

# A BETTER WAY TO REGISTER



EVENT TYPE:

▶ **EXPOS/TRADESHOWS**



Submit the information below, and GMR will create your secure online form, generally within 24 hours at \*no cost. You will receive a username and password which will allow you to view registrations, funds collected, email registrants, and download your event database 24/7.

## SET-UP INSTRUCTIONS & REQUIRED INFORMATION:

If you have a digital copy of the event application (MS Word or PDF) this is all we would need. If not, basically we'll need the same information and attachments that you would include on your printed entry form.

- **Event name:**
- **Date and time** (i.e; mm/dd/yy - HH:MM AM/PM):
- **Location/Venue/City/State:**
- **Where to send event funds** (pay to with mailing address or direct deposit option):
- **Participant waiver** - if applicable:
- **T-shirt style/sizes & merchandise** (i.e. Youth S-L, Adult S-XXL) - if applicable:
- **Registration categories** (i.e; single booth, double booth, other):
- **Fees and when (if) they change** (include dates & times):
- **If you have a digital logo for the event** (gif, jpg, png, psd, eps and ai file formats accepted):
- **Custom questions for participants, if any** (i.e; electrical service, setup assistance, special booth needs, other):
- **If there is a charity or cause that funds are being collected for** (provide recipient charity name, cause, or organization that funds are being collected on behalf of):
- **Contact person's information** (if registrants have event questions):
- **Website, Facebook, Twitter and Instagram links** - if applicable:

▶ **SUBMIT EVENT DETAILS TO:** [Service@GetMeRegistered.com](mailto:Service@GetMeRegistered.com)

### FOR QUESTIONS, PLEASE CONTACT US:

e: [Service@GetMeRegistered.com](mailto:Service@GetMeRegistered.com), p: 317-846-0078 or at: [www.GetMeRegistered.com](http://www.GetMeRegistered.com)

\* Online registration is FREE for event organizers, unless they choose to absorb the participants' costs. We add a fee to entry fees. We've made sure all fees are listed during the registration process, prior to any charges taking place.

## SECURE ONLINE REGISTRATION FOR:

- ▶ **RUNNING**
- ▶ **MULTISPORT/TRIATHLON**
- ▶ **CYCLING**
- ▶ **SEMINAR CONFERENCE**
- ▶ **ATHLETIC CLINIC**
- ▶ **CLUB MEMBERSHIP**
- ▶ **SPORTING EVENT**
- ▶ **DINNER/BANQUET**
- ▶ **GOLF TOURNAMENTS**
- ▶ **CHARITY EVENTS**
- ▶ **FUNDRAISING**
- ▶ **REUNIONS**
- ▶ **EXPOS/TRADESHOWS**
- ▶ **VOLUNTEERS**
- ▶ **and more...**



### OUR PROMISE:

Registrants' personal information will never be sold, traded, or disseminated in any way.