



User Guide

LAST UPDATED 18 FEBRUARY 2026

CIVIL AIR PATROL – REGISTRATION ZONE

Welcome to Registration Zone, your go-to solution for seamless event management within the CAP (Civil Air Patrol) community. This user guide will walk you through the key features and functionalities of this innovative application, designed to make your event participation and organization smoother than ever.

Table of Contents

Introduction	3
Getting Started.....	3
Access.....	3
Legend of Symbols	4
Summary of Changes Since Last Major Release	5
User Registration Guide.....	7
Standard User View	7
Search for an Event.....	8
Registration Details.....	9
Sub Event Registration Page.....	12
Event Listing	13
Paying for your Event	14
Checkout Page.....	16
Event Administrator User Guide.....	18
Event Administrator View.....	18
Create Events.....	20
Email Registrants	23
Manage Events	24
Event Details Tab	26
Advanced Settings	27
Registration Prerequisites.....	30
Attendance Prerequisites.....	31
Medical Record Integration with Prerequisites.....	32
Credit Administration.....	32
Approvals.....	33
Event Roles.....	34
Sub Events	35
Sessions	36

Copying Events	37
Copying Events with Subevents	38
Copying Events with Sessions	39
Session Registrations Report.....	40
Price Setups	40
Add Ons	42
Manual Slotting	43
Auto Slotting.....	46
Slottable Event Preferences	47
Wing Highly Recommend (Slotting).....	48
Attendance Prerequisites Report	49
Attendance Administration.....	49
Event Listing	51
Event Administration Report	51
Administrative Payments.....	53
Event Approver User Guide	54
Support.....	54

Introduction

The Registration Zone has been developed to serve as a centralized hub, offering members a single, comprehensive platform for all CAP events, thereby simplifying event management, and reducing the burden on our members. With Registration Zone, you can easily register for events, manage your attendance, and stay updated on the latest happenings in the CAP community.

For Parent / Guardian approvals of a linked cadet, please see the [Parent / Guardian User Guide](#).

Getting Started

To begin using Registration Zone, follow these simple steps:

- Login to eServices.
- Open the Registration Zone application to access your personalized event dashboard located under many of the menu headers.

Access

Access to Registration Zone to be an Event Administrator is limited to certain duty positions. If you need the ability to create and manage Events for your organization, please contact your commander to discuss adding a duty position from the below list or contact your Web Security Administrator and request administrative permissions. **Event-level access can be granted by assigning an Event Role.**

Registration Zone

























Event Administrator / Data-Entry / Logistics

Activities Officer, Administrative Officer, Cadet Programs Officer, Chief of Staff, Commander, DCS Cadet Programs, DCS Education and Training, Deputy Commander, Deputy Commander for Cadets, Deputy Commander for Seniors, Director of Cadet Programs, Director of Education and Training, Director of Finance, Director of Operations, Emergency Services Officer, Operations Officer

Event Approval / Approve / Logistics

Chief of Staff, Commander, Deputy Commander, Deputy Commander for Cadets, Deputy Commander for Seniors, Director of Cadet Programs

Legend of Symbols

	A Document is required		Information. Hover over/click for more information
	Active Event		Mark Attendance
	Add New City		Member Type requires supervision around Cadets
	Copy Event		Payment Status by Event Report
	Copy URL		Prerequisite met
	Delete		Prerequisite NOT met
	Download		Save
	Feature is under construction		Staff Badge
	Inactive Event		Subevent - Active
	Input is Required		Subevent - Inactive
	Manual Slotting		Member Search Report
	Cadet has linked parent / guardian		Cadet does not have linked parent / guardian

Summary of Changes Since Last Major Release

Minor enhancements and bug fixes are not included in this section. Check the eServices News module for release notes for these changes. Updated or new content in this User Guide is highlighted.

February 2026: Add-on and Survey Enhancements

Add-ons

We are pleased to announce the latest updates to the Registration Zone Event Management System, introducing enhanced add-on capabilities and optional purchasable items—such as meals, merchandise, and supplemental services—that improve how add-ons are created, managed, and purchased while streamlining payment collection, reconciliation, and the overall registration experience for administrators and registrants.

Add-ons for Administrators

- Administrators can configure add-ons so registrants can include them in their registration payment from a single invoice.
- Add-ons include a **Maximum Total Quantity Available**, which counts down as items are purchased.
 - A maximum quantity is required when creating an add-on item.
- Administrators can create add-ons and view both active and inactive items.
- Event Administrators have an icon on the Edit Events page to add their add-ons.
- Event Administrators must set up the event for payment in the Advanced Setting tab in Edit Events to enable payment and add-ons functionality.
- Add-ons must have a minimum price of \$0.01.
- Administrators cannot yet add add-ons on behalf of attendees, waive fees, or apply scholarship funds.

Add-ons for Registrants

- Registrants can view available add-ons on the Registration Details page and complete payment on the Payment page.
 - Add-on images are visible on both the Registration Details and Checkout pages.
- Automatically added add-ons display the minimum required quantity.
- Registrants may add additional add-ons after registering if no order deadline is in place.

Cancellations

- The Event Administrator Report displays cancelled registrations, add-ons, and corresponding refunds.
- Registrants may cancel paid add-ons.
 - Refunds are available for add-ons that have refunds enabled
- Registrants can view which portions of their registration and add-ons are refundable or non-refundable.
- Cancellation emails are sent with detailed information.

Reports

- The Event Add-ons Report provides a summary of add-ons for an event or sub-events.
 - Accessible to Event Administrators, Activity Directors, Event Coordinators, and Deputy Event Coordinators.

- Shirt size data and summary counts reflect actual orders.
- Results are grouped by add-on name.
- The report indicates whether an add-on was automatically added.
- The Payment Status by Event Report remains the main report for event payment tracking. Add ons are integrated in this report for tracking payments and refunds, however the balance column represents event-only costs still due. Please see the Event Add Ons Report for a detailed breakdown of add-on purchases.
- Additional internal text updates and system improvements have been applied.

Surveys

As part of improving the registration experience for National Cadet Special Activities (NCSAs), the CadetInvest financial and eligibility survey is now built directly into the registration process. When signing up for an activity, you'll be able to see whether you've completed the required survey, view any prerequisites, and upload any needed documents. If updates to your survey are allowed, you'll also be able to make changes after registering. These enhancements make it easier to understand what's required, confirm your eligibility, and ensure your information is complete before attending an activity.

Additional Improvements

- Updated the Membership System Account creation job to also generate next-FY Registration Zone accounts.
- Corrected an issue where only the first removal action worked until the page was refreshed.
- Additional internal improvements applied.

Looking Ahead

We will continue to build on this foundation with additional add-on functionality in future releases.

If you have questions or feedback, please submit a helpdesk ticket. Thank you for your continued partnership as we enhance the event experience for all users.

User Registration Guide

Standard User View

The screenshot displays the eServices user registration interface. At the top, there is a navigation bar with a 'Menu' icon, the 'eServices' logo, and a 'C/A1C Big Goals' icon. The main content area is divided into several sections:

- Registration Zone:** Contains links for 'Home' (1) and 'User Guide' (2).
- My Stuff:** Contains links for 'My Account', 'Calendar' (3), 'Event Registration' (4), 'Manage Payments' (5), and 'Slottable Event Preferences' (6).
- Reports:** Contains a link for 'Event Listing' (7).
- Personal Information (8):** Displays user details: Name: Big Goals, Address: 123 Main St, Matthews, NC 28105-5769 USA, Primary Phone: (334) 953-5352 - HOME PHONE, Secondary Phone: N/A.
- My Events:** Lists active events with details and actions:
 - Event 9:** SR-71 Blackbird Orientation Rides | 13 Dec 2025 | 2838. Status: Awaiting Parent/Guardian Approval (10). Event Type: Unit, Event Price: No Fee, Start Date: 13 Dec 2025 08:00 EST, Current Status: Approved (12). Actions: Add to calendar, Reports, Address, Cancel (14), Print Sessions.
 - Event 11:** 2026 NCSA - National Commander For A Week | 05 May 2026 | 2836. Status: Megan Ithappen approved on 05 Dec 2025 (11). Event Type: National, Balance Due: \$1000.00 (13), Start Date: 05 May 2026 09:00 EDT, Current Status: Approved. Actions: Add to calendar, Reports, Address.
 - Subevent 15:** Lunch | 13 Dec 2025 | 2839. Event Type: Unit, Event Price: No Fee, Start Date: 13 Dec 2025 12:00 EST, Current Status: Approved. Actions: Add to calendar (17), Reports (18), Address (19), Print Sessions (20).
- Navigation:** A back arrow and the number 21 are located at the bottom left.

1. **Home and My Account** will both bring you back to the Home Page.
2. **User Guide** – Great resource to learn about all the features.
3. **Calendar** – A visual way to see, filter, and register for upcoming active events. You can also get to the calendar from the Event Registration page.
4. **Event Registration** – A list of active events that are accepting registrations.
5. **Manage Payments** – The payment module to see all events that the user is registered for and links to make those payments online.
6. **Slottable Event Preferences** – The module for members who have registered for National Cadet Special Activities (NCSAs) or National Emergency Services Academy (NESA) to rank activities in order of interest. This will only be present when registered for an event that requires ranking preferences.
7. **Event Listing** – Report showing some basic information for active events in the system.
8. **Personal Information** for yourself or the selected registrant.
9. **Event Name Link** – Will take you to the registration details for the event.
10. **Parent/Guardian Approval** – Shows red when Parent/Guardian approval is pending. See www.GoCivilAirPatrol.com/ParentPortal for more information.
11. **Parent/Guardian Approval** – Shows green when Parent/Guardian approval is granted.
12. **Current Status** – This shows the current status of the event registration.
 - a. This will show “See Subevent Status” if a sub event exists and is required.
 - b. This will show the actual event status if no sub events exist or are required.

13. **\$** - Icon that will take you to the payment and add on selection page for this event.
14. **Cancel** – Used to cancel the registration for the event. Only available if the Event Admin has enabled cancelations. Cancelling a parent event will cancel all the sub events as well. If cancelling a sub event, then only the sub event will be cancelled.
15. **Sub Event Section** – Shows all sub events that are registered for under a parent event.
16. **Add to Google Calendar** – This can be used to add this event to your Google calendar.
17. **Add to Calendar** – This can be used to add this event to your calendar (Outlook, etc.). This will only show fully approved, ready to attend events. Registration Zone is flexible in how you can set up your events, some have approvals, others are slottable; depending on how the event is set up, there may be different statuses that will show this icon.
18. **Reports** – This will pull reports needed for the Event. Currently this area allows members to download a CAPF 60-80. The CAPF 60-80 will be blank unless the event chose to pre-fill the form as a setting.
19. **Addresses** – Shows event location & meet addresses.
20. **Print Sessions** – Export a PDF of all sessions the user is registered for during that event.
21. Icon used to pin the left menu open or closed. In some further screenshots, this menu will collapse on the left-hand side.

Search for an Event

Click on the Event Registration link from the home page.

The screenshot shows the 'Event Registration' page in the eServices system. The page has a dark blue header with the 'eServices' logo and a user profile 'C/A1C Big Goals'. On the left is a navigation menu with options like 'Registration Zone', 'My Stuff', 'My Account', and 'Reports'. The main content area is titled 'Event Registration' and includes a 'View Event Calendar' button (1), an 'Event Registration Filter' dropdown (3) currently set to '-None Selected-', a 'Show 10 entries' selector, and a search box (2) containing 'NC'. Below these is a table of events with columns for Event, View Subevents (5), Event Type, Organization, Start Date, and End Date. Two events are listed: 'NC Wing Encampment - Main Event | 07 Jul 2025 | 2646' and 'NC-300 Trash Pickup | 01 Aug 2025 | 2323'. The first event has a subevent icon (5) next to it.

1. **View Event Calendar** – A calendar view of events in the system.
2. **Search** – Search here to narrow down events in the list. You can search by date, organization, Event Name, Event Number etc. You may search for text and partial words in the event name. The default entry here will be your home unit. Delete your home unit to see all items.
3. **Event Registration Filter** – Click here to filter to your unit, wing, region or event type.
4. **Event Name** – click the Event Name link to be brought to the Registration Details page for that event
5. **Subevent Details** – Click here to explore the subevents for this event. Example of the view when clicked (registration is not available in the view):

The screenshot shows a 'Sub Events List' modal window with a yellow header and a close button. It features a search box and a table of sub-events. The table has columns for Event, Event Type, Organization, Start Date, and End Date. Three sub-events are listed:

Event	Event Type	Organization	Start Date	End Date
Advanced Encampment 07 Jul 2025 2648	Wing	MAR-NC-001	2025/07/07 14:01 EDT	2025/07/12 14:05 EDT
Basic Encampment STAFF - Take 2 07 Jul 2025 2650	Wing	MAR-NC-001	2025/07/07 14:01 EDT	2025/07/12 14:06 EDT
Basic Encampment 07 Jul 2025 2647	Wing	MAR-NC-001	2025/07/07 14:01 EDT	2025/07/12 14:02 EDT

2026 NCSA - National Commander For A Week | 05 May 2026 | 2836

This event involves slotting. Prior to slotting all registered members show a status of Alternate. Once slotting is complete, the status for the member will be Slotted or Alternate. Alternate means that you are on the waitlist and not slotted.

Event Details 2

Registered by Capt Jacob McIntosh
 Awaiting Parent/Guardian Approval 3
 Event Coordinator (POC): Maj Gen Regena M. Aye
cadets@capnhq.gov
 Event Type: National
 Meet Location : 105 S. Hansell Street , Maxwell AFB, AL
 Meet Time :N/A
 Event Location : 105 S. Hansell Street , Maxwell AFB, AL
 Event Time: 05 May 2026 09:00 - 05 May 2026 17:00 EDT
 Description:
 You get to be National Commander for a week!

Features:

- Decide how many F-35s we should buy
- Announce new uniforms (bring back BDUs!)
- And more!

Apply now! Slots are limited.

Registered: 3 4
 Waitlist Available: No
 Registrants Can Cancel Their Registration: No

Early Bird Price: 1000.00
 Early Bird Price Ends: 05 May 2026
 Regular Price: 1000.00
 Late Price: 1000.00
 Late Price Starts: 05 May 2026

Staff Member 5

Registration Prerequisites 18

Name	Value	Met
MemberType	CADET	
Survey Completion	CAP Scholarship Application	

[Update Survey](#)

Add Ons - Added to registration at check out 19

T-Shirts (Minimum Required: 1)

Name	Type	Price
Large	T-Shirt	5.00
Medium	T-Shirt	5.00
Small	T-Shirt	5.00

Sub Event Details 6

Event/Session	Type	Location	Start Date	End Date	Prerequisites
Awards Banquet 05 May 2026 2888 7	National	NHQ-NHQ-001	05 May 2026 09:00 EDT	05 May 2026 17:00 EDT	Check Prerequisites 8

To register for sessions, please check the check box next to the sessions that you would like to attend and click Register/Update Registration


Sessions **9**

Name	Description	Location	Start Date	End Date	Register
North Ramp AM	First shift on the north ramp	North Ramp	02 Aug 2025 08:00	02 Aug 2025 12:00	<input type="checkbox"/> 10
South Ramp AM	First shift on the south ramp	South Ramp	02 Aug 2025 08:00	02 Aug 2025 12:00	<input type="checkbox"/>
South Ramp PM	Second shift on the south ramp	South Ramp	02 Aug 2025 12:00	02 Aug 2025 17:00	<input type="checkbox"/>
North Ramp PM	Second shift on the north ramp	North Ramp	02 Aug 2025 12:00	02 Aug 2025 17:00	<input type="checkbox"/>

Transportation Sign-up Form : [Please fill out this online form](#) **11**

Required file(s) must be uploaded in order to register!

Event Files (📎 - Required) - 3MB max file size each. Supported file types: excel, csv, word, jpeg, png, txt, pdf.

File	User Uploaded
 12	Upload Completed Required File <input type="button" value="Choose File"/> No file chosen 13

Additional Guests (do not include yourself)

14

Comments

15

0/500 characters

Slotting Setup **16**

Participant (0/6)

Cadet (0 / 6)

Staff(0/2)

Adult (0 / 2)

Register **17**

- Slotting Notification** – If the event includes slotting, then the member will be notified here and informed what the Event Current Status of Slotted or Alternates means.
- Event Details** – This contains the details input for an event such as dates, times, location, description, uniforms, meals.
- Parent/Guardian Approval** – Notification that shows up if the event requires digital parent/guardian approval and you are a cadet under 18.

4. **Registered Link** – If enabled, the number here will be available to click and show the other people registered and how to connect with them to help enable carpools, etc.
5. **Staff Member toggle** – Toggle to select if you are registering for this event as a Staff member. The toggle can be updated in a user’s registration until a payment is made for the event. If the event includes slotting and there are no staff slots available for registration, then this toggle will be unavailable to select.
6. **Sub Event Details** – Listing of sub events for the parent event.
7. **Sub Event Explore Link** – Click on this link to see the details for the sub event. You cannot register for the sub events on this link. You will need to register for the parent event first.
8. **Sub Event Prerequisites Link** – Click on this link to explore prerequisites for a sub event.
9. **Sessions Details** – Listing of sessions for the event, if applicable.
10. **Sessions Registration** – check box to select session(s) to register for during registration.
11. **Online Forms** – Online forms created by an Event Admin that need to be completed are listed here with links to the forms.
12. **Event Documents Download** – Documents added to the event for reviewing or submitting.
13. **Event Documents Upload** - If a document is required for your membership type, then you must upload the document to register. The document must be < 3MB. Accepted file types include excel, csv, word, jpeg, png, or txt file.
14. **Guests** – Input the number of guests you will be bringing to the event. This option will only be available if the event is configured to allow guest attendance.
15. **Comments** – Enter any comments that you want the Event Administrators to know.
16. **Slotting Setup** – If the event will be slotting members instead of first come first serve then members can see the slotting setup here to understand event capacity.
17. **Register button** – if all Registration Prerequisites and documents are uploaded properly you will be able to click Register to register for the event.
 - a. Notifications of registration are sent to the registrant email (and parent emails for cadets), Activity Director, Event Coordinator (POC) and Deputy Event Coordinator. If the above Event Roles are not assigned, then the notification will go to the event creator.
 - b. If an update is made to the Staff toggle or the comments area and the Register/Update button is clicked, then a notification will be provided to the registrant email (and parent emails for cadets), Activity Director, Event Coordinator (POC) and Deputy Event Coordinator. If the above Event Roles are not assigned, then the notification will go to the event creator.
18. **Registration Prerequisites** – All of the Registration Prerequisites for your membership type will be displayed here. If you meet them, you will get a green check mark, if you do not it will be a red X. If you need to update your Medical Health Profile, then a redirect link will be provided to that module. Registration prerequisites must be met to register for an event. If there are Attendance Prerequisites for an event, they will be displayed in an Attendance Prerequisite section under the Registration Prerequisite section. For events with surveys, the survey must be completed prior to registration or attendance. Surveys can only be completed once.
19. **Add Ons** – Extra items that can be added to your registration like T-Shirts, banquet guests, challenge coins, etc. Click the black icon to learn more about the add on. Selections can be made at check out.

General Notes: If an event is full then you will see a red banner at the top of Registration Details.

THIS EVENT IS FULL . NO MORE REGISTRANTS ARE BEING ACCEPTED.

Subevents for Airshow Support

Registration Successful for Airshow Support

This Event requires registration of one or more Subevents 1

Subevents 2

Event	Event Type	Organization	Start Date	End Date
Airshow Celebration Banquet 02 Aug 2025 2662	Unit, Community Service	MAR-NC-300	02 Aug 2025 18:00 EDT	02 Aug 2025 20:00 EDT

3

1. **Sub Event Requirement Banner** – This banner is present if a sub event is required a registration.
 - a. If the member does not register for a required sub event, then their Event Card will show the following red text:

Airshow Support | 02 Aug 2025 | 1190

Event Type: Unit, Community Service
 Balance Due: \$30.00 \$
 Start Date: 02 Aug 2025 10:00 EDT
 Current Status: See Subevent Status

Application NOT complete, please update your registration and select a subevent.

📄 Reports ▾
📍 Address ▾
🗑️ Cancel

- b. If the member registers properly then their Event Card will show the nested event.

Airshow Support | 02 Aug 2025 | 1190

Event Type: Unit, Community Service
 Balance Due: \$30.00 \$
 Start Date: 02 Aug 2025 10:00 EDT
 Current Status: See Subevent Status

📄 Reports ▾
📍 Address ▾
🗑️ Cancel

📅 Subevents
—

Airshow Celebration Banquet | 02 Aug 2025 | 2662

Event Type: Unit, Community Service
 Balance Due: \$25.00 \$
 Start Date: 02 Aug 2025 18:00 EDT
 Current Status: Approved

📅
📅 Add to calendar
📄 Reports ▾

📍 Address ▾
🗑️ Cancel

2. **Subevents Section** – This section includes all sub events for the parent event.
3. **Sub Event Registration Link** – Click this link to register for the sub event.

Event Listing

The screenshot shows the 'Event Listing' interface. At the top is a dark blue header with the title 'Event Listing'. Below it is a 'PARAMETERS' section with filters for Organization (SER-AL-001 - ALABAMA WING HQ), Event Type (Basic Course), and Start Date (mm/dd/yyyy). A red '1' is placed over the Organization dropdown. Below the filters are buttons for 'View Report', 'Export Data', and 'Start Over'. A 'Show 10 entries' dropdown and a search box are also present. The main area is an event grid with columns: Event Name, Event Type, Organization, Location, Start Date, End Date, Registrations, and On Waitlist. A red '2' is placed over the first event row. A red '3' is placed over the Location dropdown for the first event. A red '4' is placed over the Registrations column for the first event.

Event Name	Event Type	Organization	Location	Start Date	End Date	Registrations	On Waitlist
AL Wing How to use eServices like a Professional	Course	SER-AL-001	Tim Henson	01 Nov 2023 CDT	01 Nov 2023 CDT	0 / 25	0
AL Wing Fun Time Adventure Event	Basic, Course, Glider	SER-AL-001	David Gilmour	01 Apr 2024 CDT	02 Apr 2024 CDT	4 / 100	0

- Parameters** – Filter the events shown in this report by Organization, Event Type, Start/End Date. Once you have made your selections, click View Report to see the events on the screen. To see more detailed information about the events in the list, click Export Data. This will export the information to an Excel spreadsheet. To reset the report, click the Start Over button.
- Event Grid** - The grid will show some consolidated information about the events. Active events will have a green plug, Inactive will have a red plug.
- Location** – Can be used to copy the event or meet address to the clipboard of your device.
- Registrations** – The number of registrations in the system and how many are on the waitlist for the event. If the event is set up for Registrants to view other registrants and you are registered for the event, this will be a clickable link that will allow you to see other registrants.

Paying for your Event

Select Manage Payments from the Registration Zone Main Menu. From this page, you can view invoices for your events, pay for events, and create links to send others to help pay on your behalf.

Manage Payments

Event (Click Link to make a Payment)	Registrant Name	Event Type	Amount Due (Click link for invoice)	Start Date	Link Events
1 Airshow Celebration Banquet 02 Aug 2025 2662	3 Big Goals	Unit, Community Service	\$25.00	02 Aug 2025 18:00 EDT	<input type="checkbox"/> 5
2 Airshow Support 02 Aug 2025 1190	Big Goals	Unit, Community Service	\$30.00	02 Aug 2025 10:00 EDT	<input type="checkbox"/>
Overnight Activity 07 Dec 2025 2411	Big Goals	Unit, Community Service	<u>\$0.00</u> 4	07 Dec 2025 07:00 EST	<input type="checkbox"/>

Links Created

Event(s)	Note	Pay	Copy Link	Delete
6 Overnight Activity 07 Dec 2025 2411 (Big Goals)	Hi Aunt Sally, Please help me pay for my overnight event.			
		7	8	9

1. **Sub Event Icon** – This icon is present when an event is a sub event.
2. **Red Payment Icon** – This icon is present when an event that you are registered for is not set up properly to accept payments. Clicking on the link will also state that you need to contact the Event Administrator / Point of Contact to have the event adjusted.
3. **Event Name Link** – Click on this link to make a payment for the event.
4. **Amount Due Link** – Click on this link to see the Payments that have been made for the event. This will also allow you to print a receipt for the payments made.
 - a. If the event is an encampment and the cadet has applied for CEAP for that event, then the amount due will show one of the following: CEAP - Pending Unit CC Approval, CEAP - Pending NHQ Review or CEAP - NHQ Funded.
 - b. All CEAP status listings will block payment. Cadets not funded for CEAP will have their accounts updated to allow for payment after CEAP disbursements for that encampment are finalized at NHQ. Contact ceap@capnhq.gov for more information.
 - c. Example receipt:

Registration Invoice

Airshow Support | 02 Aug 2025 | 1190 - Big Goals

Event Items			
Event Registration: Airshow Support 02 Aug 2025 1190 - Big Goals	Quantity: 1	Item Price: \$30.00	Line Price: \$30.00
			Subtotal: \$30.00

Payments Submitted			
Payment Date: 7/1/2025	Payment Type: PAYPAL	Payer: Coming Soon	Amount: \$30.00
			Fees: \$1.58
			Total Payment: \$31.58
			Total Paid: \$31.58

Remaining Balance: \$0.00

Save PDF
Close

5. **Link Events** – Select the checkbox for each event to create a link to send to others to pay on your behalf (or pay for multiple events at one time, where applicable). You can then add a note that will be displayed and create the link.
6. **Links Created** – Click on this link to adjust the note for the link created.
7. **Payment Icon** – Click on this icon to pay for the linked events
8. **Copy Link Icon** – Click this icon to copy the payment link to your clipboard for use in emails or other uses.
9. **Delete Icon** – Click on this icon to delete the linked events.

Checkout Page

This page will show all events that you have linked together or the single event you are wanting to make a payment on. For events using Add Ons, you will have the opportunity to make any optional or required selections while on the checkout page. Click the black information icon to learn more about each add on. Once you have entered an amount in the box, the finance fees will be calculated, and your total payment will be displayed. You then have the option of paying by PayPal, Debit or Credit Card. A processing charge for PayPal or credit card payments will be assessed for each payment that is made.

Checkout

Before entering your payment information, be sure your browser's popup blocker is turned off/disabled. Otherwise, your payment will not process.

2026 NCSA - National Commander For A Week | 05 May 2026 | 2836 - Cadet Big Goals

Amount Paid \$500.00 **1**
Event Amount Due \$500.00 **2**
Add on Costs Due \$5.00 **3**
Finance Fees Due \$14.88 **4**
Sub Total Due \$519.88 **5**

Event Payment Amount **6**

500.00


 Add Ons


Already Ordered **7**


1 Simulator Challenge Coin!

8 

9 T-Shirts - Minimum 1 Selection(s) Required

Small - \$5.00 

Large - \$5.00 

Medium - \$5.00 

10

- 1 +

Order Summary **11**

Event Costs	\$500.00
Add on Costs Due	\$5.00
Finance Fees Due	\$14.88
Invoice Total Due	\$519.88

PayPal **12**

 Debit or Credit Card **13**

Powered by PayPal

- 1. Amount Paid** – Shows how much you have already paid for the event, excluding any add ons.
- 2. Event Amount Due** – Shows the remaining balance for the event, excluding any add ons.
- 3. Add on Costs Due** – Shows cost of any optional or required add ons.
- 4. Finance Fees Due** – Shows credit card processing fees.
- 5. Sub Total Due** – Shows what your card will be charged.
- 6. Event Payment Amount** – Enter the amount you wish to pay towards the event. Events can be paid for in installments or in full. This does not include add on payments

7. **Already Ordered** – Shows add ons that have already been paid for
8. **Add On Refund Button** – Shows if an add on is refundable
9. **Add On Selections** – Check the boxes for add ons you wish to include. Click the black information icon to learn more about each add on. Some events have required add ons.
10. **Add On Number** – Select the number of that add on you wish to include. Some events may have a limit based on available inventory or event capacity.
11. **Order Summary** – Breakdown of costs on this transaction
12. **PayPal** – Pay via a PayPal account
13. **Debit or Credit Card** – Pay via debit or credit card. Transactions may appear as “PayPal” on your card statement, as the Registration Zone payment processor is PayPal.

After entering payment information there will be a confirmation page that needs submitted.

Please confirm the information below is correct before submitting your payment:

Name on Account: t t

Items			
Airshow Celebration Banquet 02 Aug 2025 2662 - Big Goals	Quantity: 1	Item Price: \$26.44	Line Price: \$26.44
Airshow Support 02 Aug 2025 1190 - Big Goals	Quantity: 1	Item Price: \$31.58	Line Price: \$31.58
			Subtotal: \$58.02

Submit Payment

Event Administrator User Guide

Event Administrator View

The screenshot displays the Event Administrator User Guide interface. At the top, there is a dark blue header with a 'Menu' icon, the 'eServices' logo, and the user's name '1st Lt Megan Ithappen'. The main content area is divided into several sections:

- Registration Zone:** Includes links for Home and User Guide.
- My Stuff:** Includes links for My Account, Calendar, Event Registration, and Manage Payments.
- Reports:** A list of reports with red numbers indicating their location in the guide: Event Listing, Event Administration (1), Attendance Prerequisites (2), Attendance By Unit (3), Fitness Category Report (4), Event Add Ons (5), Universal (6), Daily Payment (7), Payment Status By Event (8), Survey Prerequisite (9), Accommodations Report (10), and Allergies Report (11).
- Administration:** A list of administrative tasks with red numbers: Admin Payments (12), Attendance (13), Auto Slotting (14), Create Events (15), Email Registrants (16), Manage Events (17), Register User for Event (18), Request Guest User (19), Registration Approval (20), and Wing Highly Recommend (Slotting) (21).
- Search for User (22):** A search bar with a magnifying glass icon and a search button.
- Personal Information:** Displays user details: Name: Megan Ithappen, Address: 123 Place St, Waxhaw, NC 28173 USA, Primary Phone: (334) 953-5352 - HOME PHONE, and Secondary Phone: N/A.
- Actions Needed (23):** A notification box showing 7 Registration Approval(s).
- My Events:** A section showing event details for 'NC-300 Trash Pickup | 01 Aug 2025 | 2323'. It includes Event Type: Community Service, Event Price: No Fee, Start Date: 01 Aug 2025 13:00 EDT, and Current Status: Pending Unit. There are buttons for Reports and Address.

1. **Event Administration Report** – This page will show a list of events in your permission scope. Used to view registrant information for your event.
2. **Attendance Prerequisites Report** – This page will show a list of events in your permission scope that have Attendance Prerequisites set up. Used to view registrant compliance with the Attendance Prerequisites.
3. **Attendance By Unit** – Report that helps units see where members have registered between two dates.

4. **Fitness Category Report** – Report to see fitness categories for cadets that have been entered for a unit or an event. .
5. **Event Add Ons** – Report to see selected add ons for a specified event.
6. **Universal Report** – Report to combine multiple events in one view and export. Different columns than Event Admin export.
7. **Daily Payment** – Report to see payments made with a date filter.
8. **Payment Status By Event** – Report to show payment status by event
9. **Survey Prerequisite** – Export survey results to excel for a specified event. If the survey includes a file upload, these documents can be downloaded in bulk. NOTE: Surveys are currently limited to national programs only and are not used for Region, Wing, or local events.
10. **Accommodations Report** – Report to see accommodations requested through CAP Health for attendees.
11. **Allergies Report** - Report listing declared allergies through CAP Health for attendees.
12. **Admin Payments** – Module to enter payments, waive payments, handle refunds and other payment tools.
13. **Attendance** – Used to mark attendance for an event.
14. **Auto Slotting** – Used for NCSAs, only available to employees.
15. **Create Events** – Used to create a new event.
16. **Email Registrants** – Used to mass-email registrants for a selected event with filters for Registrant Status, attendee type (Staff, Not Staff or Both) and Attendance Prerequisite progress (Met, Not Met, Both). Notification email will append basic event information after the custom content. Options exist to CC: select emails. All assigned events roles receive all messaging.
17. **Manage Events** – Will take you to a list of events in your permission scope to edit/update an event.
18. **Register User for Event** – Module to search for a user in your scope and register them for an event. Parent / Guardian approvals can be bypassed by searching for a cadet, selecting the desired event, and clicking the red parent / guardian event approval box in the Event Details section. **This should only be used when a parent / guardian has given permission for their cadet to attend an event, but is unable to enter their approval through the Parent / Guardian Portal.**
19. **Register Guest User** – Creates an eServices account for a guest, if an event requires they be registered in Registration Zone.
20. **Registration Approval** – Link to the Approval Module for Registration Zone approvals for those with privileges.
21. **Wing Highly Recommended (Slotting)** – Used by Wing leadership to enter highly recommendeds for NCSA/CSA/NFAs.
22. **Search for User** – Used to search for registrants within your permissions scope to see their Event Cards and update their registration if needed with the Staff toggle or updated comments.
23. **Actions Needed** – Area where your actions are needed. Currently, this displays event approvals.

Create Events

Used to create events (Items marked with a red * are required fields)

Is this a Sub Event? **1** **Create Events**

* Parent Event **2**
Airshow Support | 02 Aug 2025 | 1190

* Event Name **3**

Description **6**
B I U | ↶ ↷ | ¶ | ¶ | ¶ |

Airshow Support for the upcoming airshow. Get ready for a fun day!
We'll support some static displays and host a recruiting booth.

Event Location **8**

* Name
 Airshow Location

* Address **Address 2**
 123 Airport Rd

* State *** City**
NC Monroe

Manual Entry for Overseas Units: **9**

Meet Location **10**

Same as Above:

* Name
 Airshow Location

* Address **Address 2**
 123 Airport Rd

* State *** City**
NC Monroe

Manual Entry for Overseas Units:

* Type: **4**
Community Service
Unit

* Organization: **5**
MAR-NC-300

* Primary Organization: **7**
MAR-NC-001

Dates **11**

Meet Date/Time
 08/02/2025 09:00 AM

* Start Date/Time
 08/02/2025 10:00 AM

* End Date/Time
 08/02/2025 05:00 PM

Pickup Date/Time
 08/02/2025 06:00 PM

Registration Deadline
 mm/dd/yyyy --:-- --

Current Local time Zone:
Eastern Daylight Time *
Time Zone
 Eastern Daylight Time **12**

Active **13** Hidden Event **14** Waitlist Available **15**

* Maximum Attendees **16**
 9999

Create Event **17**

1. **Is this a Sub Event?** – Toggle this on to make this a sub event under an existing event. This selection moves to be beside the Waitlist Available toggle in the Manage Events Edit Screen.
2. **Parent Event** – This box appears when the above toggle is on. Select the existing parent event.
3. **Event Name** – This will be the name of your event. Note that in the Calendar view only a few of the first characters are displayed, so you may want to tailor your event name to be more descriptive in the first characters so that it will display better.

4. **Type** – Select any types that match your event, this will be used in filtering reports. Selecting the Type to be Virtual will overwrite the Event Location to have Virtual listed in the location fields. Multiple selections are encouraged.
5. **Organization** – Select any organizations that will be hosting this event.
6. **Description** – Enter text here to market your event. Formatting tools are available.
7. **Primary Organization** – Select the Primary organization, this will be used in the financial portion of event administration and the Attendance Log.
8. **Event Location** – The location of your event.
 - a. Once you have selected a State and begin typing the city (3 characters minimum) a list of cities will be displayed from which you can select the desired city. Make sure to click on the city to save it to your event. See item 7 below if your desired city is not displayed.
 - b. Notification to all event roles and registrants will be sent if this field is updated.
9. If you are not able to find your city, toggle the Manual Entry switch. You can then select the country for your event and manually enter the city.
10. **Meet Location** – If you are meeting at a separate location before coming to the event and picking up from a separate location, add the meeting location here.
 - a. If you do not have a separate Meet Address, toggle same as above. Any changes made to the Event Location will be made to the Meet Location.
 - b. Notification to all event roles and registrants will be sent if this field is updated.
- 11. Dates**
 - a. Meet Date/Time – if you are meeting in a separate location before coming to the event, please input that date and time here. (Optional)
 - b. Start Date/Time – the start date and time of your event.
 - c. End Date/Time – the ending date and time of your event.
 - d. Pickup Date/Time- if you are having pickup for your event at a separate location after the event, input that date and time here. (Optional)
 - e. Notification to all event roles and registrants will be sent if these fields are updated.
- 12. Time Zone**
 - a. We do display your current local time zone for informational purposes.
 - b. Based on the Start date of your activity, we also adjust the selectable time zones.
 - c. We have added a few overseas time zones as well if you do not see yours here; please let us know.
13. **Active** – Toggle this switch if you are ready for your event to begin accepting registrations.
 - a. Note: If you are planning to use Advanced Event Settings, we recommend leaving this toggled to inactive until you are done setting up your event as some changes will be locked once registrations begin for your event.
 - b. This toggle must be off and all registrations must be removed to delete an event from Registration Zone.
14. **Hidden Event** – Toggle this on to hide the event from the Event Registration page.
 - a. The direct link for the hidden event is a different format than a non-hidden event url. It is available in the Manage Events module in the Action icon list or at the top of the page in the icon list. Make sure to use the unique copy url link when sharing the event link.
 - b. Register User for Event will not work when the event is hidden.
15. **Waitlist Available** – If you would like to have a waitlist for your event, toggle this on.
 - a. Once the maximum number of attendees has been reached, new registrations will go onto a waitlist. As registrations are cancelled or disapproved, registrants will come off the waitlist. We use a first come first serve waitlist.
 - b. Notifications are sent when a registrant is activated from the waitlist to the registrant email (and parent emails for cadets) and Activity Director, Event Coordinator (POC) and Deputy

Event Coordinator. If the above Event Roles are not assigned, then a notification will go to the event creator.

16. **Maximum Attendees** – This is the maximum number of attendees that can register for your event. If there is no maximum for your event, you can leave this blank and Registration Zone will fill in the default value.
 - a. This number will be replaced by 9999 if you set up slotting, since slotting allows unlimited registrations.
 - b. Further Attendee Breakdown – if you need to control the ratio of attendees, you can separate the maximum attendees into Adults, Cadets, and Non-Member.
17. **Create Event Button** – Click this button when you are ready to create your event.
 - a. You will be taken to the Event Administration for this event, where you can add additional options and Advanced Settings to your event.
 - b. A notification email will be sent to the commander upon creation to include Event Name, Description, Event Host, Start/End Time, Event Location, Meet/Pickup Location, Created By, and Uniform and Meals information. Parent and subevents will have an indication of the event level in the notification. Copied parent events will include a list of all the copied subevents (if application) in the notification.

Email Registrants

Used to mass-email registrants for a selected event

The screenshot shows the 'Email Registrants' interface. At the top, there's a title bar 'Email Registrants'. Below it is a 'PARAMETERS' section with four columns: 'Events 1' (a dropdown menu), 'Registration Status 2' (checkboxes for Alternate, Approved, Cancelled, Completed, Disapproved, Pending Group, Pending Unit, Pending Wing, Slotted), 'Staff Member 3' (a dropdown menu with options: Staff, Non Staff, Both), and 'Attendance Prerequisites 4' (a dropdown menu with options: Met, Not Met, Both). Below these are 'Event List 5' (checkboxes for NC Wing Encampment - Main Event, Basic Encampment | 07 Jul 2025 | 2647 [Subevent], Advanced Encampment | 07 Jul 2025 | 2648 [Subevent], Basic Encampment STAFF - Take 2 | 07 Jul 2025 | 2650 [Subevent]), and two buttons: 'Submit 6' and 'Start Over 7'. The 'Registrants 8' section shows a table with columns: CAPID, Full Name, Staff Member, Email, and Event Name. It has a search bar (9) and a 'Show 10 entries' dropdown. The table contains two rows of data. Below the table is a pagination bar: 'Showing 1 to 2 of 2 entries' and 'Previous 1 Next'. The 'Event Admins 10' section is similar to the Registrants section, with a search bar (11) and a table with columns: CAPID, Full Name, and Email. Below it is another pagination bar: 'Showing 1 to 2 of 2 entries' and 'Previous 1 Next'. The 'Email CC (Optional)' section has a text input field (12) and a rich text editor (13) with buttons for Bold, Italic, Underline, Undo, Redo, Bulleted List, Numbered List, and Link. At the bottom is a 'Send Emails 14' button.

1. **Events** – Select the name of your event.
2. **Registrant Status** – This is where you filter the registrant list to identify which registrants you want to email. Note that slotted events will have attendees listed as status type Slotted. Waitlist events will have attendees listed as status type Approved. Multiple selections can be made.
3. **Staff Member** – This is a filter for Staff type.
4. **Attendance Prerequisites** – This is a filter for identifying which registrants have met or not met attendance prerequisites.
5. **Event List** – Select one or more parent/sub events (if applicable).
6. **Submit** – Click this button to view the registrants that meet the filter criteria.
7. **Start Over** – Click this button to reset the filters.
8. **Registrants** – All registrants that meet the filter criteria will be displayed here. Cadets listed in this area will only display their primary email, however all communication will go to their primary and secondary parent emails as well.

9. **Search** – Used to search in the Registrant list.
10. **Event Admins** – All Event Roles assigned to this event will be included here. They automatically receive a copy of any communication regardless of their registration status.
11. **Search** – Used to search in the Event Admin list.
12. **Email CC (Optional)** – Enter any emails that you wish to also CC. and separate multiple emails with a semicolon. Members in this line will receive a notification with a header containing the following text: “You received this email because a Registration Zone Event Administrator added you as a CC when emailing participants for this event.”
13. **Message Body** – Enter your email content in this area. Formatting tools are provided. This content will be followed by events details in the notification email to include Event Name, Description, Event Host, Start and End Time, and a link to the Registration Details page.
14. **Send Emails** – Click to send emails to all the people shown in the Registrant, Event Admin and CC area.

Manage Events

Used to find and manage your event

Manage Events







Create Event **1** Show Older Events **5**


Show entries Search: **2**


Event Name	Event Type	Organization	Location	Start Time	End Time	Max Attendees
iFly Squadron Trip 01 Jan 2025 1270 3	Wing	MAR-NC-001	Name of Location	01 Jan 2025 09:00 EST	01 Jan 2025 16:00 EST	9999


Showing 1 to 1 of 1 entries (filtered from 368 total entries) Previous Next


1. **Create Event button** – Takes you to the Create Event screen.
2. **Search** – Filter down the events in the grid. You can search by event name, type, organization, location or start and end times.
3. **Event Name** - Click the Event you would like to manage/edit.
4. **Action Icons Menu** – Action icons are available for Copy Event, Copy URL for this Event, Payment Setup, Manual Slotting module and Delete Event.
5. By Default, Registration Zone will show events that are two months old or newer. To see older events, toggle this on. You will then get events that are two years old or newer. We archive any events older than two years.


 Copy this Event
 Session Registration Report
 Copy event URL
 Set up prices for this Event
 Payment Status By Event Report
 Manually slot this Event

 Copy Event Icon – This will copy all details of an event except for Event Roles. It also produces a notification email announcing the creation of a new event to the echelon commander to include Event Name, Description, Event Host, Start/End Time, Event Location, Meet/Pickup Location, Created By, and Uniform and Meals information.


 Session Registration Report Icon – This icon redirects to the Session Registration Report page.

 Copy URL for this Event Icon – This will copy the event’s registration page URL. If the event is a hidden event its URL will be structured differently to not allow easy access by those without the link.

 Payment Setup Icon – This icon redirects to the Payment Setup page.

 Payment Status By Event Report – This icon redirects to the Payment Status By Event Report

 Manual Slotting Module Icon – This icon redirects to the Manual Slotting Module page.

 Event Delete Icon – This icon will delete an event. It is only accessible when the event is not active, and no registrants are present (including disapprovals). If a parent event is deleted then all subevents will also be deleted.

Event Details Tab

Under all the items that are on the create screen

The screenshot displays the 'Event Details Tab' interface. At the top, there is an 'Update Event' button and a 'Date Modified' field showing '11/20/2024 1:11:52 PM' with a red '1' next to it. To the right, the 'Modified By' field shows '692039: Gregory Hare'. Below this is the 'Online Form Links Management' section, which includes a 'Description' field (with a red '3'), a 'Link To Online Form' field (with a red '4' and an example URL 'https://www.google.com'), and an 'Add Link' button. A table below shows a single entry with 'Description', 'URL', and 'Delete' (with a red '5') columns. The 'Document Management' section (with a red '6') features a 'Select Files (3MB max file size each)' button (with a red '7') and a dashed box for dropping files. Below this is a light blue bar with instructions and icons for 'Save File Info' and 'Delete File'. The main document list shows two items: 'PlaceholderHIJK.pdf' (with a red '9') and 'PlaceholderDEFG.pdf' (with a red '14'). Each item has a 'Description' field (with a red '10'), 'Last Modified' information, 'Required' and 'Staff Registration Only' toggle switches (with red '11' and '12' respectively), and a 'Member Type' dropdown menu (with a red '13').

1. **Date Modified / By** – Displays the last time the event was modified and by whom.
2. **Online Form Links Management** – Add any online forms (example: google, survey monkey) that you would like the registrant to fill out.

Note: Monitoring completion of the online form(s) is the responsibility of the activity.

3. **Description** – This will be what the registrant sees on the registration page.
4. **Link to Online Form** – The URL (universal resource locators) for the online form; again, displayed on the registration page.
5. **Add Link button** – Click this to add a link described to the left to your event.
6. **Delete icon** – Used to remove an online form from your event.
7. **Document Management Select Files button** – Add any documents (both informational and/or required) to your event. You can either select the document from your device or drag and drop the file in the dashed area to add it to your event.
8. Drag and Drop to Order the files that the registrant will see.
9. **File Name** – Clickable link to download the form.
10. **Description** – This will be what the registrant sees on the registration page.
11. **Required** – If you require this document to be uploaded by the registrant, toggle this on.
12. **Staff Registration Only** – For documents viewable only when registering as staff, toggle this on.
13. **Member Type** – When you make a document required, please select any member types required for registering.
14. Save, Delete and Bulk Download Icons (Will be red to denote that you need to save changes made)
 - a. **Save** - If you need to update the description, required, staff or member types; click this icon.
 - b. **Delete** – Used to remove any documents from your event.

- c. **Bulk Download** – Use this feature to download forms in bulk to a folder on your computer. Files names will include form description, CAPID and firstnamelastname

Advanced Settings

Use this tab for advanced event administration features. This instructional section is broken into two parts to facilitate easier reading.

1. **Registration Email Text** – Enter text you would like added to the registration email that goes out when a registrant registers for your event.
2. **Senior Uniforms, Cadet Uniforms, Guest Attire**- Select any uniforms or attire that should be used for your event.
3. **Meals** – Enter text regarding meals.
4. **What to Bring** – Enter text for what registrants should bring. This filters to the CAPF 60-80 if you select to auto populate.
5. **Can registrants view all registrants?** - If you would like to allow registrants to view other registrants, toggle this on. They can view the name, primary phone, and primary email for those registered on the Event Listing and Registration Details page. Intended to be used to facilitate carpooling, etc. This is defaulted to No.
6. **Registrant can bring guests?** - If registrants can bring guests, toggle this on. Registrants will have an area on the Registration Details page to input how many guests they are bringing.

7. **Auto-populate and attach CAPF 60-80** – Toggle this on when you want the CAPF 60-80 that is available on the registrant’s event card to have basic information auto-populated to the CAPF 60-80 that families can print and sign before attending.
 - a. If this is toggled off, then the CAPF 60-80 on the registrant’s event card will be available and blank.
 - b. If this is toggled on, then the registration email notification will include a line that informs families how to access the form with a direct link to the Event Card.
8. **Can pay for event or any addons when?** - Set this up depending on when a registrant can pay. This section will activate the payment setup section for data entry. **Must be enabled to allow for add ons.**
 - a. Registered – If they just need to be registered for the event.
 - b. Approved – If they need to be approved for the event.
 - c. Slotted – If they need to be slotted for the event.
 - d. No Payment – this event has no payment.
9. **Attendance will push to the Attendance Log?** - If you want this event to create an Attendance Log entry (populates Local Activities in the Member’s record); toggle this on.
10. If you are planning to mark attendance, choose your option for which members should be included in the Attendance Log list. Choices include Registered, Slotted, Paid or No Attendance. This selection will filter the available names in the Registration Zone Attendance module.

☰ **Slotting**

Is this event slottable? **11**

Slotting Start Date (CST) Slotting End Date (CST)

07/24/2024 01:00 PM 07/24/2024 02:00 PM **12**

Slotting Setup **13**

📍 **Cancellation Details**

Registrants Can Cancel Their Registration **14** No Refunds After Date **15**

mm/dd/yyyy

📍 **Refund Windows**

Non-Refundable Amount 16	Start Date	End Date
Add New Refund Window 17		

✉ **Notifications**

New Notification Email **18**

Notification Email Text	Notification Offset	Notification Date
This event is tomorrow! Please try to be on time.	1	8/1/2024 19

Save/Update Event **20**

11. **Event Slottable Toggle** – Toggle on to activate slotting for an event. Slotting preferences cannot be changed once registrations have been added to your event.
12. **Slotting Start and End Dates** – If desired, enter dates for when you would like the attendee’s Current Status on their Event Card to indicate slotting is happening and not show slotting decisions until the Slotting End Date/Time. This is an opportunity to “go dark” for activity status while events slot and double check their slotting before releasing to Event Card Current Status. Events with

slotting should utilize the email feature in the Manual Slotting module and the Email Registrants module for email notifications to inform registrants of status changes.

- 13. **Slotting Setup button** – This opens a data entry area for slotting breakdown. Numbers cannot be adjusted after Registrations have been added to your event.

Slotting Setup - User Guide Test 1							
Participant				Staff			
0				0			
Adult		0		Cadet		0	
Male		Female		Male		Female	
0		0		0		0	

Save Slotting Setup Close

- 14. **Registrants Can Cancel Their Registration** – Select this to allow registrants the ability to cancel events on their own. If toggled on, email confirmations of any cancellations are sent to Registrant, Activity Director, Event Coordinator (POC) and Deputy Event Coordinator.
- 15. **No Refunds After Date** – If desired, enter a date for when refunds will be halted
- 16. **Non-Refundable Amount** – If desired, enter non-refundable amounts and start and end dates to customize refund amounts and windows.
- 17. **Add New Refund Window** – If desired, add additional rows of non-refundable amounts and date windows with this button.
- 18. **New Notification Email** – Select this button to create a new notification email meant for reminders.

Notification Email Text

This event is tomorrow! Please try to be on time.

Days Prior to Start: 1 Date to send: 8/1/2024

Save Close

- 19. **Notification Email Edit/Delete buttons** – Select these buttons to edit or delete a reminder.
- 20. **Save/Update Event** – Used to save your Advanced Settings.

Registration Prerequisites

Use this tab to add prerequisites to your event that will stop someone from being able to register unless they meet the prerequisites.

Edit Event

Event DetailsAdvanced SettingRegistration PrerequisitesAttendance PrerequisitesCredit AdministrationApprovals

Leave blank to include all organizations and member types **1**

Organizations: **2**


SER-AL-005 x SER-AL-024 x

Member Types: **3**

CADET x SENIOR x



CADET Prerequisites **4**

Add Prerequisite **5**

Type Name	Value	Delete
MemberType	CADET	 6

SENIOR Prerequisites **7**

Add Prerequisite

Type Name	Value	Delete
MemberType	SENIOR	
Member Training	TLC Basic	

1. If your event is open to anyone, in any organization, and any member type; leave this tab blank. Prerequisites will only apply to the specific member types you select.
2. **Organizations** - To require someone to be in specific organizations, select all that apply here. (In this example: only members of AL-005 and AL-024 will meet this prerequisite).
3. **Member Types** - To restrict your event by member type, add them here. You can add further prerequisites per type below. If you have member types that will be allowed to attend your event and you are not specifying any prerequisites for those member types, you must still select them in this field. If you do not have any restrictions nor prerequisites for any member type, then leave this field blank.
4. **Cadet Prerequisites section** – Will hold any prerequisites set up for Cadet member types. (In this example: Cadets will meet this prerequisite).
5. **Add Prerequisite** – Use this button to add prerequisites for the member type section you are in.
6. **Delete Icon** – Used to delete the prerequisite from the grid.
7. **Senior Prerequisites section** – Will hold any prerequisites set up for Senior member types. (In this example: Seniors who have completed TLC Basic will meet this prerequisite). Note: Senior prerequisites are used for members of types: Senior, Life, Indefinite, Fifty Year.

NOTE: Surveys are currently limited to national programs only and are not used for Region, Wing, or local events.

Attendance Prerequisites

Use this tab to add prerequisites to your event that should be completed before attendance. Attendance prerequisites will not stop someone from registering, but you can monitor their completion through the Attendance Prerequisites Report.

Edit Event

Event DetailsAdvanced SettingRegistration PrerequisitesAttendance PrerequisitesCredit AdministrationApprovals

Leave blank to include all member types

1 Member Types: SENIOR x CADET x

2 SENIOR Prerequisites

3 Add Prerequisite

Type Name	Value	Delete
MemberType	SENIOR	4
Member Level	LV2	
Cadet Protection Current	Yes	

5 CADET Prerequisites

3 Add Prerequisite

Type Name	Value	Delete
MemberType	CADET	
Minimum Rank Cadet	C/SSgt	

1. To add prerequisites, select the member type. Prerequisites will only apply to the specific member types you select.
2. **Senior Prerequisites section** – Will hold any prerequisites set up for Senior member types. (In this example: Seniors who have completed Level 2 and are Current in their Cadet Protection will be ready to attend). Note: Senior prerequisites are used for members of types: Senior, Life, Indefinite, Fifty Year.
3. **Add Prerequisite** – Use this button to add prerequisites for the member type section you are in. If you do not have any restrictions nor prerequisites for any member type, then leave this field blank.
4. **Delete Icon** – Used to delete the prerequisite from the grid.
5. **Cadet Prerequisites section** – Will hold any prerequisites set up for Cadet member types. (In this example: Cadets that hold a minimum rank of C/SSgt are ready to attend.)

NOTE: Surveys are currently limited to national programs only and are not used for Region, Wing, or local events.

Medical Record Integration with Prerequisites

CAP Health is our organization's digital medical health system. Medical data is stored securely, and access is limited. Events can add a Registration Prerequisite or Attendance Prerequisite to require the medical profile be completed for selected member types. Event Admins can select how current the last update to the profile must be to register or attend the event. Events requiring a medical profile to be completed and updated within a certain time window will have a redirect option on the registration page to help members get to CAP Health to complete the medical profile and to return to Registration Zone when done.

Add Prerequisite

Require Medical Profile Complete

Months Since Last Health Profile Update:

12

Add **Close**

Credit Administration

Credit Administration is available to certain duty positions for a limited number of choices. Credit Administration is read only if you do not hold the correct permissions to add credits. Later updates to Registration Zone will include more options to add Credits based on duty position of the member with edit access. These credits will be granted when the Event Administrator marks attendance at the event. If credit needs to be added and it's not integrated in Registration Zone yet, please reach out to the eServices Help Desk.

Note: Parent and subevents should not push identical credits or a duplicate credit could occur.

Edit Event

Event Details Advanced Setting Registration Prerequisites Attendance Prerequisites **Credit Administration** Approvals Event Roles

Cadet Training 1

Member Training 2

Professional Levels Task 3

Save Credit 4

Current Credits 5

Credit Type	Credit Value	Delete
Professional Levels	TLC Basic In-Residence	6

- Cadet Training** – Add any cadet activities records that you would like added to registrants' records after completion of this event.
- Member Training** – Add any member training records that you would like added to registrants' records after completion of this event.
- Professional Levels Task** – Add any professional levels tasks that you would like added to registrants' records after completion of this event.
- Save Credit** – click this button once you have added either Cadet Training, Member Training, or Professional Level Tasks to save the credits for your event.
- Current Credits** – this grid shows how the event is currently set up. (In this example: any attending registrants will get TLC Basic In-Residence credit for completing this event once they are confirmed for attendance in the Registration Zone Attendance module.)
- Delete** – used to delete credits from the event.

Approvals

Use this tab to set up approvals for your event. If no approvals are needed, please leave this blank. Only National and Employee level Event Administrators can set up higher level approvals. All other Administrators will be able to add Parent / Guardian and Unit level approval.

Approvals cannot be changed after individuals register for an event.

Edit Event

Event Details Advanced Setting Registration Prerequisites Attendance Prerequisites Credit Administration **Approvals** Event Roles Subevents Sessions

Scope **1** **3** Event requires Parent/Guardian Approval

WING

Add Permission 2

Sort Arrows	Order of Approval	Permission	Scope	Send Notification on Approval	Send Notification on Disapproval	Remove?
4 ↓	5 1	Approvals	UNIT	6 <input checked="" type="checkbox"/>	7 <input checked="" type="checkbox"/>	8 🗑️
↑	2	Approvals	WING	<input type="checkbox"/>	<input type="checkbox"/>	🗑️

Email Message

Approval Email Text **9**

Disapproval Email Text **11**

Update Approval Email Text 10 **Update Disapproval Email Text 12**

- Scope** – Select the scope of the approval to add to your event.
- Add Permission button** – Click this to add the Approval scope to your event.
- Parent / Guardian Approval toggle** – enable or disable parent/guardian approval. See www.GoCivilAirPatrol.com/ParentPortal for more information.
- Sort Arrows** – Change the approval order.
- Order of Approval** – Current approval order.
- If you want your event to send emails to the registrant on Approvals, toggle this on.
- If you want your event to send emails to the registrant on Disapprovals, toggle this on.
- Delete icon** – Used to remove approvals from your event.
- Approval Email Text – Customize text here for when a registrant receives a commander approval.
 - Custom text will be at the top of the email notification that also includes the member's CAPID and name, approved level, and event details to include Event Name, Description, Event Host, Start/End Time and a link to the Registration Details page.
 - The Send Notification on Approval (#3) must be selected for this content to send.
- Update Approval Email Text** – Click this to lock in your Approval Email Text content.
- Disapproval Email Text** – Customize text here for when a registration is disapproved by a commander.
 - Custom text will at the top of the email notification that also includes the member's CAPID and name, disapproval level and reason, and event details to include Event Name, Description, Event Host, Start/End Time and a link to the Registration Details page.
 - The Send Notification on Disapproval (#4) must be selected for this content to send.
- Update Disapproval Email Text** – Click this to lock in your Disapproval Email Text content.

Event Roles

Use this tab to set up event roles for your event. If only the Event Admin needs access, then please leave this blank. CAP Health access is restricted to 4 weeks prior and 4 weeks after the event.

Edit Event

Event Details | Advanced Setting | Registration Prerequisites | Attendance Prerequisites | Credit Administration | Approvals | **Event Roles**

Search for User 1

Search for User (CAPID or Name)

Event Roles 2

Event Roles Primary 3

*Cannot assign person to HSO because selected person does not have HSO Duty or they are not enrolled in the Health Services specialty track.

Assign Event Role 4

Name	CAPID	Event Role	Primary	Delete
Senior Member Name	#####	Activity Director		<input type="button" value="X"/> 5
Senior Member Name	#####	Finance Officer		<input type="button" value="X"/>
Senior Member Name	#####	Health Services Officer		<input type="button" value="X"/>
Senior Member Name	#####	Safety Officer		<input type="button" value="X"/>

[Role Permissions Breakdown](#) 6

- Search for User** – Enter CAPID of the person being assigned to a role and click the magnifying glass.
- Event Roles** – Choose the event role being assigned.
 - Options include:

--Select One--

- Activity Director
- Cadet Leader
- Deputy Event Coordinator
- Event Coordinator (POC)
- Finance Officer
- Health Services Officer
- Honored Guest
- Safety Officer
- Speaker

- Cadets are restricted to the Cadet Leader role. Cadet Leaders have reduced Registration Zone menu options including Event Administration, Attendance Prerequisites, and Fitness Category Report. The Cadet Leader Event Administration Export to Excel has removed data from certain columns including DOB, Height, Weight, Addr1, Addr2, Zip, UnitDisapprovalReason, WingDisapprovalReason, SlottingPreferenceNumber, SlotScore.
 - Health Services Officer role is restricted to members assigned to the HSO duty assignment. HSOs can designate and remove an HSO Designee in the HSO Designee Module in Registration Zone.
- Primary** – Toggle this on to assign the person to the Primary role.
 - Assign Event Role** – Click to assign the selected role.
 - Notifications are sent when a member is assigned or removed from a role and include Role, Event Name, Description, Event Host, and Start/End Time.
 - Notifications go to the person assigned (and parent emails if the member is a cadet).

5. **Delete** – Click to delete the role.

- a. Only HSOs can delete an HSO Designee and that task is completed in the HSO Designee Module in Registration Zone module by the HSO that assigned the designee.
- b. If a Primary is removed then the Assistant will be moved to the Primary role.

6. **Role Permissions Breakdown** – Below is a current chart of the permissions for each role. Honored Guest & Speaker roles do not receive any permissions.

Registration Zone Modules/Information	eServices Permissions			Registration Zone Roles								
	Event Administrator	Event Approvals	NHQ FM	Activity Director	Cadet Leader	Deputy Event Coordinator	Event Coordinator (POC)	Finance Officer	Health Services Officer	Health Services Designee	Safety Officer	
Search for User	X			X		X	X	X	X	X	X	
Reports												
Event Listing	X	X	X	X		X	X	X	X	X	X	
Event Administration	X			X	X	X	X	X	X	X	X	
Attendance Prerequisites	X			X	X	X	X	X	X	X	X	
Attendance By Unit	X											
Payment Status By Event	X		X			X	X	X				
Daily Payment	X		X	X				X				
Administration												
Create Events	X											
Manage Events	X			X		X						
Attendance Marking	X			X		X	X				X	
Registration Approvals		X										
Slotting												
Slotting	X			X		X	X					
Admin Payments / Refunds	X		X	X		X	X	X				
Account Management												
Account Management			X									
PayPal Fee, Email, Account Management			X									
View Medical Information in CAP Health												
View Medical Information in CAP Health				X		X	X		X	X	X	
Update Medical Information in CAP Health												
Update Medical Information in CAP Health									X	X		

Sub Events

Use this tab to view subevents within a parent event. Edit and delete subevents from this tab.

\$ @ Edit Event

Event Details
Advanced Setting
Registration Prerequisites
Attendance Prerequisites
Credit Administration
Approvals
Event Roles
Subevents

Add Subevent 1

Require selection of a Subevent 2

Event Name	Organization	Event Type	Location	Start Date	End Date	Remove
3 Basic Encampment 07 Jul 2025 2647	MAR-NC-001	Wing	Matthews, NC	07 Jul 2025 14:01 EDT	12 Jul 2025 14:02 EDT	Remove Subevent
4 Advanced Encampment 07 Jul 2025 2648	MAR-NC-001	Wing	Matthews, NC	07 Jul 2025 14:01 EDT	12 Jul 2025 14:05 EDT	Remove Subevent
RST for NC Wing Encampment - Training Weekend 28 Jun 2025 2649	MAR-NC-001	Wing	Matthews, NC	28 Jun 2025 14:01 EDT	29 Jun 2025 14:01 EDT	Remove Subevent
Basic Encampment STAFF - Take 2 07 Jul 2025 2650	MAR-NC-001	Wing	Matthews, NC	07 Jul 2025 14:01 EDT	12 Jul 2025 14:06 EDT	Remove Subevent

1. **Add Subevent** – Click to add a subevent under this Parent event. Initial content will be modeled from the parent and available to edit.
2. **Require selection of a Subevent toggle** – Toggle on to require subevent registration.
 - a. Requiring subevent registration will change the Registration Status in the Event Card to show “See Subevent Status” as a reminder to the registrant that they primary registration of interest is at a subevent level.
Example: Large encampment with multiple sub-events. Registrants must be in an event.
 - b. Not requiring subevent registration
Example: Conferences with optional add-on events. Registrant only need to be in the main event.
3. **Edit Icon** – Click this to edit the details of the subevent.

- Green/Red Plug Icon** – This shows if the event is active or inactive.

Sessions

Use this tab to view sessions within a parent event. Edit and delete sessions from this tab.

↔ \$ @ Edit Event

Event Details
Advanced Setting
Registration Prerequisites
Attendance Prerequisites
Credit Administration
Approvals
Event Roles
Subevents
Sessions

Add Session 1

Session Name	Description	Location	Start Date	End Date	Copy	Delete
North Ramp AM	First shift on the north ramp	North Ramp	02 Aug 2025 08:00 EDT	02 Aug 2025 12:00 EDT	3	
North Ramp PM	Second shift on the north ramp	North Ramp	02 Aug 2025 12:00 EDT	02 Aug 2025 17:00 EDT		
South Ramp AM	First shift on the south ramp	South Ramp	02 Aug 2025 08:00 EDT	02 Aug 2025 12:00 EDT		
South Ramp PM	Second shift on the south ramp	South Ramp	02 Aug 2025 12:00 EDT	02 Aug 2025 17:00 EDT		

- Add Session** – Click to add a session to the event.
- Session Details** – Shows details for current sessions. Click the session name to edit existing sessions.
- Copy** – Copies selected session.
- Delete** – Deletes selected session.

Adding a new session or editing an existing session

New Event Session

***Session Name** 1

Description 2

Location 3

***Start Date/Time** 4

***End Date/Time**

Maximum Attendees 5

Adults

Cadets

Non-Members

6 Save Close

- Session Name** – Set name for session.
- Description** – Session description.
- Location** – Session location.
- Start & End Date/Time** – Session times.
- Maximum Attendees** – Set a cap for attendees by member type.
- Save/Close** – save or close without saving.

Copying Events

Use this module to copy an event.

Copy Events

- If the event being copied has sub events, there will be a toggle option to copy the sub events also.
- If the event being copied is a sub event and it's parent event is in the future, this event will be copied and attached to it's parent event.
- If the event being copied is a sub event and it's parent event has already occurred, an event selector will show and a parent event must be selected.
- If the event being copied has sessions, or has sub events with sessions, all of those sessions will be copied.

Copy Sub Events **1**

* Event Name **2**

Description **3**

B *I* U ← → ↶ ↷ @

Airshow Support for the upcoming airshow. Get ready for a fun day!
We'll support some static displays and host a recruiting booth.

Event Location

* Name **4**

* Address Address 2

* State * City

Manual Entry:

Meet Location

Same as Above: **5**

* Name

* Address Address 2

* State * City

Manual Entry:

* Type: **6**

* Organization: **7**

* Primary Organization: **8**

Account String: **8**

Dates **9**

* Time Zone

Meet Date/Time

* Start Date/Time

* End Date/Time

Pickup Date/Time

Registration Deadline

Active

Waitlist and Attendee fields are not available because slotting is enabled on the event being copied.

10

1. **Copy Sub Events**– Toggle to copy sub events.
2. **Event Name** – This will be the name of your event. Note that in the Calendar view only a few of the first characters are displayed, so you may want to tailor your event name to be more descriptive in the first characters so that it will display better.
3. **Description** – Enter text here to market your event. Formatting tools are available.
4. **Event Location** – Reset session filters.
5. **Meet Location** – View session name and total number of registrants per session.
6. **Type** – Select any types that match your event, this will be used in filtering reports. Selecting the Type to be Virtual will overwrite the Event Location to have Virtual listed in the location fields. Multiple selections are encouraged.
7. **Organization** – Select any organizations that will be hosting this event.

CIVIL AIR PATROL – REGISTRATION ZONE

LAST MODIFIED 26 AUGUST 2025
37

8. **Primary Organization** - Select the Primary organization; this will be used in the financial portion of event administration and the Attendance Log.
9. **Dates**
 - a. Meet Date/Time – if you are meeting in a separate location before coming to the event, please input that date and time here. (Optional)
 - b. Start Date/Time – the start date and time of your event.
 - c. End Date/Time – the ending date and time of your event.
 - d. Pickup Date/Time- if you are having pickup for your event at a separate location after the event, input that date and time here. (Optional)
 - e. Notification to all event roles and registrants will be sent if these fields are updated.
10. **Create Copy / Cancel** – Create the copy of your event or cancel.

Copying Events with Subevents

If your event has subevents, and the Copy Sub Event toggle was enabled, you will be prompted to make changes to your subevents after copying the parent event.

Copied Sub Events

1 Old(2662) → New(2741)

Event Name 2 Airshow Celebration Banquet 30 Aug 2025 2662		* Event Name 4 Airshow Celebration Banquet	
Meet Date/Time 3 N/A	Start Date/Time 8/30/2025 6:00:00 PM	Meet Date/Time 5 yyyy-mm-dd --:--	* Start Date/Time 2025-08-30 18:00
End Date/Time 8/30/2025 8:00:00 PM	Pickup Date/Time N/A	* End Date/Time 2025-08-30 20:00	Pickup Date/Time yyyy-mm-dd --:--
Registration Deadline N/A		Registration Deadline yyyy-mm-dd --:--	

Update >> 6

1. **Event IDs**– Shows the old and new event IDs.
2. **Old Event Name** – Shows the old event name. This cannot be edited from the copy screen.
3. **Old Date/Time** – Shows the old event date/times. This cannot be edited from the copy screen.
4. **New Event Name** – Enter the new event name.
5. **New Date/Time** – Enter the new event date/times.
6. **Update** – Save and update the new subevent info.

Copying Events with Sessions

If your event has sessions, you will be prompted to make changes to your sessions after copying the event.

Copied Sessions

1 Open House 2 Experience ID: 2742 2
Old → New

Session Name 3 Airplane Ride 1	* Session Name 6 Airplane Ride 1		
Description 4	Description 7		
Start Date/Time 5 8/23/2025 12:00:00 PM	End Date/Time 8/23/2025 12:30:00 PM	* Start Date/Time 8 2025-08-23 12:00	* End Date/Time 2025-08-23 12:30

Open House 2 Experience ID: 2742

Old → New

Session Name Airplane Ride 2	* Session Name Airplane Ride 2		
Description	Description		
Start Date/Time 8/23/2025 12:30:00 PM	End Date/Time 8/23/2025 1:00:00 PM	* Start Date/Time 2025-08-23 12:30	* End Date/Time 2025-08-23 13:00

Update >> 9

1. **Event Names**– Shows the event name (parent or sub) the session is associated with.
2. **Delete button** – Remove a session from being copied.
3. **Old Session Name** – Shows the old session name. This cannot be edited from the copy screen.
4. **Old Description** – Shows the old session description. This cannot be edited from the copy screen.
5. **Old Date/Time** – Shows the old event date/times. This cannot be edited from the copy screen.
6. **New Session Name** – Enter or change the new event name.
7. **New Description** – Enter or change the new session description.
8. **New Date/Time** – Enter or change the new event date/times.
9. **Update** – Save and update the new subevent info.

Session Registrations Report

Use this report to view members signed up for each session of an event.

Session Registrations for Open House

Sessions **1**

--Select--

2 **3** **4**

Filter Download PDF Start Over

5 Airplane Ride 1 | 23 Aug 2025

Total: 1 of 9999 Adult Total: 0 of 0 Cadet Total: 1 of 0 NonMember Total: 0 of 0

Show 10 entries **7** Search:

6

CAPID	Rank	Full Name	Member Type	Unit	Email
708144	C/A1C	Goals, Big	Cadet	MAR-NC-300	biggoals@goalsfamily.net

Showing 1 to 1 of 1 entries Previous 1 Next

Airplane Ride 2 | 23 Aug 2025

Total: 1 of 9999 Adult Total: 1 of 0 Cadet Total: 0 of 0 NonMember Total: 0 of 0

Show 10 entries Search:

CAPID	Rank	Full Name	Member Type	Unit	Email
637243	1st Lt	lthappen, Megan	Adult	MAR-NC-300	megan@lthappens.com

Showing 1 to 1 of 1 entries Previous 1 Next

- Sessions** – Leave blank to see all sessions or select from sessions on the event.
- Filter** – Apply session filter.
- Download PDF** – Download session report from current view.
- Start Over** – Reset session filters.
- Session Details** – View session name and total number of registrants per session.
- Session Registrants** – View list of all registrants within each session.
- Search** – search for a specific registrant within each session

Price Setups

From either the Manage Events module or the Editing of an Event, click the \$ icon to navigate to the pricing set up screen. The Manage Events Advanced Settings tab must include the "Can pay for event or addons when:" selection set to a choice other than No Payment to enable price setup.

i Can pay for event or addons when:

- Registered
- Approved
- Slotted
- No Payment

Option 1 for Price Setup module access through the main Manage Events screen:

The screenshot shows the 'Manage Events' interface. At the top, there's a 'Create Event' button and a search bar containing 'airshow support'. Below is a table with columns: Event Name, Event Type, Organization, Location, Start Time, End Time, and Max Attendees. One event is listed: 'Airshow Support | 01 Mar 2025 | 1190'. A dropdown menu is open for this event, listing options: 'Copy this Event', 'Copy event URL', 'Set up prices for this Event' (circled in red), 'Payment Status By Event Report', and 'Manually slot this Event'. The event details show 'Airshow Location', '01 Mar 2025 10:00 EST', '01 Mar 2025 17:00 EST', and '9999' attendees.

Option 2 for Price Setup module access through the header of the activity in Manage Events:

The screenshot shows the 'Edit Event' header with a navigation menu: 'Event Details', 'Advanced Setting', 'Registration Prerequisites', 'Attendance Prerequisites', 'Credit Administration', 'Approvals', and 'Event Roles'. A red circle highlights the pricing icon (a dollar sign with a gear) next to the 'Edit Event' title.

- The pricing set up page will have a pricing section for all Member Types that you have set up in Registration Prerequisites OR all member types if you haven't specified.
- At the top of the page, we show the fees that are associated with the Wing for your event as well as some date information.

The screenshot shows the 'Event Prices - OK Wing Fun Time Adventure Event' page. It has two main sections: 'Current Paypal Fees for SWR-OK-001' and 'Event Details'.
Current Paypal Fees for SWR-OK-001:
Flat: \$0.49, API: \$0.25, Processing: 2.80%
Event Details:
Start Date: 7/21/2024 10:00:00 AM, End Date: 7/23/2024 10:00:00 AM, Registration Deadline:
A warning message states: 'Warning: If you fill out the default pricing AFTER you change a price in the member type pricing, you will overwrite that price with the default price.'
Below is the 'Default Prices - Fill these prices to fill the corresponding prices below' section, divided into 'Participant Price Information' and 'Staff Price Information'. Each section has fields for Regular Price, Early Bird Price (with a checkbox), and Late Price (with a checkbox), along with date pickers for 'Date Early Bird Price Stops' and 'Date Late Price Starts'.

- If you only have regular pricing for participants and staff, you can fill those in on the default box and they will filter to all the member types.
- If you have early pricing, uncheck the checkbox and fill in the Date that Early Bird Price Stops and the Early price.
- If you have late pricing, uncheck the checkbox and fill in the Date Late Price Starts and the Late Price.
- Once you have set up all your prices, be sure to click “Save Event Prices” at the bottom of the page.

Add Ons

Add Ons can only be added to events that are marked to receive payment through the Advanced Settings tab in Manage Events.

Add Ons for events can be configured through the header of the activity in Manage Events:

1 Edit Event

Event Details | **Advanced Setting** | Registration Prerequisites | Attendance Prerequisites | Credit Administration | Approvals | Event Roles

1 Add On Management

2 Current Add Ons

Name	Type	Max Qty.	Max Total Qty.	Order By Date	Regular Price	Refundable	AutoAdd
Large	T-Shirt	2	250	5/1/2026	\$15.00	No	Yes
Medium	T-Shirt	1	N/A		\$5.00	No	No
Small	T-Shirt	1	N/A		\$5.00	No	No

3 Arrow Button

4 Name

5 Type

6 Max Qty.

7 Max Total Qty.

8 Order By Date

9 Regular Price

10 Create New Group

Name	Minimum Required	Single Selection
Challenge Coins	0	No
T-Shirts	1	Yes

11 Name

12 Minimum Required

13 Single Selection

14 Name

15 Group

16 Description

17 Type of Add On

18 Max Quantity

19 Max Total Quantity

20 Order By Date

21 Default Instructions

22 Additional Instructions

23 Early Price

24 Early End Date

25 Regular Price

26 Late Start Date

27 Late Price

28 Add On Preview

29 Active

30 Refundable?

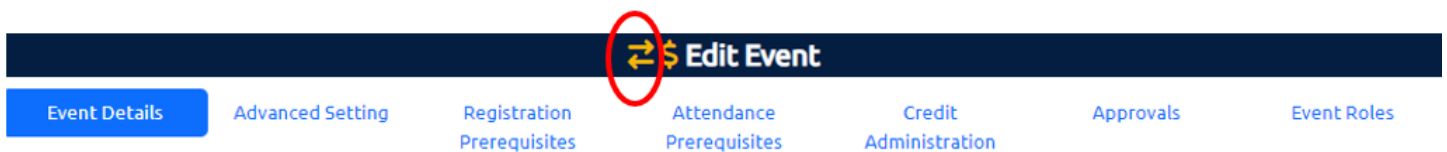
31 Cancel Delete Update

1. **Edit Icon** – Return to the event page
2. **Current Add Ons** – Shows all current add ons and their information.
3. **Arrow Button** – Edit, move, or delete Add On

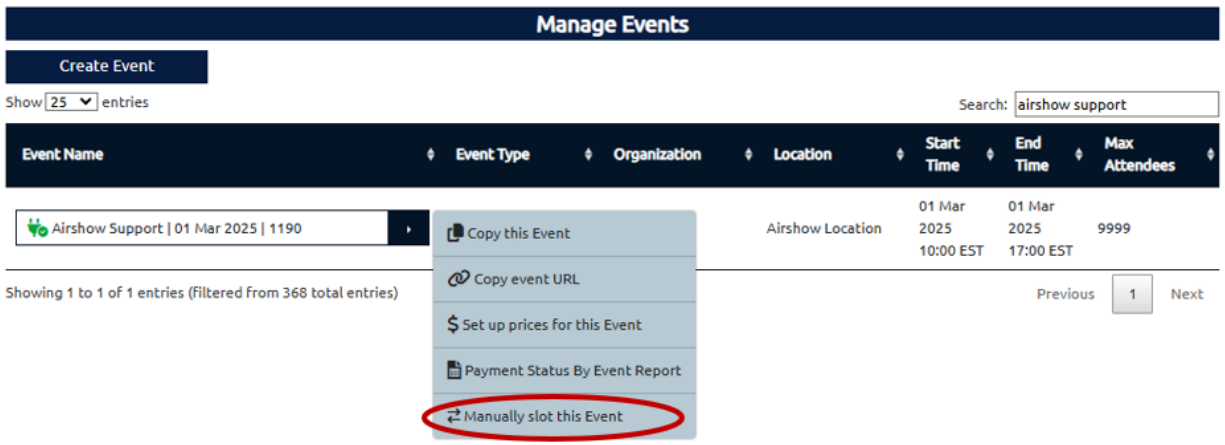
4. **Max Qty.** – Maximum quantity a user can select of each add on
5. **Max Total Qty.** – Order limit for the event. Ex., only 250 t-shirts are available.
6. **Order By Date** – Cutoff for users to select add ons.
7. **Regular Price**
8. **Refundable**
9. **AutoAdd** – If the item adds automatically on checkout
10. **Create New Group** – Optional tool to help with add on grouping.
11. **Arrow Button** – Edit or delete current groups
12. **Minimum Required** – Require at least # items from that group during checkout
13. **Single Selection** – Restrict add on selection to only one or multiple items from that group
14. **Name** – Add on name
15. **Group** – Add on group
16. **Description**
17. **Type of Add On** – Used for accounting purposes, select Other/Misc is your type is not displayed
18. **Max Quantity** – Maximum quantity a user can select of each add on
19. **Max Total Qty.** – Order limit for the event. Ex., only 250 t-shirts are available.
20. **Order By Date** – Cutoff for users to select add ons
21. **Default Instructions** – Optional field if needed
22. **Additional Instructions** – Optional field if needed
23. **Early Price** – Must be \$0.01 or greater
24. **Early End Date**
25. **Regular Price** – Must be \$0.01 or greater
26. **Late Start Date**
27. **Late Price** – Must be \$0.01 or greater
28. **Photo Upload**
29. **Active Toggle** – Enable/Disable add on. Add ons cannot be restricted to only certain member types or qualifications
30. **Refundable** – Enable/disable if an add on is refundable. A Refundable until date box will appear if this option is toggled on
31. **Cancel/Delete/Update** – Applies to current add on

Manual Slotting

Events that select and set up slotting in the Manage Events Advanced Setting tab can access the manual slotting module in two different ways. The first option is through the header of the activity in Manage Events.



The second option is through the main Manage Events screen. Search for the event and select the slotting icon.



The Manual Slotting module is the recommended method of slotting for all events wishing to include slotting. It provides the most flexibility in the selection of members. Members must have all approvals prior to being slotted (parent/guardian and commander).

Manual Slotting - Airport Tower and Airline Simulator Tour

1 Begin Slotted Email **2** Begin Alternates Email

6 7 8

5 Alternates

9 Filter by Name or CAPID

CADET Only **10** Hide Adult Scores **11**

STAFF Only **12**

13 CADET - 000001 - Reg 1 Name - XX-### - 17 - ACTIVE 49 - 0 - 0 - C/2dLt -

CADET - 000002 - Reg 2 Name - ### - 18 - ACTIVE 46 - 0 - 0 - C/1stLt - XX-

CADET - 000003 - Reg 3 Name - 36 - 0 - 0 - C/CMSgt - XX-### 17 - ACTIVE

SENIOR - 000004 - Reg 4 Name - en - 0 - 0 - 1st Lt - XX-### - 48 - ACTIVE

3 Legend

- X - Slot Score: The current Slot Score is geared towards the Cadet Member Type. It takes into account Age, highest achievement in the Cadet program, longevity with CAP, Events that you have attended in the past, and being Highly Recommended by the Wing.
- X - Number of Events Slotted in Group as a Participant
- X - Number of Events Slotted in Group as Staff
- XX - Preference Ranking of Event / Number of Events Registered for in Slotting Group **4**

14 Slotted Primary

Participant (2/3)

Cadet (2/3)

15 x CADET - 000005 - Reg 5 Name - 54 - 0 - 0 - C/Maj - XX-### - 19 - ACTIVE

x CADET - 000006 - Reg 6 Name - 27 - 0 - 0 - C/CMSgt - XX-### - 15 - ACTIVE

Staff (2/2)

Adult (2/2)

x SENIOR - 000007 - Reg 7 Name - 0 - 0 - Lt Col - XX-### - 55 - ACTIVE

x SENIOR - 000008 - Reg 8 Name - 0 - 0 - 2d Lt - XX-### - 52 - ACTIVE

32. Begin Slotted Email – Recommended tool to allow event admins the ability to email in mass all slotted members. The email draft will remain saved on the page and can be utilized later for late additions. Members will only receive an email once from this feature. Emails will go to Member and any cadet parent emails not including the priority emergency email.

33. Begin Alternates Email – Recommended tool to allow event admins the ability to email in mass all members *not* slotted, and therefore classified as Alternates. The email draft will remain saved in the

page and can be utilized later for late registrants. Members will only receive an email once from this feature. Emails will go to Member and any cadet parent emails not including the priority emergency email.

34. **Legend** – This section provides a description of the highlighted numbers used on this page.
35. **Legend Content** – Items here apply to events included in the Winter or Summer National Cadet Special Activity (NCSA) groupings. It is present to assist Activity Directors with filling cancellation spots for NCSAs. It currently counts participant slots and staff slots per member. A Universal Report can be run through the Reports section to see this information in column format for all slotted registrants.
36. **Alternates** – This list contains all the members who registered for this activity.
37. **AZ** – This button will sort the names in the Alternate list by last name.
38. **01** – This button will sort the names in the Alternate list by slotting score. Slotting score is part of the NCSA slotting process.
39. **Slot Member** – Select a member in the Alternates list and then select this button to move the member to the Slotted Primary list.
40. **Alternates Filter** – Use this filter to search for a registered member in a long list.
41. **CADET Only toggle** – Use this toggle to see only cadet members in the Alternates list.
42. **Hide Adult Scores** – Use this toggle to remove adult slotting scores from the Alternates list. Slotting scores are cadet-based calculations.
43. **STAFF Only toggle** – Use this toggle to see only staff members in the Alternates list.
44. **Staff Badge** – This icon shows that this member registered as staff. They will only be allowed to be slotted to the staff position in the Slotted Primary table.
45. **Slotted Primary** – This list contains the slotting breakdown for this event and all the members who have been slotted.
46. **Red Person** – This icon is how you remove a slotted individual and place them back in the Alternates list. No notifications are sent with selection of this icon.

Auto Slotting

Auto slotting is a tool only used for National Cadet Special Activity (NCSA) slotting. Members must have all approvals prior to being slotted (parent/guardian and commander).

The screenshot shows the 'Auto Slotting' module interface. On the left is a navigation menu with sections: 'Registration Zone', 'My Stuff', 'Reports', and 'Administration'. The 'Auto Slotting' link in the 'Administration' section is circled in red and labeled '1'. The main content area is titled 'Auto Slotting' and contains a descriptive paragraph. Below this is a 'Send Emails' section with a 'Send Auto Slotted Emails' button (9) and a message 'All alternate emails have been sent' (10). The 'Search Options' section includes a 'Select Event(s):' dropdown (2), a 'Submit' button (4), an 'Auto Slot Selected Events' button (5), and a 'Select a Grouping to pull those events into the grid' dropdown (3) set to 'Summer NCSA'. A toggle switch 'Include in Auto Slotting?' (6) is turned on. Below are three rows representing event groupings: 'Participant (0/2)' with a yellow bar 'Cadet (0 / 2)' and text 'There are no filled slots.' (7); 'Staff(0/1)' with a grey bar; and 'Adult (0 / 1)' with a yellow bar and text 'There are no filled slots.' (8).

1. **Auto Slotting** – This module is easily accessed on the main Registration Zone menu for those with permission to use this feature.
2. **Select Event(s)** – Event Admins can insert the event(s) they would like auto slotted as a group here
3. Select a Grouping to pull those events into the grid – This feature is for National/Employee level permissions only.
4. **Submit** – This button lists all the selected events below to prepare for auto slotting.
5. **Auto Slot Selected Events** – This button executes auto slotting. No staff applications are slotted or counted.
6. **Include in Auto Slotting Toggle** – Toggle on for all events to be auto slotted.
7. **Participant List** – Slotted participants names will be listed here. To learn more about the information on the people please go to the Manual Slotting module for this event. If there are cancellations at the event, please use the Manual Slotting module to fill the vacancy.
8. **Staff List** - Slotted staff names will be listed here. To learn more about the information on the people please go to the Manual Slotting module for this event. If there are cancellations at the event, please use the Manual Slotting module to fill the vacancy.
9. **Send Auto Slotted Emails** – If there are emails for slotted participants that have NOT been sent, click this button and those will be sent. Once all emails for slotted participants have been sent it will say “All slotted emails have been sent”
10. **Send Alternate Emails** – If there are emails for NOT slotted participants that have NOT been sent, click this button and those will be sent. Once all emails for NOT slotted participants have been sent it will say “All alternate emails have been sent”

Slottable Event Preferences

The Slottable Event Preferences module only applies to members who have submitted one or more National Cadet Special Activities (NCSA) or National Emergency Services Academy (NESA) application(s). Applicants need to rank their preference of activities prior to slotting.

The screenshot displays the 'Experience Preferences' interface. On the left, the 'Registration Zone' menu has 'Slottable Event Preferences' circled in red and labeled with a red '1'. The main content area has a yellow header with 'Experience Preferences' and a sub-header 'Re-order your Events below from highest to lowest preference.' Below this is a 'Search for User' section with a search bar containing '647896' and a magnifying glass icon. Underneath is a 'Slotting Group' dropdown menu currently set to 'Winter NCSA', labeled with a red '2'. At the bottom, there is a table of events:

Event	Start Date
1 * Winter NCSA - Civic Leadership Academy	12/6/2024
2 * Winter NCSA - NCLA	2/1/2025

1. **Slottable Event Preferences** – This module is easily accessed on the main Registration Zone menu
2. **Slotting Group** – Select your slotting group, either Winter or Summer NCSAs or NESA

The screenshot shows a 'Slotting Group' dropdown menu. The dropdown is open, displaying the following options: '- Select -', 'Summer NCSA', 'Winter NCSA', and 'NESA'.

3. **Drag and Drop Events** – Order the NCSAs by which you want to attend most. Once you have reordered the events, please make sure to click Save.

Wing Highly Recommend (Slotting)

Wing Highly Recommend selections are available to Wing Cadet Programs and Command to add 100 points to a limited number of members' slotting scores to benefit them in the NCSA Auto Slotting process. Wings can select members as Highly Recommended for both Winter and Summer NCSA seasons and must complete this step before the Slotting Start/End Dates for the event are engaged. This process was formerly called "Green Lighting".

The screenshot displays the 'Wing Recommendation' interface. On the left is a sidebar with navigation options: 'Registration Zone' (Home, User Guide), 'My Stuff' (My Account, Calendar, Event Registration, Manage Payments), 'Reports' (Event Listing, Event Administration, Attendance Prerequisites, Attendance By Unit, Fitness Category Report, Universal, Daily Payment, Payment Status By Event), and 'Administration' (Admin Payments, Attendance, Create Events, Email Registrants, Manage Events, Register User for Event, Registration Approval, **Wing Highly Recommend (Slotting)**). The main area is titled 'Wing Recommendation' and features a legend: a green checkmark for '- Recommend User', a red X for '- Unrecommend User', and a star for '- Highly Recommended'. Below the legend, there are two columns: 'ADULT Members' and 'CADET Members'. The 'ADULT Members' section shows 'Grouping: 3' (Summer NCSA) and 'Wing: 4' (MAR-NC-001 - NORTH CAROLINA WING HQ). It lists 6 registrants, 0 recommended, and 1 available recommendation. The 'CADET Members' section shows 9 registrants, 1 recommended, and 0 available recommendations. A 'Fetch Registrants' button is located below the adult members list. A red circle highlights the 'Wing Highly Recommend (Slotting)' option in the sidebar, with a red '1' next to it.

1. **Wing Highly Recommend (Slotting)** – This module is easily accessed on the main Registration Zone menu for those with permission to use this feature.
2. **Legend** – Provides insight into the icons used on this page.
3. **Grouping** – Users should select a NCSA grouping – Winter NCSAs or Summer NCSAs.
4. **Wing** – Select your Wing.
5. **Fetch Registrants** – Press this to load the members registered for the NCSA grouping and Wing selected above.
6. **Member Groupings** – Cadets and adults are separated into different lists and the available and used Highly Recommended slots are calculated in the yellow bar.
7. **Green Checkbox** – Select the green checkbox to Highly Recommend the member.
8. **Red Checkbox** – Select the red checkbox to remove the Highly Recommend points from the member.








Attendance Prerequisites Report

From this report you will be able to select from events that have attendance prerequisites set up and view the registrants and whether they have/have not completed them. If your parent event includes subevents, there is a checkbox you can select to "Include Subevents".

AL Wing Fun Time Adventure Event Attendance Prerequisite Report

Export PDF | Export Excel

Show entries Search:








CAPID	Name	Member Type	Meets Prerequisites 4
 000002	Registrant 2 testing2@gmail.com 2	 STAFF 3	Training: Aircraft Ground Handling - Yes
 000001	Registrant 1 testing@gmail.com 1	SENIOR	Duties: Alerting Officer - No Duties: Cadet Administrative Officer - No MemberType: SENIOR - Yes
 000003	Registrant 3 testing3@gmail.com	 NON MEMBER	MemberType: NON MEMBER - No
 000004	Registrant 4 testing4@gmail.com	 NON MEMBER	MemberType: NON MEMBER - No

Showing 1 to 4 of 4 entries Previous Next

- CAPID** – This will show the registrants CAPID and a green icon if they meet all the attendance prerequisites and a red icon if they do not meet all the attendance prerequisites.
- Name** – Will list the Registrants name and email address.
- Member Type** – Displays the registrants member type and an icon if a member type requires supervision around cadets.
- Meets Prerequisites** – Prerequisites will list all attendance prerequisites for an event and whether the registrant has met them.

Attendance Administration

The attendance module mark attendance based on the event settings in the Manage Events Advanced Tab. Events with attached credit must have toggled on "Attendance will push to the Attendance Log?" and selected the registration status for marking attendance. Parent and subevents will have credit and attendance applied based on the settings of each event in the Manage Events Advanced Tab.

Attendance Administration			
Events			
Name	Start Date	End Date	Mark Attendance
Host Org Check	19 Sep 2023 15:14 CDT	20 Sep 2023 21:19 CDT	
AL-099 Event	20 Sep 2023 11:23 CDT	21 Sep 2023 11:23 CDT	
Approval Test	27 Sep 2023 09:09 CDT	28 Sep 2023 09:09 CDT	
Host Org Check	28 Sep 2023 15:14 CDT	29 Sep 2023 21:20 CDT	
Group Approval Level Event	29 Sep 2023 14:29 CDT	30 Sep 2023 14:29 CDT	
Wing Approval Level Event	29 Sep 2023 14:29 CDT	30 Sep 2023 14:29 CDT	
Approval Testing Event V2	30 Sep 2023 14:40 CDT	01 Oct 2023 14:40 CDT	 1

- From the grid of events, click the clipboard icon to mark attendance for that event

Mark Attendance - Approval Testing Event V2

- Bulk Attendance **6**
- Mark All Attended **4**
- Mark All Did Not Attend

Attendance has been marked **9**

Name	Attended	Attendance Type	Reason
1st Lt Registrant 1	1 <input type="radio"/> Attended <input type="radio"/> Did Not Attend	2	3
1st Lt Registrant 2	<input type="radio"/> Attended <input type="radio"/> Did Not Attend		
C/Capt Registrant 3	<input type="radio"/> Attended <input type="radio"/> Did Not Attend		
Maj Registrant 4	<input type="radio"/> Attended <input type="radio"/> Did Not Attend		

Save Attendance **5**

Bulk Attendance - Attendance Test Tabletop Subevent 1

Comma Separated CAPIDs

000001,000002,000003,000004,000005 **7**

Attendance: Attended Did Not Attend

Attendance Type: --Select One--

Select Event (if none selected it will apply to parent and any subevents): --Select One--

Distinguished Graduates: Yes No **8**

10

Validate and Submit Close

1. For each registrant, select whether they Attended or Did Not Attend.
2. If they Attended, select an Attendance Type.
3. If they Did Not Attend, you can enter a Reason (this is optional).
4. To mark all as attended or not attended, use these controls at the top of the screen.
5. Click Save Attendance to save entered information.
6. We have added a Bulk Attendance option, click this button to add attendance in bulk.
7. Add a list of registrants in a comma separated fashion, select the attendance type, reason and whether they were distinguished graduates
8. Click Validate and Submit to save bulk attendance
9. When all attendance is marked this area will be green and denote "Attendance has been marked". If attendance still needs to be marked, it will be yellow and denote "Attendance has not been marked".
10. **Subevent Drop down list** – Select the Event that you would like mark the attendance for, if you don't select one it will mark all events.
11. We have also added a list of what has/hasn't been marked. This will help you see what you updated as well as give you the ability to make changes as necessary.

Event Listing

Event Listing

PARAMETERS

Organization

SER-AL-001 - ALABAMA WING HQ

Unit Only

Event Type

- Advanced
- Balloon
- Basic
- Course

Start Date

mm/dd/yyyy

End Date

mm/dd/yyyy

1

View Report
Export Data
Start Over

Show 10 entries Search:

Event Name	Event Type	Organization	Location	Start Date	End Date	Registrations	On Waitlist	Actions
AL Wing Fun Time Adventure Event	Basic, Course, Wing	SER-AL-001	Static Display	02 Apr 2024 CDT	04 Apr 2024 CDT	0 / 20	4	0

Showing 1 to 1 of 1 entries Previous 1 Next

1. **Parameters** – Filter the events shown in this report by Organization, Event Type, Start/End Date. Once you have made your selections, click View Report to see the events on the screen. To see more detailed information about the events in the list, click Export Data. This will export the information to an Excel spreadsheet. To reset the report, click the Start Over button.
2. **Event Grid** - The grid will show some consolidated information about the events. Active events will have a green plug, Inactive will have a red plug.
3. **Location** – Can be used to copy the event or meet address to the clipboard of your device.
4. **Registrations** – The number of registrations in the system and how many are on the waitlist for the event. If the event is set up for Registrants to view other registrants and you are registered for the event, this will be a clickable link that will allow you to see other registrants.
5. **Actions column** – clicking the icon for an event will allow you to copy an event.

Event Administration Report
































To be used while running your event.

Event Administration

Show 25 entries Search:

Event Name	Event Type	Organization	Start Time	End Time	Registrations
Painting the Roses Red	Advanced, Basic, Familiarization, Orientation, Powered, Region	SER-AL-024, SER-AL-041, SWR-AZ-000, SWR-AR-094, GLR-IN-123, GLR-KY-058	05 Sep 2023 00:00 CDT	05 Sep 2023 14:15 CDT	7 / 117
Host Org Check	Advanced	SER-AL-055, SER-AL-119, SER-AL-099	17 Sep 2023 15:14 CDT	18 Sep 2023 21:14 CDT	1 / 12
AL-099 Event	Balloon	SER-AL-099	20 Sep 2023 11:23 CDT	21 Sep 2023 11:23 CDT	0 / 11
Approval Test	Balloon	SER-AL-041	27 Sep 2023 09:09 CDT	28 Sep 2023 09:09 CDT	1 / 15
Group Approval Level Event	Basic	SER-AL-001	29 Sep 2023 14:29 CDT	30 Sep 2023 14:29 CDT	1 / 2
Wing Approval Level Event	Basic	SER-AL-001	29 Sep 2023 14:29 CDT	30 Sep 2023 14:29 CDT	3 / 3
Approval Testing Event V2	Basic	SER-AL-001	30 Sep 2023 14:40 CDT	01 Oct 2023 14:40 CDT	8 / 10

- Event Administration** – The grid will show an abridged version of information for events you are authorized to administer. Clicking the name will take you to the report for that event.

2025 Wreaths Across America 04 Dec 2025 2821											
Export Excel 1											
Copy CAPIDs 2											
Show <input type="text" value="25"/> entries Search: <input type="text"/>											
CAPID	Name	Organization	Member Type	Membership Status	CPPT Expiration	Rank	Registration Status	Meets Attendance Prerequisites	Registrant's Comment	Upload	
  123456	Goals, Smart smart.goals@cap.gov  - 01 Dec 2025 6	 NHQ-NHQ-001	CADET	Active		C/2dLt	 Slotted  - Yes  Approved	N/A			  3 4
 123457	Goals, Lofty lofty.goals@cap.gov  - 03 Dec 2025	NHQ-NHQ-001	CADET	Active		C/Amn	 Pending Unit  - Yes  Pending	N/A			  5
 123458	Goals, Big  big.goals@cap.gov  - 02 Dec 2025	NHQ-NHQ-001	CADET	Active		C/Maj	 Pending Unit  - Yes  Pending	N/A			  5
 123459	Goals, Cool  cool.goals@cap.gov  - 03 Dec 2025	NHQ-NHQ-001	SENIOR	Active	30 Jun 2026	Maj	 Pending Unit  - Yes	N/A			  5

Showing 1 to 4 of 4 entries Previous Next

- Expired or inactive members will be listed in a notification email at the end of the month and sent to the Activity Director, Event Coordinator (POC) and Deputy Event Coordinator. If the above Event Roles are not assigned, then a notification will go to the event creator.
- Expired or inactive members will regain their previous status when they renew if no action has been taken by an administrator against their registration for the event.
- We have added the eyes icon that will pull up the Member Search Report for that member, used to validate trainings.

- Export to Excel** – Click this to download the excel export of this report. This excel report will contain more detailed information about each registrant in the selected event. Cadets in the Cadet Leaders event role can access a limited version of this export. Data contents in this export will be removed from certain columns including DOB, Height, Weight, Addr1, Addr2, Zip, UnitDisapprovalReason, WingDisapprovalReason, SlottingPreferenceNumber, SlotScore.
- Copy CAPIDs** – Copies all CAPIDs for registrants.
- Parent Icon** – Shows if cadet has a linked parent / guardian account.
- Cancel Registration** – Cancel a member’s registration for the event.
- Member Search Report** – Generates printer-friendly member search report.
- Date Registration Modified** – Shows date registration was modified
- Registration Status – Shows registration status
- Payment Status** – Shows if event is paid in full
- Parent / Guardian Approval Status** – Shows parent / guardian approval status

Administrative Payments

This module can be used by Event Administrators to complete refunds and add any payments into Registration Zone.

Admin Payments

Search for User (CAPID or Name) **1**
- Cooper X, Timothy Davis

393890
Q

Events User Is Registered For **2**

Spencer Test Event
\$

Event Type: Advanced
Event Price: Paid in Full
Payment Status: PAID

Select	Payment Date	Payment Type	Refundable Amount	Refund Payment
<input checked="" type="checkbox"/> 3	7/9/2024 2:40:29 PM	PAYPAL	5.00	 4

Wes' Admin Payments Test Event 1
5 \$

Event Type: Advanced
Balance Due: \$25.00
Payment Status: OPEN

There are no refundable payments for this event.

1. **Search for a User** – Use this to find a user and modify their payment information. You can search for members that are either in your scope of Event Administrator permissions or are registered for events that you are authorized to Administer. Once a User is found, you will see an Event Card for each event they are registered to attend.
2. **Events User is Registered For** - Any payments made through PayPal can be refunded from this screen. Once you check the checkbox here, the refund icon (see item 4 below) will be visible.
3. **Refund Payment** – clicking this icon will indicate that you want to issue a refund through PayPal. The user’s account will be credited with the money for this refund, no further action is required from the Administrator on these refunds.
4. **Refund Payment Icon** - Once you have checked the refund checkbox, click this icon to complete the refund.
5. **Payment Icon** - Click the Yellow Dollar Sign icon to make any further Administrative Payments/Refunds.

Make Admin Payment

Payment for Cooper, Timothy Davis - Wes' Admin Payments Test Event 1

If you submit with Payment Type 'CC', Payment Amount is not required here. You'll be redirected to another page where you'll input the payment amount.

Amount Due	Amount Paid	Non-Refundable Fees	Refundable Amount	* Payment Type	* Payment Amount	Note
25.00	25.00	0.00	25.00	<div style="border: 1px solid #ccc; padding: 2px;"> --Select One-- --Select One-- Cash CC Check Refund Transfer Waived Adjustment </div>	<input style="width: 100%; border: 1px solid #ccc;" type="text" value="Enter Pay Amount \$XX.XX"/>	<input style="width: 100%; height: 20px; border: 1px solid #ccc;" type="text"/>

In this Administrative Payments screen you can enter Cash, Check, Credit Card, Refunds, Transfers, and Waived Adjustment. Refunds and Transfers that are entered through this system will still need to have the funds transferred through PayPal. When a refund is completed in this manner, the Activity Director, Finance Officer and Wing Administrator will be emailed, to help remind them to transfer the funds.

Event Approver User Guide

From either the Actions Needed section or the Administration left menu, click the Registration Approvals link

Registration Approvals

Pending Approval **1**

CAPID	Name	Organization	Event Name	Scope	Approve/Disapprove	Disapproval Reason
000001	C/MSgt Registrant 1	SER-AL-001	CA Wing Fun Time Adventure Event	WING	<input type="button" value="Approve"/> <input type="button" value="Do Not Approve"/>	
000002	Lt Col Registrant 2	SER-AL-001	Wing Approval Level Event	WING	<input type="button" value="Approve"/> <input checked="" type="button" value="Do Not Approve"/>	<input type="text" value=""/>
000003	Col Registrant 3	SER-AL-001	Group Approval Level Event	GROUP	<input type="button" value="Approve"/> <input type="button" value="Do Not Approve"/>	

4

Disapproved

CAPID	Name	Organization	Event Name	Scope	Approve	Disapproval Reason
000004	Lt Col Registrant 4	SER-AL-001	Approval Testing Event V2	WING	<input type="button" value="Approve"/>	Needs to be more active in the Unit. Disapproved By: Timothy D. Cooper X

5

Save Approvals **6**

1. **Pending Approvals** – List of any pending approvals for registrants at your Approval level. Parent events must be approved before the subevents can be approved.
2. **Approve/Disapprove** – Click the control to Approve or Do Not Approve.
3. **Disapproval Reason** - For any that you Do Not Approve, please input the Disapproval Reason.
4. **Disapproved** - Any disapproved applications will be listed below.
5. **Approve button** – Click to approve a previously disapproved application.
6. **Save Approvals** – Click to save any approvals done above.

Event Administrators have the ability to input parent / guardian approval for cadets with a linked parent / guardian account. Approvals entered by Event Administrators should only be made when a parent / guardian cannot approve their cadet themselves.

1. From the Registration Zone home page, use the Search For User tool to search for the desired cadet.
2. In the **My Events** section, select the event that requires approval.
3. Click the red **Event Approval** box, then select **Approve** or **Disapprove**. If you select disapprove, a reason must be included. The reason will be visible to your cadet and the activity director.

Support

For enhancements, suggestions, and existing defects please submit a helpdesk ticket using our CAP eServices Helpdesk by logging into eServices and selecting the Help Desk link or [Click Here](#).

Thank you for your interest in the Registration Zone! We hope this user guide helps you make the most of the application. Enjoy a streamlined event management experience within the CAP community.