Growing Futures Online Registration Service

The Growing Futures Registry offers approved training sponsor organizations the option to set up online registration for training they deliver. Online registration allows you to accept registrations and fees directly from the Statewide Training Calendar, so that you do not need to direct attendees to a separate registration/payment site. Registrants add themselves to your roster and make their payment online quickly and easily. Your organization receives payments quickly.

Benefits

Online registration helps you manage registration and attendance because the system creates your attendance list for you as people register. This means that after the event, you can easily reconcile attendance with the list the system has already created for you – no more manually adding each attendee name by name. It also helps you manage the financial aspects of your training – you can set early bird or late registration fees, receive fees from registrations quickly, and can easily cancel a registration or issue a refund. An additional benefit is that you can offer a menu of other items associated with your training event as add-ons to the registration fee (e.g. payment for a meal, training books and materials, etc.). Registrants can select and pay for the items they want, and you know exactly who has paid for which items. All payments are secure and protected.

Costs

The Growing Futures Registry receives no money from online registration. Rather, the Registry is the simply a pass-through to a registration platform and payment services. That does not mean that the service is free, however. There are costs associated with using online registration that your organization will need to price into your fees. These fees are approximately 6%-7% of your fee(s), as follows:

- Usage flat fee = $1 per registrant
  - This applies whether you collect a registration fee or not. The service provider charges the flat users fee even for events you offer free-of-charge. If you are collecting fees online, the flat fee will be deducted before you receive your payments. If you are not collecting a fee online, you will receive a bill from the service provider.)
- Usage percentage = 2.5% of the registration fee per registrant
- Credit card flat fee - $.30 per registrant
  - This applies only if you are charging a fee and accepting credit card payment.
- Credit card percentage = 2.9% of the credit card payment per registrant

Process

The process to be able to use online registration starts with your organization setting up a STRIPE account (operates like PayPal). Once you have the STRIPE account set up, simply request that the Registry switch on the online registration section of your organization account. Then, you set up your account information and you're in business. NOTE: The Registry does not see, manage, process, or benefit from your registration fees and payments. Management of online registration is totally in your hands.