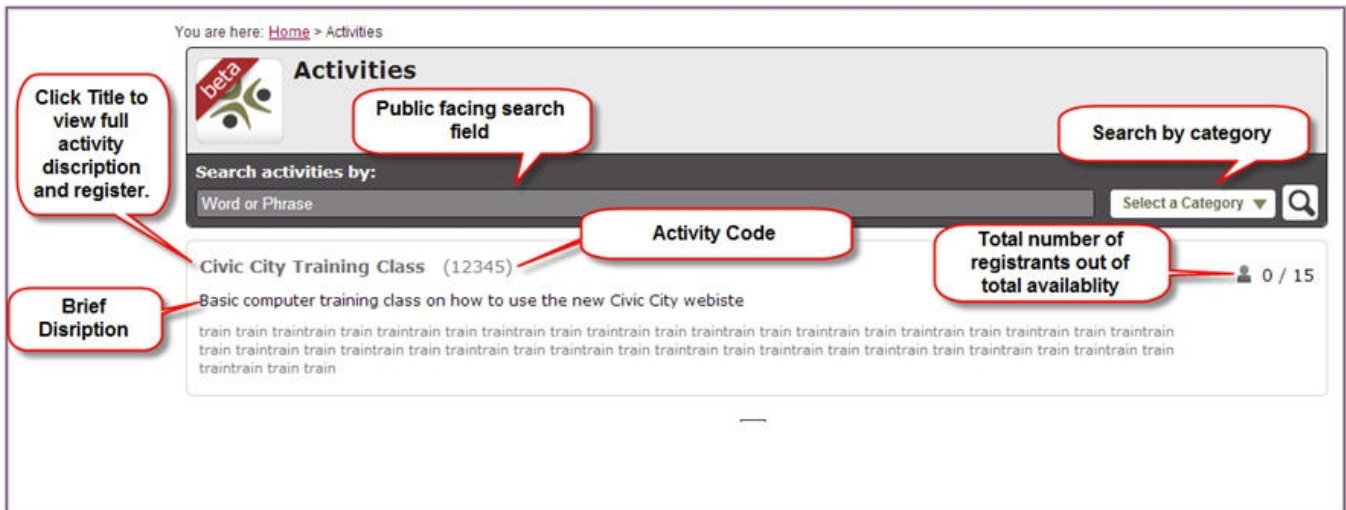
Field Types

☐ Short Answer	☐ Long Answer
☒ Checkboxes	☐ Dropdown
☐ Radio Buttons	☐ Section Break
☐ Reply Email	☐ Page Break
☐ DateTime	☐ File Upload
☐ Image	☐ Link
☐ Text	

Under the action button of the Activity Email Participants allows for bulk emails for all participants.



Public Facing Side



[illegible]