

Registration Checklist

Please ensure that you have **completed each checklist item** here before delivering a registration to the manager.

Registration Type-

Set DETAILED – 90% of the time.

Exceptions: established people signing up via a link where multiple selections are needed (pot-luck or shifts for serving, etc) OR this is just an announcement and no one needs to sign up.

Registrant Options -

Phone **required** option is set.

Allow people to add household members set to “**Never**”.

Exceptions IF NEEDED, “Only if they don’t have a household yet.”

Allow people to register others outside their household is **NOT** checked.

Selection Types –

Appropriate “ticket types” have been set.

*IF more than one person will be registering per form (spouse or children) you HAVE set at least **TWO REQUIRED TYPES OF PROFILE INFO** for each selection type. (Standard or Adult type – phone/email, Student – phone/grade [Maybe email], Child – birth date/gender).*

Selections or Add-Ons –

If payment is included you have been assured the manager has notified the Finance Department already.

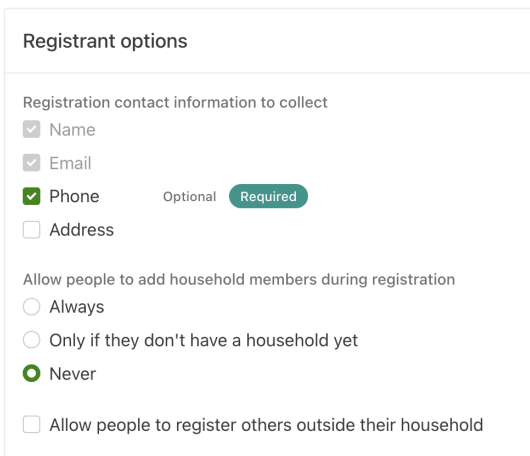
Questions –

You have added the liability disclaimer as a **required Registration Question**.

Grammar-

You have carefully proofread for spelling and grammar.

If you have included all the information from the Registration Request and **all these steps are completed**, you should be ready to assign the contributor (manager) for this event registration. Be sure to make the manager (or designated person) the support contact.



Registrant options

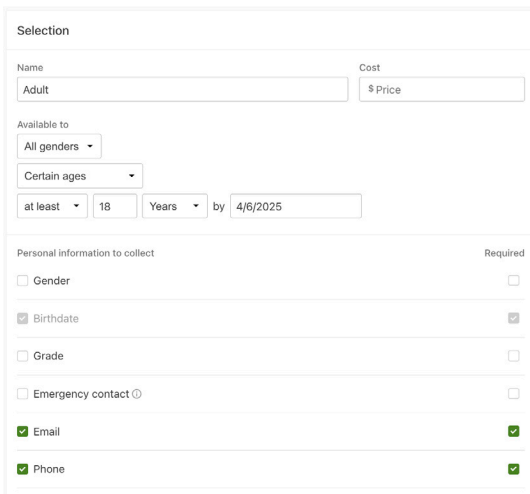
Registration contact information to collect

- Name
- Email
- Phone Optional Required
- Address

Allow people to add household members during registration

- Always
- Only if they don't have a household yet
- Never

Allow people to register others outside their household



Selection

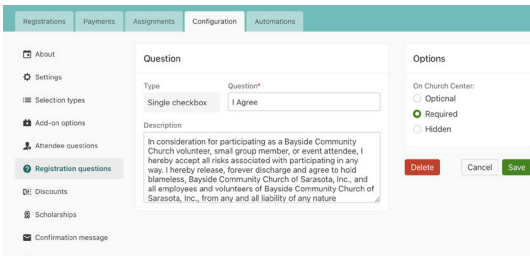
Name: Adult Cost: \$ Price

Available to

- All genders
- Certain ages
- at least 18 Years by 4/6/2025

Personal information to collect Required

- Gender
- Birthdate
- Grade
- Emergency contact
- Email
- Phone



Question

Type: Single checkbox Question*: I Agree

Description: In consideration for participating as a Bayside Community Church volunteer, small group member, or event attendee, I hereby accept all risks associated with participating in any way. I hereby release, forever discharge and agree to hold blameless, Bayside Community Church of Sarasota, Inc. and all employees and volunteers of Bayside Community Church of Sarasota, Inc., from any and all liability of any nature.

Options

- On Church Center:
- Optional
- Required
- Hidden

Delete Cancel Save