

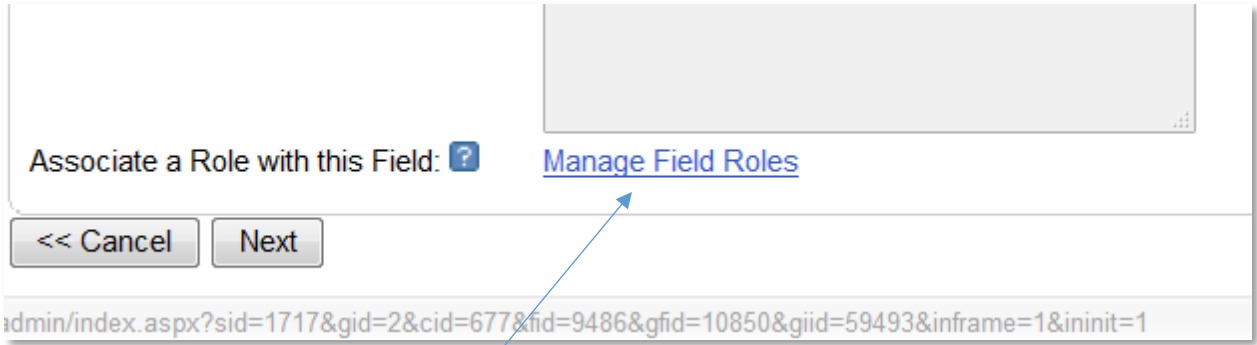
Using a role to manage page (step) display

This template was designed to use a registration field “Are You Attending” to control the display of subsequent pages. If an Alumni indicated they would not be attending, there is no reason to collect additional registration or guest information for the event.

The box highlights there are three pages (steps) to walk through for a registration.

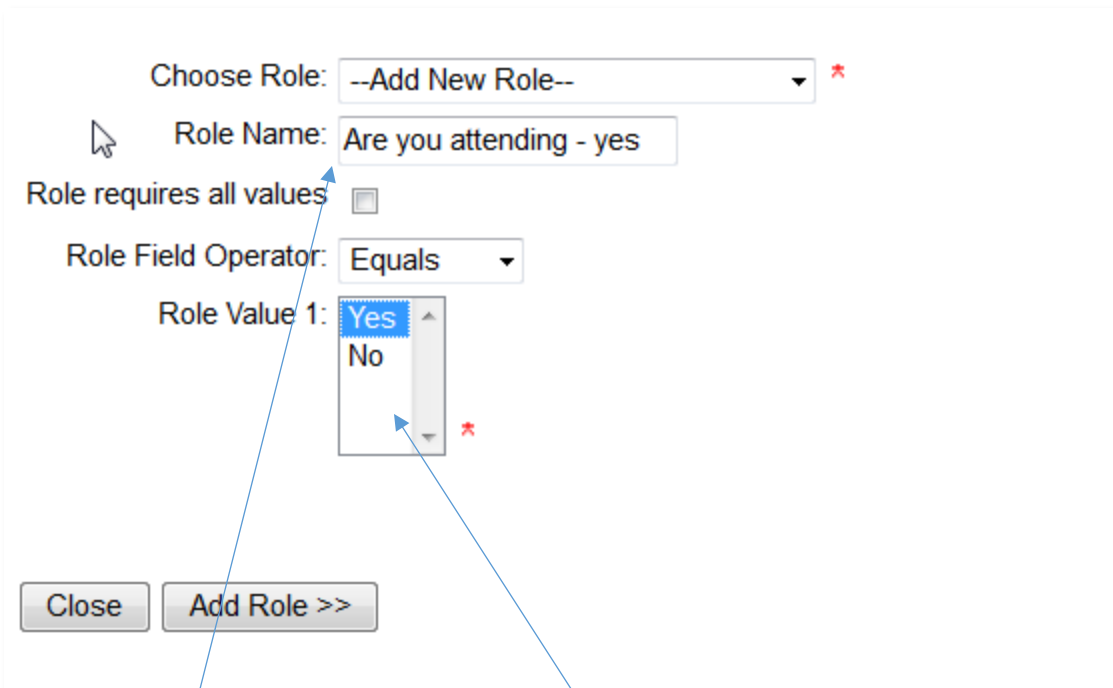
The image shows a screenshot of a registration form and its configuration in Admin Tools. The form is titled "Template WRB1 RSVP" and has three tabs: "RSVP", "Registrant", and "Guests". The "RSVP" tab is selected. The form is in "Build Form Mode" and "Data Entry Mode". The form is titled "Personal Information" and has fields for Title, First Name, Middle Name, Last Name, Suffix, Email, and Cornell Class Year. The "Are you attending?" field is highlighted with a red box. The configuration panel on the right shows the field's settings, including the display name "Are you attending?", the search name "Are you attending?", the export column header name "Template Vet School Multi Day RSVP", and the field type "Radio Button Series". The field option display names are "Yes" and "No".

The registration field, that drives the registration process and e-mail notification, has been edited to have a Yes/No value



Select the "Manage Field Role" link

Select the "Choose Role" pull down and select "Add New Role"



Create a Role Name, set the Role value to one of the options for the field. Repeat for all values.

Once completed, the roles page will look as follows:

Events -Associate a Role

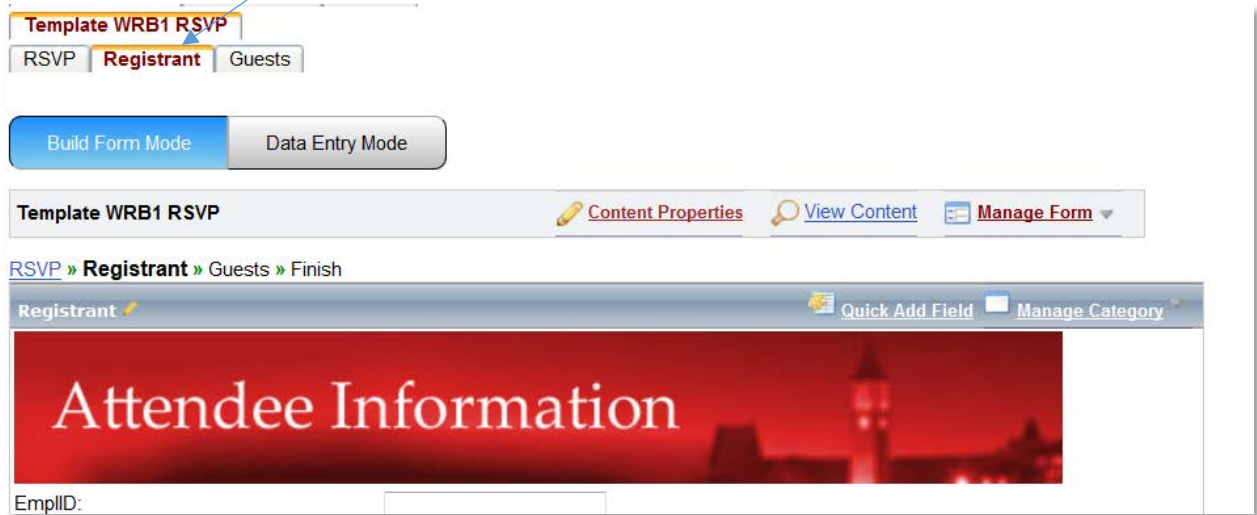
| | RoleDisplayText | RequiresAllValues | Operator | Value 1 |
|---|-------------------------|--------------------------|----------|---------|
| Edit Remove | Are you attending - yes | <input type="checkbox"/> | Equals | Yes |
| Edit Remove | Are your attending - No | <input type="checkbox"/> | Equals | No |

Choose Role: *

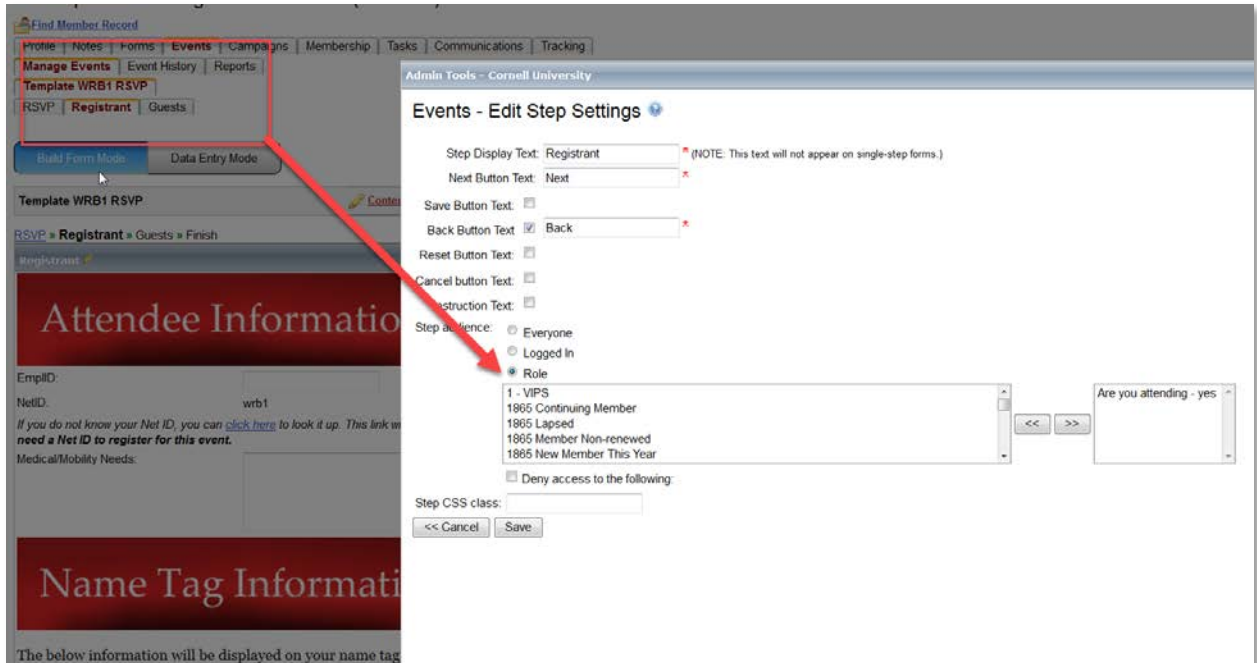
Role Field Operator:

Role Value 1:
 *

With the second page (step) selected, move the cursor to the Manage Forms pull down



And select "Edit Step Setting"



With this, If the registrant selects Yes, the next page will display. If the registrant selects No, the subsequent pages will be displayed.

Another example can be used to manage event fees, for example certain Alumni classes receiving a discounted rate but not displaying that rate to other registrants.

In this scenario, members of the Class of 2005 will see a reduced rate for an event.

Create a role, based on the Preferred Class Year

| | | | | |
|---|---------------|--------------------------|--------|------|
| Edit Remove | Class of 1969 | <input type="checkbox"/> | Equals | 1969 |
| Edit Remove | Class of 1970 | <input type="checkbox"/> | Equals | 1970 |
| Edit Remove | Class of 2005 | <input type="checkbox"/> | Equals | 2005 |

Choose Role: *

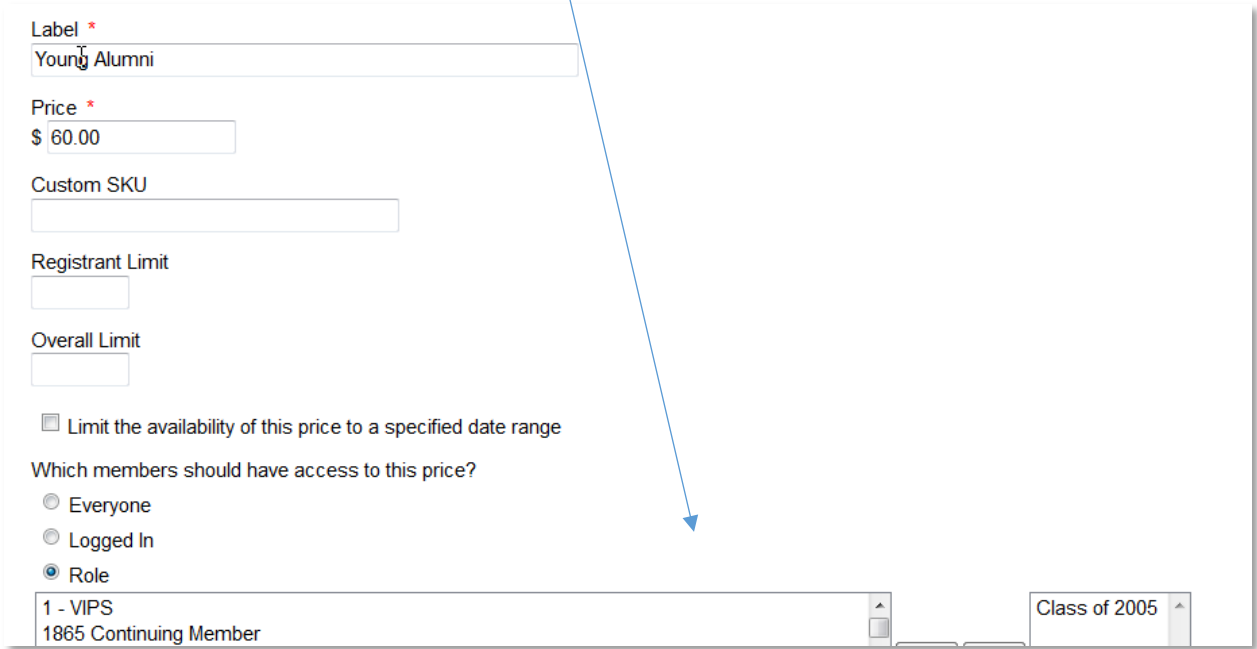
Role Field Operator:

Role Value 1: ▲
 □

 ▼ *

On the first page (step) of the event, place the Preferred Class Year field.

Edit the ticket commerce field that is placed on a following page (step), assign the role for the Young Alumni ticket



Label *
Young Alumni

Price *
\$ 60.00

Custom SKU

Registrant Limit

Overall Limit

Limit the availability of this price to a specified date range

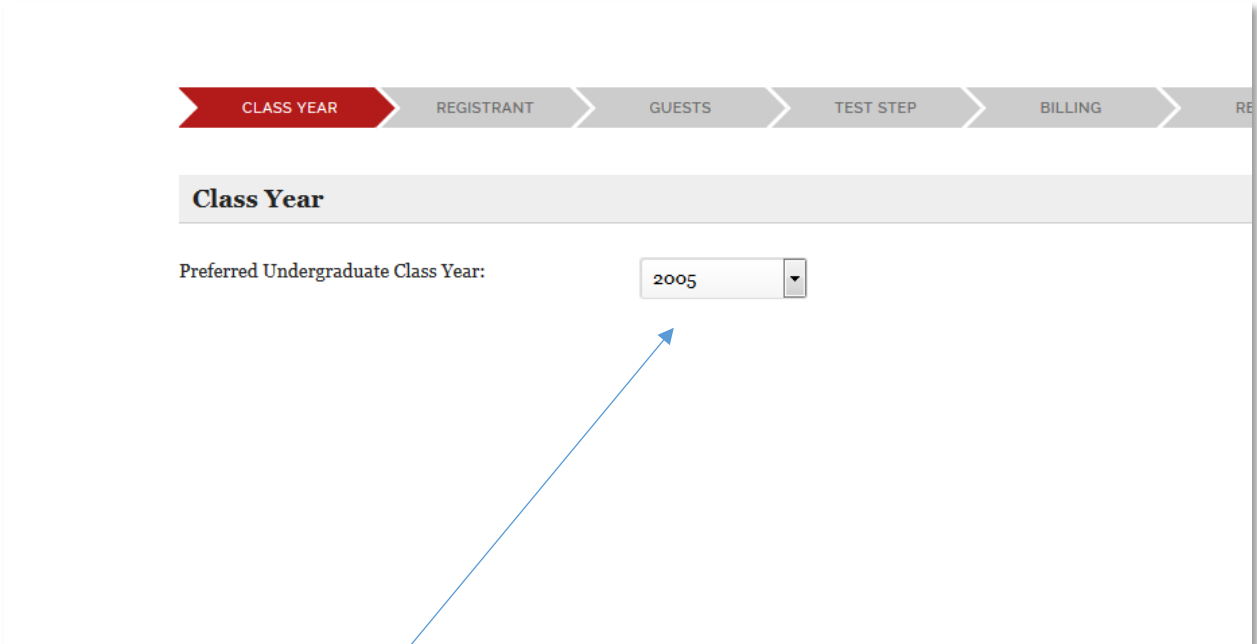
Which members should have access to this price?

Everyone
 Logged In
 Role

1 - VIPS
1865 Continuing Member

Class of 2005

The user experience is:



CLASS YEAR REGISTRANT GUESTS TEST STEP BILLING RE

Class Year

Preferred Undergraduate Class Year: 2005

Class of 2005 year is selected

CSV17: Impact through Innovation - March 7, 2017

Please select a ticket option:

If you are bringing a guest, you will be able to enter the guest information on the next page.

Please Choose... *
Please Choose...
\$60.00 - Young Alumni
\$45.00 - Evening Only
Free - Comp Ticket
Free - Comp Ticket - Evening Only

Name Tag Information

Please do not show name on the attendee list

First Name:
 *

Last Name:
 *

Net ID (Only Cornell alumni, students and staff have a Net ID. If not applicable, please type N/A):

Notice the Young Alumni ticket option is available

If Class of 2004 had been entered, the option is no longer available.

CLASS YEAR REGISTRANT GUESTS TEST STEP BILLING REVIEW

CSV17: Impact through Innovation - March 7, 2017

Please select a ticket option:

If you are bringing a guest, you will be able to enter them on the next page.

Please Choose...
Please Choose...
\$45.00 - Evening Only
Free - Comp Ticket
Free - Comp Ticket - Evening Only

Name Tag Information

Please do not show name on the attendee list

First Name:
William *

Last Name:
Babuka *

Net ID (Only Cornell alumni, students and staff have a Net ID. If not applicable, please type N/A):

Don't know your Net ID? [Click here](#) to enter your name to find it!

This also could be done with text field such as a Yes/No to a field added to the form that asked "Are you a member of the Class of 200 – Class of 2018". There are numerous manners of deploying roles.

CSV17: Impact through Innovation - March 7, 2017

Please select a ticket option:

Please Choose... *
Please Choose...
\$45.00 - Evening Only
Free - Comp Ticket
Free - Comp Ticket - Evening Only

If you are bringing a guest, you will be able to enter the guest information on the next page.

Name Tag Information

Please do not show name on the attendee list

First Name:

William *

Last Name:

Babuka *

Net ID (Only Cornell alumni, students and staff have a Net ID. If not applicable, please type N/A):

Don't know your Net ID? Click [here](#) to enter your name to find it!