

Conference Receipts 2024

- 1. Log on to your conference and select “Conference Registrations”.

Reporting

Workshop Attendance Report

Workshops Master List

Conference Registration List

Payment Summary Report

Download



- 2. In order to see all your registrants on one page, select “All” under “Show ___ entries”

Conference Registration List

[Click here to print the summary](#)

☒ Display only completed registrations

Mark All Attended

Send All Attended Receipts

Return to Conference

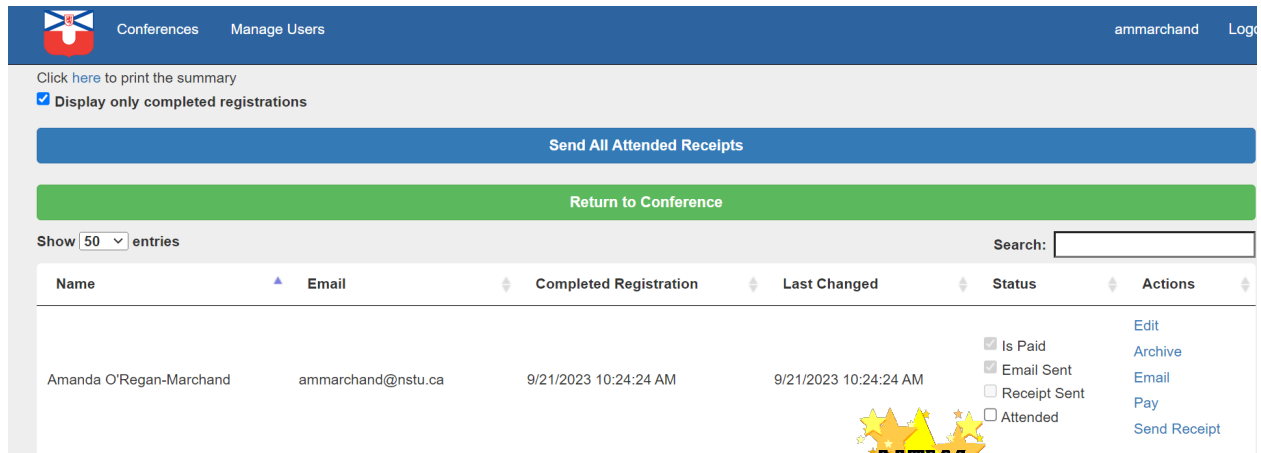
Show 50 entries

Search:

Name	Email	Completed Registration	Last Changed	Status	Actions
Amanda Megan-Marchand	ammarchand@nstu.ca	9/21/2023 10:24:24 AM	10/21/2024 10:17:13 AM	<input checked="" type="checkbox"/> Is Paid <input checked="" type="checkbox"/> Email Sent	Edit Archive Email

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3. You will see that this page now looks different as the system is now able to send receipts directly to registrants.

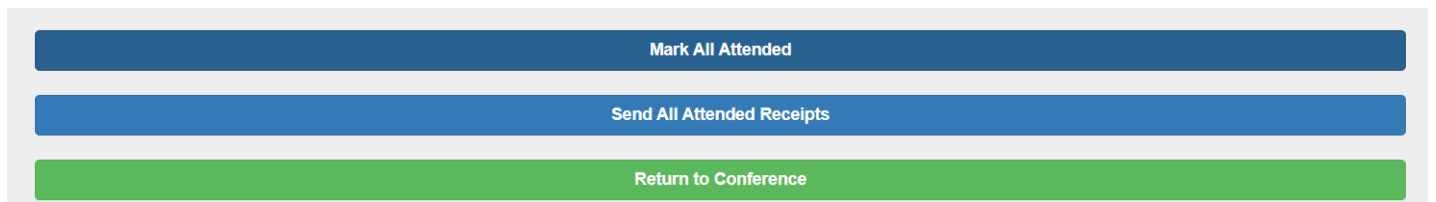


The screenshot shows the 'Conferences' management interface. At the top, there are tabs for 'Conferences' and 'Manage Users', and a user profile for 'ammarchand'. Below the tabs, there is a link to 'Click here to print the summary' and a checkbox for 'Display only completed registrations' which is checked. A blue button 'Send All Attended Receipts' and a green button 'Return to Conference' are visible. Below these buttons, there is a search bar and a table of registrants. The table has columns for Name, Email, Completed Registration, Last Changed, Status, and Actions. The first row shows 'Amanda O'Regan-Marchand' with email 'ammarchand@nstu.ca', registration date '9/21/2023 10:24:24 AM', and last changed date '9/21/2023 10:24:24 AM'. The Status column shows checkboxes for 'Is Paid', 'Email Sent', 'Receipt Sent', and 'Attended'. The Actions column has links for 'Edit', 'Archive', 'Email', 'Pay', and 'Send Receipt'.

Name	Email	Completed Registration	Last Changed	Status	Actions
Amanda O'Regan-Marchand	ammarchand@nstu.ca	9/21/2023 10:24:24 AM	9/21/2023 10:24:24 AM	<input type="checkbox"/> Is Paid <input type="checkbox"/> Email Sent <input type="checkbox"/> Receipt Sent <input type="checkbox"/> Attended	Edit Archive Email Pay Send Receipt

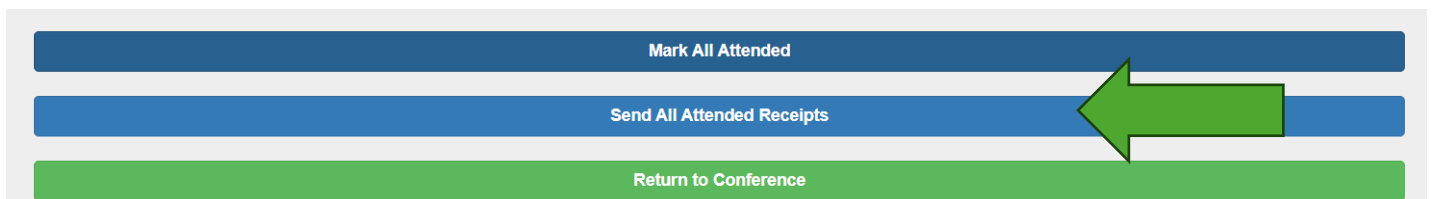


4. Once you have taken and gathered attendance at your last session, you can select all as having attended at the top of the column and then **deselect any names for whom you do not have proof of attendance.**



The screenshot shows three buttons: a blue button 'Mark All Attended', a blue button 'Send All Attended Receipts', and a green button 'Return to Conference'.

5. Then, you can go in and select “attended” then “Send all attendance receipts”




The screenshot shows three buttons: a blue button 'Mark All Attended', a blue button 'Send All Attended Receipts', and a green button 'Return to Conference'. A green arrow points to the 'Send All Attended Receipts' button.

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The option also exists to send individual receipts as below:

Once you select “send receipt”, the box will be checked off automatically:

- ☐ Is Paid
 - ☐ Email Sent
 - ☐ Receipt Sent
 - ☒ Attended
- 

6. This is an image of the receipt once received by the delegate:. We are sending out communication to all members to ensure that they check their junk folder.

Receipt Email Preview:

NSTU / 2024 NSLTA - The Language of Reconciliation Receipt

Dear John Doe,

Thank you for attending the **2024 NSLTA - The Language of Reconciliation** conference. Below is a summary of your registration and payment details.

Date: October 25, 2024

Conference: 2024 NSLTA - The Language of Reconciliation

Registration Fees \$90.00

Total Amount Charged: \$90.00



Amanda O'Regan-Marchand