Activation Checklist

Now that you have completed your event creation in the Events Management System, it is time to request activation by the ANR Event Services team. Please complete this checklist prior to requesting activation of your event to avoid possible delays in activating your event. Ensure the following:

❑ Event start and end dates are in the future.

❑ Short description is not cut off.

❑ Title banner is included, in either the field or the banner.

❑ Alternate text is provided if banner image is uploaded.

❑ Description includes the who, what, where, when, why and cancellation policy if relevant.

❑ Confirmation message gives the participant information related to the program, i.e. date, time, location, parking, etc.

❑ Registration dates are relevant.

❑ Flier is updated and links properly.

❑ Registration form(s) collect all the information you need.

❑ Any field that is collecting money has a pricing rule.

❑ You have previewed your event and tested the registration page.

❑ You have attached a budget if your event is not free - and included a taxable amount to be applied to pricing quotas.