Event details are entered into myExtension

Does participant need to register?

Do not post through Cvent. Enter into MyExtension only.

NO — YES → Do not post through Cvent. Enter into MyExtension only.

YES

NO

Is this event through a MOU or for a closed group?

NO

If outside organization is handling registration, include information in the event description.

Registration is created in Cvent

Promotion Only

Event is published and registration opened

Event information is published; no registration

Online registrations with credit card payments

Registrations taken at local office and recorded on *Offline Registration Roster*

Post event, organizer enters any attendance and demographic data into myExtension.

- 3% credit card fee and, if applicable, campus program area share deducted.
- Refunds based on event cancellation policy and processed by the same method of original payment.

Access given to online registration reports

Monthly fiscal reporting

Event ends

- Registration fees received at office/event, deposited to local/unit accounts.
- Refunds based on event cancellation policy and processed by the same method of original payment.

Final reporting and fiscal processing
1. Organizer returns Offline Registration Roster 5 days after event ends.
2. Cvent updated with full participant list for MU Extension records.
3. Campus program area share charged to event MoCode.
4. Organizer sent final event fiscal report
5. Organizer completes reporting in MyExtension.

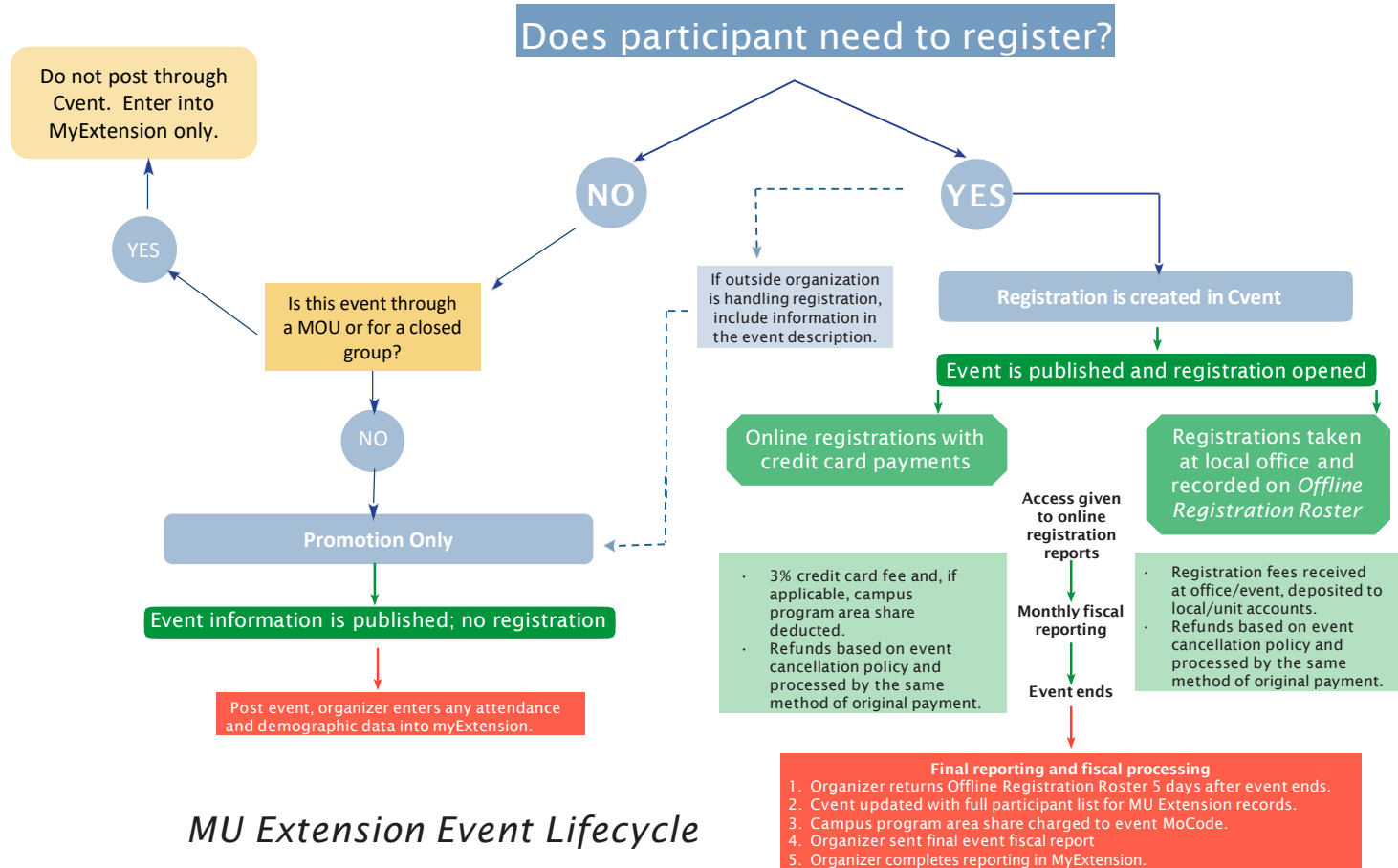*MU Extension Event Lifecycle*

Event Submission Overview

The MU Conference Office provides quality registration and event services to support MU Extension and Engagement programs. We will assist you in completing these simple steps to promote your event on the MU Extension website and manage participant registration.

START Submitting an event (all types)

1. Program organizer enters event details via MyExtension. https://extensionapps.missouri.edu/webapps
   Details include event description, fees (if applicable), deadline, attendance capacity, discounts offered, etc.
   Upon submission, program organizer receives e-notification summarizing event details.
2. MU Conference Office (MUCO) sets up event.
   a. Reviews event information and contact event organizer with any questions.
   b. Consults with organizer about additional planning services (if applicable).
   c. Develops online registration and additional event website pages (if applicable).
   d. Posts event on the MU Extension website in five business days.
3. Organizer receives public web address (URL) for promotion.

GO Registration events (only)

1. Registration opens.
   a. Online registrations are processed in Cvent with credit card (3% transaction fee and applicable campus program share deducted and balance deposited in county or campus MoCode).
      i. County or campus organizer may accept registrations at local office or event and records registrant details in Offline Registration Roster.
      ii. Payments are deposited into local/unit accounts.
   b. Cancellations and refunds (if applicable) are processed by same method as original payment.
   c. Monthly financial settle-up is processed through Extension Fiscal Operations.
2. Organizer has 24/7/365 access to up-to-date online registration rosters and fees paid.

FINISH Post event (registration events)

1. At event close date, reminder email sent to organizer to respond with offline registration data or confirm there are no additional registrants.
2. Program organizer responds that there is no change or provides Offline Registration Roster (if applicable) to MUCO within 5 business days.
3. MUCO uploads completed Offline Registration Roster into Cvent.
4. Final processing of campus program share is charged to event MoCode.
5. MUCO emails organizer and fiscal contact final fiscal report
   a. Transactions are reflected in monthly financial settle-up by Extension Fiscal Operations.
6. Organizer completes reporting in MyExtension.

Need assistance? Email the MU Conference Office at muconf8@missouri.edu or visit our site.

Extension
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