Have viewers register for individual events on a portal

Available with Simple List and Custom portal layouts (on the Portal Layout tab).

With a portal, your viewers register one time and can attend any of the events after signing in to the portal. If you want, you can add checkboxes to the portal agenda and let viewers register for the events they plan to attend.

When a viewer enters a specific event from the portal, their registration data is included in the event's reports.

Enable registration checkboxes

On the Portal Layout tab, select **Simple List** or **Custom** layout and select **Show Checkboxes on Registration**.

Post-Registration Agenda Display Options with Simple List and Show checkboxes on Registration
Image not found or type unknown

You can use the provided agenda format or scroll to Segment Formatting and select **Custom**.

What your viewers see

On the portal agenda, viewers initially see a list of events with check boxes. They select each event they plan to attend and then click **Register for Selected Events**. Registered events are listed events at the top, followed by additional event they could register for.

Portal with registration checkboxes
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Example code

Here is the coding from the previous example.

```
<div style="border:1px dotted #ccc; padding: 16px; margin-bottom:10px;"> <div style="width:auto;

<div style="float:right; text-align:right;">__SEGMENTVIEWBUTTON__</div>

<div style="clear:both; float:left;"><span style="font-size:12px;">__SEGMENTDATE__</span></div>

<div style="float:left;"><span class="reminderButton" style="margin-left:6px;">__SEGMENTREMINDER

</div>
```

To use this formatting:

1. On the Portal Layout tab, scroll to Segment Formatting and select **Custom**.

2. At the right side of the editor, click **</>** to switch to code view.

3. Delete all the placeholder code.

4. Paste the example code.

5. Click **Save and Continue**.

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