

HOW TO DO ONLINE RETREAT REGISTRATION FOR YOUR NAVIGATING LOSS RETREAT

There is a simple to use website called "Eventzilla" - www.eventzilla.net that you can use on your website to take online registrations and payments.

They have a very user friendly website and set of resources that most people who are comfortable with technology can easily navigate.

Eventzilla has two "models" - one where the website and registration is free, and the other where they collect a fee. If the event is free / no revenue is collected through the site, then the registration site is free. If you sell tickets, they will take a small (~1-3%) fee to cover the processing and their overhead costs.

There are three primary steps in setting this up:

1. Registering with Eventzilla. In this step, you provide the basic information about you and the organization that is using the site.
2. Setting up the registration site. There is a step by step process that Eventzilla takes you through to create your event, share details and even add artwork, agendas and the like. I started the process before we had all the details worked out and have been adding / updating information as we go.
3. If you wish to use an Eventzilla "partner" service to accept credit card payments (we decided to do so), there's another registration process for the payment service. This is a bit more involved as they ask you some detailed information about your organization. The EVENTZILLA website includes a number of administrative tools to manage and monitor the registration site and attendees.