

# Auction Source Online Event Registration Guidelines

## Getting Started

Schedule a planning meeting or phone conference with your Auction Source Representative at our offices to review the setup process and view an online registration demo site. Email the information below to your representative to begin building your site. Please allow up to 10 days for completion.

## Information Needed to *Begin* Site Construction

- Target date for your site to “go live”
- Event logo (.jpg format)
- Welcome message for the first screen found below your logo (ie: ABC Children’s Charity)
- Word document with date, place, time, event ticket prices, and other products to be sold online (this information is usually complete when your invitation goes to the printer).
- Word document with sponsorship levels/underwriting contract
- If there is assigned seating, provide table size and specific seating request information
- Reservation limit for your event (sellout number)
- Date and Time to turn off your site (Subject to change based on attendance the week of event)
- Custom message with contact information to display when online (ie: Reservations are no longer being accepted online. Please contact John Smith at 214-555-5555)
- Email address of person(s) to be carbon copied on all receipts
- Golf Event information: tee time preference, handicaps, t-shirt sizes, home course, players names’ collected?
- Payment Method and Gateway for online payment processing

The PCI compliant gateways we support are Authorize.net and JetPay. These in turn support all merchant accounts. PayPal is an additional option for processing without a merchant account

## Review, Test and Approve your Site

A **demo** site will be sent for your review and testing. A complete list of feedback and changes, such as formatting, additional information, contact information, logos, etc can be sent to your representative, if necessary.

Your site will be updated and sent for your final approval. Additional changes after this point will be charged at \$125/hour with a one (1) hour minimum. Upon final approval of the site, the URL (web address) will be sent to have posted on your web site.

## Additional Software Features to Consider

Email addresses can be hyperlinked on your site to facilitate communication regarding event details, item donations, and more

## Preview an Event Registration Site

**Auction/Gala** - <https://www.auctionsourceonline.com/>

**Golf** - <https://www.auctionsourceonline.com/demogolf/reservations>

**Questions? Contact your Auction Source Representative**