

# Standard Implementation Materials List for CONREGO

A guide for clients ordering the implementation service of the CONREGO attendee registration system.

Edition I, dated 2025.02.14

## INTRODUCTION

To facilitate your work, we have prepared a summary of the essential information and materials that need to be gathered, along with their priority.

Preparing the system for testing on your end typically takes 7-10 business days.

In addition to the above time, please also account for the time needed for testing the implementation and one extra day for us to apply any necessary changes or corrections.

Before launching attendee registration, we will conduct an online training session for you.

## SYSTEM MULTILINGUALISM

For multilingual projects, please provide information about the language versions you have chosen and specify which language will be the primary (default) one.

## REGISTRATION PAGE DESIGN

The required information and materials are:

- Event name
- Date
- Location
- Event logo
- Event description (to appear in search engines)
- Favicon (a small icon displayed in the browser tab next to the page title for easier identification)
- Branding elements, which can be a complete style guide, color scheme, general style guidelines, or an example website reference.
- A banner or graphic that we will use to prepare the top section of the registration page (the banner should be provided in two formats: 2500px and 600px wide, with any height).

Optional:

- The domain name under which the event page should be accessible
- Email account details for sending messages

If you do not have your own domain or do not wish to use it, you can use our subdomain conreġo.app. When choosing a name for the subdomain, follow this pattern: e.g., your-event.conreġo.app.

## EVENT REGISTRATION FORM

The first required pieces of information:

- **List of form fields** with notes on field type (whether the registrant should enter data, select from a menu, or check a box/radio button) and for which type of attendee it should be visible, e.g.:
  - "Arrival Date" field – date picker, visible to attendees outside Poland
  - "T-shirt Size" field – dropdown menu, visible only to "Staff" attendees
  - "Preferred Diet" field – checkbox selection, visible to all attendees, etc.
- **List of Ticket Types** (e.g., participant, guest, organizer, association member).
- **List of Participation Options** (agenda items) that attendees can choose during registration (e.g., in-person attendance, online participation, gala dinner, etc.).
- **Pricing for each Ticket Type** – if you plan to offer discounts based on registration timing, please provide the discount and non-discount periods in XLSX format. If additional options (e.g., gala dinner) require extra payment, include their prices.

The second required elements:

- The content of terms and conditions and any disclaimer under the form.
- Verification of the wording of headers in various registration steps (\*).
- Verification of confirmation messages received by registrants (\*):
  - Summary (last step of registration)
  - Thank you message (after completing registration)
  - Confirmation email sent by the system to the registrant's email address.
- Content of additional emails sent to attendees (e.g., informational mailings).

## TICKET SALES

For implementations that include ticket sales, the following information is required:

- **Payment methods** that will be available for paid registration and the details needed for integrating selected payment gateways.
- **Bank account number** for standard bank transfers.
- **Seller details** to be displayed on invoices issued by the system.