

JACoW Team Meeting

May 11, 2005

JACoW Database
SPMS Registration Module
--PAC05 Experience



Problems & Solutions—Technical ☺

- People with no affiliation (retirees, etc.)
 - Solution: On Matt's to-do list.
(small problem w/time-consuming fix)
- Cancellations (registration data wiped out—should probably store somewhere in case of mistakes)
 - Solution: Matt can change this.
- Transfers of registrations between people
 - Solution: Easy for DBA to do, admin capability?



Problems & Solutions—Technical ☺

- Allowing for individualized charges, fee waivers, etc.
 - Solution: “Record Misc. fee” pull-down menu ☺

PAC05 Registration Payments

Larry Able, LLNL
7000 East Ave.
P.O. Box 808
USA - Livermore, California 94550-9234
ahle1@llnl.gov

Record Miscellaneous Fee

Registration as: an attendee 495.00 [Reverse](#)
Registration for: The full conference

Total Fees	\$495.00
Total Received	\$0.00
Total Due	\$495.00

Please select your type of payment:

Note: You can change or cancel a credit card payment up to the time it is processed.

Payment must be received by 03/18/05 to be eligible for the early registration fee.

Your total paid will be posted as soon as your payment is processed.

Please contact the [PAC05 Database Administrator](#) with questions, problems, and/or suggestions.
SPMS Author: Matthew Arena — Fermi National Accelerator Laboratory

PAC05 Registration Invoice

Select a Miscellaneous Fee

Please contact the [PAC05 Database Administrator](#) with questions, problems, and/or suggestions.
SPMS Author: Matthew Arena

- *** Create a New Fee ***
- Banquet Ticket 70.00
- Brochures/inserts 1,000.00
- Coffee Break 5,000.00
- Coffee Break and sponsor of pens 5,000.00
- Conference Bag Fee 4,000.00
- Conference Bag Sponsorship
- Nonstandard registration fee
- Registration as: A vendor 2,200.00
- Registration as: a vendor (includes booth) 2,200.00
- SNS tour 15.00
- Stage Display 900.00
- Vendor table 1,000.00
- coffee break and sponsorship of pens



Problems & Solutions—Technical ☺

- Indicating changes in payment status (to correct errors)
 - Solution: Reversing charges/payments feature ☺

The screenshot shows a web browser window titled "PAC05 Registration Payments - Microsoft Internet Explorer". The address bar contains the URL: https://snsapp1.sns.ornl.gov/pls/pac05/registration.invoice2?crypt_pid=A0823131B7277D985F05A521C3A8B456. The page content includes:

PAC05 Registration Payments

Olivier Delferriere, CEA/DSMDAPNIA
F - 91191 Gif-sur-Yvette Cedex
odelferriere@cea.fr

Registration as: an attendee	395.00	Reverse
Registration for: The full conference		
#Tour Guests	15.00	Reverse 1 @ 15 each
Total Fees	\$410.00	
	-395.00	Reverse Bank Draft Processed: 04/02/05 05:14 PM
Total Received	\$395.00	
Total Due	\$15.00	

Please select your type of payment:

Note: You can change or cancel a credit card payment up to the time it is processed.

Payment must be received by 03/18/05 to be eligible for the early registration fee.

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Please contact the [PAC05 Database Administrator](#) with questions, problems, and/or suggestions.
SPMS Author: Matthew Arena — Fermi National Accelerator Laboratory



Problems & Solutions—Technical 😊

- Flow of pages within SPMS not always easiest for user
 - Solution: Matt, yet again, fixed to best suit situation



Problems & Solutions—Technical ??

- Flow of multiple pages/items and required items (e.g., SNS tour registration)
Solution: ??

PAC05 - Microsoft Internet Explorer

[Close Window](#)

* Indicates required data

Please enter the total number of people you are registering for the tour, including yourself. The cost is \$15 per person. **You must complete the requested information for each guest.** If you would like to register more than six people, please contact [Charlie Horak](#). If you need to change your registration after you've paid, please log in again, make the changes, and resubmit.

* Number for tour @ \$15 each

Information for you

* Country of citizenship

* Date of birth Format MM/DD/YY

* City of birth

Information for guest 1

Guest 1 full name

Guest 1 country of citizenship

Guest 1 date of birth Format MM/DD/YY

Guest 1 city of birth

Guest 1 state, province, or country of birth

Information for guest 2

Guest 2 full name

Guest 2 country of citizenship

Guest 2 date of birth Format MM/DD/YY

Guest 2 city of birth

Guest 2 state, province, or country of birth

Information for guest 3

Guest 3 full name

Guest 3 country of citizenship

Guest 3 date of birth Format MM/DD/YY

start | Downloads | PAC_05... | PAC05 Registration... | Adobe Photoshop | Microsoft PowerPoint... | PAC05 - Microsoft Int... | 11:12 PM



Problems & Solutions: Policy/Structure Issues

- Collecting payment vs completing registration process—when is a registration “complete.”
 - Solution: auto e-mail reminders (work great but not ideal solution)

PAC05 Registration List - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media

Address <https://snsapp1.sns.ornl.gov/pls/pac05/registration.notices>

PAC05 Registration List

[Back to Payments and Invoices](#)

Send registration email notices to unpaid balances.

Send 1st email notice only.

Send email notice to all unpaid balances.

Please contact the [PAC05 Database Administrator](#) with questions, problems, and/or suggestions.
SPMS Author: Matthew Arena — Fermi National Accelerator Laboratory



Problems & Solutions: Policy/Structure Issues

Registration "completion" (cont.)

PAC05 Registration

Raymond Clafin [Logout](#) [Home](#) [Search](#) [My Schedule](#)

Thank you. Your registration data was saved. You will receive e-mail confirmation shortly. You can change your registration at any time by returning to [the PAC05 registration page](#). You can view your invoice by [logging into your account](#) and clicking "Show Invoice."

Registration as: a vendor associate (no booth) 495.00
 Registration for: The full conference -495.00
 Registration as: a vendor associate (no booth) 495.00
 Registration for: The full conference -495.00
 Reversed/Reversed: 05/06/05 03:29 PM #Tour Guests 15.00 1 @ 15 each 2,200.00

Raymond Clafin, Clafin Associates Inc.
 42 Main ST, Suite 11
 POB 88 Mail
 USA - Leominster, Maine MA 01453
 ray@888clafin.com

Registration as: a vendor associate (no booth)	495.00
Registration for: The full conference	
Registration as: a vendor associate (no booth)	-495.00
Registration for: The full conference	
#Tour Guests	15.00 1 @ 15 each
	2,200.00
Total Fees	\$2,215.00
	-2,200.00
Total Received	\$2,200.00
Total Due	\$15.00

Check Processed: 04/23/05 02:08 PM

Please select your type of payment:
 Note: You can change or cancel a credit card payment up to the time it is processed.
Payment must be received by 04/23/05 02:08 PM to be eligible for the early registration fee.

Your total paid will be posted as soon as your payment is processed.

Please print this page for your records.

PAC05 Registration

Raymond Clafin [Logout](#) [Home](#) [Search](#) [My Schedule](#)

Checks must be received before March 18, 2005, to be eligible for the early registration fee. Please make checks payable to "PAC05" and mail to:

Janet Bivens
PAC05 Treasurer
Oak Ridge National Laboratory
1 Bethel Valley Rd, Bldg. 8600
Oak Ridge, TN 37831-6477

Raymond Clafin, Clafin Associates Inc.
 42 Main ST, Suite 11
 POB 88 Mail
 USA - Leominster, Maine MA 01453
 ray@888clafin.com

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SPMS Registration Module, JACoW Team Meeting
May 11, 2005, Knoxville, TN, USA, Charlie Horak



Problems & Solutions: Policy/Structure Issues

- Vendors!!! and others not used to SPMS system
 - Solution: I did a lot of handholding (hint: this ain't a good solution).
 - Solution: Set up separate registrations for teachers and media. Easy solution because no money involved, but, again, not ideal.



Other Issues

- Need a clearer difference between submitting an abstract and registering for the conference.
 - Solution: Better instructions that, once again, won't be read?
- Getting checks and bank drafts with no names, etc.
- Incorrect charge card data (won't be an issue for some conferences)



If I had it to do over again...

- Separate vendor registration from general registration for “real people”
- Separate companion registration also
- Do what is best for users (even if it hurts)
- Offer cash prizes for people willing to test the system
-



Recommendations for next users

- Layout needs and specifications, *explicitly*, before design and page construction begins. This was biggest source of problems with vendor registration.
- Layout how data will flow (ditto above)
- Consider designating several people to handle registration data (it's a *huge* task).
- Registration admins need to be involved early and continually in conference planning to know what's going on.