
Registrations

How to create an online registration form

TryBooking can be used to take registrations for events, classes, workshops and club memberships. You can collect any information you require from your patrons and easily export in any spreadsheet format.

Remember that when using TryBooking, a registration is referred to as an "event".

1 Create an account.

It's free and takes about 2 minutes. Through your account you can access the Dashboard where you manage all aspects of your registration.

2 Ready to create your registration form?

This simple process takes just a few minutes and with the help of the setup wizard, you will be guided to enter the key details of your registration. Once this is complete, you will come back into your Dashboard and add details to your registration form. Click '**Create New Event**' to set up your online registration.

3 Tickets

If you are collecting money, you will be asked to create at least one **Ticket Type**. For registrations this refers to the cost of registration. Each step will be preceded with a question or prompt and there is always a help feature to provide guidance.

4 Registration Form

Now, with your basic registration complete, you can return to your Dashboard and add further details to your online form. To add an unlimited number of data fields, just click on **Data Collection**. Collect team name, company name, emergency contact details, date of birth, uniform size – any information you need. Customise the fields to be mandatory or non-mandatory and include both free-text fields or drop down boxes. You can even add **headers** to your form to make it look exactly like your printed version!

Don't forget to add Terms & Conditions, which you can use to authorise medical assistance and other pertinent details. These must be pro-actively ticked to validate the registration.

5 Marketing your event

You can now link your registration page to your website, emails, posters and other promotional material via your **personalised URL** (eg. www.trybooking.com/XX). An easy and convenient way to direct patrons/players to your registration page. To find out your registration form URL simply click Booking URL Information.

6 Add additional features to your registration...

Once your registration is created, you can return to your Dashboard to add or make changes to

any aspect of your online form.

Brand your receipts!

Customise your receipts and Event Homepage design with logos and images for more personalised and branded online ticketing.

Terms and Conditions

Ensure your players or attendees understand the requirements of your registration by adding Terms and Conditions to your receipt.

Issue a refund or provide with Comp Tickets

Refunds are easily handled via TryBooking at no extra cost.

Cash, Cheque & Telephone Bookings

In addition to members/patrons booking online themselves, you can take cash, cheque or phone bookings. However, to ensure TryBooking does reduce your administration, we recommend you do not advertise these options on your registration page.

7 Provide a bank account into which your registration funds will be deposited.

Once registrations begin to flow in, you can easily track your sales through the Reports on your Dashboard and transfer funds to your account. It's that easy!