Event FAQ's

All questions: extension.events@maine.edu

Setup

There are 2 ways to create a new event

- Contact extension.events@maine.edu with your event details and we will create your event
- Contact extension.events@maine.edu for training on how to create your own Events in Salesforce

Publishing

Event Statuses

- Draft: Not Ready
- Open – Not Public: Anyone with the link can register, but not available on landing page
- Open – Public: Available to Register on Landing Page
- Data Check: Only for use AFTER event is over
- Closed: Only for use AFTER reporting is completed

Client Registration

- Confirmation Emails: Only when a registration enters status: Registered.
  - *Note: If you need a refund, contact extension.events@maine.edu*
- No Payment Status
  - If in No Payment, client will get a email 2 days after asking if they'd like to pay (only if the Event Registration is Open and the event is not full!)
  - Each registration has an individual payment link on their registration page that you can supply them with if they are in no payment
- Clients can cancel themselves via their Confirmation Email, by contacting you, or extension.events@maine.edu

Afterwards

- Event will automatically move into Data Check after Event
- Review and Enter any Demographic Data
- Add any narratives, collaborators, and effort
- Close once reporting is complete