

Creating a fee that can be used for internal transfers:

When creating the fee set the status to hidden. This will allow the event admin to see the fee but not the general registrants.

Edit Fee Information

Part 1: Main Info

For member only Y N

Status hidden

Name of fee Registration-internal

Description Fee to be paid by journal entry to GL code provided

Add Another Registrant

June 27th
 July 11th
 July 25th
 internal

Additional Registrant Limit 0

Rank 0

Space available 20

Registration count towards 0

Fee \$145.00

Taxable Y N

Fee Group: == Select a group ==

Click **Submit** at the bottom of the page.

To be able to add additional registrations go back into the fee and link.

Main Details | Registration | Payment | Invoice | Emails | Reports | Search

Main Details | Times & Dates | Main Contact | Mailing Address | Event Contacts | **Fees** | Activities | Merchandise | Event Picture

Promo Code | Tax

Event List | Register Individuals | Return to Home

Event Fees

4 record(s) found.

[Add new fee](#)

Registration Fees

Options	No.	Name	Status	Member Only?	Rank	Cost	Space available	Fee Group	Count towards
<input type="checkbox"/>	1	July 25th	active	N	0	\$0.00	50	None	
<input type="checkbox"/>	2	June 27th	active	N	0	\$0.00	50	None	
<input type="checkbox"/>	3	July 11th	active	N	50	\$0.00	0	None	
<input type="checkbox"/>	4	Registration-internal	hidden	N	0	\$145.00	20	None	

[Add new fee group](#)

Fee groups

Options	No.	Name	Rank	Space available
There are no records to report				

[Main Details](#) | [Registration](#) | [Payment](#) | [Invoice](#) | [Emails](#) | [Reports](#) | [Search](#)
[Main Details](#) | [Times & Dates](#) | [Main Contact](#) | [Mailing Address](#) | [Event Contacts](#) | [Fees](#) | [Activities](#) | [Merchandise](#) | [Event Pictures](#)
[Promo Code](#) | [Tax](#)
[Event List](#) | [Register Individuals](#) | [Return to Home](#)

Edit Fee Information

Part 1: Main Info

For member only Y N

Status: hidden

Name of fee: Registration-internal

Description: Fee to be paid by journal entry to GL code provided.

Add Another Registrant:
 June 27th
 July 11th
 July 25th
 Registration-internal

Additional Registrant Limit: 0

Rank: 0

Space available: 20

Registration count towards: 0

Fee: \$145.00

Taxable: Y N

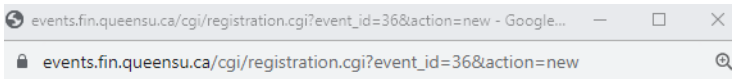
Fee Group: == Select a group ==

Click **Submit** at the bottom of the page.

Click "Register Individuals" and fill in details as required.

[Main Details](#) | [Registration](#) | [Payment](#) | [Invoice](#) | [Emails](#) | [Reports](#) | [Search](#)
[Settings](#) | [Registration Questions](#) | [Registration Messages](#) | [Mandatory Field Settings](#)
[Event List](#) | [Register Individuals](#) | [Return to Home](#)

"Exware Demo" Settings



Exware Demo

Please select a registration type:

- [July 25th \\$0.00](#)
Exware Event Platform Demo July 25th, 2023 10:00am - 12:00pm
- [June 27th \\$0.00](#)
Exware Event Platform Demo - July 27th, 2023 10:00am - 12:00pm
- [Registration-internal \\$145.00](#)
Fee to be paid by journal entry to GL code provided.
- [July 11th \\$0.00](#)
Exware Event Platform Demo July 11th, 2023 10:00am - 12:00pm

Exware Demo

Registration-internal

Please fill in the required fields below.

Don't forget!

Contact Information:

* Denotes a mandatory field

== select == ▾

*First Name:

Jennifer

*Last Name:

Waldron

Title:

Company/Organization:

Queen's University

Mailing Address:

99 University Avenue

City:

Kingston

Province/State:

Ontario ▾

Country:

Canada

Postal/Zip Code:

K7L 3N6

Telephone:

6135336000

Extension:

*Email Address:

j.waldron@queensu.ca

Event-Related Questions

*Which Faculty/Department are you with?

Finance-GL coding...

How many events do you have per year?

== select == ▾

Document Headings

Click Continue Registration.



Continue Registration



Reset

Cancel Registration

Here you can add additional registrants if needed.

Exware Demo

Registration-internal

Please confirm detail are correct

Registrants

			Price	Quantity	Subtotal	
1.	<input type="text" value="Jennifer"/>	<input type="text" value="Waldron"/>	<input type="button" value="Edit"/>	\$145.00	1	\$145.00
Add Another Registrant			<input type="text" value="Registration-internal \$145.00"/>	<input type="button" value="Add"/>		

Activities

	Jennifer Waldron	Price	Quantity	Subtotal
<input type="text" value="Accommodation"/>		\$0.00	0	\$0.00

Click Continue Registration.

Close window – this will maintain the registration but will flag it as incomplete.

events.fin.queensu.ca/cgi/registration.cgi?_fee_id=272 - Google Chrome

events.fin.queensu.ca/cgi/registration.cgi?_fee_id=272

Exware Demo

Registration-internal

Item	QTY	Price	Subtotal
Registration-internal for Exware Demo (Jennifer Waldron)	1	\$145.00	\$145.00
Subtotal			\$145.00
HST			\$0.00
TOTAL DUE			\$145.00

Click "Continue" to complete registration

Please Select a Payment Method

1. Pay online by Mastercard or VISA

[Continue](#) [Back](#) [Cancel Registration](#)

Navigate to the Payment tab and the registration will show as unconfirmed.

Main Details Registration **Payment** Invoice Emails Reports Search

Payment Options Payment Status Report Purchases Merchandise Paid Registrants Unpaid Registrants Unconfirmed Registrants Expenses

Event List Register Individuals Return to Home

Payment Status Report

1 record(s) found.

Type:

Unconfirmed (did not complete registration) registrant

These people count toward the event limit so you must review and delete.

Options	#	Invoice No.	Registration Date	Name	Email	Organization	Type	Fee	Payment Info
	1	1770	Aug 15, 2023	Jennifer Waldron	j.waldron@queensu.ca	Queen's University	Registrant	\$145.00	<input type="text" value="unconfirmed (did not complete registration)"/>

Click the drop down for “unconfirmed (did not complete registration” and switch to “unpaid-will pay at event”.

[Main Details](#)
[Registration](#)
[Payment](#)
[Invoice](#)
[Emails](#)
[Reports](#)
[Search](#)

[Payment Options](#)
[Payment Status Report](#)
[Purchases](#)
[Merchandise](#)
[Paid Registrants](#)
[Unpaid Registrants](#)
[Unconfirmed Registrants](#)
[Expenses](#)

[Event List](#)
[Register Individuals](#)
[Return to Home](#)

Payment Status Report

1 record(s) found.

Type:

Unconfirmed (did not complete registration) registrant

These people count toward the event limit so you must review and delete.

Options	#	Invoice No.	Registration Date	Name	Email	Organization	Type	Fee	Payment Info
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1	1770	Aug 15, 2023	Jennifer Waldron	j.waldron@queensu.ca	Queen's University	Registrant	\$145.00	<input type="text" value="unconfirmed (did not complete registration)"/> <ul style="list-style-type: none"> unconfirmed (did not complete registration) paid paid by cheque paid by credit card paid at the event unpaid unpaid-rejected credit card unpaid-will mail unpaid-will pay at event unpaid-purchase order unpaid-unconfirmed credit card payment (did not complete registration)

[Main Details](#)
[Registration](#)
[Payment](#)
[Invoice](#)
[Emails](#)
[Reports](#)
[Search](#)

[Payment Options](#)
[Payment Status Report](#)
[Purchases](#)
[Merchandise](#)
[Paid Registrants](#)
[Unpaid Registrants](#)
[Unco](#)

[Event List](#)
[Register Individuals](#)
[Return to Home](#)

Payment Status Report

0 record(s) found.

Type:

Unconfirmed (did not complete registration) registrant

These people count toward the event limit so you must review and delete.

Options	#	Invoice No.	Registration Date	Name	Email	Organization	Type	Fee	Payment Info
There are no records to report									

Click the drop down for “Type” and select “unpaid-will pay at event” and listing will show applicable registrations. Notes can also be added for further information.

Main Details Registration **Payment** Invoice Emails Reports Search

Payment Options Payment Status Report Purchases Merchandise Paid Registrants Unpaid Registrants Unconfirmed Registrants Expenses

Event List Register Individuals Return to Home

Payment Status Report

2 record(s) found.

Type: unpaid-will pay at event

Unpaid-will pay at event registrant

Options	#	Invoice No.	Registration Date	Name	Email	Organization	Type	Fee	Payment Info
[E] [X] [U] [D] [S]	1	1766	Aug 15, 2023	Jennifer Waldron	jenerator99@gmail.com		Registrant	\$145.00	unpaid-will pay at event
[E] [X] [U] [D] [S]	2	1770	Aug 15, 2023	Jennifer Waldron	j.waldron@queensu.ca	Queen's University	Registrant	\$145.00	unpaid-will pay at event

For the journal entry – use the “All registrants” report, which can be exported to excel or printed.



Main Details Registration Payment Invoice Emails **Reports** Search

Custom Reports User Reports Summaries

All registrants Sponsors Activity All Purchases Waitlist Canceled Registrations Promo Code Tax

Event List Register Individuals Return to Home

Exware Demo Registration Report

12 record(s) found.

Options	Name	Organization	Title	Invoice No.	Payment Status	Registration	Registration Fee	Registration Date	
[E] [X] [U] [D] [S]	Jennifer Waldron	N/A	manager	0597	paid	June 27th	\$0.00	Jun 19, 2023	jener
[E] [X] [U] [D] [S]	Jennifer Waldron	N/A	manager	0598	paid	June 27th	\$0.00	Jun 19, 2023	jener
[E] [X] [U] [D] [S]	Jennifer Waldron	N/A	manager	0599	paid	June 27th	\$0.00	Jun 19, 2023	jener
[E] [X] [U] [D] [S]	Jennifer Waldron	N/A	manager	0600	paid	June 27th	\$0.00	Jun 19, 2023	jener
[E] [X] [U] [D] [S]	Jennifer Waldron	N/A	manager	0601	paid	June 27th	\$0.00	Jun 19, 2023	jener
[E] [X] [U] [D] [S]	Jennifer Waldron	N/A	manager	0654	paid	June 27th	\$0.00	Jun 20, 2023	jener
[E] [X] [U] [D] [S]	Jennifer Waldron	N/A	manager	0660	paid	June 27th	\$0.00	Jun 20, 2023	jener
[E] [X] [U] [D] [S]	Jennifer Waldron	Queen's University	nurse	1548	paid	June 27th	\$0.00	Jul 11, 2023	j.walk
[E] [X] [U] [D] [S]	Jennifer Waldron	Queen's University	manager	1646	paid	June 27th	\$0.00	Jul 25, 2023	j.walk
[E] [X] [U] [D] [S]	Leisha Hawes	N/A		1751	paid	July 25th	\$0.00	Aug 9, 2023	lb119
[E] [X] [U] [D] [S]	Jennifer Waldron	N/A		1766	unpaid-will pay at event	Registration-internal	\$145.00	Aug 15, 2023	jener
[E] [X] [U] [D] [S]	Jennifer Waldron	Queen's University		1770	unpaid-will pay at event	Registration-internal	\$145.00	Aug 15, 2023	j.walk