



WOMEN'S GOLF DAY EVENT PARTICIPANT REGISTRATION DOCUMENTATION

Part 1: Location Registration / Renewal

During the registration / renewal process, the user will be able to see the option to opt in for the event participant registration under the event details:

EVENT DETAILS

Event Date	Select Event Date...
Event Start Time (EST)	
Event End Time (EST)	
<p>Would you like to automate your participant registration process?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>Your WGD event page is a simple and easy way to for your customers to learn about your event day and register all in once place.</p> <p>An email will be sent to you shortly.</p>	

By clicking **YES**, a pop up contact form will appear and will require the user to fill up all fields before clicking **SUBMIT**.

<h4>EVENT DETAILS</h4>	
Event Date	Select Event Date...
Event Start Time (EST)	
Event End Time (EST)	
Would you like to automate your participant registration process?	<p>Your WGD event page is a simple and easy way to for your customers to learn about your event day and register all in once place.</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>An email will be sent to you shortly.</p>
WGD Event Landing Page URL	You can link to your event page here <input type="text" value="https://www.women'sgolfday.com"/>
Event Day Access *	Is your WGD event open to all? <input type="radio"/> Open to all <input type="radio"/> Members/Invitation Only <input type="radio"/> None

Automate Participant Registration

Please confirm the details below. An email will be sent to you shortly.

Location Name *

Location Email Address *

Location Phone Number *

Contact Person Name *

SUBMIT

The account user will receive an automated email response with the following content:



Hi willem!

Thank you for your interest in having Women's Golf Day handle your participant registration for Iloilo Golf and Country Club's event!

In order to assist you further, we would like to know what information you will need from your participants upon their registration.

- Location Event Information (Date, Time, Address, Registration date)
- Participant Information (Name, Email, Contact Number, Address)
- Golfing Options (please indicate choices)
- Clubs (please indicate choices)
- Handicap (indicate choices)
- Price (indicate price per option/club)
- Shirt (indicate sizes)
- Cap (indicate sizes)
- ADA (Allergy,Etc)

Please reply to this email thread with all information, questions and clarifications that you have and we will have someone from our team address those.

You can visit our sample participant registration page via <https://womensgolfdays.com/event-registrations/wgd-sample-event>.

You can also find the participant-documentation here: (url pending)

Thank you!
Support
Women's Golf Day

The above email notification should prompt a response from the client so that they can talk about what fields / information they need to capture from the participant registration page. An email exchange will be done via support@,

As soon as the client's needs have been finalized, we will now proceed to Part 2.

Part 2: Foo Events set up and creation of event participant landing page

With all the information gathered from the client, the event “product” will be created on the backend by the WGD Support team.

A matching landing page will be created as well, showing all information provided by the client to fill in all dynamic sections.

WGD Sample Event Registration landing page can be found here:

<https://www.womensgolfdays.com/product/wgd-sample-event/>

Page will be published and sent to the client for final approval. Once approved, the event participation landing page url will be manually added on the client's listing.

Part 3: Participant Registration via the Event Registration Landing Page

Participants (no login needed) will select the options they prefer based on the choices provided. Once chosen, they will click the **BOOK YOUR TICKET** button.

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golf. All the subtleties of a golf course and every
! it can bring are packed into 6 training modules and 6

ne 4, 2024

10 PM

Golf Club

Chablais Publier, Auvergne-Thone-Alpes

Evian Resort Golf Club (Sample)

USD: United States (US) dollar (\$) ▼

\$1.00 - \$1.25

Choose Your Golfing Option 9 Holes (individual) ▼

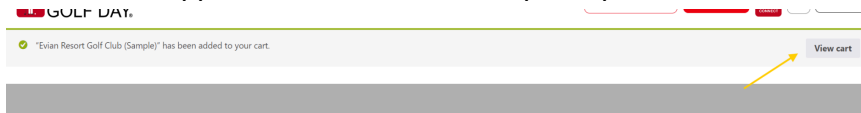
Clubs Choose an option ▼

Clear

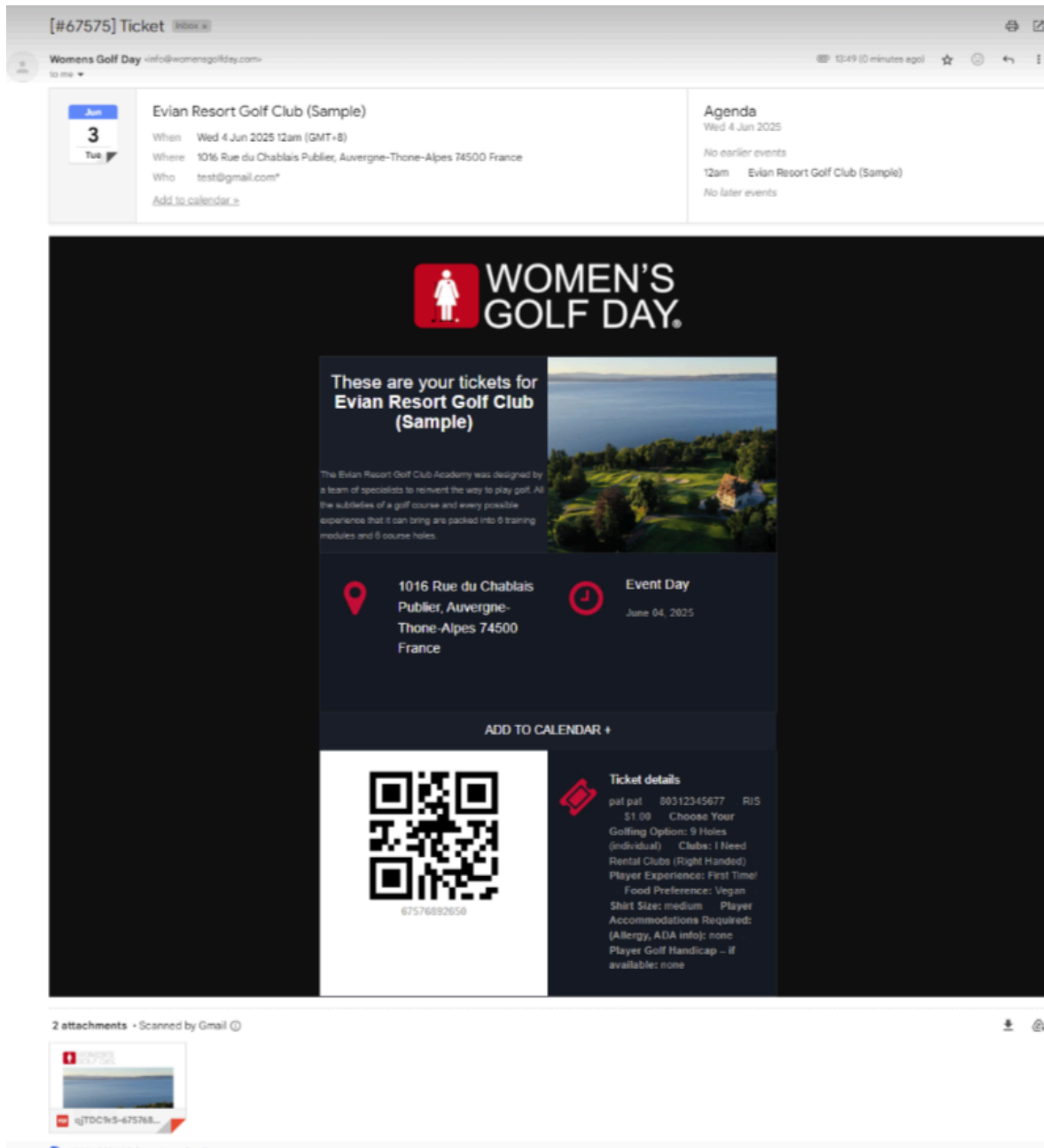
1

Book Your Ticket!

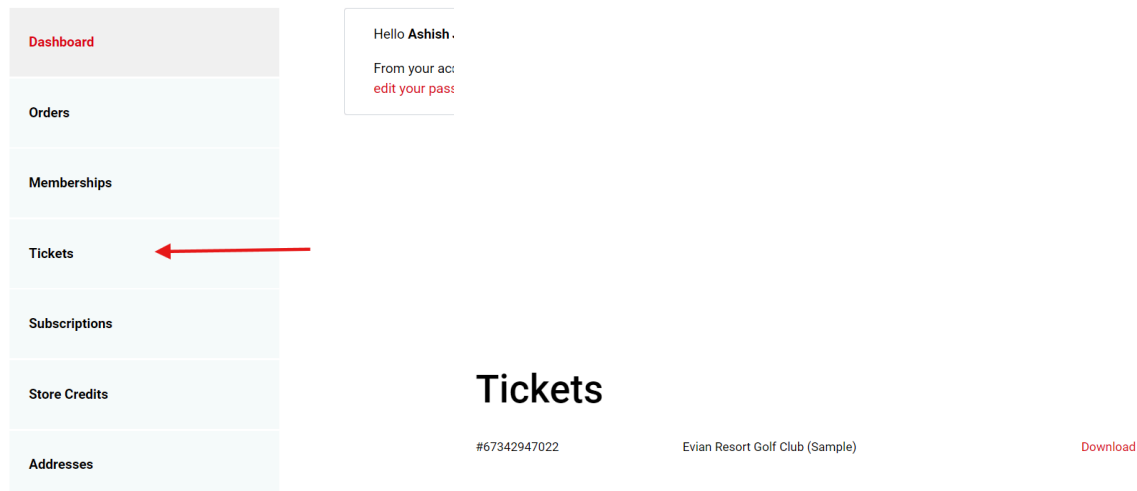
A notice will appear, which should allow participants to **VIEW CART** and proceed to payment.



Participants will then proceed to the checkout and fill in all details required upon payment. Creating a customer account after this transaction is optional, but is by default yes. After a successful payment, the participant will receive their Stripe Receipt and their order confirmation email that includes their ticket PDF.



If a participant would like to recheck their tickets again, they can login on WGD and find the **TICKETS** tab in their account.

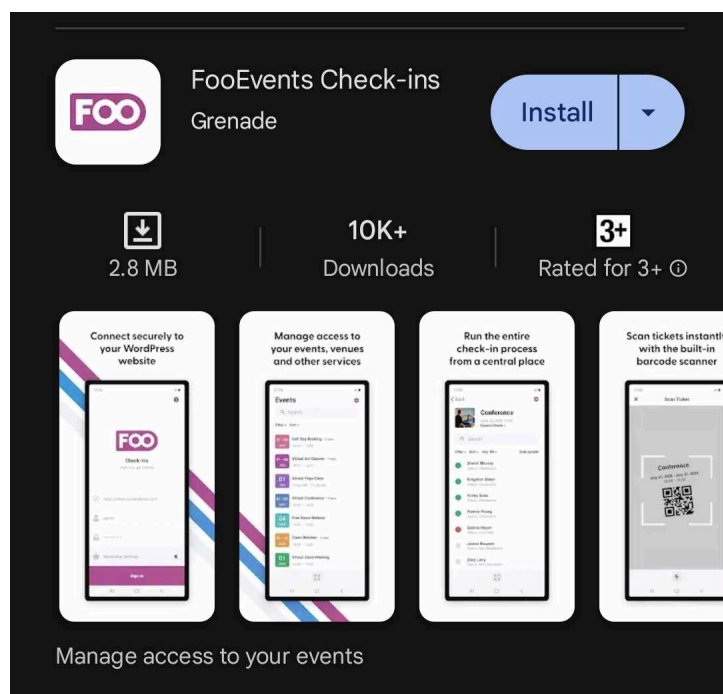


The participant will be able to download the PDF of their tickets again.

Part 4: On-Site Participant Check In

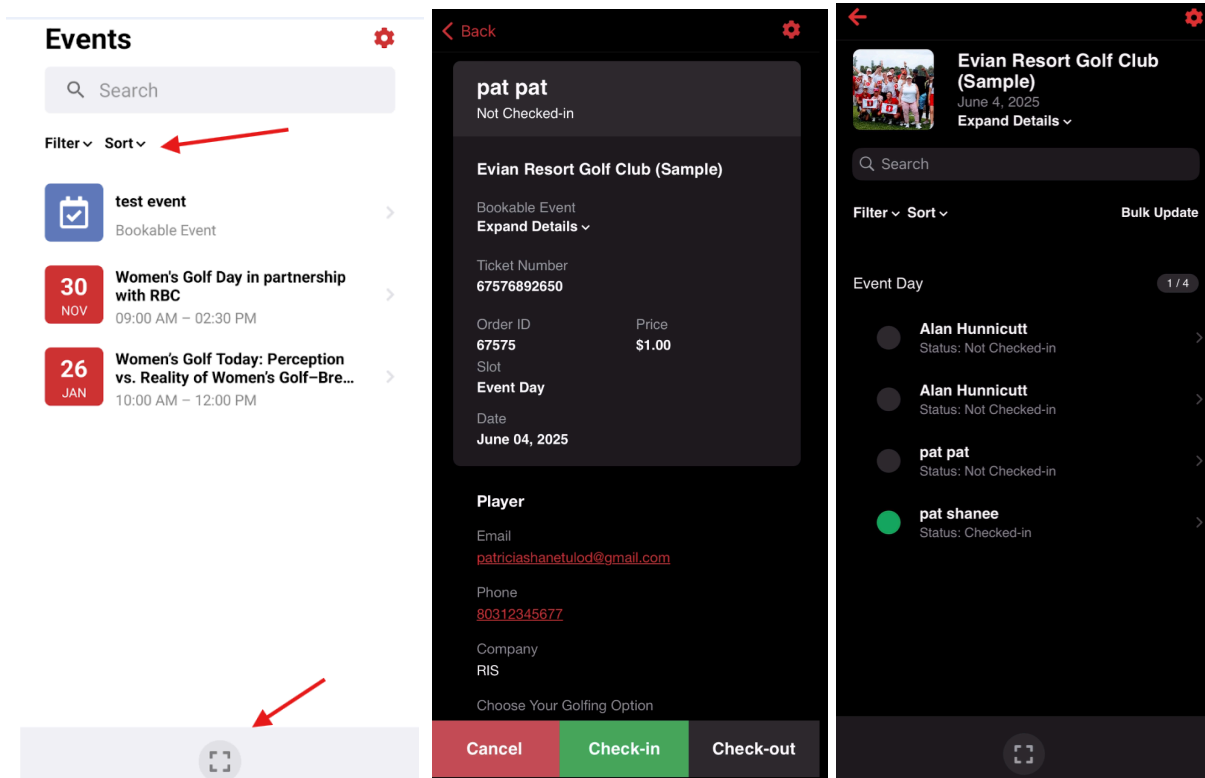
Support team will upgrade client's (location listing user) to have access to Foo.

The client / their team is required to download the FooEvents mobile app either via Google Play or the App store.



From there, the client will see a list of their events.
CLICK THE EVENT > SELECT THE PARTICIPANT NAME

For ease of check in, the client can scan the ticket QR Code instead.



VIDEO RECORDING SAMPLE ON MOBILE:

<https://www.loom.com/share/b7e8c0683996404cb7de41c502afc2cc?sid=7324ea4d-ed18-430b-8f65-20f170146637>

FAQs

1. How can a client check their running list of participants?

Since the client will be able to log in on the app, they will be able to see their running list of participants for their event.

2. Can the client generate a participant list (pdf, excel, or csv)?

FooEvents Reports does not currently provide an export option, however we can export a CSV list of all attendees for a specific event via the website's backend. Therefore, this will only be available upon request.

3. How can the client know how much has been paid for their event?

Ticket sales for a specific event can only be viewable in the backend of the website. Therefore, this will only be available upon request.