

# Slate event homepage walkthrough

The screenshot shows the Slate event management interface for an event named "Noha Test Event".

- 1** Noha Test Event
- Date: Tuesday, June 8, 2021 at 05:00 AM until 06:00 AM Eastern Daylight Time UTC -04:00
- Folder: UMC
- User: [Noha Bechara](#)
- Status: CONFIRMED
- Scope: Person
- 2** URL: <https://apolygrad.case.edu/register/?id=e756b1c6-3b91-44a8-954a-b2e4f3aac32> [Edit URL](#)
- Documents: [Edit Documents](#)
- Online: [Connect](#)
- 5** Edit
- Buttons: Edit Communications, Edit Form, Export Data, Export PDF, New Query, New Query (Preview), New Report
- Registrants (1) **6** Launch Check In
- Buttons: Registered, Cancelled, All Registrants
- Search Registrants...
- 3** Registrant: [New Registration](#)
- Payment Due: **4** Status: Submitted ▲
- Registrant: Bechara, Noha TEST
- Status: Registered
- Submitted: 06/07/2021

1. Name of event
2. URL of the registration form (use this for all website and promotions)
3. List of registrants (ability to click each name for more details)
4. Registrant status (post-event, this column will show who attended and who did not)
5. Edit button for any event changes (time, description adjustment, new date, etc.)
6. Launch Check In (click this AFTER your event has concluded to "check in" all guests and prompt the "No-Show" status)

# Slate event registration form

Event forms feature the description provided in the "Description" tab and typically ask for:

1. Email
2. First Name
3. Last Name

If you are hosting a specific type of event and need more form options, email [umcslatereview@case.edu](mailto:umcslatereview@case.edu) and the team will work with you to create a form that asks the right questions.

The screenshot shows the registration form for the "Noha Test Event".

- Case Western Reserve University logo and name.
- Event Name: **Noha Test Event**
- Date/Time: Tuesday, June 8, 2021 at 5:00 AM until 6:00 AM Eastern Daylight Time
- Section: DESCRIPTION FROM DESCRIPTION TAB
- Fields: Email Address \*, First Name \*, Middle Name, Last Name \*

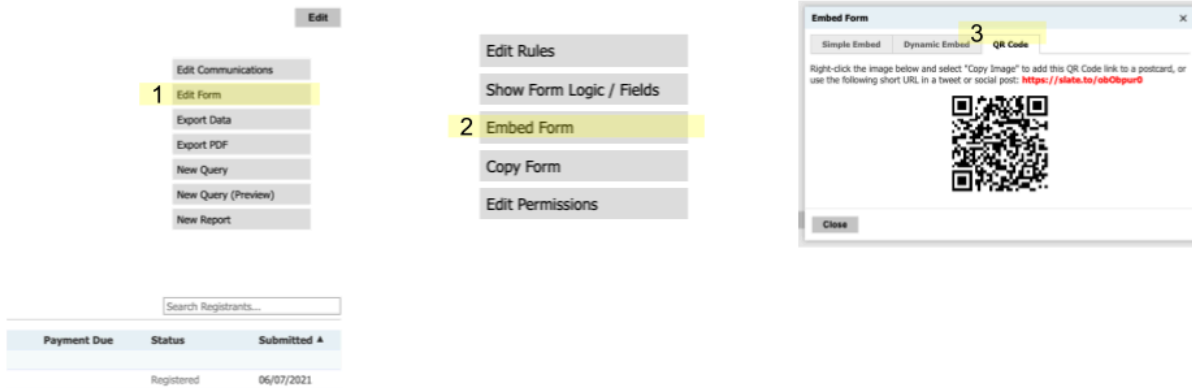
# Registration Form QR Code

QR Codes are a convenient way to link to your registration form. To create a QR code:

Step 1: From your event page click "Edit Form"

Step 2: Click "Embed Form"

Step 3: Choose the QR code tab and copy the image.



The screenshot illustrates the process of generating a QR code for a registration form. It shows a menu with 'Edit Form' highlighted (Step 1), a secondary menu with 'Embed Form' highlighted (Step 2), and a dialog box titled 'Embed Form' with the 'QR Code' tab selected (Step 3). The dialog box contains a QR code and a short URL: <https://state.tx/ob/0bpuw0>. Below the menu is a search bar for registrants and a table with the following data:

Payment Due	Status	Submitted ▲
	Registered	06/07/2021