

CUS Registration System Guide to Conducting Cash Sales

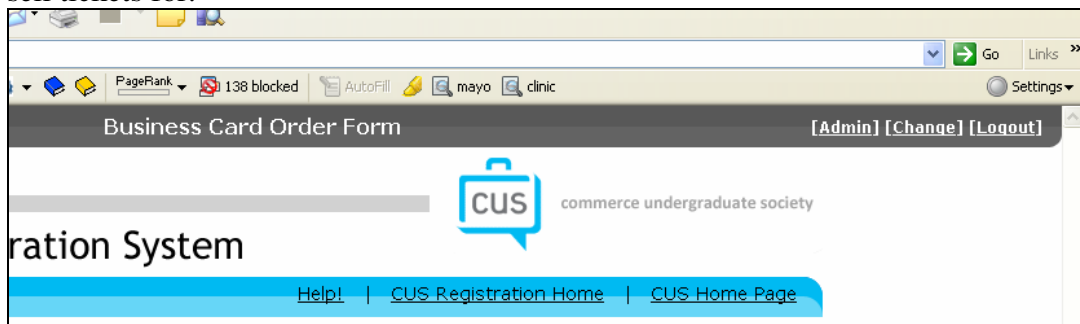
This guide is meant for event and club organizers who would like to offer a physical ticket booth to sell tickets or memberships on the CUS Registration System. Once your event is set up, and you have filled out the *Administrator Privilege Form* for your event, your team may follow the instructions on this page to conduct sales and accept payments via cash or cheque.

Checklist:

- ✓ Each team member must have a CUSWide Login account.
- ✓ Your event must have been created on the CUS Registration System.
- ✓ The organizer / chairperson must have filled out *Administrator Privilege Form* and given permissions for you to sell tickets at the ticket booth (Privilege Level 1).
- ✓ A computer with Internet access at the location of your ticket booth.

What to do:

1. Go to the administration interface:
<http://registration.cusonline.ca/Admin>
2. Log in with your CUSWide Login.
3. You will now see the “Event Bar” at the top of your screen. You are now in the administration interface for the event on the top of your screen. If you have access to multiple events, use the “Change” link on the top right to switch to the event you want to sell tickets for.



4. In the “Tickets” window of the administration interface, you will see a link for “Sell Tickets” (if you do not see this, you do not have the administrator privileges to sell tickets. Please fill out the *Administrator Privilege Form*). Click the “Sell Tickets” link.



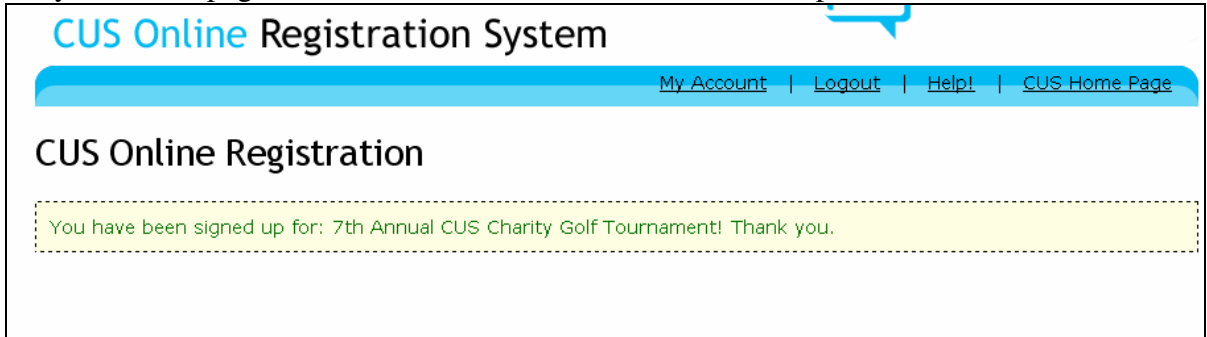
5. You are now in ticket selling mode. You can verify this by looking at the Event Bar. It now has your event name plus “Ticket Booth” to show that this is in ticket booth mode. You will now be at the home page of the CUS Registration System. This is the screen that people will see when they first approach your ticket booth.

The screenshot shows a web browser window with the title "7th Annual CUS Charity Golf Tournament - Ticket Booth". The page header includes the CUS logo and the text "commerce undergraduate society". Below the header is the main title "CUS Online Registration System" and navigation links for "Help!", "CUS Registration Home", and "CUS Home Page". The main content area is titled "Welcome" and is divided into two sections: "Log In:" and "Create an Account:". The "Log In:" section has fields for "Email Address:" and "Password:", a "Log In" button, and a "Forgot your Password?" link. A tip box indicates that Sauder students can use their student number instead of their email. The "Create an Account:" section includes a descriptive paragraph and a "Click Here to Create an Account" button.

6. When people come to your ticket booth, they will have the option of logging in if they already have an account, or creating a new account. Once they do either one of the two, they will be forwarded to your event registration form, where the custom questions for your event will be presented. Once they fill out these questions, they click Complete Registration to continue. Note that the price at this page does not have any credit card processing fees displayed. This is where you should collect payment for the event.

The screenshot shows the event registration form. At the top, there are navigation links for "My Account", "Logout", "Help!", and "CUS Home Page". A yellow dashed box contains the message "Welcome back, Haafiz.". Below this is the event logo for the "7th annual charity golf tournament" and the main title "7th Annual CUS Charity Golf Tournament". A link for "More Event Information: Click Here »" is provided. The "Event Options:" section shows a dropdown menu set to "Golf Tournament + Dinner" with a price of "\$80.00". The "Please fill out the following questionnaire:" section includes an "Intended Option:" dropdown menu set to "Finance" and a "Student Groups:" text input field with a note: "(Optional) To request specific golfing partners, please enter their names here.". A "Complete Registration" button is located at the bottom of the form.

7. Once they click on “Complete Registration,” they have been registered for the event. They will see a page like this. This is the end of the ticket sale process.



8. The above screen will stay open for 10 seconds before forwarding back to the home page of the CUS Registration System. Once you are forwarded back to the home page automatically, you will still be in ticket booth mode, and can now accept the next customer (starting back at Step 5).