Basic Intake Form
For Creating An Online Registration Using EZregister
(Credit Card Paid & Free Events)

ACES has been using a third-party product called **EZregister** since 2016, for creating online registrations for events (workshops, fundraisers, conferences, etc.) where participants can pay with a credit card. **NMSU PCards are allowed, too!** If there is a charge for attending an event, then it is required to use **EZregister**. Other options include: pay with check (see check payments below), at-the-door, or FREE. *Please see below for the FREE option.**

The service we provide in building the online registration is *Free* to all ACES Departments, Counties, and Science Centers.

Service Fees: There is $1 service fee, per charge, for everyone using their system to register online (whether they pay with a credit card, check, or at-the-door). The service fee can be paid by the host (your dept.) or by the registrant. Please note that service fees will add up if you have several charges. For example, if you charge for registration and materials separately, that is $2 in service fees. Typical charges are: certificate, lunch, early and late registration, etc. It is recommended that charges be bundled, if possible; i.e. $250 Registration (includes fee, materials, and lunch).

Check Payments: All check payments **must** be made out to NMSU and sent to the host of the event. Per Tim Nesbitt and the Anti-Donation Clause, this is a requirement of all events that accept check payments. The funds collected check must also be sent to the ACES host.

* FREE Option: If participants can attend your event for free, then there is no service fee to be paid. The FREE option will be created with a zero charge and the host will **not** incur the $1 service fee charge.

Credit Card Fees: If you allow participants to pay with a credit card, there are credit card fees. These fees are 2.9% + $.30 of the amount. For example, if the registration fee is $100, then the credit card fees would be $3.20. This is the formula: ($100 * 2.9% + $.30). If the host will be paying the service fee, then this would be the formula: [($100 * 2.9% + $.30) + $1)] and the amount would be $4.20. **Please note that the credit card fees will always be the responsibility of the host.**

Advancement of Funds: EZregister will be happy to assist with your needs by allowing an advancement of funds (once funds have been collected from participants). Send me an email with the amount needed. They won't send the entire amount, but a portion of it, in case you need it for items such as food or materials.

Please contact Laura Ramirez at lramirez@nmsu.edu or (575) 646-5938 for any additional questions.

Refunds: If you need a refund processed for a participant who paid with a credit card, send me an email and I will request it from EZregister. Refunds are usually reimbursed within a day or two. An email is sent to the participant notifying them that the registration has been cancelled and a refund has been requested. **Refunds to be processed within EZregister must be received before the start of the event.**

Funds Collected: Once the event is over, the funds collected will be sent to the host (your dept.) via a paper check. The check amount is the remaining balance after the service and credit card fees are subtracted. **There is no need to provide index or account numbers.** Normally, check processing takes from 5 to 8 days and arrival time takes about 8 to 10 days. If you haven't received the check within that time frame, please send me an email and I will work with EZregister to locate the check.

Requestor's Responsibility: *It is the requestor's responsibility to provide the necessary information for the online registration or website. This may include links, documents, verbiage, logos, charge amounts, contact information, etc.*

*Please allow **at least 2 weeks** prior to the **Go-Live** date for the creation of the online registration and/or website.*