

# Need assistance developing and managing event registration and payments?

## REGISTRATION



Conference Office  
*University of Missouri Extension*

### ABOUT US

The MU Conference Office offers event planning services for organizations, government agencies and university departments -- hosted on campus, virtually or at any location worldwide.

### OUR REGISTRATION SERVICE

- ✔ Online registration with credit card payment
  - Options for
    - Separate vendor registration
    - Additional fields and questions
    - Varied pricing, discount codes and automated refunds
- ✔ Branding with your logo and colors
- ✔ Webpage with event information and instructions
- ✔ 24/7 access to registration reports
- ✔ Email confirmation to registrants
- ✔ Prompt transfer of funds

### SERVICE FEE

- ✔ \$10.00 per registration (+ 3% credit card fee)

### READY TO GET STARTED?

- ✔ Complete our intake form at:  
<https://bit.ly/MUCORegServices>

### GET IN TOUCH

- ✔ 573-882-4349
- ✔ [muconference@missouri.edu](mailto:muconference@missouri.edu)
- ✔ <https://extension.missouri.edu/programs/mu-conference-office>