

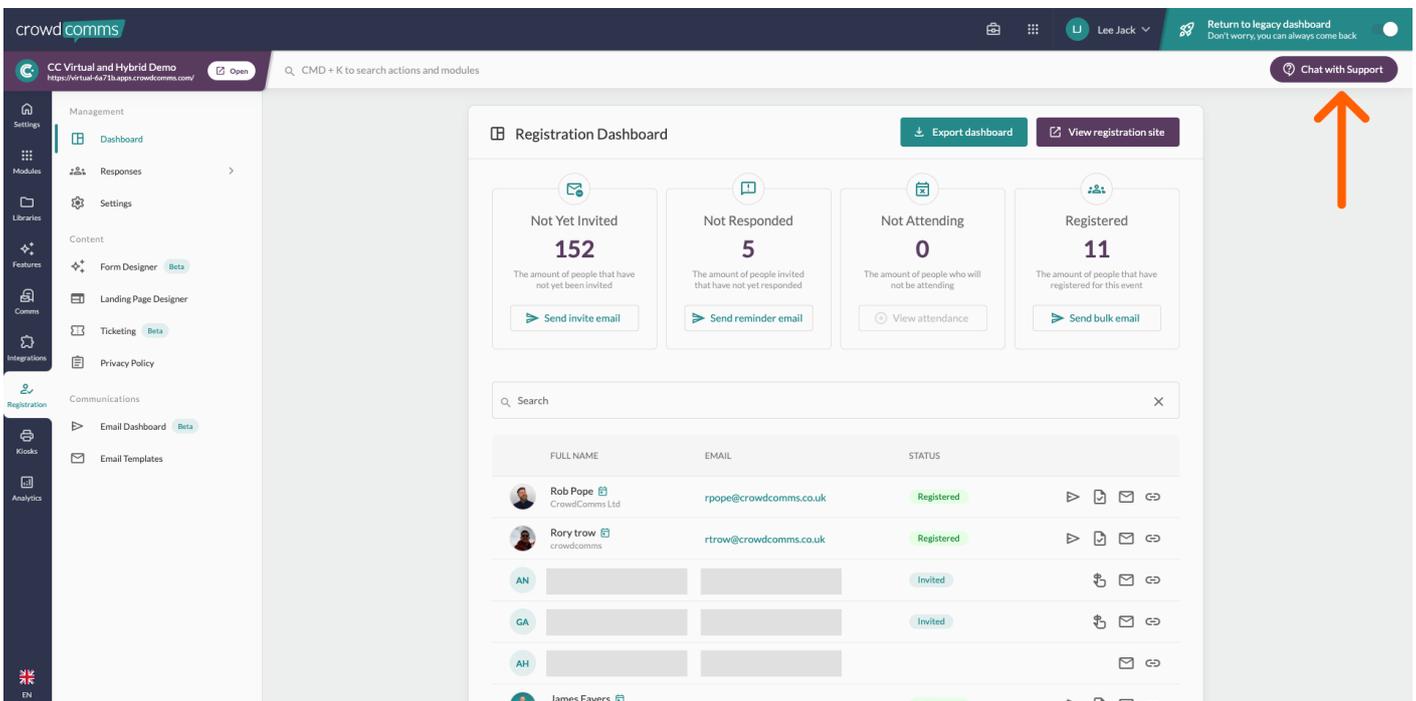
Essential Tasks Before You Begin: Registration

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 shows the CrowdComms admin dashboard for a 'CC Virtual and Hybrid Demo' event. The 'Registration Dashboard' is active, showing the following summary data:

Category	Count	Description	Action
Not Yet Invited	152	The amount of people that have not yet been invited	Send invite email
Not Responded	5	The amount of people invited that have not yet responded	Send reminder email
Not Attending	0	The amount of people who will not be attending	View attendance
Registered	11	The amount of people that have registered for this event	Send bulk email

Below the summary cards is a search bar and a table of registered users:

FULL NAME	EMAIL	STATUS	
Rob Pope CrowdComms Ltd	rpop@crowdcomms.co.uk	Registered	▶ 📄 ✉️ 🔗
Rory trow crowdcomms	rtrow@crowdcomms.co.uk	Registered	▶ 📄 ✉️ 🔗
AN		Invited	▶ 📄 ✉️ 🔗
GA		Invited	▶ 📄 ✉️ 🔗
AH		Invited	▶ 📄 ✉️ 🔗
James Fayers	jfayers@crowdcomms.co.uk	Registered	▶ 📄 ✉️ 🔗

An orange arrow points to the 'Chat with Support' button in the top right corner of the dashboard.

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 `apconcierge@crowdcomms.com`, to improve deliverability we highly recommend replacing this with your own domain.

Guide to manage this is [here](#)

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