

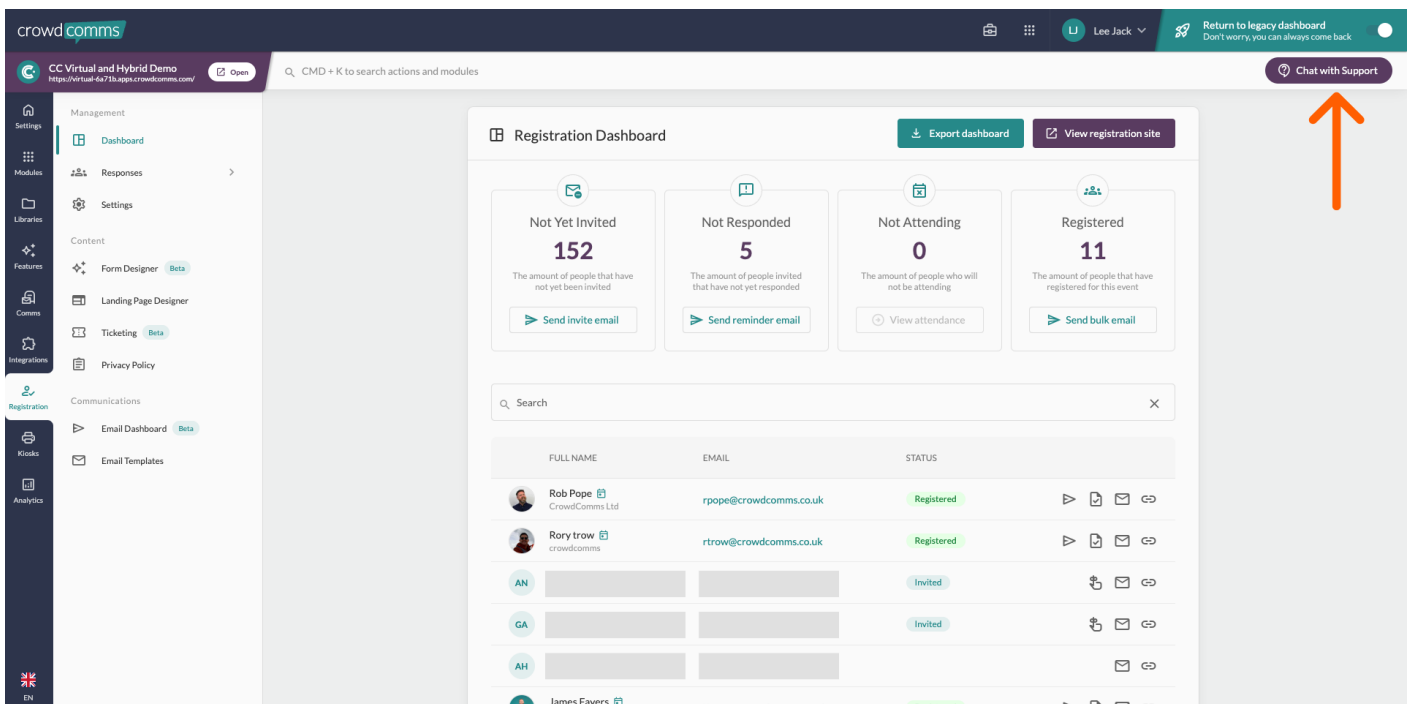
Essential Tasks Before You Begin: Registration

1. Platform URL

Decide your chosen URL i.e. www.myevent2025.com. On the [admin dashboard](#) for your relevant platform, you can send this URL to the live chat team and they will setup your chosen URL providing it is available and meets suitable criteria.

Please note: This can take up to 24 hours to take affect and in rare cases longer (its usually quicker), but as this timeline is out of our hands, we recommend doing this before anything else. If you choose to go with a subdomain leveraging an existing domain, this can further extend the timeline as you will need to work with the internal team who manage your domain to make updates.

Send your desired URL to the live chat team who will set this up for you.



The screenshot displays the CrowdComms Registration Dashboard. The top navigation bar includes the CrowdComms logo, a search bar, and a user profile for Lee Jack. A 'Chat with Support' button is highlighted with an orange arrow. The dashboard features four summary cards: 'Not Yet Invited' (152), 'Not Responded' (5), 'Not Attending' (0), and 'Registered' (11). Below these is a table of registered users with columns for Full Name, Email, and Status. The table lists Rob Pope, Rory Trow, and James Fayers, all with 'Registered' status. There are also rows for 'Invited' status with placeholder names.

FULL NAME	EMAIL	STATUS
Rob Pope	rpope@crowdcomms.co.uk	Registered
Rory Trow	rtrow@crowdcomms.co.uk	Registered
AN		Invited
GA		Invited
AH		
James Fayers	jfayers@crowdcomms.co.uk	Registered

2. Whitelist to avoid access issues

Whitelist the CrowdComms platform to make sure there are no issues for your target audience accessing the platform.

Access whitelisting information [here](#)

3. Customise Email Sender Domain

The CrowdComms platform will send email comms for various actions. For example, when you send an email communication (optional), or when an attendee resets their password. As standard this comes from appconciierge@crowdcomms.com, to improve deliverability we highly recommend replacing this with your own domain.

Guide to manage this is [here](#)

Revision #8

Created 14 May 2024 15:11:47 by Lee Jack

Updated 10 June 2024 18:36:52 by Lee Jack