OSU Registrations
You can collect Chartfield information for internal registrants by using Registration Questions. Use this job aid to follow the instructions for how to do this.

REGISTRATION SETTINGS
1 Access the Summary & Payment page. Select your event. Hover over Website & Registration and, under Registration, click Registration Settings. If applicable, select a registration path.

The Basic Settings tab opens by default. Click the tab to the right, Summary & Payment, then Edit.

2 Select Enable “Offline/Other” YES, change the Display Text to “OSU Registrant”

REGISTRATION QUESTIONS

1. Under Website & Registration
2. choose Registration Questions
3. choose Add Questions from Library
4. choose Library: Question
5. choose Folders: Chartfield Payment
6. Select all of the checkboxes and Click OK.
7. Once the screen refreshes, drag the Org, Fund, Project, Program, and User Defined on top of the question “Will you be paying”
8. After each drag and drop answer the question “yes”

This will create a sub-question so when the user selects YES the chartfield will appear for completion.

Find More on Sub-Questions in the Cvent Community.