

## **Purdue Extension Master Gardener Basic Training Registration using CVENT and the Purdue Extension Education Store**

Extension Master Gardener (EMG) County Coordinators are to screen potential Purdue EMG Basic Training participants before providing the CVENT registration link to potential participants.

Here are the steps for the volunteer screening and registration process:

1. EMG County Coordinator or support staff send emails/letters to potential participants that include the Purdue EMG Program Policy Guide (MG-5-W) and Purdue EMG Volunteer Application and Agreement form.
2. After an applicant completes and signs the EMG agreement, Purdue Extension County office staff are to conduct sex and violent offender registry checks on these registries.
  - a. Dru Sjodin National Sex Offender Public: [www.nsopw.gov](http://www.nsopw.gov)
  - b. Indiana Sex and Violent Offender Registry: [www.icrimewatch.net/indiana](http://www.icrimewatch.net/indiana)
3. The applicant is required to show evidence of government issued photo ID to Purdue Extension Office staff.
4. Once all of the above screening procedures are completed, then Purdue Extension County Office staff may send the CVENT registration link to potential participants to complete their payment and registration process.
5. EMG County Coordinators are encouraged to complete the screening process on at least 15 applicants before sending the CVENT registration link to them. This will help determine whether there are enough registrants to hold a training before incurring CVENT and Ed Store fees for the event registration process (see info on fees below).

### **CVENT Event Request Information:**

1. Purdue Education Store charges 12% of the workshop expenses and \$5/person for using CVENT.
2. When using CVENT for registration of participants in the Purdue EMG Basic Training, the Purdue Ed Store will automatically transfer registration fees to purchase Purdue EMG Manuals for the training. The Purdue Ed store will send the manuals to the county based on registrations and invoice counties for shipping costs. The money collected for the manuals will be added to the EMG account minus the store portion.
3. When using CVENT for registration, participants may be given a choice between flash drive, print manual, and both versions of the Purdue EMG Manual. If a participant chooses to receive both formats of the manual, the registrant will be charged an additional \$25.00 to cover the cost of the additional item.
4. Purdue Ed Store will automatically transfer the \$20 Purdue EMG Program participation fee to the EMG State office after a date set by the county coordinator.

5. The EMG County Coordinator will need to provide information about their policy regarding registrant cancellations including the last day a participant can receive a refund and the amount. Remember, the Purdue Ed Store's cancellation policy is 12% of the workshop expenses plus the \$5 CVENT fee. This covers the merchant fees and the processing fees.
6. Visit <https://extension.purdue.edu/hub/cvent-resources/> to complete the CVENT form electronically and to download the county budget form.