Registration Reports and Event Registration Net ID Pre-population

Are you tired of downloading your registrant list to your event and having to spend hours looking up NetID numbers or 7 digit ID numbers? Do you wish your event registrants didn’t have to type in their first and last name when they register for your events? Below are the instructions to help make your life easier!

1. When you build your event, make sure you include NetID field in your registration page.
2. After you finish creating your event, the data tag will need to be activated: send Debby Earl/Brenda Canniff an email with Event ID# and Event title. The data tag has to be activated in your account so you may proceed with the steps below.
3. When creating your email in CornellConnect to advertise your event, you will want to make your “Register” link a datatag so your registrants do not have to remember their Net ID.
4. When uploading your Recipient List into CornellConnect Email tool, load NetIDs. If you load email addresses this function will not work. You also cannot combine email lists.
5. Follow screen shots below:
Success! It should have the new words with the words blue and underlined so you know it is still a hyperlink.
IF THE NEW WORDS “REGISTER NOW” removes the hyperlink ability, try these steps instead.

1-Click on "Work with data tags" button
2-Put Curser Here
3-Highlight Your Event Title
4-Click “Insert data tag into HTML” button
5-Take note of the words displayed after you insert the data tag.
6-Click on the "Source button" on the top left hand corner.

Cornell Club of Fairfield County: Three great events coming up very soon...just for you

Form-Event_Personalized: IGC9- CCFC Wine Tasting 11/15/12 | See Who’s Coming

- Thursday, Nov. 15: Dessert Wine Tasting at Harry’s Wine
- Saturday, Dec. 1: Cornell Walnuts in Westchester County
- Wednesday, Dec. 5: A museum tour at Bellarmine Museum - Fairfield University
Find the string of text that represents your data tag from step 6.

- Highlight those specific string of words between the symbols < >
- Delete the unwanted words

Form-Event_Personalized: IGC8- CCFC Wine Tasting 11/15/12
8.- Type in the words you want displayed in your email:

REGISTER HERE

9.- Click on the "Source Button" to get back to the regular email view.
11. Proceed with the creation of your email as you normally do.
12. When your recipients receive this email and click on the “Register Now” link, their contact information, including NetID, fills in automatically.
13. After your event is over, you will pull the attendance report from CornellConnect and your Net IDs are already done for you.
14. All you’ll have to do is convert Net IDs to EMPLs via the NetIDs to Common IDs report in Brio.
15. Fill out the Event Data Entry Form as described by Jennifer Cunningham in an earlier email.

THE USE OF THE EVENT DATA TAG DESCRIBED ABOVE REPLACES THE USUAL STEPS OF ACCESSING THE GLOBE ICON IN THE TOOL BAR TO CREATE A HYPERLINK FOR YOUR REGISTER NOW TEXT