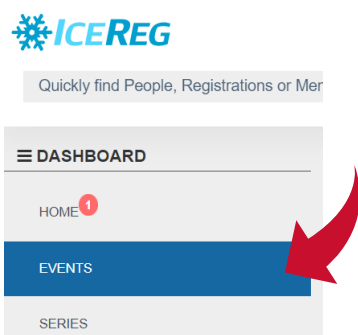


HOW TO CREATE AN EVENT IN ICEREG

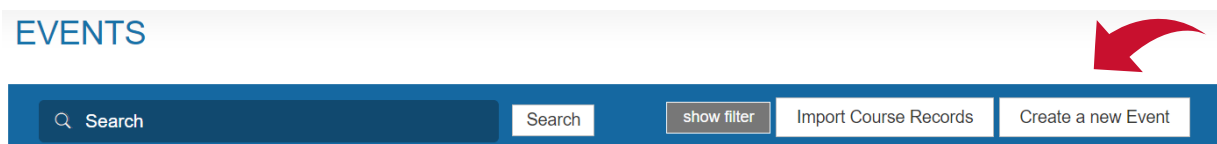
IMPORTANT!

Ensure your organization has a fully activated payment processing account before creating an event.

1. Login to your organization's IceReg dashboard and click on the **Events** tab.



2. Click the **Create a New Event** button.




3. **Link the event to an organization** and **complete the application sections** (listing details, classification, social media links). You will be able to edit information entered in the application sections later from the event's dashboard.




- Click the **Set Up Registration** button and **complete the relevant registration sections**. You will be able to edit information entered during this step later from the event's dashboard.

What's Next?

Setup your online registration with IceReg. Configure registration categories, the registration process, waivers and more  SET UP REGISTRATION	Apply for a permit for this event. Click below to begin your permitting application APPLY FOR A PERMIT	If you don't have everything ready you can visit the event dashboard, and at a later point finish your application. SAVE & COME BACK LATER
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- Click the **Continue to Dashboard** button.


What's Next?

Visit the dashboard to continue configuration, previewing and testing your event registration process  CONTINUE TO DASHBOARD	Submit to IceReg for review and someone will be in touch to finalize and launch. SUBMIT FOR REVIEW	Apply for a permit for this event. Click below to begin your permitting application APPLY FOR A PERMIT
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- From the dashboard, review all the settings within the **Listing** tab (from step 3) and the **Configuration** tab (from step 4) and update the settings, as needed. If the **Listing** and **Configuration** tabs are not immediately visible, click on the 3 horizontal bars:

Dashboard Home	Clone Registration Process	View Registration Page	 ☰
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IMPORTANT – Event organizers are responsible for ensuring the correct registration rules are applied to the event. Please visit the [IceReg folder](#) within SSC's resource library for important information and instructions on applying registration rules for event registration.

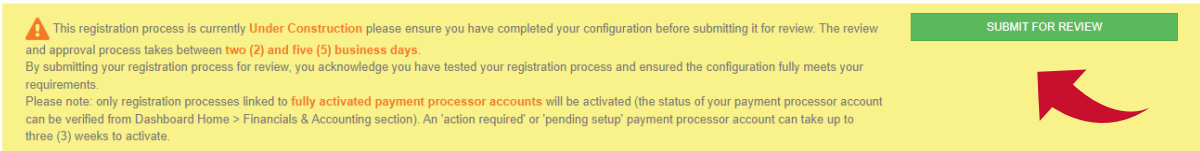
Overview	Content	Contact	Styling	Registration Categories	 Registration Rules	Registration Forms	Mailchimp Setup
Advanced Config	Agreements (Waiver / Policy)	Stores	Email Notifications	GL Codes	Waitlist		

- Execute test registrations via the registration page **before** submitting the event for review.



When executing test registrations:

- **Do not** click the **Submit and Complete** button. If you accidentally click the **Submit and Complete** button, ensure the test registration(s) is cancelled.
 - **Empty** the cart after each test registration.
- Once you are satisfied with the event's configuration, click the green **Submit for Review** button. The review and approval process takes between 2 to 5 business days.



- Once the event is approved, you can share or post the registration page link.



How can I copy an event?

Click the **Clone Registration Process** button and follow the prompts. Remember to review all settings and execute test registrations before submitting an event for review.



Where can I download the event's reports?

An event's reports are available within the **Reports** tab.

