

# Registration Setup

Admin Menu Category: **Registration Setup**

This menu of the administration contains all settings that take affect during your visitor's registration process. The Registration process and User Groups go hand in hand. This is because users are entered into a User Group during the registration process.

## Things to note about the registration process

### registration session

The registration process is saved in a registration session. All information about a registrant and their choices in the registration process are saved within this session. This registration session is saved in the system for 24 hours. This saves the progress and choices of a client for 24 hours. If a registrant returns to their registration process within that 24 hours their data and choices will be saved for them. They will continue their registration from the point they left off.

So if you have not launched your site yet and are testing the registration code feature or creating your own registration code form you must clear the current registration session between tests of this feature.

So if the client wants to restart their registration process they will need to wait 24 hours for the old session to expire from the system or simply click the "end registration" link at the bottom of the registration process pages. So if you have a "user group choice screen page" at the front of your registration process the client will need to restart their registration session to change their user group selection.

### automatic user group choice

The first step in the registration process is to set the user group. On sites that only have one user group or no user of the registration code feature the client will not "see" this step in the process. The system will automatically set their user group within their registration session and then display the registration information collection form.

### make email is setup if using email verification

If you use the registration email verification feature of the registration process make sure your email configuration is correct and sending emails.

### registration splash page

The registration splash page is a feature configured in the user group admin tool. If you use the

registration code feature please note that there is a registration splash page that will be displayed if you have any content within the registration splash page for that user group. The splash page feature can be used to notify/welcome users to specific user group they have chosen. If you do not want this page to appear make sure there is nothing within the splash page content for that user group or your new registrants could see something you may not want them to see or some gibberish that may confuse them.

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