



Registration Questionnaire

AGRILIFE & RESEARCH ONLINE COURSES & WEBINARS

**** Please type. All information must be finalized & form complete before submitting. Incomplete information will delay the processing of your request. ALL FIELDS IN RED MUST BE FILLED OUT ****

Date Submitted _____

Course Name _____

Date Online Registration Begins _____

MINIMUM OF 7 BUSINESS DAYS' NOTICE IS REQUIRED

Date Online Registration Ends _____

Course Fee \$ _____

Agency Account Number _____

*Indicate base & support account number. If no registration fee is charged, this account number will be used to charge Administrative & Conference Services' fees. **DO NOT LEAVE BLANK.** If you are unsure of the account number, please consult your office/department manager **BEFORE** submitting this questionnaire.*

Course Description

This text will be published on your registration site. Please check for typos and punctuation as this will be copy and pasted online.

Questions

List any questions you would like to ask regarding your course (license number, area of expertise, etc.).

Course Materials

Indicate information (syllabus, etc.) you wish to post online. This information must be in .pdf format & sent by email. One logo can be displayed on the registration site which should be in .jpg format & sent by email.

Enrollment Instructions

This text will be sent in the confirmation email & will instruct the registrant how to access & begin the course. Please test the instructions to make sure they are correct & function properly to access the course.

Contact for Course Technical Issues

Will be listed online as the contact for course technical issues.

Name _____

Department _____

Email _____ Phone _____

Roster Access

Individuals will receive instructions to access online registration roster.

Name _____ Email _____

Name _____ Email _____

Name _____ Email _____

Name _____ Email _____

Name _____ Email _____

Name _____ Email _____

Name _____ Email _____

Administrative Fees

- 5% Administrative Fee
Assessed when funds are collected & deposited.
- 2.5% Credit Card Fee
Assessed when payment is made by Visa, MasterCard or Discover.

Conference Services Fees

- Setup Fee - \$25
- Process phone, fax, email or mail registrations - \$1 per registrant

Primary Contact Information

This person will be listed online as the event contact.

Name _____ Title _____

AgriLife Agency Name _____

Email _____

Primary Phone Number _____

Supervisor _____ Title _____

Office/Business Manager _____

Those authorized to add or make changes in addition to primary contact.

Name _____ Email _____

Name _____ Email _____

***Return completed form (not a pdf scan) to
Texas A&M AgriLife Extension Conference Services
Valerie.Lehmann@ag.tamu.edu
Questions: 979-845-2604***