



Using Cvent for Event Registration

MU Conference Office

Jewel Coffman, Director

Barbara Wills, Cvent Administrator

MU Extension Website View

Events

News & articles

Resources

VIEW ALL >

Events

VIEW ALL EVENTS >

Stay Strong, Stay Healthy - Level 2 >

Aug. 8, 2022 - Sept. 28, 2022
Columbia, MO
The evidence based Stay Strong, Stay Healthy (SSSH) program is designed to increase independent living older adults' access to a safe, structured, and

Stay Strong, Stay Healthy - Level 1 >

Sept. 7, 2022 - Oct. 28, 2022
Maryville, MO
The Stay Strong, Stay Healthy (SSSH) program is designed to increase independent living and older adults' access to a safe, structured, and effective

Stay Strong, Stay Healthy - Level 1 - Online - Sept. 26-Nov. 16 >

Sept. 26, 2022 - Nov. 16, 2022
Stay Strong, Stay Healthy (SSSH) aims to provide inactive middle-aged and older adults with access to a safe, structured and effective exercise program capable of building muscle and increasing bone density, thus decreasing frailty.

Find your interest +

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Events

Publications

News and articles

MU Extension + Programs + Stay Strong, Stay Healthy

Stay Strong, Stay Healthy

Boost your independence with strength training

Join other older adults working to build fitness, balance and flexibility.

LEARN MORE >

Stay Strong, Stay Healthy

About Stay Strong, Stay Healthy

Benefits of strength training

Stay Strong, Stay Healthy FAQ

Find Stay Strong, Stay Healthy near you

PORTAL FOR MASTER TRAINERS & INSTRUCTORS >

Join us to build the strength you need to enjoy good health as you age. Stay Strong, Stay Healthy (SSSH) is an eight-week exercise program that incorporates the latest research to help you develop the fitness, flexibility and balance that will enable you to live independently longer.

In hourlong courses held twice a week, trained instructors will lead you through a warmup, easy-to-learn strength exercises and a cool-down. SSSH exercises are safe and effective, and we'll provide weights for your use on-site. No need to wear special clothes — just comfortable, loose-fitting pants and shirt, along with sturdy, closed-toe walking shoes. You'll find courses in familiar, nearby venues, such as senior centers or church halls.

After you've completed the course, we'll provide you with a guide you can use to continue strength training in the comfort of your home.



Learn about research into SSSH health benefits

SSSH in the news

< >



MU programs help prevent older adults from falling

View full-size video.

Events

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MU Extension Website View


Event view



Stay Strong, Stay Healthy - Level 2



 Sept. 1, 2021 - Oct. 22, 2021

 **Promoted by:**
[Stay Strong, Stay Healthy](#)

 Meeting Room
1012A Thompson Blvd.
Sedalia, MO 65301

 Combination
 Face to Face/Zoom

[DIRECTIONS TO THIS EVENT >](#)

 [ADD TO CALENDAR >](#)

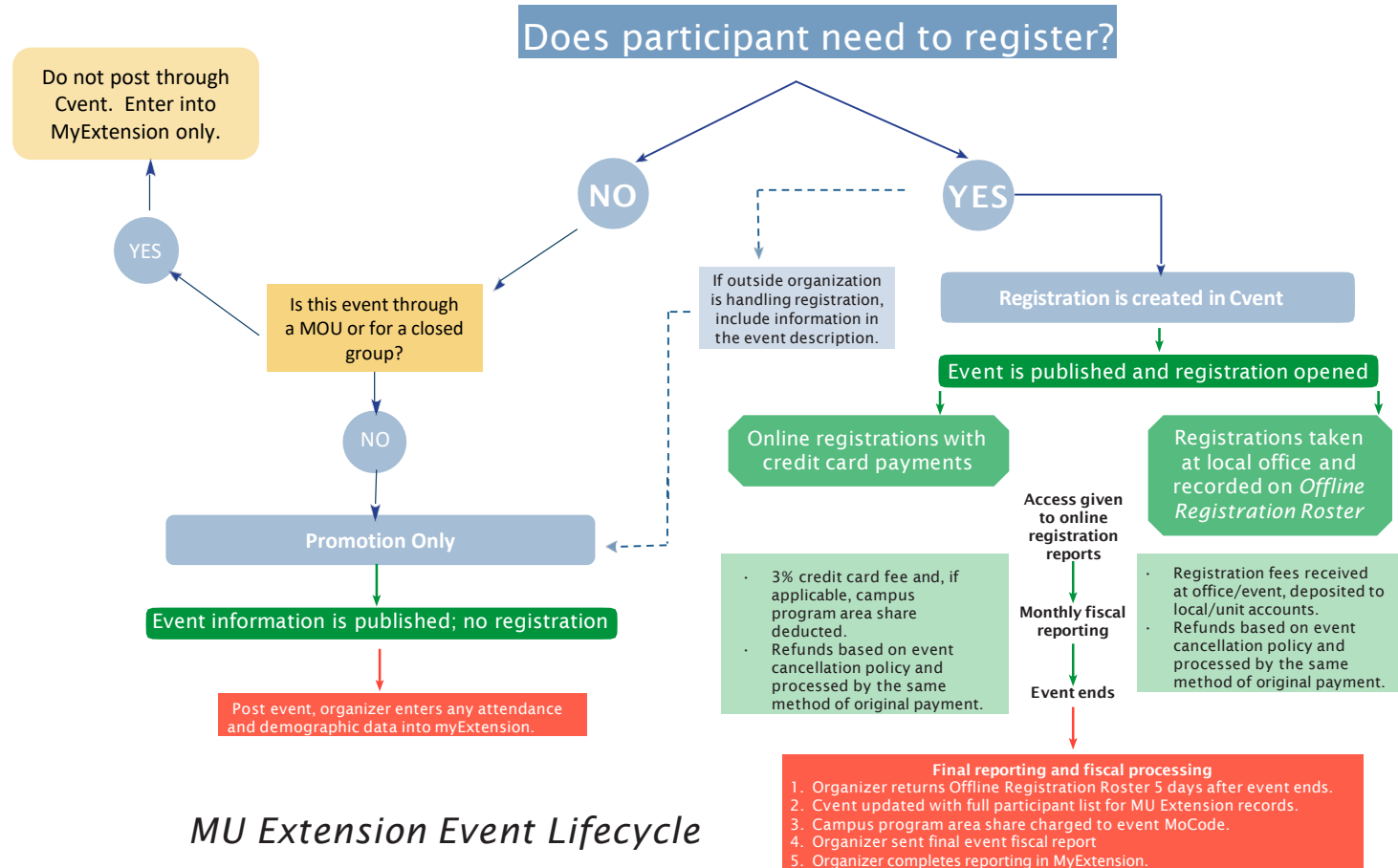
Description

The evidence based Stay Strong, Stay Healthy (SSSH) program is designed to increase independent living older adults' access to a safe, structured, and effective strength training program. Stay Strong, Stay Healthy- Level 2 is a follow-up to Level 1. It is for those who want to challenge themselves a bit more! Over eight weeks, participants learn exercises to improve strength, flexibility and balance. At each session, a prescribed set of eight to 10 upper and lower body strengthening exercises are completed along with warm-up and cool-down stretches. In order to enroll in the Stay Strong, Stay Healthy–Level 2 program, you must have completed the Stay Strong, Stay Healthy–Level 1 program at least twice. Participants are made to feel comfortable and are encouraged to gradually build



[REGISTRATION >](#)

Event details are entered into myExtension



MU Extension Event Lifecycle

Extension Way

<https://muextensionway.missouri.edu/>

Resources and training for employees

The screenshot shows the MU Extension Way website. The top navigation bar includes 'Internal Trainings', 'Quick Links', 'Shopping Cart', and 'Login'. Below this is a secondary navigation bar with 'EDUCATE', 'CREATE', 'CONNECT', and 'SUPPORT'. The main content area features a 'Tech Services' sidebar with options like 'Web Services', 'E-marketing', 'Event Management', 'Event Submission Process', 'Event FAQ', and 'Event Non-Credit CEUs'. The 'Event Management' option is selected. The main content area displays 'MyExtension Training' with a section titled 'MyExtension - Adding Events' and a video player showing 'Entering Events in myExtension'. A 'CONTACT INFORMATION' button is also visible.

The screenshot shows the MU Extension Way homepage. The top navigation bar includes 'Internal Trainings', 'Quick Links', 'Shopping Cart', and 'Login'. Below this is a secondary navigation bar with 'EDUCATE', 'CREATE', 'CONNECT', and 'SUPPORT'. The main content area features a large circular graphic with four icons representing different aspects of the organization's work. The text 'The standards that shape our work.' is followed by 'MU EXTENSION WAY' and a list of services: 'EDUCATE', 'CREATE', 'CONNECT', and 'SUPPORT'. A small note at the bottom states: 'Employee website. For MU Extension, visit extension.missouri.edu.'

Event Submission

<https://muextensionway.missouri.edu/tech-services/event-management/event-management-process-overview>

PPT and video on event submission in MyExtension

MyExtension

<https://extensionapps.missouri.edu/MyExtension/>

The screenshot displays the MyExtension web application interface. At the top, the logo "myExtension" is on the left, and a user selection dropdown shows "For: Barbara Willis". A navigation bar contains buttons for HOME, MY DATA (highlighted), REPORTS, CUSTOMERS, ADMIN, SETTINGS, and HELP. On the left side, a sidebar menu titled "Hide menu" includes "My Events" (expanded) with sub-items: "My Event Information", "My Event Rosters", "My Program Impact Notes", "Success Stories", "Program Surveys", "ISEs", and "Planning". The main content area is titled "My Events: My Event Information" and features a "Back to My Events list" link. Below this, there are two dropdown menus: "Select extension program area" (set to "Community Health Engagement and Outreach") and "Select extension program" (open, showing a list of programs including "DHSS Diabetes Programs", "Diabetes Prevention Program", "Emerging Community Health Engagement and Outreach Programs", "PROSPER", "Show-Me ECHO--A MO Tele-Health Network", "Stanford Youth Diabetes Coaching Program", and "Strengthening Families 10-14 (SFP 10-14)").

Event Creation — myExtension

Program name

Stay Strong, Stay Healthy - Level 2

<https://extensionapps.missouri.edu/myextension/>

Event name

Stay Strong, Stay Healthy - Level 2

Event details

Websites

Team

Sessions

Submit to Cvent



Submit to Cvent

Information from previously inputted data about the event is automatically populated by clicking on the Submit to Cvent tab. Note that not all fields are editable here and must be corrected on the previous myExtension event tabs. Once the information is correct, click the SUBMIT button below. Event information will be reviewed and the team leader will receive an email from MU Conference Office personnel. Any changes to the event information, after initial submission will need to be communicated directly with the MU Conference Office. (Future changes in myExtension will not update the registration information in CVENT).

Event name	Stay Strong, Stay Healthy - Level 2
Display on MU Extension website?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Begin	10/12/2021 12:00 PM
Ends	12/9/2021 1:00 PM
Registration deadline	10/14/2021 11:59 PM 23:59:59
Maximum capacity	15
Event location description	
Event address 1	616 Hitt St.
Event address 2	2nd floor gym
Event city	Columbia
Event state	MO
Event Zip/Postal code	65201
Event contact name (Team leader)	Kelsey Weitzel
Event contact email	weitzelkj@missouri.edu
Event contact phone	573-882-2799
Website interest areas	Youth and family(15)
Website programs	Stay Strong, Stay Healthy(448)
Event team members	Kelsey Weitzel (leader)
Does the event have fees?	<input checked="" type="radio"/> Yes <input type="radio"/> No

Information entered in the Event details will auto-populate to the Submit to Cvent tab.

Note: If there are edits, return to the previous tabs to correct.

Event Description for MU Extension website ⓘ

Describe the event as it will appear on MU Extension website. Include anything possible registrants need to know regarding location, session dates, times and COST. Include partner organizations which should be noted.

Description:

Employees, retirees and community members are all invited to participate in this eight week strength training program. Stay Strong, Stay Healthy- Level 2 is a

Events With Fees — Submit to Cvent Tab

Is an outside organization handling registration? ☐ Yes ☒ No If registration is required to attend the event (for fee or free), online registration will be provided.

If YES, a promotional event site will be posted with no Cvent registration (include registration instructions in description)

Is the event offering MU Extension CEUs? ☐ Yes ☒ No If an outside organization is handling registration, organizer enters participant data in myExtension after event.

If offering CEUs, please refer to the University of Missouri [Continuing Education Units policy](#) and complete the [Non-Credit Project Approval form \(DOC\)](#).

Presentation style? ☒ Face to Face ☐ Zoom ☐ Combination Face to Face/Zoom

Are the funds for this event being managed by campus unit or county? ☐ Campus ☒ County

What county is managing the funds?

Mocode for registration income.

Email address of Fiscal office contact.

Attach File(s) No file chosen

Please attach any further information, marketing materials (including photos that could be used for marketing) about the event.

Event submitted to Cvent.

With the selection of a county, the MoCode and fiscal address will auto populate. Campus units will need to provide a **revenue MoCode and fiscal contact before submission**. Registration fees processed in Cvent will be deposited into this Mocode. Fiscal contact will receive notification of new project and MoCode inputted.

Submission Confirmation

When successfully submitted in MyExtension, summary is emailed to team leader and fiscal contact. Event data sent to Conference Office for development in Cvent.

MUCO posts event within five business days (dependent on complexity and thoroughness of information received).



Fri 5/17/2019 11:07 AM

Wills, Barbara J.

FW: Master Gardener Intensive Lake Ozark- Successfully Submitted

To Wills, Barbara J.

Barbara,

Your event, Master Gardener Intensive Lake Ozark, has been successfully submitted for posting to the MU Extension website. A staff member from the MU Conference Office will be in contact with you shortly about this event's status.

Any changes to this event, or additional needs, should be sent to muconf8@missouri.edu rather than edited in MyExtension. This guarantees that the Conference Office can be informed of any updates. You may also direct any questions to this address.

Request Details

Question/Field	Answer
Event Information	
Event Name: Name to appear on NEXUS website to public. This will also be used on reports. If necessary, use a name that localizes it to the community and makes it stand out from others events linked to this program.	Master Gardener Intensive Lake Ozark
Event Begin Date/Time	24 June 2019 8:00 AM
Event End Date/Time (could be the same as start date)	24 July 2019 12:00 PM
Enter the event description that will be posted online to interested participants.	Description: Provides in depth horticulture training for Missourians who wish to spread their knowledge of gardening. Prepares volunteers for horticulture questions frequently asked by citizens around the state, based on unbiased research based gardening information.
	Registration: Online; Phone 573-369-2394
	Application with fee Return application to: University of Missouri Extension Center; PO Box 20, Tusculumbia, MO 65082 or in person: 134 Second Street, Tusculumbia, MO 65037

Notification: Event Posted / Registration Launched



Fri 10/1/2021 9:37 AM

Wills, Barbara J.

Stay Strong, Stay Healthy - Level 2 - now open

To Wills, Barbara J.

Team Leader will receive notification of event being posted and URL; along with reporting access instructions.

Stay Strong, Stay Healthy - Level 2 is now viewable and open for registration at <https://extension.missouri.edu/events/stay-strong-stay-healthy-level-2-1619472725>. It is also searchable on the MU Extension website and tagged to any relevant interest areas you selected in MyExtension. Changes or updates in MyExtension will not be automatically reflected on the event registration site. Contact muconf8@missouri.edu with edits.

Reach out to any team members with the following information:

- 1.) URL for event promotion;
- 2.) Event is open for online registration and they should become familiar with that process;
- 3.) Online registration is encouraged but registration may be taken at office/onsite.

If accepting registrations at office, provide [Offline Registration Roster](#).

Resources for you and your staff regarding the process and fees can be found within the [event management](#) pages of the [MU Extension Way](#). Or reference and print the [Event Lifecycle and Submission Process](#) for a summary and visual of the process.

Accepting Registrations at Office or Event

Online registration is encouraged; however if you need to accept registrations at your office or onsite at the event, please record these in the [Offline Registration Roster](#). Deposit any payments into your office's account.

After the event, you will receive an email reminder that the completed [Offline Registration Roster](#) is due within **5 business days**. As Cvent is MU Extension's database of participation, this new registration data will be imported into Cvent to finalize the event roster and make the records fully accurate. The registration system fee and campus program share are also applied to offline registrations and this will be transferred from provided MoCode at end of event and seen in the monthly settle up. Once Cvent data is complete, organizer should do final reporting updates in MyExtension.

Event Data Reports

Registration reports are available to you at any time. Reports are live and reflect new online registrations or changes.

Report's portal: <https://web.cvent.com/p/c10d629f-a240-4f65-99f3-4facd64cd9b5>.

User Name - input your email address

Password - Set a password by using the "reset password" option

Access has been given to the team leader and the county email address (ie. booneco@missouri.edu)

Report Viewing

- Click on desired report to view
- Filter reports to get the exact data you need
- Export reports to excel or.csv and save as needed

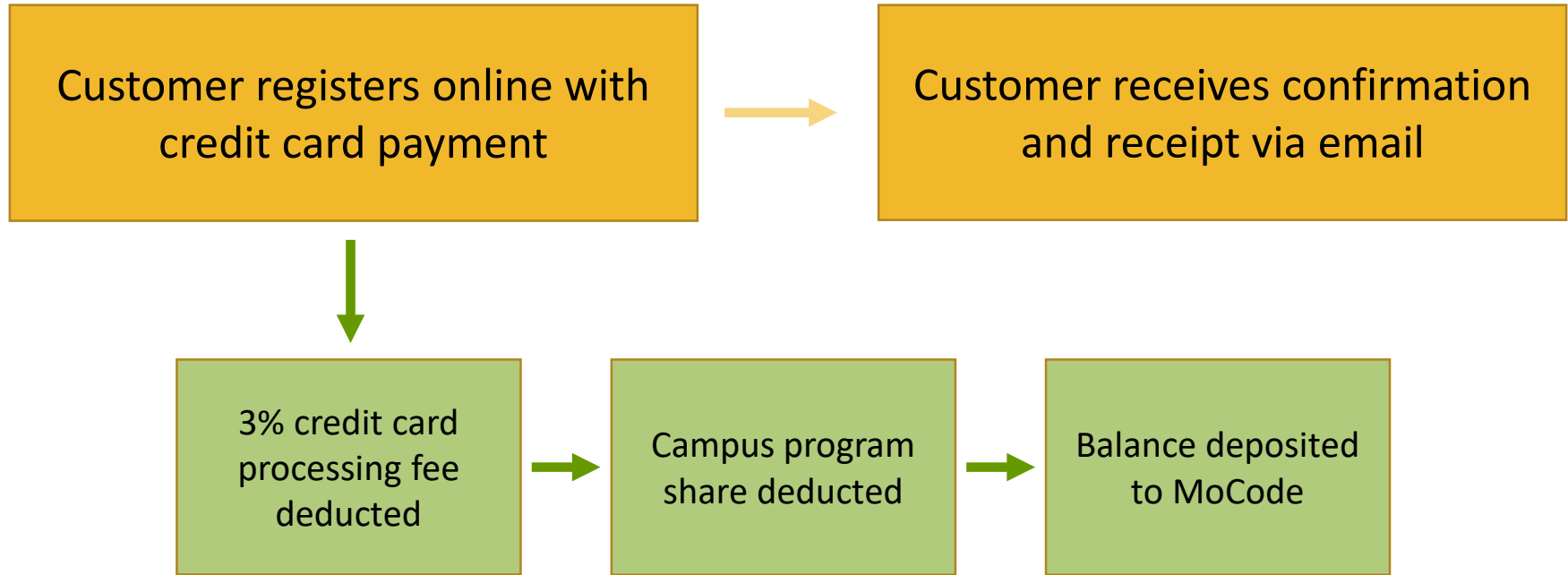
Reporting Access

- Online registrant and fee data can be easily retrieved, whenever you need to view the information from [online portal](#).
- All reports open in Excel for easy saving and sharing with event team.

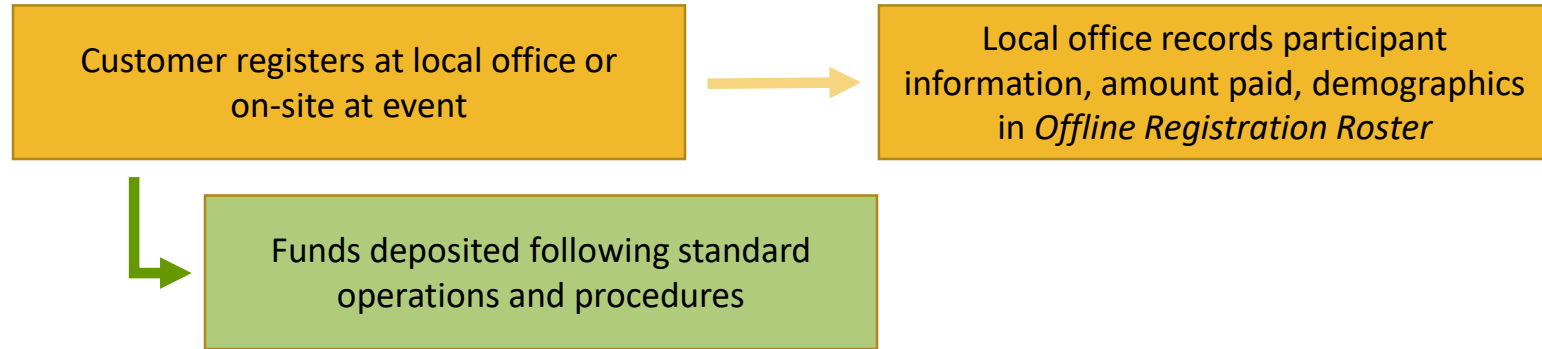
Farm Labor Management 12/13/18												
First Name	Last Name	Email Address	Title	Company Name	Primary Phone	Primary Address	City	State	ZIP	Amount Ordered	Amount Paid	Invitee Status
John	Arlington	john.arling	Farm Man	Arlington F	573-683-0	48 Dalton	East Prairie	MO	63845	20	20	Accepted
Nathan	Holmes	nathan@h	Owner	Holmes Fa	573-579-0	769 ST HW	Oran	MO	63771	20	20	Accepted
Jerry	Martin	martinfrm	Owner	Martin Far	573-778-5	5669 coun	Fisk	MO	63940	20	20	Accepted
Jeremie	Nothdurft	jeremie.nc	Owner	Jeremie No	618-210-3	472 Count	Cape Girar	MO	63701	20	20	Accepted
Court	Story	courtstory	Operator	Wolf Islan	573-649-3	9101 S Hw	East Prairie	MO	63845	20	20	Accepted
John	Story	wifinc@ch	Owner	Wolf Islan	573-649-3	9101 S Hw	East Prairie	MO	63845	20	20	Accepted

Individual participant information per event is only accessible to organizer. Participant data will not be sold or shared with third-party service providers. <https://extension2.missouri.edu/privacy-policy-cookie-restriction-mode/>

Accepting Registrations Online With Credit Card



Registrations at Local Office or Event



Offline Registration Roster													
First Name	Last Name	Email	Primary Phone	Registration Fee	Amount Paid	Payment Method	Age	Gender	Race	Hispanic/Latino?	Veteran Status	Consider yourself a person with a disability?	Notes - Relevant registration or personal information to note

Refunds*

Processed by the same method as original payment

Online registrations paid
with credit card



Customer receives full refund
to credit card thru Cvent
and notified via email

3% credit card fee,
and campus program share
is reversed

Registration fees taken
at the local office



Refunded
out of local accounts

No campus program share
processed

- Refunds are based on event cancellation policy.
- Refund requests should be sent to muconf8@missouri.edu.

Post Event

Team leader receives reminder email to provide Offline Roster or confirm roster is final.



Once response received, MUCO finalizes data in Cvent and processes any remaining program share fees.



Transactions are reflected in county settle up.



MUCO sends final event fiscal report to team leader and fiscal representative.

Action: within 5 business days, respond to this email confirming one of the event status designations below.

- Canceled – include any instructions for refunding online registrants
- Rescheduled – include new dates
- No offline (local) registrations
- Offline (local) registrations to report – submit [offline roster](#) to muconf8@missouri.edu

If you held the event (face-to-face or via Zoom), and accepted local registrations, please finalize the *Offline Registration Roster*. This roster should include all attendees not currently in Cvent.

Cvent Event Final Fiscal Report

Fiscal Summary Sample

Registration-Fiscal Processing																				
Event: Example Event																				
Event Date(s):	7/1/2022																			
Team Leader:	Cvent Team																			
Campus or County Revenue MoCode:	EXXXX																			
Registration Income:																				
	Fee	Number																		
Registration	\$50.00	5																		
Cancelled Registration	\$0.00	3																		
*Total revenue reflects multiple fee selections and client approved discounts.																				
Credit Card Fee (3%)																				
Statewide Fee:	\$7.50	People:	5																	
Program Area Revenue (Online):	80%	MoCode	E9215																	
Program Director Fund (Online):	20%	MoCode	E9341																	
Program Area Revenue (Offline):	80%	MoCode	E9502																	
Program Director Fund (Offline):	20%	MoCode	E9341																	
<table border="1"> <tr> <td>Total:</td> <td>\$250.00</td> </tr> <tr> <td>Total:</td> <td>\$0.00</td> </tr> <tr> <td>Total:</td> <td>\$0.00</td> </tr> <tr> <td>Total:</td> <td>\$0.00</td> </tr> <tr> <td>Total Income:</td> <td>\$250.00</td> </tr> </table>					Total:	\$250.00	Total:	\$0.00	Total:	\$0.00	Total:	\$0.00	Total Income:	\$250.00						
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\$24.00																				
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Total Deduction:	(\$43.50)																			
TOTAL HOST REVENUE:	\$206.50																			

Post Event Reporting

Organizer
finalizes
reporting in
MyExtension.

Reminder sent from ETCS if
not completed in 30 days.

Report- Event ID 362339

[Back to my event list](#)

Program name: Private PAT
Event name: Private Pesticide Applicator Training - Nevada
Session: 1 Date: 2/25/2020 - 2/25/2020

Demographics Event summary Event tags

Demographics - Session 1

Cvent has 24 people registered for this event. Click the import button if you would like to erase any present data and import the demographic data from Cvent.

[Import](#)

Volunteers and partners

Edit	Volunteers	Volunteer hours	Partners	Partner hours
Edit	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Participants

Edit	County	Race origin	Adult males	Adult females	Youth males	Youth females	Total	Delete
Edit	Barton	White	1	0	0	0	1	Delete
Edit	Bates	White	6	0	0	0	6	Delete
Edit	Cedar	White	1	0	0	0	1	Delete
Edit	St. Clair	White	2	0	0	0	2	Delete
Edit	Vernon	White	12	1	0	0	13	Delete
		Totals:	22	1	0	0	23	

[Add participants from one county or area](#)

[Add participants from multiple counties or areas](#)

Resource Reminder

Resources for faculty and staff regarding the process and fees can be found within the [event management](#) pages of the [MU Extension Way](#).

Or reference and print the [Event Lifecycle and Submission Process](#) for a summary and visual of the process.

We are here to assist you. Contact us at muconf8@missouri.edu.



Conference Office

University of Missouri Extension

1110 S. College Ave. | Columbia, MO 65211 | 573-882-4349

<https://extension.missouri.edu/programs/mu-conference-office>