AVERA CE PORTAL REGISTRATION SITE SET-UP

You can expect to have your registration site built in 10 business days once this completed request form has been received by emailing the completed form to averacontinuingeducation@avera.org.

Basic Information:

Name of Activity:

Date(s) of Activity:

Location:

Time:

*If having multiple sessions, please indicate if location or time is different on any dates

What Credit Types are you anticipating offering? (check all that apply)

      CME   CNE   SW   NFA

      OTHER:

Will the registration site be public or private?   Yes   No
(Private means they must click on a link you provide and cannot be searched for on the Avera CE Portal.)

Do you want a vanity URL?   Yes   No
(ex. Avera.cloud-cme.com/**YourSpecialName**)

If yes, what do you want the ending to be?

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Information Displayed on Registration Page:

Course/Event Description: (great to include if there is a meal provided)

Who should attend this event (Target Audience):

Below items are optional, but do help your audience understand what they are planning to attend:

*Objectives:

*Speaker:

*Agenda:

*Pre/Post-Test:

*Hotel:

*Course Material/Book information:

*Directions:

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Fees, Refunds and Cancelations:

The CE Portal has the capability of collecting registration fees as well as other fees associated with the activity. An administrative fee (0.97483%) will be automatically withheld from each registration fee and cancellation fee refunded through the Avera CE Portal. This is done via credit and debit card only. We cannot do internal cost transfers.

Will you be collecting money?   Yes   No

If yes, a check will be mailed after the event. Who should the collected fees be sent to (name/address)?

Participant:

Avera employees cannot be charged for any registration fees. They can be charged for books, materials or costs you pay (ex: certification fee) for attendance. We cannot bill cost centers.

Please list all participant fees (*note, please contact us if you want creative pricing ideas. For example, discount for early registration, promo codes, special pricing for certain facilities etc). NOTE: You can have more than one pricing option. Example: discount for early registration, promo codes, facility codes, etc. Reach out if you want to discuss options.

Avera's standard refund, cancelation and substitution policy is:

Refund Policy: No refunds will be given for any activity with registration fees $20 and under. A refund less 10% of registration fee will be given for cancellations received in writing to averacontinuingeducation@avera.org prior to 5 business days of activity. Following this date, no refunds will be given but substitutions will be accepted.

Would you like to use this same policy?   Yes   No

If no, what is the refund policy you want to use?

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Do you allow substitutions?   Yes   No

(Example, registered attendee Amy is unable to come, their co-worker Sharon would like to come in their place)

*If you will be allowing substitutions, please note that averacontinuingeducation@avera.org must be notified. Direct them to contact averacontinuingeducation@avera.org. Failure to do so may prohibit them from texting their attendance, viewing uploaded documents or use of the integrative features such as the ARS.

Vendors/Exhibitors:

Date registration to open?

Date registration to close?

Limit of vendors/exhibitors?

Please list all vendor/exhibitor fees (*please include what comes with fee. EX: table, chair, tablecloth, power OR virtual advertising and link to virtual chat room):

     No vendors/exhibitors

Provide the email confirmation to use for vendors/exhibitors:

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Registration form for attendees:

Date registration to open?

Date registration to close?

Limit of participants?

What information do you want to collect:

     Name

     Email address

     Are you an Avera Employee?

     Meal information - if yes, explain:

     Other information

Participant Email confirmation: All registrants will get an email confirming registration is complete. Below is the default email, please fill in the blanks or attach the email you wish to use.

Dear {FullName},

Thank you for registering.

{OrderDetails}

If you have a balance due, payment must be received at *least 2 weeks prior to the conference.*

Refund Policy: No refunds will be given for any activity with registration fees $20 and under. A refund less 10% of registration fee will be given for cancellations received in writing to _____ prior to 5 business days of activity. Following this date no refunds will be given but substitutions will be accepted.

Avera Employees: Please help us be good stewards of Avera's financial resources by notifying _____ if your unable to attend the event 5 business days prior to. Refunds are issued in the same form as initial payment.

Access your Avera CE Portal account: before coming to the conference, log into your Avera CE Portal profile and verify credit types and demographic information. *REMEMBER:* All red fields need to be completed. This will insure that your transcript and certificates are correct.

{LoginDetails}

Questions regarding this confirmation notice or the conference contact _____ or call _____.

Marketing:

The CE Portal has the capability of incorporating images. There are different image sizes that can be used. If this registration will be public facing, an image can be placed on the Course List (Events & Live Courses), a banner can go across the top of the registration site (banner 2). Sizes are: Front pg (Banner 1–320px wide x 320px tall) ~ Inside pg (Banner 2–1500px wide x 200px tall). Send images to averacontinuingeducation@avera.org

Did you want upload marketing images?   Yes   No

Comments/Instructions:

Management/Reports:

The CE Portal can be used to communicate to registrants prior to the event and after the event. The planner can send advertising emails (campaigns) to help bolster registration. There are reports, such as geographical footprint, registrant information, etc. We will provide training on how to do this. These are easy to navigate, similar to Outlook, and we have step by step references if needed.

Who will be the main contact for the event registration site? (Name and email address)

Who will be trained on how to run registration reports and send email communication to registrants? (Name and email address)

Is there anyone else that would need training on how to send emails or run reports? (Name and email address)

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Other Options:

There are many ways to customize your registration page. You can gave a page that will only open after a person has fully registered (paid) which is a great place to include information you do not want non-paying people to have, such as a web-ex link.

You can also have a module that needs to be completed prior to attendance, such as a powerpoint or video.

You can send out communication after your event to follow up afterwards, such as any additional resources etc.

Evaluations of the event, similar to a survey monkey

Comments:

If there is any additional information regarding the activity, that you want to share please note it here:

Email completed form to averacontinuingeducation@avera.org